

### **2013-2014 USF-Tampa Graduate Catalog Policy Updates**

Please note the following revisions to policy that are effective fall 2013. Refer to the 2013-2014 Graduate Catalog for full information or the policy website (<http://www.grad.usf.edu/policies.php>).  
The policies, with revisions noted, are listed on the following pages.

<b><u>POLICY</u></b>	<b><u>Description</u></b>
<b><u>Admission Requirements</u></b>	Reinstated University Admission Deadlines, removed SPEAK Test, Added Pearson Test, GRE-PPI requirement option, minor edits.
<b><u>First Class Attendance</u></b>	Revised policy to be congruent with Registrar's mandate.
<b><u>Assistantships</u></b>	Clarify appointment FTE, maximums, overall policy.
<b><u>Full-time Student Definition</u></b>	Added language regarding maximum load of 18 hours.
<b><u>Institutional Enrollment Policy (Residency)</u></b>	Revised Policy.
<b><u>Academic Standards and Grades</u></b>	Removal of A+ Option.
<b><u>Accelerated Program Guidelines</u></b>	Revised guidelines
<b><u>Dual Degree Programs</u></b>	Revised policy, allowing for percentage to be shared
<b><u>Program of Study</u></b>	Revised wording.
<b><u>Responsible Conduct of Research (RCR)</u></b>	Added requirement for new doctoral students.
<b><u>Student/Advisor Relationship</u></b>	Added policy statement.
<b><u>Doctoral Hours (re: 4000-level courses)</u></b>	Revised policy to address pre-requisites.
<b><u>Doctoral Committee and Outside Chair</u></b>	Revised policy, addressed external member.
<b><u>Co-Authorship</u></b>	Added language regarding co-authorship
<b><u>ETD Format- Title pages</u></b>	Provided additional format options for title page
<b><u>ETD Submission</u></b>	Revised submission option from Pro-quest to other
<b><u>Electronic Signatures</u></b>	Added statement regarding electronic signatures

## Policy

## Description

### Admission Requirements

Reinstated University Admission Deadlines, removed SPEAK Test, Added Pearson Test, GRE-PPI requirement option. A few of the revisions are below – see the full section for complete update information.

2. Submission of standardized test scores if required by the graduate program. For Graduate Programs that require the GRE, the Personal Potential Index (PPI) may be required. Refer to individual program admission requirements for information.
3. Applicants from countries where English is not the official language must also demonstrate proficiency in English\* in one of the following ways:
  - a. \_\_\_\_\_By providing a score of 79 or higher on the Internet based Test of English as a Foreign Language (TOEFL iBT)
  - b. By providing a score of 6.5 or higher on the International English Language Testing System (IELTS).
  - ~~b.c.~~ By providing a score of 53 or higher on the Pearson Test of English Academic (PTE-A)~~[e1]~~
  - ~~c.d.~~ By Earning a score of 500-153 (or equivalent) on the GRE-Verbal exam
  - ~~d.e.~~ By earning a baccalaureate or higher degree at a regionally accredited institution in the US
  - ~~e.f.~~ By earning a baccalaureate or equivalent ~~[e2]~~ degree at a foreign institution where English is the language of instruction (must be documented on the transcript or on an official Certificate of Medium of Instruction from the institution).

The Program Chair and College Dean must approve any exceptions to these requirements before they will be considered by the Office of Graduate Studies. Such a request must be submitted to the Graduate School with justification and documentation~~with information copies to the Graduate School.~~

### University Graduate Admission Deadlines\*\*\*

	<u>Admission in Spring 2014</u>	<u>Admission in Summer 2014</u>	<u>Admission in Fall 2014</u>
<u>University Application Deadline:</u>	<u>October 15, 2013</u>	<u>February 15, 2014</u>	<u>February 15, 2014</u>
<u>University Application Deadline for Professional Programs:</u>	<u>October 15, 2013</u>	<u>February 15, 2014</u>	<u>June 1, 2014</u>
<p>***As some Graduate Programs may have earlier or later deadlines than the University Deadline, applicants should check the individual Graduate Program listing to confirm the Graduate Admission Date  <a href="http://www.grad.usf.edu/programs/search_all.php">http://www.grad.usf.edu/programs/search_all.php</a> or <a href="http://www.grad.usf.edu/catalog.php">http://www.grad.usf.edu/catalog.php</a></p>			

Graduate Programs may continue to accept and process applications after the published deadline if space exists within the program. Check with the Program for availability.

Admission applications and supporting materials must be received by the application deadlines as posted online at: <http://www.grad.usf.edu/programs/programs.asp>  
[http://www.grad.usf.edu/programs/search6\\_alpha.asp?searchtext=null](http://www.grad.usf.edu/programs/search6_alpha.asp?searchtext=null)~~[e3]~~

### Applying from within the United States

### **Additional Requirements for International Applicants**

In addition to meeting the published application deadline for the Program of interest ~~(see above)~~, all ~~application and~~ immigration documents should be submitted as soon as possible, but must be on file at USF no later than the following processing deadlines\*:

#### **International Applicants Applying from Outside the US:**

Fall Semester admission – May 1  
Spring Semester admission – September 15  
Summer Semester (all sessions) admission – January 15

#### **International Applicants Applying from Within the US:**

Fall Semester admission – June 1  
Spring Semester admission – October 15  
Summer Semester (all sessions) admission – February 15

**\*for programs with later admission application deadlines, all materials, including application and supporting documents, must be submitted by the international processing deadline noted above.**

Foreign applicants who are outside the US-U.S. are required to apply for a visa. Depending on the country of origin, this may take a few months. So the deadlines for these international applicants may be earlier than the Program deadline and these applicants must apply prior to both deadlines. They are strongly encouraged to apply as early as possible. Foreign applicants who are in the U.S. and are currently on a visa ~~and~~ may use the domestic application deadline dates.

### **First Class Attendance**

Revised policy to be congruent with Registrar's mandate

#### **Mandatory First-Day Attendance Policy Course Attendance at First Class Meeting – Policy for Graduate Students**

All students are required to attend class the first day a class meets, for both online and on-campus courses. Students unable to attend must contact the instructor prior to the first day to ensure they are not dropped from the course. For structured courses, 6000 and above, the College/Campus Dean will set the first-day class attendance requirement. Check with the College for specific information. This policy is not applicable to courses in the following categories: Educational Outreach, ~~Open University (TV)~~, FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). **Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.** (See USF Regulation – Registration - 4.0101, <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>)

### **Assistantships**

Clarify appointment FTE, maximums, overall policy

#### **Appointments**

Graduate Assistants may be appointed up to a maximum of 0.50 FTE for a single assistantship. Programs who desire to appoint a Graduate Student, in any classification, more than 0.50 FTE up to 0.75 FTE, for single or multiple appointments, must submit justification to the Graduate School for approval. Students hired in non-GA positions on campus must also not exceed 0.75 FTE for the combined position and assistantship appointments. It is preferred that students refrain from employment outside of the assistantship appointment. Departments may determine the maximum number of semesters for teaching assistantship appointments.

### **Full-time Student Definition**

Added language regarding maximum load of 18 hours

Students taking a minimum of nine (9) or more hours toward their degree in the fall or spring semester, or taking a minimum of six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. Students may take a maximum of eighteen (18) hours in any given semester; exceeding eighteen (18) hours requires a signed program of study or written approval from the College. For financial aid requirements, contact the Office of Financial Aid.

### **Institutional Enrollment Policy (Residency)**

Revised Policy

The majority of credits toward a graduate degree must be earned through instruction offered by the home institution (e.g., USF Tampa, USF St. Petersburg, ~~USF Polytechnic~~, USF Sarasota-Manatee) granting the degree. For information about the minimum number of credit hours required for the degree refer to the degree requirements in the program listing. Students are responsible for consulting with their degree program coordinator for information on courses that may be taken outside their graduate degree program, as well as ~~and~~ the Transfer of Credit Policy for course transfer eligibility requirements. Although equivalent courses may be offered at other institutions (including within the USF System), they may not satisfy degree requirements.

### **Academic Standards and Grades**

Removal of A+ Option

Letter grade = number of grade points

~~A+ 4.00~~

A 4.00

### **Accelerated Program Guidelines**

Revised guidelines – see catalog for complete revision information

**For Departments Developing an Accelerated Program:**

Proposed Programs must meet the **Accelerated Program Requirements**, as well as follow the best practices listed below:

- Programs have a choice of conferring degrees simultaneously or sequentially, but it is recommended that undergraduate degrees are to be conferred in a timely manner as soon as undergraduate requirements are fulfilled.
- Programs must complete a Program of Study, develop a plan for academic advising, and tracking of students, including notation of potential financial aid impact.
- Typically, up to twelve (12) hours of graduate credit may be shared between the graduate and undergraduate degree. Although, with Graduate Council and Graduate School approval, programs may offer accelerated programs with more shared credits.
- Typically, a minimum undergraduate GPA of at least 3.33 overall and a minimum GPA of 3.50 in the major, having taken a minimum of 15 hours in the undergraduate major are required for students to be admitted to an accelerated program. With Graduate Council and Graduate School approval, programs may offer accelerated programs with different GPA requirements. Students must have a minimum of a “B” (3.00) in each graduate course. Consequences for not obtaining a “B” in each graduate course must be noted in the Departmental Accelerated Program requirements.
- Following completion of a minimum of 15 hours in the undergraduate major, the student may be considered for acceptance into the Accelerated Degree program in one of two ways: faculty nomination or student self-nomination, via submission of the **Accelerated Graduate Program Nomination Form**. Programs will review the applications and approve the nomination.
- Programs will submit the required paperwork (**Accelerated Graduate Program Admission Form**) to officially convert the student to graduate standing, no later than when the student has reached 90 hours or Bachelor’s degree has been conferred. The application requires approval from the Graduate Program, College, and Graduate School.

### **Dual Degree Designation**

Revised policy, allowing for percentage to be shared, see full copy

#### **Dual Degree ~~Programs~~Designation**

A student may pursue two graduate degrees ~~at USF through a formal, as part of an~~ approved Dual Degree ~~Program~~Designation. The goal is for a student to attain two graduate degrees ~~in an efficient manner~~. *(Students pursuing a combined bachelor's and graduate degree are considered to be in an Accelerated Program -see catalog section for information on this separate process.)*

~~A Dual Degree designation program~~ - is ~~defined as required for~~ a student pursuing two separate graduate degrees. ~~Two degrees are conferred~~. Either through an established relationship between two degrees programs (see 1 below) or through an individualized designation (see 2 below), ~~Up between 0% and to 15%~~ of the total combined credit hours for the two degree programs may be shared, with Department (or equivalent), College, and Graduate School approval. With the exception of shared coursework, all other separate degree requirements must be successfully met (e.g. two dissertations, one thesis/one dissertation, projects, exams, etc.), unless approved by Graduate Council. *(Note: where a single degree is preferred, refer to the Interdisciplinary Degree Program information below).*

### **Program of Study**

Clarified wording

In addition to the graduate degree program requirements as specified in the Graduate Catalog, each student should have a written, flexible program of study that includes the student's choice of Catalog year, choice of concentration, cognate, or other options available in the degree program, and a tentative identification of other appropriate choices available to the student in the program, which may (but does not need to) include specific courses. A program of study is not a guarantee that specific courses will be available in a specific semester or that statutory and regulatory requirements will not change during the student's enrollment in the program. As required or appropriate, the program of study should be revisited and modified by the student and the student's advisor/major professor(s).

### **Responsible Conduct of Research (RCR)**

Added requirement for new doctoral students

Responsible Conduct of Research (RCR) is a critical element in training for scholarship. USF has information about RCR available online at: [www.grad.usf.edu/rcr.php](http://www.grad.usf.edu/rcr.php)

Effective Spring 2013, Graduate School requires all new doctoral students to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to the student's program of study. The CITI modules have been designed to introduce researchers to various elements of research conduct ranging from research misconduct to data management to mentoring. As this is a minimum requirement, specific doctoral programs may require training that goes beyond the basic components introduced in this module. Graduate Programs that have received Graduate School approval for rigorous RCR training consistent with disciplinary standards and practices may exempt their students from the CITI requirement. Students must complete the module, or provide evidence of previous qualified RCR training to their Program Director and Graduate School, in the first semester enrolled in a doctoral program. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the Registration hold will be lifted.

### **Student/Advisor Relationship**

Added statement

Although it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements, the Advisor's role is to guide students in all aspects of their academic program and to monitor and evaluate students' progress toward their degrees. He/she should be aware of any difficulties that students may be facing in their coursework or research experiences and should work with students in resolving these issues. It is recommended that the advisor and student understand each other's expectations and that effective means of communication are established. The advisor and student are encouraged to meet at appropriate intervals to critically evaluate the student's progress. These meetings may be requested by the student or the advisor. The advisor also has the obligation to express to the student any concerns he/she may have regarding the student's performance, to stipulate the level and quality of work expected, and to offer suggestions leading to student success. As such, the advisor neither gives the student excessive guidance nor allows the student to struggle needlessly. The goal of this relationship is to foster student independence, which results in successful completion of the program of study.

**Doctoral Hours (re: 4000-level courses)** Revised policy to address pre-requisites  
No ~~AA~~ undergraduate courses may ~~not~~ be used to satisfy the gradable minimal course requirement for the doctoral degree.

**Doctoral Committee and Outside Chair** Revised policy, addressed external member (also see section on Dissertation Defense)

#### **Doctoral Committees**

Some Colleges have a Program Committee comprised of graduate faculty, who advise the student from admission up to doctoral candidacy, when the formal Doctoral Dissertation Committee is formed. As soon as an area of research is determined and a major professor is selected, a Doctoral Dissertation Supervisory Committee will be appointed and approved for the student. The Department will request approval of the Doctoral Committee from the Dean of the College and, as needed, the Dean of the Graduate School.

#### Role of Doctoral Committees

Depending on the College, either the Program Committee or the Doctoral Dissertation Committee is responsible for

- approving the student's course of study
- grading the written comprehensive qualifying examination

#### Doctoral Dissertation Committee

The Doctoral Dissertation Committees will approve the student's course of study and plan for research,

- approve the plan for research
- supervise the research, grade the written comprehensive qualifying examination,
- read and approve the dissertation, and
- conduct the dissertation defense.

#### **Composition**

The Doctoral Dissertation Committee will consist of at least four members

- ~~three~~ must come from the academic area (i.e., discipline) of the student
- at least one external member (from outside the Department, School, or equivalent, hosting the doctoral program, but may be within the academic discipline)

Faculty holding joint or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot be external members on a student's committee.

~~three~~ of whom must come from the academic area in which the major work for the degree will be done.

**Co-Authorship** Added language regarding co-authorship

## **Intellectual and Scholarship Integrity**

### **Shared Authorship and Research Education Policy**

USF contains a broad range of academic programs in diverse disciplines, and the USF faculty recognize that the conventions on shared authorship and credit for scholarship vary among disciplines. In general, sharing in authorship implies both substantive intellectual contributions to the work and also approval of the work as it appears in public. Right to authorship credit is not automatically conveyed by being the instructor of a course, being a student's major professor, or being a research assistant working with faculty and professional researchers; neither is credit automatically prohibited because of such status.

Each college/program that includes research education shall include an explicit discussion of shared authorship issues and disciplinary conventions as part of the formal curriculum addressing research methods and ethics, including the conventions of the discipline's publications. In addition, each college or program shall have a formal statement about shared authorship made available to students (such as on a college or program website) or given to students at the same time as they are given notice about other program and college expectations.

Each college/program shall also have a written procedure for resolving questions or conflicts about shared authorship where students are involved. The college and program may use the same procedure for resolving questions for non-student employees, but the procedure for resolving questions or conflicts involving students must address the educational needs of students (e.g., explicitly asking about the nature of the research methods and ethics education as experienced by a student involved in the case at hand).

This written procedure must be made available to students (such as on a college or program website) or given to students at the same time as they are given notice about other program and university expectations.

### **ETD Format- Title Pages**

Provided additional format options for title page. May add concentration information and in cases where the Degree, Program, Concentration have redundancy, provided various options for format.

Proposed Format Option 1 – inclusion of [Degree, Program](#):

Dissertation Example 1:

A dissertation submitted in partial fulfillment  
of the requirements for the degree of  
[Doctor of Philosophy](#)  
[in Applied Anthropology](#)  
Department of Anthropology  
College of Arts and Sciences

Thesis Example 2:

A thesis submitted in partial fulfillment  
of the requirements for the degree of  
[Master of Science in Chemical Engineering](#)  
[in Chemical Engineering](#)  
Department of Chemical Engineering  
College of Engineering

*(this example shows potential redundancy, and departments may prefer to use the Current Format for this reason)*

Proposed Format Option 2 – inclusion of [Degree, Program, and Concentration](#)

Dissertation Example 1:

A dissertation submitted in partial fulfillment  
of the requirements for the degree of  
[Doctor of Philosophy](#)  
[in Applied Anthropology](#)  
[with a Concentration in Heritage Studies](#)  
Department of Anthropology  
College of Arts and Sciences

Thesis Example 2:

A thesis submitted in partial fulfillment  
of the requirements for the degree of  
[Master of Science in Chemical Engineering](#)  
[in Chemical Engineering](#)  
[with a Concentration in Biomedical and Biotechnology](#)  
Department of Chemical Engineering  
College of Engineering

**ETD Submission**

Revised submission option from Pro-quest to other

**Submission for Official Publication and Archiving to Pro-Quest**

All theses/dissertations will be submitted to the Graduate School designated System to Pro-Quest for microfilming and official publication and archiving, effective Fall 2010.

**Electronic Signatures**

Added statement regarding electronic signatures

Where procedures described in this catalog require signatures, requirements for original signatures may be satisfied by University-approved electronic signatures or other secure methods of verifying approval by advisors, major professors, committee members, or other University administrators, faculty, and staff.