



Office of Graduate Studies

University of South Florida

GRADUATE CATALOG

2016-2017

The policies and procedures herein have been approved, as appropriate, by the USF Graduate Council Policy Committee and by the full USF Graduate Council, a Standing Committee of the Faculty Senate.

The policies, procedures, and requirements herein are applicable to students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework. Undergraduate students should refer to the Undergraduate Catalog, even if taking graduate coursework. It is the student level that dictates which publication governs, not the level of coursework.

USF Office of Graduate Studies, 4202 E. Fowler Avenue, ALN226
Tampa, FL 33620~ www.grad.usf.edu

Office of Graduate Studies Mission Statement

The mission of the Office of Graduate Studies is to serve as the center of leadership for graduate education at the University of South Florida.

Office of Graduate Studies Diversity Statement

The Office of Graduate Studies at the University of South Florida is committed to the full engagement, empowerment and encouragement of *all* of the members and constituents we serve; these include students, faculty, staff, academic departments, aspirants, and affiliates.

In recognizing that a university serves a diverse population, we strive not only to serve, but to lead the future in which we “stimulate, encourage and support graduate education efforts that build national distinction...” We understand that in order to realize this future, we must remain steadfast to the policies and practices that emphasize achievement, equal opportunity, trust, respect, and collaboration. Hence, equity and excellence are not merely espoused, but rather are the “lived” values that we strive for and advocate for members of the community of universities and a global workforce.

USF’s Office of Graduate Studies Administration Policy Statement

For information on the University’s Policy on the Office of Graduate Studies Administration, Refer to USF Policy 11.001, at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-11-001.pdf>

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This catalog is effective for the 2016-2017 academic year. This catalog includes all policies, procedures, and program and course descriptions in effect at the time of publication. USF reserves the right to repeal, change, or modify the policies, procedures, programs, and course descriptions at any time.

The University of South Florida is committed to the principles of equal education, equal access, and equal employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, or Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

Archives online: <http://www.grad.usf.edu/catalog.php>

Archived copies are available online for Catalogs published from 1999 through 2014. Paper copies prior to 1998 are archived at the USF Library and may also be archived in the USF-Tampa Office of Graduate Studies.

Section 1

Welcome to Graduate Studies!



A MESSAGE FROM THE PRESIDENT, DR. JUDY GENSHAFT

Thank you for your interest in graduate education at the University of South Florida System. We welcome you to explore USF's globally-recognized academic programs and the many opportunities to learn and work alongside some of the world's most accomplished scholars, scientists and inventors. At USF, our graduate students play an active and important role in our growing national and international research success, and are part of many significant projects that contribute to our rising institutional prestige. We are proud that USF is recognized by the National Science Foundation as one of the nation's Top 25 public research universities based on its high level of research activity. USF also has been designated as Florida's first Emerging Preeminent Research University in recognition of our achievements in research, innovation and student success.

Our strong interdisciplinary academic programs are coupled with a global focus to place USF on the leading edge of a number of disciplines, including the health fields and critically-needed science, technology, engineering and math fields. USF continuously works to build a strong and vibrant research enterprise, which each year is recognized in the Top 10 of American public universities in producing new United States patents. Our entrepreneurial spirit encourages our graduate students to have an immediate impact with their education. For example, the Student Innovation Incubator in the USF's Office of Research & Innovation is home to more than 35 student-led companies, and graduate students are regularly found leading hands-on projects which directly serve our community, such as environmental research, urban design, music and the arts, and public health. For those looking to link their interest in high-demand disciplines with new skills to start a business, USF has created several programs that couple a Master of Business Administration with STEM degrees.

USF offers a variety of opportunities for postgraduate study through our many Master's and Graduate Certificate programs, many of which include online learning and are designed to prepare graduates to make immediate and relevant contributions in their professions and fields of study. We work in partnership with our region's top international corporations, such as Nielsen, Raymond James, TechData, Jabil Circuit Corp., and Home Shopping Network to connect our talented students to these global powerhouses where they find exciting and rewarding careers.

USF is situated in the heart of one of the nation's fastest growing and most diverse metropolitan regions, and our university is deeply connected to all aspects of the community. USF graduate students are creative, energetic and working to build a bright and successful future for themselves and their families. We look forward to being a partner in your educational, professional and personal journey.

Sincerely yours,

A handwritten signature in black ink that reads "Judy Genshaft". The signature is written in a cursive, flowing style.

Judy Genshaft, Ph.D.

President

Office of the President

<http://system.usf.edu/president/about-president-genshaft.asp>

A MESSAGE FROM THE PROVOST AND EXECUTIVE VICE PRESIDENT, DR. RALPH WILCOX

As one of the nation's best and fastest-growing research universities, the University of South Florida is attracting in ever growing numbers many of the world's best and brightest students, which today, as you read this, includes *you*. Thank you for considering USF to be your academic home as you prepare to embark on the challenging yet ultimately rewarding journey of graduate education.

It is a serious commitment, and one to which the dedicated faculty and staff at USF attach utmost importance. Our shared promise is to engage you in meaningful programs and initiatives that support the educational, health, and socio-economic wellbeing of the local, national, and global communities we all serve — efforts that embrace interdisciplinary inquiry and collaboration as the keys to success not only within our academic programs, but also in the globally interwoven world of 21st century business, communications, and culture.

At USF, we encourage students and faculty to forge real relationships that replace the more academic department-centered experience common of most other graduate schools. We believe, too, that interdisciplinary partnerships between students, faculty, and researchers across campus, in the community, and around the world strengthen both the university and the graduate student experience at USF, creating a “collaboration for competition” that often leads to new knowledge and exciting, innovative solutions to pervasive and emerging problems.

Continuing to deliver top-quality graduate programs remains a leading priority for USF as it enhances further its position as a premier research university with state, national, and global impact. The University of South Florida is a place where you can challenge yourself and focus on how you are able to contribute to your chosen discipline, your community, and the world-at-large in a meaningful and sustainable way. Whether your career aspirations are to remain in academe or to pursue professional positions in the public sector, business or industry, I am confident that your investment of time, talent, and energy as a graduate student at USF will present you with wonderful and exhilarating prospects for the future.

Ralph Wilcox

Ralph C. Wilcox, Ph.D.
Provost and Executive Vice President
www.acad.usf.edu



Section 2

About USF

The University of South Florida is a high-impact, global research university dedicated to student success. USF is located in beautiful Tampa Bay on Florida's spectacular west coast. It is one of the largest public universities in the nation, and among the top 50 universities, public or private, for federal research expenditures. The University is one of only four Florida public universities classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research universities, a distinction attained by only 2.3 percent of all universities. Serving over 48,000 students, the USF System has an annual budget of \$1.6 billion and is ranked 43rd in the nation for research expenditures among all universities, public or private. The USF System includes three separately accredited institutions by the Southern Association of Colleges and Schools Commission on Colleges: USF; USF St. Petersburg; and USF Sarasota-Manatee.

The University's main doctoral granting institution located in Tampa is home to over a dozen colleges and USF Health, which includes the Morsani College of Medicine, and the Colleges of Nursing, Public Health and Pharmacy. The University offers a dynamic learning environment that inspires innovation, creativity and collaboration and is focused on student success. More than 2,000 distinguished scholars, researchers and expert teachers, nearly all holding PhDs or the highest degrees in their fields, make up the USF faculty – including the 2012 U.S. Professor of the Year. USF St. Petersburg and USF Sarasota-Manatee offer bachelors and master's degrees in two distinctive waterfront settings with smaller class sizes and a number of niche programs. USF is a member of the American Athletic Conference, with 17 men's and women's varsity teams competing at the NCAA-level. New facilities for practice and competition, along with a completely renovated USF Sun Dome in Tampa, put the university's athletic facilities on par with virtually every top program in the country.

USF Vision, Mission, Goals, Values, and, Accreditation

USF Strategic Plan: <http://www.ods.usf.edu/Plans/Strategic/docs/USF-Strategic-Plan-2013-2018.pdf>

Mission

The University of South Florida's mission is to deliver competitive undergraduate, graduate, and professional programs, to generate knowledge, foster intellectual development, and ensure student success in a global environment.

Vision

The University of South Florida is a global research university dedicated to student success and positioned for membership in the Association of American Universities (AAU).

As Florida's leading metropolitan research university, USF is dedicated to:

- Student access, learning, and success through a vibrant, interdisciplinary, and learner-centered research environment incorporating a global curriculum
- Research and scientific discovery to strengthen the economy, promote civic culture and the arts, and design and build sustainable communities through the generation, dissemination, and translation of new knowledge across all academic and health-related disciplines
- Partnerships to build significant locally- and globally-integrated university-community collaborations through sound scholarly and artistic activities and technological innovation

Office of Graduate Studies Directory

4202 E. Fowler Ave., ALN226, Tampa, FL 33620

813-974-2846 www.grad.usf.edu

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Senior Administration		
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Gary Oliver, Assistant Director, Student Success	(813) 974-7935	goliver@usf.edu
Office of Postdoctoral Affairs (OPA)		
Eric Hoyer, Ph.D., Associate Director of Postdoctoral Affairs and Graduate Student Development	(813) 974-7359	ehoyer@usf.edu
Graduate and Professional Student Council		
	(813) 974-2846	gpsc@grad.usf.edu
Office of Admissions - Graduate Admissions Contact:		
Admissions: David Lee Henry, Director	(813) 974-3350	admissions@usf.edu
Graduate Admissions: Paul Crawford, Associate Director	(813) 974-6363	

Academic Calendar

Academic Calendar <http://www.registrar.usf.edu/enroll/regist/calendrt.php>
 Thesis/Dissertation Deadlines http://www.grad.usf.edu/ETD_Deadlines.php
 Cultural/Diversity Calendar <http://www.usf.edu/diversity/about-dieo/upcoming-events.aspx>
 Attendance Policy for the Observance of Religious Days
<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

Tentative 2016-2017

August 5	Summer B, last day of classes
August 6	Summer Commencement, Tampa
August 22	Fall, first day of classes
September 5	Labor Day
November 11	Veteran's Day
November 24 & 25	Thanksgiving Holiday
November 30	Fall, last day of classes
December 1 - 2	Designated reading days
December 3 - 9	Final Exam Week
December 4	Final Exams (Distance Ed)
December 10	Fall, Tampa Commencement
December 11	Fall, St. Petersburg Commencement
December 11	Fall, Sarasota-Manatee Commencement
December 25 - 26	Christmas Holiday
2017	
January 1 - 2	New Year's Holiday
January 9	Spring, first day of classes
January 16	Martin Luther King, Jr.
March 13 - 18	USF Spring Break
April 27	Spring, last day of classes
April 28 - 29	Designated reading days
April 29 - May 5	Spring Final Exams
April 30	Spring Final Exams (Distance Learning)
May 6	Spring Commencement, Tampa
May 7	Spring Commencement, St. Petersburg
May 8	Spring Commencement, Sarasota-Manatee
May 15	Summer A & C, first day of classes
May 29	Memorial Day
June 23	Summer A, last day of classes
June 26	Summer B, first day of classes
July 4	Independence Day Holiday
July 21	Summer C, last day of classes

Section 3

Graduate Faculty and Research Interests

Graduate Faculty Definition

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty. Only Graduate Faculty, and Affiliate Graduate Faculty approved for such purposes, may serve as the Instructor of Record for graduate level courses.

Per SACS Comprehensive Standard 3.7.1, <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>,

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

- *Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.*
- *Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.*

Graduate Faculty is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline. Graduate Faculty members are eligible to teach graduate courses and may direct and serve on masters, specialist, and doctoral level committees. To chair a doctoral level committee, a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions and research grants.

Affiliate Graduate Faculty membership may be granted by the Office of Graduate Studies Dean to individuals who do not meet the University definition of Graduate Faculty, but whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to serve on masters, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, at the discretion of the College.

Affiliate Graduate Faculty can only serve as the Instructor of Record when they have a terminal degree in the discipline and are approved to teach graduate courses in that field. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Office of Graduate Studies Dean. For approval, a current CV and request for approval, including the reason for the request (e.g. serving on a master's student supervisory committee), is submitted through the Program, the College, and the Office of Graduate Studies. For more specific information on procedures, contact the Office of Graduate Studies.

Graduate Faculty Approval – Graduate faculty is defined as noted above; Colleges and Departments may have additional requirements. The Office of Graduate Studies will maintain a list of Graduate Faculty along with approval guidelines from the Colleges and Departments.

Also reference USF Policy 10-115 – Faculty Credentials for Teaching Undergraduate and Graduate Courses - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-115.pdf>

Section 4

Office of Admissions

Office of Admissions

University of South Florida
Office of Admissions
4202 East Fowler Avenue, SVC1036
Tampa, FL 33620-5816

Website: <http://www.grad.usf.edu/graduate-admissions.asp>
E-mail: grad-admissionsmail@usf.edu
Phone: 813-974-3350
Fax: 813-974-7343

Director for Admissions David Lee Henry

University Admissions Criteria and Policies

USF Regulation USF3-008: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.008.pdf>

Statement of Principles

In graduate admission decisions, multiple sources of information should be used to ensure fairness, promote diversity and balance the limitations of any single measure of knowledge, skills, or abilities. The sources may include: undergraduate grade point average, letters of recommendation, personal statements, samples of academic work, portfolios, auditions, professional experience related to proposed graduate study, as well as nationally known, standardized test scores. It is the responsibility of each graduate program to select admissions criteria that best predict success in their specific field and to determine the weight given to each measure.

None of the sources of information, particularly standardized test scores, should be used in isolation nor should such scores be used in combination or separately to establish minimum or “cut off” scores. Program specific guidelines for the use of standardized test scores should be developed based on the experience of a given department with its pool of applicants.¹

¹ Adapted from the GRE “Guide to the Use of Scores” 2003-2003

Admission Requirements

Each applicant to a graduate program at the University of South Florida is required to meet the following minimum requirements:

1. An applicant must have **one** of the following (a, b, or c):
 - a. A bachelor's degree from a regionally accredited institution and satisfying at least one of the following criteria:
 - i. "B" average or better in all work attempted while registered as an undergraduate student working for a degree, or
 - ii. "B" average or better in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
 - b. A bachelor's degree with a "B" average or better from a regionally accredited institution and a previous graduate degree with a "B" average or better from a regionally accredited institution.
 - c. The equivalent bachelors and/or graduate degrees from a foreign institution.
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).
 - c. By providing a score of 53 or higher on the Pearson Test of English Academic (PTE-A)
 - d. By Earning a score of 153 (or equivalent) on the GRE-Verbal exam
 - e. By earning a baccalaureate or higher degree at a regionally accredited institution in the US

Applicants who earn a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (for the institution and not just the program) may meet this requirement. However, other related factors (including test scores) will also be considered. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution

4. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.

The Program Chair and College Dean must approve any exceptions to these requirements before they will be considered by the Office of Graduate Studies. The reason for the waiver and related documentation must be included on the Graduate Application Referral form.

**International students who are seeking employment as a teaching assistant (in departments that offer them) must meet additional English Language Requirements.*

Application Process (How it works)

Graduate applicants are urged to submit accurate and complete information **as early as possible**. Applications and supporting documents received after the application deadline will only be acted upon at the discretion of the graduate program. They will be kept on file for up to one year. At the request of the applicant or graduate program, they will be processed for the next available term.

Please consult with your graduate program to determine if it is a Direct Receipt Program. For Direct Receipt Programs application materials should be uploaded with the on-line application AND the hard copies should be sent directly to the program (NOT to the Office of Graduate Admissions.) All inquiries regarding application status should also be directed to the Program.

The Graduate Admissions Office and the Graduate Program review your application for admission to graduate study at USF. Once the graduate program reviews your eligibility for its graduate program they will forward their decision to the Graduate Admissions Office which, in turn, will issue the official decision.

If you are a foreign graduate applicant, the International Services Office (<http://global.usf.edu/is/>) will evaluate your financial and immigration documents after you are admitted to determine your eligibility for a student visa. Your financial statement must be dated within 12 months of the starting the degree program. Each of these offices may request additional documents from you to make a decision.

For a complete list of graduate programs and deadline dates please visit the Office of Graduate Studies website at <http://www.grad.usf.edu/programs.php>

Graduate Admission Application Deadlines

The University deadlines for graduate admission are listed below. However, many academic programs and concentrations have earlier deadlines than those established by the University, or may admit only for a specific term. A few programs and concentrations may have later deadlines, if approved by Graduate Council.

Applications must be received by the approved Graduate Program deadline. However, Graduate applications and supporting materials should be submitted well in advance of the published program deadline, especially for those applicants who are interested in being considered for assistantships, tuition waivers, and fellowships. Applicants who want to be considered for Office of Graduate Studies fellowships must have all application documents on file at USF prior to the program’s application deadline OR January 15, whichever comes first. Applicants should check with the prospective Program to determine if there is an earlier deadline for consideration of fellowships the Program may offer.

University Graduate Admission Deadlines***

	Admission in Spring 2017	Admission in Summer 2017	Admission in Fall 2017
University Application Deadline:	October 15, 2016	February 15, 2017	February 15, 2017
University Application Deadline for Professional Programs:	October 15, 2016	February 15, 2017	June 1, 2017
***As some Graduate Programs and Concentrations may have earlier or later deadlines than the University Deadline, applicants should check the individual Graduate Program and Concentration listing to confirm the Graduate Admission Date http://www.grad.usf.edu/programs/search_all.php or http://www.grad.usf.edu/catalog.php			

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.

Additional Requirements for International Applicants

In addition to meeting the published application deadline for the Program of interest, all 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 2017 admission – May 1, 2017
- Spring Semester 2017 admission – September 15, 2016
- Summer Semester 2017 (all sessions) admission – January 15, 2017

International Applicants Applying from Within the US:

- Fall Semester 2017 admission – June 1, 2017
- Spring Semester 2017 admission –October 15, 2016
- Summer Semester 2017 (all sessions) admission –February 15, 2017

*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 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 may use the domestic application deadline dates.

Application Checklist (To-Do-List)

To assist you in the admissions process the following is your *To-Do-List*. To expedite the processing of your application please upload a copy of all of your supporting documents when you submit your application on line. You will also need to send official transcripts and test scores. If you are admitted to a graduate program.

1. Fill out the Graduate Application on line and upload all supporting documents
2. List all post-secondary institutions you have attended on the application
3. Pay the Application Fee
4. Upload through the online application a copy of transcripts of all prior post-secondary courses taken (including translations and evaluations for international transcripts). If you are admitted, you must ALSO have official and final transcripts sent to the Office of Admissions.
5. Upload through the online application a copy of your test score reports. If you are admitted, you must also have official Test Scores sent to USF
6. Review and respond to Conduct Clearance Policy (Legal Disclosure Statement)
7. Review Florida Residency Policy for Tuition Purposes and provide documents, if needed

- 1. Graduate Application:** <https://secure.vzcollegeapp.com/usf/>
Applicants should also check with the Graduate Program to determine if they require any additional, supporting documents beyond the ones listed here. Admission requirements may be found in the Program listing in the Catalog. Applicants should upload a copy of each supporting document required by the program through the on-line application when it is submitted. However, they may upload additional documents after the application has been submitted. For instruction on uploading, go to <http://www.usf.edu/admissions/documents/how-to-upload-grad-adm-docs.pdf>

- 2. Application Fee:**
All applicants are required to submit an application fee of **\$30.00 USD** for **EACH** graduate program to which they seek admission (USF Regulation USF4-0107: Special Fees, Fines and Penalties <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>). If they attended USF as a former degree seeking student or non-degree student they will still be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, and Visa) or by E-Check (personal checking/savings account) through the Graduate Online Application. **The Online Graduate Application will not be processed if the application fee is not paid. ALL APPLICATION FEES SUBMITTED ARE NON-REFUNDABLE.**

- 3. Transcripts:**
One (1) complete official transcript from all institutions of higher learning attended by the applicant is required of all students who are admitted and matriculate at USF (reference USF Policy 10-044). At least one transcript must show that the bachelor's degree was completed prior to the start of the graduate program at USF. Former USF students should not submit their USF transcript; it is already on file. However, they must list USF as a post-secondary institution on the application. Applicants should upload copies of all other transcripts to expedite the processing of their applications. These uploaded transcripts are considered unofficial.

Please upload them through the on-line application. Any offer of admission based on unofficial transcripts is considered "provisional" and **will not** be finalized until official transcripts are received in a sealed envelope from the Office of the Registrar where the applicant attended. All transcripts must be in English; International applicants must submit original language transcripts and a certified English translation. It is the applicant's responsibility to have transcripts translated and evaluated* before submitting them as part of the graduate application packet. If they are applying while still completing an undergraduate degree, they must submit transcripts of at least six (6) semesters of completed undergraduate work.

*All foreign transcripts that are not in English must be accompanied by a certified English translation. Documents signed by a notary or other public official with no affiliation to the institution of higher learning

will **not** be accepted. Some graduate programs require a course-by-course evaluation. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will require the applicant to obtain a **course-by-course** evaluation from a foreign transcript evaluation service. Refer to the Graduate Admissions' website for a list of evaluation services

(<http://www.usf.edu/admissions/graduate/application-requirements/transcripts-foreign.aspx>)

Bologna Process – Applications from the European Higher Education Area

USF accepts applications from prospective graduate students with undergraduate degrees from countries that subscribe to the Bologna Process. Applicants with three-year degrees from universities in the European Higher Education Area (EHEA) may be considered for admission to graduate programs, at the discretion of the Department (or equivalent) and College that offer the Program and with the approval of the Office of Graduate Studies, under the following condition:

Official documentation is presented to demonstrate that a three-year degree (at least 180 ECTS) has been awarded prior to USF matriculation by an institution within the European Higher Education Area (EHEA), defined by the Bologna Declaration of 1999. Where applicable, diploma supplements should be included with transcripts and other documents required to demonstrate degree completion. An up-to-date, official listing of Bologna signatory countries may be found at www.ehea.info.

4. Test Scores

GRE (Graduate Record Examination)*: <http://www.gre.org>

Applicants to graduate programs requiring the GRE must submit GRE test scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Educational Testing Service, but applicants should upload with the application unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission based on unofficial scores is considered “provisional” and will not be finalized until official scores from ETS are received. The institution code for USF is **5828** and applies to all tests administered by ETS.

** The GRE requirement is determined by the individual graduate programs. Please contact your program of interest directly for additional information. **Editor's Note: GRE has a new score scale; scores listed on the Program pages in this catalog may reflect the old scale. Refer to the GRE Concordance Tables to see how the scores compare.*** http://www.ets.org/s/gre/pdf/gre_guide.pdf or http://www.ets.org/s/gre/pdf/concordance_information.pdf

GMAT (Graduate Management Aptitude Test): <http://www.gmac.com/gmat.aspx>

Applicants to programs in the Muma College of Business should submit GMAT** scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Pearson VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission based on unofficial scores is considered “provisional” and will not be finalized until official scores from Pearson VUE are received. The following are the Pearson VUE institution codes for USF programs.

VP9-M4-23	Ph.D. in Business Administration
VP9-M4-04	Executive M.B.A.
VP9-M4-41	Hospitality Management, USF Sarasota-Manatee
VP9-M4-97	M.B.A., Full Time
VP9-M4-80	M.B.A., Part Time
VP9-M4-01	M.B.A., USF Sarasota-Manatee
VP9-M4-25	M.B.A., USF St. Petersburg
VP9-M4-18	Masters in Accountancy

VP9-M4-67	M.A. in Economics
VP9-M4-86	M.S. in Finance
VP9-M4-17	M.S. in Management
VP9-M4-66	M.S. in Management Information Systems
VP9-M4-40	M.S.M. in Marketing
VP9-M4-74	M.S.R.E in Real Estate
VP9-M4-48	M.S. in Entrepreneur in Applied Technology
VP9-4J-76	Health Administration, College of Public Health

***Applicants may not have to submit a GMAT if they have taken the GRE. Please contact the program of interest directly for additional information.*

MCAT

For those programs that may require or accept the MCAT, the test typically must be taken with the last five (5) years; check with the Graduate Program for specific requirements

English Proficiency Tests

Applicants whose native language is not English or who have not earned a degree in the United States must demonstrate proficiency in English by submitting acceptable scores on one of the English proficiency tests listed below. They must have been earned within two (2) years of the desired term of entry. Applications submitted with English proficiency scores that do not meet the minimum requirements will be denied.

- Has scored a 79 or higher on the internet-based Test of English as a Foreign Language (TOEFL) or a 550 on the paper-based TOEFL
- Has scored 6.5 or higher on International English Language Testing System (IELTS)
<http://www.ielts.org> (Note: Although the IELTS score may be used to demonstrate English Proficiency for the purpose of admissions, the IELTS score is not acceptable to demonstrate English Proficiency for Teaching Assistant [TA] positions)
- Has scored a 53 or higher on the Pearson Test of English Academic (PTE-A)

The English proficiency requirement may be waived for admission if the applicant meets one of the following conditions (Note that additional documentation may be required):

- The applicant's native language is English, or
- Has scored the equivalent of 153 or higher on the GRE Verbal Test, or
- Has earned a college bachelors or graduate degree at a regionally accredited U.S. institution of higher learning, or
- Has earned a college bachelor's degree from an institution whose language of instruction is English (must be noted on the transcript or on an official certificate stating that English is the Medium of Instruction for the institution), However, other related factors (including test scores) will also be considered; or
- Has received a college/university degree from an institution in at least one of the following countries (list was accurate at the time of publication; to check the most current list, go to <http://www.usf.edu/admissions/international/intl-freshman/requirements-deadlines/english-proficiency.aspx>):

- Antigua
- Australia
- Bahamas
- Barbados
- Barbuda
- Belize
- Bermuda

- Canada except Quebec (French)
- Cayman Islands
- Commonwealth Caribbean, Including Belize
- Guyana
- Ireland
- Jamaica
- Liberia
- New Zealand
- South Africa (when English is the first language)
- St. Kitts & Nevis
- St. Lucia
- St. Vincent & Grenadines
- Trinidad & Tobago
- United Kingdom

PLEASE NOTE: International students from countries other than those listed in Appendix C of the *Policy on Spoken English Proficiency for Graduate Teaching Assistants/Associates/Graduate Instructional Assistants* (http://www.grad.usf.edu/inc/linked-files/GA_Policies_Spoken_English.pdf) who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived or accepted for admission to a graduate program. They need a minimum score of 26 on the spoken portion of the Internet-based TOEFL (iBT) or 160 on the spoken portion of the TOEIC test administered by ETS (<http://www.ets.org/toEIC>).

Please reference <http://www.usf.edu/admissions/international/graduate/requirements-deadlines/english-proficiency.aspx> for more information on language requirements.

5. Conduct Clearance Policy (Legal Disclosure Statement):

All graduate applicants are required to answer the Conduct Clearance questions of the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received. Applicants who meet the criteria for disclosure must provide specified documents and be reviewed by the Vice President of Student Affairs or his/her designee, if warranted.

6. Florida Residency Policy:

Graduate students are typically considered “independent” for tuition purposes. Applicants desiring classification as Florida residents for tuition paying purposes must sign and complete the Florida Residents section of the Florida Residency Classification page of the Graduate Application. **Incomplete or unsigned forms will be classified as non-Florida residents.** The Office of Graduate Admissions will classify applicants as Florida residents if they have provided a minimum of two forms of documentation that verifies they began living in Florida at least twelve months prior to the first day of classes of their admitted term of entry. Additional documentation other than what is required may be requested in some cases. All documentation is subject to verification.

Students are responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is noted on the official acceptance letter. If students feel that their initial classification is in error, they have until the last day of the term to contact the appropriate admissions office and request a re-evaluation. After students have completed their first semester of study they may still seek to have their residency reconsidered; however, they must then submit a Request for Reclassification Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested. For more information in on Residency refer to: Independent Student: the Registrar’s webpage. For information on reclassification go to <http://www.registrar.usf.edu/Residency/Deadlines.php>

Application Documents Access/Forward/Return Policy

No application, test scores, transcripts, letters of recommendations, or other documents submitted with the application packet will be returned to the applicant or forwarded to another institution/third party. The Office of Graduate Admissions applicant file is not to be released to the applicant or other third parties. Requests, subpoenas, or court orders are to be forwarded to the Office of the General Counsel after review by the Assistant Director of Graduate Admissions. Applicants once admitted and enrolled during the term of admission may request access to their student file at the Office of the Registrar. Letters of Recommendation that the applicant has waived the right to view (indicated on Request for Recommendation Form) are not to be given, copied or viewed by the applicant or third parties. Requests for degree/enrollment verification information should be referred to the Office of the Registrar.

The Office of Graduate Admissions graduate application files may be copied and released to USF staff conducting legitimate University business.

Additional Requirements of Programs (If applicable)

Many programs require additional application materials such as resumes, writing samples, or letters of recommendation. These items should be uploaded through the online application. Check with the graduate program to see if you should also send the paper documents directly to the appropriate department/program. These materials will be available electronically to the appropriate program if sent with the application packet.

Final Admission Classification

Applicants accepted for admission whose final, official documents (transcripts and/or test scores) have been received by the Office of Graduate Admissions are admitted as "Final." The admission file is complete.

Provisional Admission Classification

Applicants accepted for admission whose final, official documents (transcripts and/or test scores) have not been received by the Office of Graduate Admissions are admitted provisionally pending receipt of these missing items. The final, official transcripts documenting completion of the required degree prior to the start of graduate study at USF and test scores must be received before a second semester registration is permitted. During the first semester, the Office of Graduate Admissions will place a registration hold on the student's file. When the missing documents are provided to the Office of Graduate Admissions the registration hold will be removed.

Exception Admission Classification

The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees minimum requirements. To be considered for an exception, applicants should present evidence that might account for the previous academic record and demonstrate potential for academic success. Examples of this evidence include excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in the discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the Program, College, and Office of Graduate Studies to accept exception application requests.

Conditional Admission Criteria

A program and/or college may admit students conditionally in anticipation of the applicant's successful completion of additional requirements separate from University minimum requirements. These conditions may include attendance in specific core or remedial courses and/or a specific earned GPA for those courses. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program. The College/Graduate Program will submit a Dismissal Form (<http://www.grad.usf.edu/student-forms.php>) to the Office of Graduate Studies to initiate dismissal

Deferment of Admission Request

An applicant's acceptance is granted for the semester and the particular program specified in the official acceptance notification. In order to validate that acceptance, the applicant must enroll for that semester.

Applicants who do not validate their admission may contact the Graduate Program Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and prior to the program's application deadline for the new term. If a request for Deferment of Admission is not activated within the 12 months, a new application and fee must be submitted for future consideration.

Applicants who were admitted provisionally upon receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Graduate Admissions. International applicants must also provide a new financial statement dated no earlier than 12 months before the requested date of entry.

Special exemption to this policy may be granted to active duty U.S. military personnel who receive military orders that prevent them from beginning a graduate program during the requested term. These applicants may have their admission honored for up to 2 years, pending approval from their academic program, and proper documentation of their deployment. These extensions would be granted on a case by case basis.

Update of Admission Request

If an admission decision has not been offered and the applicant wants to be considered for a future semester, the applicant must request that the Office of Graduate Admissions update the application and specify the new enrollment date. This request must be made in writing within 12 months of the initial requested entry date and must be received no later than the program's application deadline for the semester desired. Applications are held for only 12 months. If a request for change in entry date is not received in the specified time, a new application and fee must be submitted. The Office of Graduate Admissions will not process any update requests without first receiving all official transcripts and required test scores.

Denial of Admission / Appeal for Reconsideration Criteria

Applicants denied admission will be given timely notice by email or postal service. Denied applicants who meet the minimum standards may request reconsideration in writing to the Graduate Program Director of the program to which they applied. This must be done within 30 days of the date of denial. The request should present additional evidence of potential for academic success at USF and contain reasons why reconsideration is warranted. Applicants denied admission to a degree program are eligible to apply as a non-degree seeking student and enroll as special (non-degree seeking) students, although course selection restrictions may apply. Non-degree applications must be submitted online to the Office of the Registrar.

Activation of Admission

An applicant's acceptance is granted for the semester and the particular program specified in the official acceptance notification. In order to validate the acceptance, the applicant must enroll for that semester. Applicants who do not validate their admission may contact the Graduate Program Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and before the program's application deadline for the new term. If a request for Deferment of Admission is not activated within the 12 months, a new application and fee must be submitted for future consideration.

REINSTATEMENT AND RE-APPLICATION FOR ADMISSION POLICIES

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in inactive status (refer to the Continuous Enrollment Policy for more information). Students who wish to continue their studies must be reinstated or re-apply for admission to the degree program. Both of these are at the discretion of the Program and are not guaranteed. These policies do not apply to students who have been academically dismissed from the University for Academic Dishonesty.

Reinstatement:

For students who the Program anticipates will complete their degree within their original time limit:

- Students must apply for reinstatement using the *Graduate Program Reinstatement Form*.
- Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
- Students who were in Doctoral Candidacy will remain at that status.
- Students who are reinstated may choose the original or any subsequent Graduate Catalog
- Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.

For students who will exceed their time limit for degree completion, but will not be affected by course currency issues (i.e. will finish within ten years of initial admission date in the graduate degree program)

- Students must apply for reinstatement using the *Graduate Program Reinstatement Form* and also submit the *Time Limit Extension Request*, including benchmark information.
- Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
- Students who were in Doctoral Candidacy will remain at that status.
- Students who are reinstated may choose the original or any subsequent Graduate Catalog.
- Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.

Re-application for Admission:

Students who have exceeded their time limit for degree completion and/or course currency limits (i.e. ten years from their initial admission date in the graduate degree program) must re-apply for admission. This will require completion of all degree requirements as posted in the Graduate Catalog in effect at the semester of admission, including such elements as comprehensive exams, thesis/dissertation hours. The Program should evaluate the student's transcript to determine if any of the previous coursework may be transferred in as part of the admission process (note: only structured courses may be considered for transfer – see Transfer of Credit Policy). This will require documentation of course currency through a syllabus-by-syllabus comparison.

To be admitted, the application and all supporting materials must be submitted by the Program's posted application deadline as noted in the Graduate Catalog. These materials include:

- **Graduate Application:** to re-apply for admission, students must submit a new graduate application, application fee, and any required supporting materials by the application deadline for the program.
- **Admission Requirements:** Students must meet the Admission Requirements posted in the Graduate Catalog for the Program to which they are reapplying.
- **Catalog Year:** Students who are readmitted must meet the admission standards and degree requirements and policies in the Graduate Catalog in effect at the time of readmission.
- **Prior Coursework taken at USF:** Coursework taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department. Refer to the Course Currency Policy for time limits on coursework applied toward the degree. Students will be required to take new coursework.
- **Enrollment:** A decision to readmit is only applicable to the semester for which it was offered. Students who do not enroll for that term will have to resubmit an application for any future semester.
- **Doctoral Candidacy:** Students who are readmitted to a doctoral program who were previously admitted to doctoral candidacy must retake the Qualifying Exam and be Admitted to Doctoral Candidacy.

Change of Graduate Program

A change of graduate program allows a student to withdraw from his/her current graduate program and enter into a different graduate program. A change of graduate program:

- will NOT be considered for graduate students in their first semester of study
- is permissible only for a continuing graduate student enrolled for study in a particular program who wishes to change to another program at the same or lower level
- requires a student to be in good academic standing
- is up to the discretion of the student's new program (note: some programs may require another admission application to be submitted and reviewed)
- may affect the student's financial aid status
- restarts the time limit with the admission to the new graduate program.
- requires the submission of a Change of Graduate Program Application
- requires students to meet all requirements of the new Program as specified in the USF Graduate Catalog of their choice as per the Graduate Catalog policy. See policy for full information and restrictions.

Students not in good academic standing must consult with the Office of Graduate Studies prior to initiating a Change of Graduate Program Application. Students may view the procedures and obtain the Change of Graduate Program Application at http://www.grad.usf.edu/inc/linked-files/GRADUATE_SCHOOL_Chg_of_Program_Application.pdf. Students must consult with the new program and Office of Graduate Studies before completing any paperwork.

Students with Disabilities Policy

Applicants with disabilities apply for admission under the same guidelines as other applicants. Applicants believing that a disability has had an impact on grades, course choice, or standardized admission test scores, should request consideration of this during the admissions process. Applicants requesting substitution of departmental guidelines will need to contact the appropriate department chairperson. Please submit supporting documentation when requesting a disability exception. Applicants bear the responsibility for providing documentation of their disabilities.

The University reviews documentation and determines if students are eligible for services and accommodations because of disabilities. The Office of Student Disability Services is charged with the task of determining eligibility. Accommodations and services are not provided on a retroactive basis. Approval must be given prior to receiving services or accommodations. The process begins when students provide documentation of disability and meet with a coordinator in the Office of Student Disability Services to request in writing services and accommodations. Any faculty members or students who have questions about this process are encouraged to contact the Office of Student Disability Services at (813) 974-4309 or visit the website at <http://www.sds.usf.edu/>

Section 5

Registration and General Information

Parking Information and Campus Maps

For information on USF Parking Services, policies, and regulations, refer to:

USF Parking and Transportation Services website: <http://www.usf.edu/administrative-services/parking/>

Campus maps available: <http://www.usf.edu/administrative-services/parking/maps/index.aspx>

USF Regulations:

USF 4.0010 Parking General Guidelines, Registration, Penalties and Rates:

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0010.pdf>

Also reference 4.00211 through 4-00219 and 4-0023 through 4-0029, FAC, available at:

<http://generalcounsel.usf.edu/regulations/current-regulations.asp>

Office of the Registrar

Website: <http://www.registrar.usf.edu/>

E-mail: regquest@admin.usf.edu

Phone: 813-974-2000

TTY: 813-974-4488

The Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of the Registrar about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

OASIS

Students use a self-selected personal identification number (PIN) in the University's **Online Access Student Information System** (OASIS) to:

- view registration appointment information
- view registration hold information
- view the Schedule of Classes
- register and drop/add courses
- view their grades
- request address changes
- request privacy
- request transcripts

Registration Information

USF Regulation USF4-0101, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>

Register for Classes

To register for classes students must login to the OASIS system. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the department for registration.

OASIS: <http://usfonline.admin.usf.edu/>

Schedule: <http://www.registrar.usf.edu/ssearch/search.php>

Late Registration

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e. by the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the Add / Drop sections of the Catalog.

Medical Requirements for Registration

Immunization Policy: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>

Forms: <http://www.usf.edu/student-affairs/student-health-services/immunizations/index.aspx>

Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students. Florida law (Section 1006.69 Florida statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services. Please refer to <http://www.shs.usf.edu/immunizations.aspx> for further information. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof.

According to Florida Administrative Code Rule 6C-6.001(5) "Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German measles).

In addition, new admits (international students and US citizens living abroad) must show proof of screening for Tuberculosis (TB) within the past year. New admits who have not taken the TB test may do so when they arrive, but will not be allowed to register until the test has been taken. (Reference USF Policy 33.003 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>)

All students new to USF are required to submit a signed copy of the official USF Medical History form and submit immunization documentation for the following:

1. Medical History Form: Sign the Mandatory Immunization Health History Form
2. Measles 1, Measles 2, Rubella (MMR): Vaccination (2 doses after 1st birthday) OR Titer (lab work) Date & Result
3. Hepatitis B-1: Vaccination OR Check the declination box OR Titer (lab work) Date & Result

4. Meningitis: Menactra/MCV4 vaccination at AGE 16 OR OLDER (if living on campus) OR check the declination (if not living on campus)
5. TB Screening: Tuberculosis Screening required for all International Students and U.S. born students residing at an address outside the U.S. at the time of application.

In order to register, this form, including the required documentation, must be completed, signed, and returned to:

Student Health Services
University of South Florida
4202 East Fowler Avenue, SHS 100
Tampa, FL 33620-6750
Fax: (813) 974-5888
Telephone: (813) 974-4056

Administrative Holds

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier's Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office. Information for how to remove a hold is online at - <http://www.usf.edu/student-affairs/student-health-services/immunizations/immunhold.aspx>

Cancellation of Registration for Non-Payment

USF Regulation USF4.010, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.010.pdf>

Equal Opportunity Policy

Diversity and Equal Opportunity: Discrimination and Harassment Policy:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>

DEO website: <http://usfweb2.usf.edu/ea/>

Phone: 813-974-4373

The University of South Florida system (USF system) is a diverse community that values and expects respect and fair treatment of all people. The USF system strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF system is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct must be filed with the Diversity and Equal Opportunity Office ("DEO"). DEO will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the University. A student or employee who believes that he or she has not been treated in accordance with the University's Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint. Additional information about these procedures may be obtained from the Diversity and Equal Opportunity Office or by calling 974-4373 or 813-974-1510 (TDD). It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

Student Ombuds - BOG Regulation 6.011

Location: SVC 2057

Schedule an Appointment: (813) 974-0835

Web Address: <http://www.usf.edu/student-affairs/ombuds/>

The Ombuds Office at USF is a confidential, impartial, independent and informal resource for students who wish to convey concerns and/or resolve disputes related to the University. The mission of the Ombuds Office is to facilitate fair and equitable resolution processes that promote student success. The Ombuds Office is not an official office of notice for the University of South Florida. The Student Ombuds, as a neutral facilitator, will listen to concerns and help students develop a range of options in an informal attempt to achieve resolution. The Ombuds may also refer students to appropriate individuals and offices and clarify University policies and procedures. All information disclosed in the Ombuds Office will be held confidential unless otherwise authorized by the student or otherwise required by applicable law, including Chapter 119, Florida Statutes.

Center for Victim Advocacy & Violence Prevention

The Center for Victim Advocacy & Violence Prevention (part of the Division of Student Affairs) provides free and confidential services to students, faculty, and staff of all gender identities who have experienced crime, violence, or abuse for incidents occurring on or off campus, recently or in the past. Services are provided by professional Victims Services Practitioners and may include: crisis intervention, emotional support, personal and systems advocacy, court accompaniment, victim helpline, safety planning, and assistance filing for injunctions (protective orders) and crime victim's compensation claims. We also provide prevention and education presentations, programs and events.

Appointments are available in our office or other safe locations on campus. Walk-ins are welcomed, Monday – Friday, 8:00 a.m. to 5:00 p.m. After hours, weekends and holidays, an advocate is available for victims of violent crimes through the Victim Helpline.

Important Contact Information

Victim Helpline: (813) 974-5757; Office: (813) 974-5756; Student Services Building (SVC) 0067;
www.sa.usf.edu/advocacy/

Students with Disabilities Services

In accordance with Section 504 Of the Rehabilitation Act, The Americans with Disabilities Act and The ADA Amendments Act, the University of South Florida provides reasonable classroom accommodations for otherwise qualified students who have documented disabilities. Students seeking accommodations must register with the Services for Students with Disabilities Office. See <http://www.usf.edu/student-affairs/student-disabilities-services/> for a list of common accommodations and more information on the accommodations process. Admissions: Students with disabilities apply under the same guidelines as all students through the Offices of Undergraduate or Graduate Admissions.

Course Substitution: Students with disabilities requesting substitution of coursework for General Education, or Foreign language requirements should contact Students with Disabilities Services. Students with declared majors requesting substitution of departmental graduation requirements will need to contact the chair of their department. In either case, students will be requested to submit documentation to SDS to support their request for an exception. Parking: Students with state parking privileges need only supply their state card as documentation for eligibility to Parking and Transportation Services. Students without state privileges need medical documentation to be considered for on-campus parking. Contact: <http://www.usf.edu/administrative-services/parking/> Housing: Accessible on-campus residence hall housing is available for students with special needs. Specific information is available through Housing and Residential Education. Contact: <http://www.usf.edu/student-affairs/housing/>

Diversity Inclusion and Equal Opportunity:

Students with disabilities are encouraged to participate fully in all University events, programs, and other campus activities. Information on whom to contact to request accommodation or assistance should be listed on program information and advertisements. If unable to secure the requested assistance or if additional help with accessibility is needed, contact the ADA Coordinator in Diversity Inclusion and Equal Opportunity (DIEO) at <http://www.usf.edu/diversity/>

USF - Reasonable Academic Accommodations and Services for Students
Ms. Deborah McCarthy, Director, 4202 E. Fowler Avenue, Student Services Building (SVC) 1133, Tampa, FL 33620-6500
(813) 974-4309 (Voice), Email Contact: dmccarthy@usf.edu, Web Contact: <http://www.usf.edu/student-affairs/student-disabilities-services/>

Office of Veteran Success

Location/Phone: John and Grace Allen Building (ALN) 130;
(813) 974-2291

USF is approved for the education of veterans, eligible dependents/spouses, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All degree programs currently offered at USF are approved by the Department of Veterans Affairs. Students who may be eligible for benefits are urged to contact the Office of Veteran Success, (813) 974-2291 or vetserve@usf.edu, for information, procedures, and forms as early as possible.

USF Veteran Success website: <http://www.usf.edu/student-affairs/veterans/>
VA toll free number is 1-888-442-4551.

Career Services

Location/Phone: Student Services Building (SVC) 2088; (813) 974-2171
Web Address: <http://www.usf.edu/career-services/>

Career Services provides USF students with comprehensive career planning and job search services. A staff of experienced professionals is available to help students choose a career; gain career-related work experience and plan their job search. Career Services also provides information on employment opportunities and creates venues where students can network and interview with local, state, national and international employers.

Tobacco and Smoke Free University

USF is committed to providing a safe, healthy and enjoyable learning, living and working environment. The USF Tampa Campus is entirely tobacco and smoke free. Smoking and use of tobacco products are not allowed in any indoor or outdoor area, including parking garages, grounds, sidewalks or recreational areas. This policy also includes the use of e-cigarettes.

Academic Term and Student Information

Semester System

USF operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See *Academic Calendar* for appropriate dates. For information on converting quarter hours to semester hours, for purposes such as transfer of credit and the required GPA for admissions, refer to:

<http://www.grad.usf.edu/inc/linked-files/gpa.pdf>

Academic Load

See *Enrollment Requirements in the Academic Policies Section*

Academic Standing

Class Standing - A student's class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

6M - Graduate student admitted to Master's Degree Program

6A - Graduate student admitted to Specialist Degree Program

6D - Graduate student admitted to a Doctoral Degree Program (not eligible to register for dissertation hours)

6C - Graduate student admitted to Doctoral Candidacy (eligible to register for dissertation hours)

7A-7D 1st-4th year professional program (M.D.) or post-doctoral status

Also see "In good standing" in the *Academic Policies Section*

Student Definitions

Degree Seeking Students:

Students who have been accepted into a degree program

Graduate Certificate Seeking Students:

Students who have been accepted into a Graduate Certificate program. Students who are non-degree seeking, but who are admitted to a Graduate Certificate may register during the same registration period as Degree-Seeking Students. For more information about Graduate Certificates and specific requirements, refer to Section 11 Graduate Certificates or go to the Graduate Certificate website at <http://www.usf.edu/innovative-education/programs/graduate-certificates/>

Non-Degree-Seeking Students:

Students who have not been accepted into a degree or Graduate Certificate Program. Non-Degree-Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree-Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree-seeking students and may not be available for Non-Degree-Seeking students.

All coursework transferred into the graduate program must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. For more information, refer to the *Transfer of Credit policy in the Academic Policies Section*. Prior to completing twelve (12) hours in a specific degree program it is strongly recommended that a Non-Degree-Seeking Student apply for admission and be accepted to the degree program to continue taking courses in

the program. Programs may have additional requirements, so check with the program of interest for more information.

Transient Students:

USF 10.001 Transient Student Policy:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf>

The SUS Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a Transient Student. USF degree-seeking students who wish to enroll at another regionally accredited institution MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. For more information, contact the Registrar's Office at (813) 974-2000. **Transient Student Form:** http://www.registrar.usf.edu/forms/TSF2008-04-07_16_17_06.pdf

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA):

Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) **and** degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant;
- For teaching assistantships, demonstrate proficiency in spoken English (if student is not from an English speaking country).

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Office of Graduate Studies enrollment requirements to retain their assistantship as stated in the Graduate Catalog.

The TA Training offered by ATLE as a requirement of training for all new Teaching Assistants (9183/9184 job codes) is designed in two parts to deliver blended instruction on the essentials of teaching at USF. First, TAs complete a set of seven media-rich and interactive modules that comprises an 8-hour online course intended to equip USF Teaching Assistants with the skills needed to effectively plan and deliver compelling courses that will ensure student success. Second, this online knowledge base is complemented by either an [8 hour one-day face-to-face session](#) or an [8 week course](#) that is ideal for any graduate student teaching at the college level, either while here with us at USF or in their future career. The focus of this component is on teaching college classes, and doing it well, which examines best practices in a number of topics related to course design and course delivery, so that by the end of the program, Teaching Assistants feel like they are well-equipped to build and deliver a college-level class on their own and will receive a certificate. Those who elect the 8-week course will focus on instruction that is heavily tilted toward discussions, participation, and individual presentations called micro-teaching. Further, the

micro-teaching lab will give each student the opportunity to present a short (7-10 minute) lecture from their discipline to fellow classmates, and receive informal feedback on their delivery. These students will also receive co-curricular transcript credit and a certificate.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistantships Resource Center online at <http://www.grad.usf.edu/assistantships.php>, the Graduate Catalog Academic Policies Section, and also the Graduate Assistants Policies and Guidelines Handbook.

Student Identification Card (USFCard and ID Badge) Policy

Reference: USF 5.117 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-517.pdf>

University policy requires all students obtain and carry the **USFCard** while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. USFCards may be obtained at the USFCard Center on each campus. Legal Identification (passport, driver's license, or State/ Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.018. Refer to the fee schedule for costs of each additional family member card. Financial services, long distance telephone services, and other features are options available at the user's discretion. USFCards are the property of the University of South Florida and must be returned on request.

Student Records Policy

Reference: USF2.0021 - <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records;
2. Privacy in their education records;
3. Challenge the accuracy of their education records; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF 2.0021, may be obtained from the Office of the Registrar or the General Counsel.

Academic Record

The student's academic record shall not be changed after the student has graduated. Except in cases of administrative error, the student's academic record shall not be changed once the semester has rolled.

Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of USF (according to USF policy): *Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.* The University Directory, published annually by the University, contains only the following information, however: *student name, local and permanent address, telephone listing,*

classification, and major field of study. The Directory and other listings of “directory information” are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff. Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of “directory information” via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

Exclusions

Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF, except upon prior authorization of the Office of Graduate Studies and the Provost. In cases where a member of the immediate family of a faculty member is enrolled in a graduate degree program, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

Course Information

Academic Credit hours

Reference – USF Policy 10-065 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-065.pdf>
Florida Statute 6A-10.033 - <https://www.flrules.org/gateway/ruleno.asp?id=6A-10.033>

Academic credit provides the basis for quantifying the amount of engaged learning time expected of a typical student enrolled in traditional classroom settings, laboratories, studios, internships and other forms of experiential learning, and distance and correspondence education. Credit hours are a measure of learning, and support a wide range of activities, including the transfer of students from one institution to another, awarding financial aid, and credentialing for employment. Because of the significance of awarding credit hours, an institution is obligated to ensure that credit hours for courses and programs conform to the commonly accepted standards of higher education, as stated in the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\) Federal Requirements 4.9 \(Definition of Credit Hour\)](http://sacscoc.org/pdf/081705/Credit%20Hours.pdf) (<http://sacscoc.org/pdf/081705/Credit%20Hours.pdf>) and the SACSCOC Credit Hours Policy Statement. This Policy is intended to ensure that all credit-bearing courses and programs offered by the University of South Florida System (USF System) meet the requirements of the Federal definition of a credit hour and the Credit Hours Policy Statement issued by the SACSCOC.

In determining the maximum number of credits that may be assigned to a course, the following guidelines apply.

- For courses taught in a “traditional” classroom format in a 15-week semester, the maximum number of credits to be assigned is limited to the weekly number of 50-minute contact periods (or their equivalent) with the instructor. Underlying this statement is an assumption that each 50-minute contact period requires a minimum additional two hours of student work outside of the class involving reading, exercises, etc. Where this assumption does not hold true (as may be the case with some laboratories, for example), then the maximum number of credits may be significantly less than the weekly number of 50-minute contact periods.
 - For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework. The total number of class contact hours per semester equals the credit hours multiplied by 15 weeks.
 - For a laboratory class, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time.

- Where a course includes “by arrangement lab hours,” these generally take the place of the hours assigned to homework, since the student is required to use supervised college facilities to do assignments related to homework. An example might be a 3-unit lecture course which requires the student also to work two hours per week in the computer lab. There would be only four hours per week of additional homework required.
- In all cases, but particularly in cases such as online learning where seat time is non-verifiable, credit hours are awarded on the basis of documented student learning outcomes that reflect the amount of academically engaged time for a typical student in a traditional format, and on the basis of documentation of the amount and type of work a typical student is expected to complete within a specified period of academically engaged time. The number of credit hours awarded is based on the number and/or rigor of student learning outcomes, with the higher number of credit hours awarded yielding greater number and/or rigor of outcomes.

Availability of Courses

USF does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand.

Mandatory First-Day Attendance Policy

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. This policy is not applicable to courses in the following categories: Educational Outreach, 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://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>)

Attendance Policy for the Observance of Religious Days by Students

In accordance with Sections 1006.53 and 1001.74(10) (g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following policy regarding religious observances: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>.

Cross-listing 4000/6000 Courses

It is expected that the 4000 and 6000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose different audiences, and the intention is to offer them at distinct levels.

Course Currency

All courses, with the exception of those approved for transfer of credit, should meet the time limit specified for the degree and be academically relevant as determined by the faculty in the graduate degree program. Courses used for the graduate degree requirements can be no more than ten years old at the time the degree is conferred.

Course Descriptions

For a listing of the most current, approved course descriptions refer to the USF Course Inventory Database available online at <http://ugs.usf.edu/course-inventory> or in the course description listing in the Graduate Catalog.

Adds

After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic

Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University Administrative error.

Drops/Withdrawals

Drop

A student may drop a course(s) during the drop/add periods (first five days of classes) in order for the course(s) not to appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped within that period. Courses may not be dropped after the last day of classes except in cases of University Administrative error.

Withdrawal - A student may withdraw from a course(s) between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates). However, tuition and fees will be assessed for any course(s) withdrawn by the student after the first week. The student's academic record will reflect a "W" grade for any course(s) withdrawal between the second and tenth week of the semester. Under specific conditions, consideration for refund of tuition and fees may be requested if a Fee Adjustment Request form accompanied by verifiable supporting documentation is submitted to the Office of the Registrar within six (6) months from the end of the semester to which any refund would be applicable. Students who withdraw may not continue to attend classes.

Effective Fall 2016, all graduate students will be limited to a total of two course withdrawals while enrolled as a degree-seeking or a non-degree seeking taking graduate courses at USF. Only in extenuating circumstances will approval be granted for more than two course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Office of Graduate Studies via the Graduate Petition process.

Fee Adjustment Options

Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar's Office if the student has any of the exceptional circumstances noted above in item 3. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

Deletes

A "delete" completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student's record except in cases of University Administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written explanation from college faculty verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee and the Office of Graduate Studies Dean or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the Dean of the Office of Graduate Studies.

Retroactive Actions

Requests for retroactive actions will no longer be considered / approved. *Also see Academic Record.*

Auditing Privileges and Fees

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student's status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/department on the campus where the course

is being offered, with the Registrar's Office. IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Registrar's website.

Cancellation of Registration before First Class Meeting

Students may cancel their registration by notifying the Office of the Registrar in writing prior to the first day of classes. If fees have already been paid, the student may request a full refund of fees and tuition from the Office of Purchasing and Financial Services.

Voluntary Withdrawal (from the program)

A student may voluntarily withdraw from their graduate degree program. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a *Voluntary Withdrawal Form*, available from the Office of Graduate Studies (www.grad.usf.edu). Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding this should be directed to the Financial Aid Department at (813) 974-4700. The student will remain financially and academically responsible for any course(s) they have registered for. The student may request to drop or delete courses they are registered for by submitting a *Office of Graduate Studies Petition*.

Academic Dismissal

Students may be academically dismissed from their graduate degree program for a variety of reasons. Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student's record by the Office of the Registrar as the First Business Day after the end of the Semester, except in cases of academic dismissal due to academic dishonesty or disruption of academic process. Some of the reasons for academic dismissal include*:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
- Receiving an "FF" grade
- Failure to maintain "good standing"
- Failure to make satisfactory progress

**students may be dismissed for other reasons, such as violations of student conduct. Refer to the USF Policy – 6.0021 (<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>) for more information.*

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF.

Section 6

Tuition, Fees, and Financial Information

Tuition Information

Tuition and Fees Regulation: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf>

For tuition information refer to: <http://usfweb2.usf.edu/finaid/>. Tuition and fees are subject to change, without prior notice. For information on Residency for tuition purposes, refer to the Florida Residency Policy.

All registration fees and all courses added during the drop/add period must be paid in full by the payment deadline date specified in the current *Schedule of Classes*. Registration fee payment may be made in person or mailed to the Cashier's office. Students not on an authorized deferred payment plan and who have not paid their registration fees in full by the published deadline will have their registrations canceled. A student will not receive credit for any courses taken during that semester. Students who are allowed to register in error may have their registration canceled. Any fees paid will be refunded or credited against any charges due the University.

Student Financial Services

Houses the Cashier's office, student accounting, accounts receivable, and the Student Account Information desk. It is located in SVC 1038, with the mailing address: Student Financial Services, 4202 E. Fowler Ave., ADM 0147, Tampa, FL 33620.

Veteran Deferment Benefits

Students receiving VA benefits who apply in writing no later than the specified date for the 60-day deferment of fees from the Office of Veteran's Services must pay registration fees in full by the date posted online. For more information, contact USF Veteran's Services: at (813) 974-2291 or <http://usfweb2.usf.edu/vetserve/>

Financial Aid

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact <http://www.usf.edu/financial-aid/> for information. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the department and/or college providing the waiver for information. Also see USF Regulation USF 6-0121 and USF 6-012.

Office of Financial Aid Policy on Refunds and Repayments

USF Policy 30-013 at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-013.pdf>

Special Fees, Fines, and Penalties

USF Regulation USF4-017, at <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>

Section 7

Academic Policies and Regulations

Academic Policy and Regulation Information

For USF Regulations refer to <http://regulationspolicies.usf.edu/regulations/>

For USF Policies refer to <http://regulationspolicies.usf.edu/policies-and-procedures/policy-procedures.asp>

Student Responsibilities

The University, the Colleges, and the degree programs have established certain academic requirements that must be met before a degree is granted. While advisors, directors, department chairpersons, and deans are available to assist the student meet these requirements, it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements. If requirements for graduation have not been satisfied, the degree will not be granted. The information presented here represents the University Academic Policies. Colleges and departments may have additional requirements. Check with your College Graduate Coordinator or your Department Program Director for more information. Courses, programs, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed at any time at the sole discretion of the University and the Board of Trustees. For a list of current course descriptions, refer to the USF Course Inventory database online at <http://ugs.usf.edu/course-inventory>

Student Conduct

Members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University. USF reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community. Disciplinary procedures are followed when a student fails to exercise responsibility in an acceptable manner or commits an offense as outlined in the Student Conduct Code. Refer to the USF 6.0021, Student Code of Conduct at <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

Responsible Conduct of Research

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

Effective Spring 2013, the Office of Graduate Studies 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 Office of Graduate Studies 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 Office of Graduate Studies, 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.

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.

Academic Integrity of Students

Reference USF Regulation 3.027 - To read the entire Regulation, go to: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf> Please note the sections that specifically pertain to graduate students.

Disruption of Academic Process

Reference: USF Regulation 3.025 - <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

Student Academic Grievance Procedure

Reference: USF 10.002 Student Academic Grievance Procedure- <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>

For matters that are not academic in nature, reference *USF 30-053 Student Grievance Processes and Non-Academic Grievance Policy* - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-053.pdf>

Graduate Catalog

The USF Graduate Catalog, including college and program requirements, and program and course descriptions, is available on the web at <http://www.grad.usf.edu>. Each Catalog is published and in effect for the academic term(s) noted on the title page.

Student's Program Degree Requirements

In order to graduate, students must meet all requirements specified in the USF Catalog of their choice, except as noted below. As the University is dynamic, changes and updates to the catalog are anticipated. In contract to program requirements, which are tied to a specific catalog, all students must comply with University policies and procedures that come into effect each catalog year.

- Students cannot choose a USF Catalog published prior to admission (or readmission) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of Catalog is limited to the USF Catalog in effect at the time of readmission or any one Catalog published during their continuous re-enrollment.
- If state law or certification requirements change, the student must comply with the most current standard or criteria.
- If the College or Department makes fundamental changes to the program that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Office of Graduate Studies.
- USF policies and procedures not related to degree requirements such as academic grievance procedures, student conduct code and other procedural processes and definitions may be updated each year and the student will be held to the most current catalog and procedures available.
- USF does not commit itself to offer all the courses, programs, and majors listed in this Catalog. If the student cannot meet all of the graduation requirements specified in the Catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the program to ensure that the student is not penalized.

Student/Advisor Relationship

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.

Student's Program of Study

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).

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.

Assistantships

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA) Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF.

Eligibility

To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) **and** degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.
- For Teaching Assistants, demonstrate proficiency in spoken English (if student is not from an English speaking country)

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 Office of Graduate Studies 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.

Enrollment

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Office of Graduate Studies enrollment requirements to retain their assistantship as stated in the Graduate Catalog. For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistants Policies and Guidelines Handbook

Note - Criminal History Background Checks may be required depending on the appointment - reference USF Policy 0-615 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-615.pdf>

Enrollment Requirements

Students receiving Veterans' Administration benefits should confirm their enrollment requirements with the Office of Veterans' Services or Veterans' Coordinator.

Minimum University Regulations**USF Full-Time Student Definition**

Students taking a minimum of nine (9) hours toward their degree in the fall or spring semester, or taking a minimum of six (6) 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 enrollment requirements, refer to the Office of Financial Aid - <http://usfweb2.usf.edu/finaid/other/enrollment.aspx>.*

Continuous Enrollment for All Graduate Students

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement as specified here for all graduate students (not in candidacy). See also the Time Limitations Policy.

Readmission Following Non-enrollment

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed. *Refer to the Readmission Policy in the Graduate Admissions Section for more information.*

Enrollment during Comprehensive Exams and Admission to Candidacy

During the term in which students take the comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy.

Dissertation Hours

Students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies. Dissertation hours may apply to the Continuous Enrollment Requirement. Colleges and programs may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the program must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective. *Refer to the Readmission Policy in the Graduate Admissions Section for more information.*

Enrollment during Semester of Thesis Submission

Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis/dissertation approved and therefore may not be certified for graduation.

Enrollment during Semester of Graduation

Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

Enrollment for Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Dean of the Office of Graduate Studies.

Leaves of Absence (LOA)

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the Office of Graduate Studies website. The LOA must be approved by the Major Professor, the Program, the College, and the Office of Graduate Studies, and is noted in the student's record. If the LOA is granted, the time absent does not count against the student's time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Office of Graduate Studies for procedures. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.

Satisfactory Academic Progress (SAP)

For Academic Purposes

Satisfactory Academic Progress for academic purposes is determined by the progress the student has made in the Program towards degree completion, taking into account the curriculum requirements, as well as the time to degree allocations. This is a separate assessment from the Satisfactory Academic Progress requirement for financial aid.

For Financial Aid Recipients

Reference: <http://www.usf.edu/financial-aid/sap/index.aspx>

Reference: <http://www.ifap.ed.gov/qahome/qaassessments/sap.html>

Federal regulations require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to specific grade-based and time-based requirements. These requirements apply to all students as one determinant of eligibility for financial aid and include three components:

- GPA
- Pace
- Maximum Time

Refer to the Financial Aid websites for information and requirements.

Academic Standards and Grades

Minimum University Requirements

In Good Standing

To be considered a “student in good standing,” graduate students must

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student’s degree-seeking programs.

Only courses with grades of “C” (2.00) or better will be accepted toward a graduate degree; no grade of C- or below will be accepted. Students must meet the requirements to be in good standing to graduate. All “I” and “M” grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Grade Point Average (GPA)

The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (3.48) and is not rounded up.

Credit hours for courses with grades of **I, IU, M, MU, N, S, U, W, Z** and grades which are preceded by **T** (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at USF as non-degree-seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions.

Grades for transfer credits accepted toward the degree program will not be counted in the GPA unless the coursework in question was taken as a non-degree-seeking student at USF and meets the requirements stated above (see Institution Based Credit/Transfer of Credit section).

Graduate Grading System

Plus/Minus Grading:

Effective fall semester 2000, graduate and undergraduate grades will be assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the office of the Provost.

Letter grade = number of grade points

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0.00
FF	Failure due to academic dishonesty ²
CF	Cancelled Financially (Course was cancelled due to financial reasons)
CMU	Cancelled, Missing Grade that has turned to a "U"
IB	Incomplete, grade points not applicable
IC	Incomplete, grade points not applicable
ID	Incomplete, grade points not applicable
IF	Incomplete, grade points not applicable*
M	Missing grade/no grade reported by instructor, grade points not applicable
N	Audit, grade points not applicable
S/U	Satisfactory/Unsatisfactory, grade points not applicable
W	Withdrawal or drop from course without penalty, grade points not applicable
Z	Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable

**Incomplete grade policy change effective fall 08. IF grades earned and posted prior to fall 2008 do calculate in the GPA; IF grades earned as of fall 2008 forward do not calculate in the GPA refer to Incomplete Grade Policy for more information.*

² Graduate Students who receive an FF will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. See section on Academic Dishonesty and Graduate Studies Policy on Academic Integrity for more information.

Satisfactory (S)/ Unsatisfactory (U)

Graduate students may not take courses in the major on an S/U (satisfactory / unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on an S/U basis with prior approval of the course professor, major professor or advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a master's degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

Incomplete (I)

Definition: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an "I" when:

- the majority of the student's work for a course has been completed before the end of the semester the work that has been completed must be qualitatively satisfactory
- the student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week.

The student must request consideration for an Incomplete grade and obtain an "I" Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course. The instructor must file a copy of the "I" Grade Contract in the department that offered the course and the Office of Graduate Studies by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the "I" grade. Students may register to audit the course, with the instructor's approval, but cannot re-take the course for credit until the "I" grade is cleared. The instructor will be required to complete the I-Grade Contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar.

An "I" grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. "I" grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an "I" grade.

Example:

- student has a "B" in the course, not including the grade for the missing assignment, therefore is eligible for an "I"
- student's grade, including a zero for the missed work, would be an "D"
- student and instructor complete the "I" Grade Contract, assigning an "ID" (Incomplete +D grade)

Deadline Agreed Upon in Contract (e.g. two weeks):*

If the student completes the work as agreed upon in the Contract by the noted deadline

- the instructor of record will submit a change of grade in egrades
- student earns final grade comprised of all completed course work

If the student does not complete the work as agreed upon in the Contract by the noted deadline

- "I" automatically drops off and the grade of "D" remains.
- GPA is recalculated for the current semester and retroactively recalculated for the semester in which the "I" was granted.

**Although the instructor establishes the deadline for completion of the work, the deadline may only extend through the end of the subsequent semester.*

Missing (M)

The University policy is to issue an **M** grade automatically when the instructor does not submit any grade for a graduate student. Until it is removed, the **M** is not computed in the GPA. To resolve the missing grade, students receiving an **M** grade must contact their instructor. If the instructor is not available, the student must contact the instructor's department chair. Courses with an **M** grade may not be applied to the degree program requirements. Students with an **M** grade will not be admitted to doctoral candidacy until the **M** grade is resolved.

Continuing Registration Grades (Z)

The **Z** grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship or thesis/dissertation, the final grade assigned will be an **S**. The Office of Graduate Studies submits the change of grade for the last registration of thesis/dissertation courses once the thesis/dissertation has been accepted for publication.

Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be processed after the student has graduated except in the case of university error. Procedures requiring petitions are processed through the Office of Graduate Studies.

Probation

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college or program may also place students on probation for other reasons as designated by the college or program. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program.

Students on probation may only enroll in graduate courses (5000-7000 level) that are part of the approved degree program requirements as specified in the Graduate Catalog. Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information on the Automated Probation Process go to <http://www.grad.usf.edu/inc/linked-files/probation-procedure.pdf>

Voluntary Withdrawal

A student may withdraw from the university without grade penalty by the University deadline. Information on the different types of withdrawal (i.e., withdrawing from a single class – see the Drop section, an entire semester, or from the degree program itself) can be obtained from the Registrar's Office. Appropriate alternative calendar dates may apply. Students who withdraw may not continue to attend classes.

Transfer of Credit (*From Institutions External to USF Tampa*)

Students may transfer graduate-level structured coursework into their graduate program taken at regionally accredited institutions, including USF System Institutions (USF St. Petersburg, USF Sarasota-Manatee), with the approval of the graduate program, college, and Office of Graduate Studies.

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at other Institutions are not calculated in the USF GPA, although the courses are listed on the transcript.
- May transfer in up to 50% of a given graduate degree program's total minimum hours as reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, this percentage is based on the post-baccalaureate minimums. *Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit.* Individual Graduate Programs may have more restrictive requirements.
- Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
- Must not be older than ten years at the time of graduation or course currency is required.

Approval Process and Deadlines for Transfer of Credit:

Acceptance of transfer of credit requires submission of the Transfer of Credit Form and approval of the:

- Graduate Program Director
- College Dean or designee
- Dean of the Office of Graduate Studies or designee

The Graduate Degree Program / Department will be responsible for evaluating, approving, and initiating the transfer using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate degree program.

Application of Internal Credit (*Internal Transfer within USF*)

Students may request application of internal credit of graduate-level (5000-7999) structured coursework toward their graduate program taken at USF, with the approval of the graduate program, college, and Office of Graduate Studies, for courses taken as:

- an undergraduate student that were not used as part of the undergraduate degree requirements, except in cases of an Accelerated Degree Program approved through Undergraduate Council, Graduate Council and SACSCOC.
- a non-degree seeking status (including Graduate Certificate Students, INTO students, etc.)
- a degree-seeking student, where the student is approved for a Change of Program to another graduate degree program

For Application of Internal Credit:

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at USF are calculated in the USF GPA and are noted on the transcript.
- May transfer in up to 50% of a given graduate degree program's total minimum hours as reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, this percentage is based on the post-baccalaureate minimums. *Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit.* Individual Graduate Programs may have more restrictive requirements.
- May transfer in the total hours taken as part of a completed Graduate Certificate to the graduate degree program with Program approval.
- Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
- Must not be older than ten years at the time of graduation or course currency is required.

Approval Process and Deadlines for Application of Internal Credit:

Acceptance requires completion of the Application of Credit Form and approval of the

- Graduate Program Director
- College Dean or designee
- Dean of the Office of Graduate Studies or designee

The Graduate Degree Program / Department will be responsible for evaluating, approving, and initiating the application of credit using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate degree program.

Change of Graduate Degree Program

See Change of Graduate Program in the Admissions Section.

Accelerated Program Guidelines

Programs who desire to offer Accelerated Degree Programs must establish guidelines that define the following. The guidelines must then be submitted and approved by the Policy Committee of the Graduate Council. These guidelines are used in the development of a new Accelerated Program.

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 Office of Graduate Studies 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 Office of Graduate Studies 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 Office of Graduate Studies.

**Note: Due to SACSCOC requirements, the total combined hours after sharing must be a minimum of 150 credit hours (30 credit hours for the master’s and 120 credit hours for the bachelors)*

What Departments will submit for Curriculum Approval and catalog copy:

ACADEMIC INFORMATION (Catalog Copy):

Accelerated Program Requirements

Accelerated Programs allow academically qualified students to complete an undergraduate Bachelor’s degree and a graduate master’s degree on an accelerated timeline, graduating sooner than in traditional programs.

Admission Requirements

Admission into an Accelerated Program is accomplished in one of two ways:

- 1) Faculty Nomination
- 2) Student Self-Application

To be eligible for consideration for an Accelerated Program, students must:

- Have completed a minimum of 15 undergraduate hours in the major
- Have a minimum undergraduate GPA of 3.33 overall
- Have a minimum undergraduate GPA of 3.50 in the major

Accelerated Degree Program Academic Requirements

Each Program will indicate the specific academic requirements, including the up to 12 hours of shared coursework between the undergraduate and graduate degrees.

Undergraduate Degree Requirements - *specify*-

Shared Requirements -*specify*-

Graduate Degree Requirements -*specify*-

Accelerated Program Information for Students:

Accelerated Programs allow academically qualified students to complete an undergraduate Bachelor's degree and a graduate degree (typically master's degree) on an accelerated timeline, graduating sooner than in traditional programs. Typically, students will complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate status, where the remaining graduate requirements are fulfilled. Students interested in pursuing an Accelerated Program must complete an Accelerated Program Application (http://www.grad.usf.edu/inc/linked-files/Accelerated_Program_Application.pdf).

Editor's Note: Although students may be in an Accelerated Program, pursuing a Bachelor's and Master's Degree at the same time, they cannot be in two levels at once.

Dual Degree Programs

A student may pursue two graduate degrees at USF through a formal, approved Dual Degree Program. The goal is for a student to earn two graduate degrees.

Students interested in a Dual Degree Programs:

- Must apply for admission to the first program and validate admission through enrollment. In the semester following that enrollment, the student must apply for dual degree program approval
- May share between 0% and 15% of the total combined minimum program credit hours.
- Only structured graduate coursework may be shared.
- Will meet all other separate degree requirements (e.g. two dissertations, one thesis/one dissertation, projects, exams, etc.), unless the Dual Degree Program was approved with a combined requirement by Graduate Council through the formal Dual Degree Program Curriculum Approval.
- Must have a minimum of 60 total combined graduate hours after the shared hours are applied for dual master's programs, or a minimum of 102 total combined graduate hours for a dual master's/doctorate program

Degrees may be conferred sequentially or concurrently, as specified in the approved Program requirements. Both Degrees must be conferred within the time-limit for the first degree to which the student is admitted.

Example: A student is enrolled in two master's programs, one requires 30 hours and the other requires 42 hours minimum. With approval, the student may share 9 hours (equal to or less than 15%) across the combined 72 total minimum credit hours required. The total minimum hours completed would then be 63. The student would also complete two separate theses. In dual degree programs where the student is completing a thesis for one program and the other does not require a thesis, the thesis submitted to the Office of Graduate Studies reflects the Program for which it is required.

Dual Degree Program Curriculum Approval

Dual Degree Programs are developed by the faculty in the Department and submitted for approval via the Dual Degree Curriculum Approval Form. Dual Degree Curriculum Proposals must be approved by the Department, School/College Committees (as appropriate), the College, Office of Graduate Studies, and Graduate Council.

Dual Degree Graduation Certification

Programs participating in an approved Dual Degree program are encouraged to work collaboratively with a shared Program of Study to ensure timely progression and coordination of requirements for the student. Each degree is certified individually per standard procedures.

Interdisciplinary Degree Programs

A student may pursue a single graduate degree that spans several academic areas.

An Interdisciplinary Degree Program –

Defined as a student pursuing a single stand-alone graduate degree, which is offered across two or more graduate degree programs. (Note: where two separate degrees are preferred, refer to the Dual Degree Program information above).

Application to an Interdisciplinary Degree Program

Students interested in applying for admission to an Interdisciplinary Degree Program follow the established University, College, and Program admission requirements – refer to the Office of Graduate Studies website for specific information for that particular program.

Development of an Interdisciplinary Degree Program

Interdisciplinary Degree Programs are formalized through the College, Office of Graduate Studies, and Graduate Council and must follow the University requirements for new degree program development, including notation on the Workplan. Procedures for developing an Interdisciplinary Degree Program are available on the Office of Graduate Studies website. For information contact the Office of Graduate Studies.

Off-Campus Courses and Programs

Graduate courses and programs are offered at locations other than the Tampa, Sarasota, St. Petersburg, and Lakeland campuses. Information on course enrollment procedures for off-campus courses and programs may be obtained from the College in which the courses or programs are offered.

Section 8

University Degree Requirements

Degree Requirements

The following sections describe the University requirements established by the Office of Graduate Studies for the Master's, Education Specialist, and Doctoral degrees. However, individual programs and colleges may establish additional or *more stringent* requirements.

Student Responsibilities

The University of South Florida and all colleges, departments and programs therein establish certain academic requirements that must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Faculty and graduate program directors are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if all requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for students to acquaint themselves with all regulations and to remain currently informed throughout their college careers. Courses, programs, and requirements described in the catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the USF Board of Trustees.

Graduate Faculty Definition

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty. Only Graduate Faculty, and Affiliate Graduate Faculty approved for such purposes, may serve as the Instructor of Record for graduate level courses.

Graduate Faculty is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline. Graduate Faculty members are eligible to teach graduate courses and may direct and serve on masters, specialist, and doctoral level committees. To chair a doctoral level committee, a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions and research grants.

Affiliate Graduate Faculty membership may be granted by the Office of Graduate Studies Dean to individuals whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to serve on masters, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, at the discretion of the College. Affiliate Graduate Faculty can only serve as the Instructor of Record when they have a terminal degree in the discipline and are approved to teach graduate courses in that field. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Office of Graduate Studies Dean.

Graduate Faculty Approval – Graduate faculty is defined as noted above; Colleges and Departments may have additional requirements. The Office of Graduate Studies will maintain a list of Graduate Faculty along with approval guidelines from the Colleges and Departments. Also reference USF Policy 10-115 – Faculty Credentials for

Teaching Undergraduate and Graduate Courses - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-115.pdf>

For a current list of Graduate Faculty and Affiliate Graduate Faculty in any program contact the program director or coordinator.

Master's Degree Requirements

Minimum Hours

A minimum of thirty (30) hours is required for a master's degree, at least sixteen (16) hours of which must be at the 6000 level or above; the remaining hours must be at the 5000 level or above.

At least twenty (20) hours must be in formal, regularly scheduled structured course work. Lower level undergraduate courses may not be used to satisfy master's course requirements but may be taken to meet specific prerequisites. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean. The minimum number of credit hours required for each individual master's program is noted in the degree requirements section of the Graduate Catalog for that program listing. Programs with formally approved concentrations must have core major requirements that all students must successfully complete.

Institutional Enrollment Requirement

At least 50% of credits toward a graduate degree must be earned through instruction offered by the home institution (e.g., USF Tampa, USF St. Petersburg, 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 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.

Time Limitations

Master's and Ed.S. degrees must be completed within five (5) years from the student's date of admission for graduate study. Courses taken prior to admission to the USF graduate program, for example as non-degree seeking or from other institutions, must be transferred in prior to graduation (preferably before the end of the student's second semester; see Course Currency Link). Master and Ed.S. degrees (including dual degree programs) that require course work in excess of 50 credit hours may be granted a longer time limit by the University Graduate Council.

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form*, available on the Office of Graduate Studies website <http://www.grad.usf.edu/student-forms.php>
Requests must include:

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- endorsements from the graduate faculty advisor, graduate program, and College Dean or designee,
- a detailed plan of study denoting the pathway to completion and timeline for the remaining requirements for the degree

Note — for the time limit extension procedures, if the time limit extension will cause courses taken within the degree program to be older than 10 years, then a request for course concurrency may be required or the courses may be invalidated toward the degree requirements, per the time-limit policy.

If approved, the time-limit extension applies to courses applied toward the degree, with the exception of those transferred in or from completed degree programs. However, programs may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time-limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave for up to two years (see the section on *Leave of Absence* in the *Enrollment Requirements* section.)

Note - Time Limit Extensions are valid for a maximum period of two (2) years from the date of request. For more information and guidance, contact the Office of Graduate Studies.

Enrollment Requirements

Refer to the Academic Policies Section

Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the Department (or equivalent) to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor from the student's Department (or equivalent) and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed by the Department as soon as possible, but no later than the time the student has completed 50% of the program. Students must have a major professor in order to maintain Satisfactory Academic Progress.

If a major professor cannot be identified or in the event a major professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another major professor from the Department (or equivalent). Students who are unable to find a replacement major professor should confer with the Program Director for available options (including converting to a non-thesis program if available.) If no other options exist, the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing. The student and major professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program, signed by the student and professor, must be maintained in the student's department file.

Major Professors must meet the following requirements:

- Be from the student's home Department (or serves as a co-major professor with someone from the Department)
- Be graduate faculty*, as defined by the University, from the student's academic area.
- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements
- Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor

Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty

The membership of graduate faculty will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

In the event a Major Professor leaves the University (i.e., for an appointment at another university, due to retirement, etc.) and the Major Professor is willing and able to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the Committee and another graduate faculty from the student's Department is appointed as the other Co-Major Professor. In the event that the other Co-Major is Affiliate Graduate Faculty, the faculty leaving the University may remain as a member, with another graduate faculty from within the student's Department appointed as the other Co-Major Professor. To ensure that the student can make satisfactory progress, one of the Co-Major Professors must be accessible on the University campus for the student to make satisfactory progress on the thesis/dissertation. In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.); the Major Professor shall coordinate with the Program Director to facilitate the needs of the student. In some instances, a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as "Co-Major Professors" and jointly serve in that role. Consequently, both faculty must sign approval on paperwork pertaining to the student's processing (i.e., committee form, change of committee form, etc.)

(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities

Available on the Office of Graduate Studies Website: <http://www.grad.usf.edu/policies.php>

Thesis Committee

Students working toward a thesis degree will have the benefit of a committee of members of the graduate faculty. The committee will approve the course of study for the student and plan for research, supervise the research and any comprehensive qualifying exams, and read and approve the thesis for content and format.

Composition

The committee will consist of either:

- the major professor and at least two other members or
- two co-major professors and at least one other member
- A minimum of two members, including the Major Professor, must be from the student's Department

Committee members should be from the general research area in which the degree is sought. (Colleges and Programs may require additional committee members and specify characteristics.)

Member Definition

All graduate faculty, as defined by the University and the College/Department, and approved by their department and college, are assumed by the Office of Graduate Studies as qualified to be a member of and/or supervise a committee. Persons desiring to serve on a Graduate committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae (CV) and be approved by the Department, College, and, as needed, the Office of Graduate Studies, for each committee.

Committee members must meet the following requirements:

- Be graduate or affiliate graduate faculty, as defined by the University
- Have the background and expertise that contributes to the success of the student.

In addition to the requirements specified in the Graduate Faculty definition, committee membership will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

Approval

Once a committee has been determined, a Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signatures. Check with the College for instructions and forms. The original appointment form and two (2) copies should be submitted to the College Associate Dean's office for approval. A copy of the approved form should be kept in the student's file. An approved and current Committee Form must be on file in the program/college before graduation may be certified. Committee forms need to be processed as early in the program as possible, but no later than the semester prior to graduation. (Colleges and departments may institute additional requirements for membership on Supervisory Committees.)

Changes to Committee

Changes to a Supervisory Committee must be submitted on a Change of Committee Form. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a Curriculum Vitae (CV) for college approval. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the program and college.

Masters Comprehensive Examination

Prior to clearance for the degree, candidates must perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit to measure student competency in the major area. Students must be enrolled for a minimum of two (2) hours of graduate credit during the semester when the comprehensive examination is taken. If the exam is taken between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

Thesis

If a thesis is required, it must conform to the guidelines of the University. Refer to the Thesis and Dissertation Guidelines, available on the web at <http://www.grad.usf.edu/ETD-res-main.php> for complete information about requirements, procedures, and deadlines. *For enrollment requirements, refer to the Academic Policies section in the Catalog.*

Format

The Thesis must conform to one of two formats:

Option 1 – a traditional format³ inclusive of:

- Part I: Preliminary Pages
 - Title Page
 - Dedication (optional page)
 - Acknowledgments (optional page)
 - Table of Contents
 - List of Tables (if applicable)
 - List of Figures (if applicable)
 - Abstract

Part II: Text (divided by chapter or section headings)

³ Deviations from the available format are acceptable if approved in advance by the Supervisory Committee and Office of Graduate Studies.

Part III: References / Bibliography

Appendix Sections and copyright permission (if applicable)

About the Author (optional page)

Option 2 — collection of articles/papers instead of chapters. References may be at the end of each section or at the end of the entire document. Copyright permissions (if applicable) must be noted in the Appendix.

Part I: Preliminary Pages

Title Page

Dedication (optional page)

Acknowledgments (optional page)

Table of Contents

Abstract

Part II: Introduction

Collection of Articles/Papers *

Conclusion

Part III: References / Bibliography

Appendix Sections and copyright permission (if applicable)

About the Author (optional page)

*Students must be first author for articles and papers used for the thesis/dissertation, or another designation or affirmation that the student had primary intellectual responsibility for the publication.

Directed Research

Directed Research hours may satisfy up to 50% of the thesis hour requirement.

Manuscript Processing Fee

USF Regulation USF4-0107, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>
Students participating in the thesis/dissertation process are required to pay a processing fee. More information is available on the Thesis and Dissertation website.

Exchange of Thesis for Non-Thesis Credit

If a student changes from thesis to non-thesis during a semester and is currently enrolled in thesis credit, the current thesis credits may be exchanged without academic penalty if a Office of Graduate Studies Petition is filed with the Office of Graduate Studies no later than the last day to withdraw without Academic Penalty. If a student enrolled in a thesis required program has taken thesis credits but elects to change to non-thesis track or program, the accumulated thesis credits may not be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain the "Z" grade.

Thesis Defense

Policies and procedures for the thesis defense are handled within the College and Program. Contact the College and Program for requirements.

Thesis Final Submission Guidelines

Information on requirements for submission of the finished and approved manuscript copies is available online at the Thesis and Dissertation website <http://www.grad.usf.edu/ETD-res-main.php>. Students who fail to submit the final copy of a thesis by the posted submission deadline will be considered for graduation in the following semester and must therefore apply for graduation by the posted deadline, enroll in a minimum of

two (2) thesis hours for that subsequent semester, and meet the submission requirements as posted on the Thesis/Dissertation website. Only after the Office of Graduate Studies has approved the manuscript can the student be certified for the degree.

Mandatory Electronic Submission

Students are required to submit the thesis in an electronic format (ETD). Requirements and procedures are available at the Office of Graduate Studies website <http://www.grad.usf.edu/ETD-res-main.php>

Submission for Official Publication and Archiving

All theses/dissertations will be submitted to the Office of Graduate Studies designated System for official publication and archiving.

Changes after Publication

Once a thesis is approved and accepted by the Office of Graduate Studies for publication, it cannot be changed.

Release of Thesis Publications

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University's "Statement of Policy Regarding Inventions and Works" acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: "Disclosure delays mutually acceptable to the Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights..."⁴

To protect the University's primary goal from un-due compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.
2. In support of academic discourse and the mission to promote and share academic works, Theses will be released for worldwide access once submitted to and approved by the USF Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the Thesis, a petition to request a one-year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the thesis.
3. Students should not be delayed in the final defense of their theses by agreements involving publication delays.

⁴ April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.

Duty to Disclose New Inventions and Works

USF 0-300 <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf> and USF 12.003 <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf12.003.pdf>.

For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

Thesis Change of Grade

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Office of Graduate Studies submits the change of grade from “Z” to “S” for the last registration of thesis courses to the office of the registrar when all grades are due at the end of the semester.

Education Specialist Degree (Ed.S.) Requirements

Ed.S. Thesis

Students who are required to submit an Ed.S. Thesis must meet all of the requirements for the thesis, as specified in the Master’s Degree section of this publication. For specific degree program information, refer to the College of Education.

Ed.S. Project

Students who are required to submit an Ed.S. Non-Thesis project must meet all of the requirements as specified by the College of Education. A project does not need to meet the requirements of a thesis and is not submitted to the Office of Graduate Studies for approval and archiving.

Doctoral Degree Requirements

The doctoral degree is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is not conferred solely upon the earning of credit, the completion of courses, or the acquiring of a number of terms of residency, but also the successful completion of scholarly work. The length of residency and the requirements below are minimums; programs/colleges may elect to establish more rigorous requirements. The degree will be granted after the student has shown proficiency and distinctive achievement in a specified field, has demonstrated the ability to do original, independent investigation, and has presented these findings with a high degree of literary skill in a dissertation. A major professor will be appointed as soon as possible but no later than the time the student has completed 50% of the program. The advisor will advise on any specific subject matter deficiencies and assist in the choice of a major professor and area of research.

Responsible Conduct of Research

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

Effective Spring 2013, Office of Graduate Studies 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 Office of Graduate Studies 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 Office

of Graduate Studies, 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.

Doctoral Minimum Hours

The doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation. The minimum number of credit hours to earn the doctorate is 72, post-bachelors, including dissertation. The minimum number of credit hours required for each individual doctorate program is noted in the degree requirements section of the Graduate Catalog for that program listing. Some graduate programs may require more than 72 hours. Programs with formally approved concentrations must have core major requirements that all students must successfully complete.

Students must comply with general enrollment requirements and also institutional residency requirements. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements. No undergraduate course may be used to satisfy the gradable minimal course requirement for the doctoral degree. Lower level undergraduate courses may not be used to satisfy doctoral degree program requirements, but may be taken to meet specific prerequisites. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree.

Time Limitations

Doctoral degrees must be completed within seven (7) years from the student's original date of admission for doctoral study. All courses applied to the doctoral degree must be completed within seven (7) years, including courses taken

- 1) prior to admission to the USF doctoral program,
- 2) taken as non-degree seeking, or
- 3) transferred in from other institutions.

There is no time limitation for courses from a completed master's degree used toward a doctoral degree. For students who are readmitted, see Readmission Policy. Typically, a student will reach candidacy within four years, but this may vary per discipline.

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form*, available on the Office of Graduate Studies website <http://www.grad.usf.edu/student-forms.php>.

Requests must include

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, graduate program, and College Dean or designee,
- a detailed plan of study denoting the pathway to completion and timeline for the remaining requirements for the degree

Note — for the time limit extension procedures, if the time limit extension will cause courses taken within the degree program to be older than 10 years, then a request for course concurrency may be required or the courses may be invalidated toward the degree requirements, per the time-limit policy.

If approved, the time-limit extension applies to courses applied toward the degree, with the exception of those

transferred in or from completed degree programs. However, programs may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time-limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave for up to two years (see the section on *Leave of Absence* in the *Enrollment Requirements* section.)

Note - Time Limit Extensions are valid for a maximum period of two (2) years from the date of request. For more information and guidance, contact the Office of Graduate Studies.

Enrollment Requirements

See Academic Policies Section

Institutional Enrollment Requirement

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 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 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.

Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the Department (equivalent) to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor student's from the Department (or equivalent) and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed by the department as soon as possible, but no later than the time the student has completed 50% of the program. Students must have a major professor in order to maintain Satisfactory Academic Progress.

If a Major Professor cannot be identified or in the event a Major Professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another Major Professor. Students who are unable to find a replacement Major Professor should confer with the Program Director for available options. If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing. The student and Major Professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program, signed by the student and professor, should be maintained in the student's department file.

Major Professors must meet the following requirements:

- Be from the student's home Department (or serves as a co-major professor with someone from the Department)
- Be graduate faculty*, as defined by the University, from the student's academic area
- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements
- Be active in scholarly pursuits as evidenced by at least one refereed publication in the last three years.
- Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor.

Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty

The membership of graduate faculty will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

In the event a Major Professor leaves the University (i.e., for an appointment at another university, due to retirement, etc.) and the Major Professor is willing and able to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the Committee and another graduate faculty from the student's Department is appointed as the other Co-Major Professor. In the event that the other Co-Major is Affiliate Graduate Faculty, the faculty leaving the University may remain as a member, with another graduate faculty from within the student's Department appointed as the other Co-Major Professor. It is important that one of the Co-Major Professors be accessible on the university campus for the student to make satisfactory progress on the thesis/dissertation. In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.); the Major Professor shall coordinate with the Program Director to facilitate the needs of the student. In some instances, a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as "Co-Major Professors" and jointly serve in that role. Consequently, both faculty must sign approval on paperwork pertaining to the student's processing (i.e. committee form, change of committee form, admission to candidacy, etc.)

(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities

Available on the Office of Graduate Studies Website: <http://www.grad.usf.edu/policies.php>

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 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 Office of Graduate Studies.

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

Doctoral Dissertation Committees will,

- approve the plan for research
- supervise the research
- read and approve the dissertation, and
- conduct the dissertation defense.

Member Definition

All graduate faculty, as defined by the University and the College/Department, and approved by their department and college, are assumed by the Office of Graduate Studies as qualified to be a member of and/or supervise a doctoral committee. Persons desiring to serve on a committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department

must submit a curriculum vitae and be approved by the Department, College, and Office of Graduate Studies, for each committee.

Committee members must meet the following requirements:

- Be graduate or affiliate graduate faculty, as defined by the University
- Have the background and expertise that contributes to the success of the student.

In addition to the requirements specified in the Graduate Faculty definition, committee membership will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

Composition

The Doctoral Dissertation Committee will consist of at least four members

- the Major Professor must be from the student's department and academic area
- two additional members 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)
- A minimum of two members, including the Major Professor, must be from the student's Department and graduate faculty by definition

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.

Approval

Once a committee has been determined, a *Doctoral Dissertation Committee Form* needs to be completed by the student and submitted to the Committee Members for original signature. Check with the College for instructions and forms. To insure uniformity of excellence across the colleges, the (Co-)Major Professor(s) of Doctoral Dissertation Committees will need to submit a current curriculum vita (equivalent to an NIH Bio, approximately two pages long with the last three (3) years of scholarly activity included) with the committee appointment form to the College Dean or designee. This approval is in addition to the approval from their department chairperson. (Colleges and departments may institute additional requirements for membership on Doctoral Dissertation Committees.) Once approved, the original form and the approved Curriculum Vitae (CV) are placed in the student's file. An approved and current Form must be on file in the program/college before graduation may be certified. *Doctoral Dissertation Committee Forms* need to be processed as early in the program as possible, but no later than the semester prior to graduation.

Changes to Committee

Changes to a Doctoral Dissertation Committee must be submitted on a *Change of Committee Form*. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a CV for approval. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a CV must be included for the faculty member who is being added to that position.

Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the program and college. An approved and current *Doctoral Dissertation Committee Form* must be on file before graduation may be certified.

Doctoral Qualifying Examination

As soon as the substantial majority of the course work is completed, the student must pass a written qualifying examination covering the subject matter in the major and related fields. This examination may be supplemented by an oral examination. Students must be enrolled for a minimum of two (2) hours of graduate credit in their discipline at the time they take the qualifying examination. If the exam is taken between semesters, students must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

Admission to Candidacy

In order to be admitted to doctoral candidacy, students must meet the following requirements at USF:

1. admission to a doctoral program
2. appointment of a Doctoral Committee,
3. attainment of an overall and degree program Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. All "I" and "M" grades, including "IF" and "MF", must be cleared before candidacy may be finalized.
4. successful completion of a qualifying examination
5. certification by the Doctoral Committee that the above qualifications have been successfully completed.

The Admission to Candidacy form should be submitted for approval during the semester that the qualifying exams were completed, but no later than the semester following the successful completion of the exam. The form will be approved by the Dean of the College and forwarded to the Dean of the Office of Graduate Studies for final approval. Doctoral Candidacy is effective as of the day that the Office of Graduate Studies approves of the request and changes the student's status to 6C. For procedures and processing deadlines refer to the Office of Graduate Studies website at www.grad.usf.edu.

Once candidacy status is approved, students with approved candidacy are eligible to enroll in dissertation hours (7980) in the semester that immediately follows the last business day of the approval window. For example, students approved during the Fall approval window may enroll in the Spring. Students approved during the Spring approval window may enroll in the summer and students approved during the Summer approval window may enroll in the Fall. **Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy.**

Each degree program has a required number of dissertation hours for completion of the degree. Departments may, with College approval, apply Directed Research hours toward the total number of dissertation hours required. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the approval window. *For more information, refer to Enrollment Requirements in the Academic Policies section.*

Dissertation

Dissertation requirements are for the academic degrees of Ph.D. and Ed.D. For the professional degrees of Au.D. and D.P.T., contact the professional school for doctoral project requirements. The Dissertation must conform to the guidelines of the University. Refer to the Thesis and Dissertation Guidelines, available on the web at <http://www.grad.usf.edu/ETD-res-main.php> for information about requirements, procedures, and deadlines. For enrollment requirements, refer to the Academic Policies section in the Catalog.

Format

The Dissertation must conform one of two available formats

Option 1 - traditional format⁵ inclusive of:

Part I: Preliminary Pages

Title Page

Dedication (optional page)

Acknowledgments (optional page)

Table of Contents

List of Tables (if applicable)

List of Figures (if applicable)

Abstract

Part II: Text (divided by chapter or section headings)

Part III: References / Bibliography⁶

Appendices Title Page

Appendix Sections (if applicable)

Part IV: About the Author (required for dissertations)

Option 2 — collection of articles/papers instead of chapters. References may be at the end of each section or at the end of the entire document. Copyright permissions (if applicable) must be noted on the Acknowledgements page.

Part I: Preliminary Pages

Title Page

Dedication (optional page)

Acknowledgments and copyright permission (if applicable)

Table of Contents

Abstract

Part II: Collection of Articles/Papers

Part III: References / Bibliography⁷

Appendices Title Page

Appendix Sections (if applicable)

Directed Research

Directed Research hours taken with the (Co) Major Professor(s) prior to approval to doctoral candidacy by the Office of Graduate Studies may satisfy up to 50% of the dissertation hour requirement, with program approval.

Manuscript Processing Fee

⁵ Deviations from the two available formats are acceptable if approved in advance by the Supervisory Committee and Office of Graduate Studies.

⁶ Include either References or a Bibliography, as specified by your style guide.

⁷ Include either References or a Bibliography, as specified by your style guide.

USF Regulation USF4-0107, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>
Students participating in the thesis/dissertation process are required to pay a processing fee. More information is available on the website at <http://www.grad.usf.edu/ETD-res-main.php>

Doctoral Dissertation Defense

After the Doctoral Dissertation Committee has determined that the final draft of the dissertation is suitable for presentation; the Committee will request the scheduling and announcement of the Dissertation Defense (also called Final Oral Examination or Oral Defense.) Check with the College and Program for college and program specific procedures for this process. A copy of the announcement should be sent to the Office of Graduate Studies, preferably two weeks in advance of the defense date. The announcement must also be posted in a public forum for a minimum of twenty-four hours to comply with statute requirements for a public meeting. The student and the Major Professor (or, if Co-Major Professors, at least one) must be physically present at the defense. The student must successfully defend the dissertation to be able to proceed and complete the final submission process.

Doctoral Dissertation Defense Chair

The Doctoral Dissertation Defense (Final Oral Examination) shall be presided by

- an external committee member from outside the Department, School, or equivalent, hosting the doctoral program, but may be within the academic discipline.

OR,

- a non-committee member (a.k.a. Outside Chair), (Refer to the individual Program's Degree Requirements in the Graduate Catalog for information). If the Chair is from another institution, this individual must be approved for Affiliate Graduate Faculty status.

The Doctoral Dissertation Defense Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process. Faculty holding joint, courtesy, or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot serve as the Defense Chair.

Procedures for Conducting the Doctoral Dissertation Defense (Final Oral Examination)

1. The Doctoral Dissertation defense (final oral examination) should be conducted within a timeline to allow for the student to make any necessary corrections following the defense and still meet the final copy deadline for turning in the Dissertation to the Office of Graduate Studies.
2. The presentation should be considered an important function in the Department and all graduate students and faculty be encouraged to attend.
3. The presentation and defense are open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The Doctoral Dissertation Committee deliberation is not public.
4. The room selected for the examination should have adequate seating with an alternate room selected in case of problems.
5. It is required that all members of the Doctoral Dissertation Committee be present for the examination unless an absence is approved prior to the defense taking place by the Office of Graduate Studies Dean. In the event that a member cannot attend in person, participation is permissible via speakerphone or video conference. A minimum of three

members, including the Major Professor is required to proceed with the defense. If a non-committee member (Outside Chair) chairs the Defense, this individual does not count as one of the three required members in attendance. If an unforeseeable situation arises that would prevent compliance with this requirement the Major Professor or Doctoral Dissertation Defense Chair should contact the Office of Graduate Studies for guidance and approval to proceed with the defense.

6. The length of the examination period will generally not exceed three hours. Throughout this time the Doctoral Dissertation Defense Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention.
7. The Doctoral Dissertation Defense Chair, at any time during the course of the examination, may request all visitors to leave.
8. Presentation
 - The Doctoral Dissertation Defense Chair should open the proceedings by introducing the candidate and the Doctoral Dissertation Committee.
 - The examination should begin with a presentation by the candidate designed to summarize the dissertation.

9. Questions

Following the presentation, the Defense may be moved to a different setting for the main examination. The College determines the order of the proceedings described below:

- The examination will consist of questions about the research by the Doctoral Dissertation Defense Chair and the Doctoral Dissertation Committee.
- It is suggested that questioning should be limited to about 15 minutes for each Doctoral Dissertation Committee member with subsequent rounds of questioning as necessary.
- Questions from the faculty-at-large and/or the public may be allowed following the presentation. It is suggested that questioning from the general audience be limited up to 5 minutes per person.

10. Deliberations and Voting

Following the completion of these proceedings, the Doctoral Dissertation Defense Chair

- will ask all visitors and the candidate to leave and will re-convene the Doctoral Dissertation Committee only.
- will preside over the deliberations and voting of the Committee. (*Note: If a non-committee member [Outside Chair] is used, he/she will not participate in the voting.*)
- is responsible for tallying the votes and informing the candidate of the final decision. The voting is to be limited to “pass” and “fail” votes. ***The vote of the Doctoral Dissertation Committee must be unanimous.*** If unanimous

agreement cannot be reached, the Doctoral Dissertation Defense Chair notifies the Department Chair (or appropriate equivalent) who will endeavor to resolve the dispute in an expedient fashion.

- records the vote on the Successful Defense Form and conveys the decision of the Doctoral Dissertation Committee (Successful Defense form) to the Department/College Graduate office to be kept in the student's file.

Dissertation Final Submission Guidelines

Information on requirements for submission of the finished and approved manuscript copies is available online at the Thesis and Dissertation website at <http://www.grad.usf.edu/ETD-res-main.php>. Students who fail to submit the final copy of a dissertation by the posted submission deadline will not be considered for graduation. The student may be considered for graduation in the following semester and must therefore apply for the degree (graduation) by the posted deadline, enroll in a minimum of two (2) dissertation hours for that subsequent semester, and meet the submission requirements as posted on the Thesis/Dissertation website. Only after the Office of Graduate Studies has approved the manuscript can the student be certified for the degree.

Mandatory Electronic Submission

Students are required to submit the dissertation in an electronic format (ETD). Requirements and procedures are available at the Office of Graduate Studies website at <http://www.grad.usf.edu/ETD-res-main.php>

Submission for Official Publication and Archiving

All theses/dissertations will be submitted to the Office of Graduate Studies designated System for official publication and archiving.

Changes after Publication

Once a dissertation is approved and accepted by the Office of Graduate Studies for publication, it cannot be changed.

Release of Dissertation Publications

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University's "Statement of Policy Regarding Inventions and Works" acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: "Disclosure delays mutually acceptable to the Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights..."⁸

To protect the University's primary goal from un-due compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.

⁸ April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.

2. In support of academic discourse and the mission to promote and share academic works, Dissertations will be released for worldwide access once submitted to and approved by the USF Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the Dissertation, a petition to request a one year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the dissertation.
3. Students should not be delayed in the final defense of their dissertations by agreements involving publication delays.

Duty to Disclose New Inventions and Works

USF 0-300 <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf> and USF 12.003 <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf12.003.pdf>

For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

Dissertation Change of Grade

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Office of Graduate Studies submits the change of grade from “Z” to “S” for the last registration of dissertation courses to the office of the registrar when all grades are due at the end of the semester.

The Use of “Ph.D.” in Credentials and Publication

Students may only use the credential of “Ph.D.” after degree conferral is granted. It is inappropriate to use the credential until it is officially and formally granted. The use of the abbreviation “Ph.D.” in university publications, correspondence, etc., including websites and other electronic media, shall be upper case “P”, lower case “h” followed by a period, an upper case “D” and another period. It shall not be used in the format of all upper case letters without periods, as in “PHD”.

Section 9

Graduation Information and Post-Doctoral Affairs

Application for Degree (Graduation)

To graduate, a student must submit the Application for Degree through their College. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new Application for Degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for a graduate degree is online at <http://www.usf.edu/registrar/resources/graduation.aspx>

The application must be submitted to the College advising office prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college. It is the student's responsibility to clear all "I" (Incomplete) and "M" (Missing) grades in all courses and to provide official transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term in which he/she expects to graduate.

Graduation Requirements

It is the student's responsibility to make sure that he/she has met all degree requirements (e.g. be *in good standing*) as specified in the Policies and Degree Requirements sections of this publication, as well as any College and Program requirements for the degree.

Commencement

Graduate students **may not** participate in commencement exercises **until all requirements** for the degree sought have been fulfilled. Students graduating from programs based from the Tampa campus (despite location, i.e. may be located in St. Petersburg, Sarasota, etc., such as students in Marine Science) participate in commencement exercises on the Tampa campus. All doctoral graduates receive degree conferral from the Tampa campus and therefore participate in commencement exercises in Tampa.

Diplomas

Diplomas are mailed to the student's permanent address approximately six (6) weeks after commencement. Students with a change of address need to fill out a change of address form at the Registrar's office. Questions regarding diplomas and degree certification should be directed to the Registrar's office at 974-2000.

Letters of Certification

Letters of Certification Students in need of verification of the degree prior to receiving their diploma may request a Letter of Certification. This letter specifies that the student has finished all of the requirements for the degree and the date the degree will be conferred on. The letter must include the student's U-ID Number, name of degree program and official name of the degree. The Major Professor, the College Dean (or designee), the Department Chair or Graduate Program Director (or designee), the Dean (or Designee) in the Office of Graduate Studies, and the Registrar must sign the Letter of Certification. A template for the Certification Letter is available on the Office of Graduate Studies website at <http://www.grad.usf.edu/student-forms.php>

Posthumous Degrees or Degrees in Memoriam

Reference – USF Policy 10-047 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-047.pdf>

Award of Posthumous Degrees

The University of South Florida System (USF System) institutions may award a posthumous baccalaureate, master's or doctoral and medical degree to a student who was in good academic standing at the time of his or her death and who had completed all substantive requirements for the degree. To award a non-thesis degree, the student would need to have completed all courses required for the degree. Courses required for the degree, in which students are enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other degree requirements must have been satisfied as well. To award a thesis or dissertation degree, all courses must be completed as described above and the thesis/dissertation must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student's record.

Award of Degrees in Memoriam

USF System institutions may award baccalaureate, master's, doctoral and medical degrees in memoriam to students who were in good academic standing at the time of his or her death.

Procedures for Award of Posthumous Degrees or Degrees in Memoriam

Departmental Chairs, or appropriate faculty members, on their own initiative or upon request of a student's family, may recommend a posthumous, or an in memoriam degree, by forwarding the recommendation to the respective Dean of the appropriate college. If approved by the Dean, the request, accompanied by supporting documentation, will be forwarded to the Dean of Undergraduate or Graduate Studies (respective to the degree type at USF or to the Chief Academic Officer at USF St. Petersburg or USF Sarasota/Manatee for approval. If the Dean or Chief Academic Officer approves the recommendation, the institution's Office of the Registrar will be notified. Posthumous degrees and in memoriam Degrees may also be presented to the student's family in an appropriate setting, which may include the ceremony held in fall and spring terms. A posthumous degree may be awarded at a commencement ceremony.

Note:

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read "Master of Arts in Memoriam, Master of Science in Memoriam," "Doctor of Philosophy in Memoriam," etc., depending upon the degree the student was pursuing at the time of his or her death.

Transcripts

Transcripts of a student's USF academic record may be requested by the student through the Office of the Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. By law, the request must include the student's signature and date. For transcripts to be issued, the student must have no financial obligations to the University. Procedures for requesting a transcript are available on the Office of the Registrar's website at <http://www.registrar.usf.edu/>. Degree statements are posted approximately five weeks after the graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs (OPA) serves as an administrative and academic center of excellence for postdoctoral scholars, and ensures they have an exemplary professional and personal development experience while at USF. It fosters a robust postdoctoral community, provides opportunities to enhance the postdoctoral experience and future success of its constituents, and serves as a dedicated resource for postdoctoral scholars, faculty, and administrators.

Objectives of the OPA:

- Provide guidance to colleges and postdoctoral scholars throughout the hiring process.
- Establish, maintain, and evaluate postdoctoral policies.
- Build collaboration among postdoctoral scholars, colleges, and graduate students.
- Offer professional development workshops for postdoctoral scholars and their mentors.
- Maintain a detailed database of current and alumni postdoctoral scholars.
- Submit postdoctoral data for university, state, national, and international reports.
- Facilitate the development of a USF Postdoctoral Association.

For more information, please see www.grad.usf.edu/postdoc

Section 10

Degrees, Programs, and Concentrations

New graduate degrees, programs and concentrations are continually under development and may now be approved and available. Check the website for recently approved programs and for information on which programs are currently accepting applications and which are currently closed for admission. For the most current list of authorized degrees, programs and concentrations, Accelerated Degree Programs, and Dual Degree Programs, go to <http://www.grad.usf.edu/programs.php>. As of the date of this publication, the University is authorized to offer 50 different degrees with graduate programs (majors) offered as follows:

117 Master's programs	214 Concentrations at the Master's level
2 Education Specialist programs	15 Concentrations at the Specialist level
49 Doctoral programs (Ph.D., Ed.D., Au.D., D.N.P., D.P.H., D.B.A.)	95 Concentrations at the Doctoral level
3 Professional doctoral programs (including M.D., D.P.T., PharmD)	

How to understand Degrees, versus Programs, versus Concentrations.

The University offers a number of degrees (e.g. M.A., M.S.E.S., Ph.D., etc.) under which various programs (a.k.a. majors) are offered – for example *Accounting*. Concentrations are formalized areas of study available within the program and may be noted on the transcript and diploma– for example *Tax/Audit*. Definitions are noted on the following page.

Some programs are offered as the area of study presented. Other programs are offered through a variety of concentrations within the Program. The Degree is awarded in the Program, e.g. M.S. in Nursing. For example:

Adult Education (Curriculum and Instruction) M.Ed. Education

Would translate to: M.Ed. in Curriculum and Instruction with a Concentration in Adult Education

M.Ed.	= the name of the degree - "Master of Education"
Curriculum and Instruction	= the name of the program of study the degree is awarded in
Adult Education	= the name of the concentration within the program

To learn more about the Program or Concentration, refer to the corresponding college section of the Catalog. Note: Programs may also offer plans, tracks, or areas of study which are informal groupings within a program or concentration.

Questions about degrees and concentrations may be directed to the Office of Graduate Studies.

Definitions

Degrees

(<http://files.acad.usf.edu/edout/New-Degree/USF-Procedures-on-New-Academic-Program.pdf>)

A degree program is defined as an organized curriculum leading to a college degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics, or as demonstrated by similar programs existing at other colleges and universities, and having designated faculty and instructional resources. Each degree program will be assigned a CIP code and included in the State University System Academic Degree Program Inventory.

Example: Doctor of Philosophy (Ph.D.)

Graduate Program (Major)

Reference: BOG Regulation 6C-8.011

http://www.flbog.edu/documents_regulations/regulations/8_011New%20Program%20Auth_reg%20final%20clean.pdf

An organized curriculum offered as a major area of study that is part of an existing or proposed degree program and does not constitute sufficient distinct coursework, faculty, and instructional resources to be considered a separate degree program. A Program Major must be reasonably associated with the degree program under which it is offered and share common core or prerequisite courses with other majors within the same degree program. A Program Major will not be assigned a CIP Code, will not be included in the State University System Academic Degree Program Inventory, and will not be recognized as a standalone degree program at the University. The number of credit hours for a Program Major will be established by the University for each degree level.

Example: Curriculum and Instruction

Concentration (approved by Graduate Council 3/15/10)

A Concentration is a coordinated set of courses in conjunction with examinations, thesis and/or dissertation, sub-curriculum that is applicable to one or more existing graduate programs. The total number of credit hours must not equal or exceed the number of credit hours established for the Degree Program(s). Concentrations must be approved by the Department (or equivalent), College, and Graduate Council. Concentrations are listed on a student's transcript, but not on the diploma. Also reference BOG Regulation 6C-8.011.

Example: Adult Education

Full Example:

Doctor of Philosophy (Ph.D.) in Curriculum and Instruction (program) with a Concentration in Adult Education

List of Authorized Degrees – Graduate and Professional Programs – By Degree and Level

Degree Code	Degree Description	Graduate and Professional Programs Offered Under That Degree (Medical Professional programs noted with *)
MASTERS DEGREES		
M.A.	Master of Arts	<ul style="list-style-type: none"> ❖ Adult Education ❖ Applied Anthropology ❖ Applied Behavior Analysis ❖ Art History ❖ Autism Spectrum Disorders and Severe Intellectual Disabilities ❖ Business Economics (being terminated) ❖ Career and Technical Education ❖ Chemistry (non-thesis option) ❖ Communication ❖ Counselor Education ❖ Criminal Justice Administration ❖ Criminology ❖ Economics ❖ Elementary Education ❖ English ❖ Exceptional Student Education ❖ Foreign Language Education (being terminated) ❖ French ❖ Geography ❖ Gerontology ❖ Global Sustainability ❖ History ❖ Latin American, Caribbean and Latino Studies ❖ Liberal Arts ❖ Library and Information Science ❖ Linguistics ❖ Linguistics: English as a Second Language ❖ Mass Communications ❖ Mathematics ❖ Mathematics Education ❖ Music Education ❖ Philosophy ❖ Physical Education ❖ Political Science ❖ Psychology ❖ Reading Education ❖ Rehabilitation and Mental Health Counseling (Post Bacc) ❖ Religious Studies ❖ School Psychology ❖ Science Education (being terminated) ❖ Sociology ❖ Spanish ❖ Special Education, Gifted ❖ Special Education, Motor Disabilities ❖ Statistics ❖ Women's and Gender Studies
M.A.T.	Master of Arts in Teaching	<ul style="list-style-type: none"> ❖ Elementary Education ❖ English Education ❖ Exceptional Student Education ❖ Foreign Language Education ❖ Mathematics Education (6-12)

Degree Code	Degree Description	Graduate and Professional Programs Offered Under That Degree (<i>Medical Professional programs noted with *</i>)
		<ul style="list-style-type: none"> ❖ Middle Grades Mathematics ❖ Science Education ❖ Social Science Education
M.Acc.	Master of Accountancy	<ul style="list-style-type: none"> ❖ Accountancy
M.Arc.	Master of Architecture	<ul style="list-style-type: none"> ❖ Architecture
M.B.A.	Master of Business Administration	<ul style="list-style-type: none"> ❖ Business Administration ❖ Executive MBA
M.C.E.	Master of Civil Engineering	<ul style="list-style-type: none"> ❖ Civil Engineering
M.E.V.E.	Master of Environmental Engineering	<ul style="list-style-type: none"> ❖ Environmental Engineering
M.Ed.	Master of Education	<ul style="list-style-type: none"> ❖ Curriculum and Instruction ❖ Educational Leadership
M.F.A.	Master of Fine Arts	<ul style="list-style-type: none"> ❖ Art ❖ Creative Writing
M.H.A.	Master of Health Administration	<ul style="list-style-type: none"> ❖ Health Administration
M.M.	Master of Music	<ul style="list-style-type: none"> ❖ Music
M.M.E.	Master of Mechanical Engineering	<ul style="list-style-type: none"> ❖ Mechanical Engineering
M.P.A.	Master of Public Administration	<ul style="list-style-type: none"> ❖ Public Administration
M.P.A.S.	Master of Physician Assistant	<ul style="list-style-type: none"> ❖ Physician Assistant Studies
M.P.H.	Master of Public Health	<ul style="list-style-type: none"> ❖ Public Health
M.S.	Master of Science	<ul style="list-style-type: none"> ❖ Advanced Athletic Training ❖ Applied Behavior Analysis ❖ Athletic Training ❖ Audiology (Post Baccalaureate) ❖ Aural (Re)Habilitation (Post Baccalaureate) ❖ Biology ❖ Chemistry ❖ Childhood and Adolescent Behavioral Health ❖ Cybersecurity ❖ Entrepreneurship in Applied Technologies ❖ Environmental Science and Policy ❖ Exercise Science ❖ Finance ❖ Geology ❖ Intelligence Studies ❖ Management ❖ Business Analytics and Information Systems ❖ Marine Science ❖ Microbiology ❖ Nurse Anesthesia ❖ Nursing ❖ Physics

Degree Code	Degree Description	Graduate and Professional Programs Offered Under That Degree (Medical Professional programs noted with *)
		❖ Speech-Language Pathology (post Bacc) ❖ Sport and Entertainment Management
M.S.B.	Master of Science in Biotechnology	❖ Biotechnology
M.S.B.C.B.	Master of Science in Bioinformatics & Computational Biology	❖ Bioinformatics and Computational Biology
M.S.B.E.	Master of Science in Biomedical Engineering	❖ Biomedical Engineering
M.S.C.E.	Master of Science in Civil Engineering	❖ Civil Engineering
M.S.C.H.	Master of Science in Chemical Engineering	❖ Chemical Engineering
M.S.C.P.	Master of Science in Computer Engineering	❖ Computer Engineering
M.S.C.S.	Master of Science in Computer Science	❖ Computer Science
M.S.E.E.	Master of Science in Electrical Engineering	❖ Electrical Engineering
M.S.E.M.	Master of Science in Engineering Management	❖ Engineering Management
M.S.E.S.	Master of Science in Engineering Science	❖ Engineering Science
M.S.E.V.	Master of Science in Environmental Engineering	❖ Environmental Engineering
M.S.H.I.	Master of Science in Health Informatics	❖ Health Informatics
M.S.I.E.	Master of Science in Industrial Engineering	❖ Industrial Engineering
M.S.I.T.	Master of Science in Information Technology	❖ Information Technology
M.S.M.	Master of Science in Marketing	❖ Marketing
M.S.M.E.	Master of Science in Mechanical Engineering	❖ Mechanical Engineering
M.S.M.S.	Master of Science in Medical Sciences	❖ Medical Sciences
M.S.M.S.E.	Master of Science in Materials Science and Engineering	❖ Materials Science and Engineering
M.S.P.H.	Master of Science in Public Health	❖ Public Health
M.S.R.E.	Master of Science in Real Estate	❖ Real Estate – Suspended for Admissions
M.S.W.	Master of Social Work	❖ Social Work
M.U.C.D.	Master of Urban and Community Design	❖ Urban and Community Design
M.U.R.P.	Master of Urban & Regional Planning	❖ Urban and Regional Planning

Degree Code	Degree Description	Graduate and Professional Programs Offered Under That Degree (Medical Professional programs noted with *)
EDUCATION SPECIALIST DEGREES		
Ed.S.	Education Specialist	<ul style="list-style-type: none"> ❖ Curriculum and Instruction ❖ Educational Leadership
DOCTORATE DEGREES		
Au.D.	Doctor of Audiology	<ul style="list-style-type: none"> ❖ Audiology
D.B.A.	Doctor of Business Administration	<ul style="list-style-type: none"> ❖ Business Administration
D.N.P.	Doctor of Nursing Practice	<ul style="list-style-type: none"> ❖ Nursing
D.P.T.	Doctor of Physical Therapy*	<ul style="list-style-type: none"> ❖ Physical Therapy*
Dr.P.H.	Doctor of Public Health	<ul style="list-style-type: none"> ❖ Public Health
Ed.D.	Doctor of Education	<ul style="list-style-type: none"> ❖ Educational Program Development
M.D.	Doctor of Medicine	<ul style="list-style-type: none"> ❖ Medicine*
Pharm.D.	Doctor of Pharmacy	<ul style="list-style-type: none"> ❖ Pharmacy**
Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> ❖ Aging Studies ❖ Applied Anthropology ❖ Applied Behavior Analysis ❖ Behavioral and Community Sciences ❖ Biomedical Engineering ❖ Business Administration ❖ Cancer Biology ❖ Cell and Molecular Biology ❖ Chemical Engineering ❖ Chemistry ❖ Civil Engineering ❖ Communication ❖ Communication Sciences and Disorders ❖ Computer Science and Engineering ❖ Criminology ❖ Curriculum and Instruction ❖ Economics ❖ Educational Leadership ❖ Electrical Engineering ❖ Engineering Science ❖ English ❖ Environmental Engineering ❖ Geography and Environmental Science and Policy ❖ Geology ❖ Government ❖ History ❖ Industrial Engineering ❖ Integrative Biology ❖ Linguistics and Applied Language Studies ❖ Marine Science ❖ Mathematics ❖ Mechanical Engineering ❖ Medical Sciences

Degree Code	Degree Description	Graduate and Professional Programs Offered Under That Degree <i>(Medical Professional programs noted with *)</i>
		<ul style="list-style-type: none"> ❖ Music ❖ Nursing Science ❖ Philosophy ❖ Physics, Applied ❖ Psychology ❖ Public Health ❖ Rehabilitation Sciences ❖ School Psychology ❖ Second Language Acquisition and Instructional Technology ❖ Social Work – Suspended for Admissions ❖ Sociology

List is accurate as of 8/19/2016. To view the most current list and available concentration areas within the degree programs go to: <http://www.grad.usf.edu/programs.php>

List of Authorized Graduate and Professional Degree Programs – By Program

117 Master's Programs

2 Ed Specialist Programs

49 Doctoral Programs (including PhD, EdD, AuD, DNP, DrPH, DBA)

3 Professional Doctoral Programs (including M.D., DPT, PharmD)*

214 Master's Concentrations

15 Ed.S. Concentrations

95 Doctoral Concentrations

MASTERS PROGRAMS	DEGREE	DEGREE DESCRIPTION	CONCENTRATIONS
1. Accountancy	M.Acc.	Master of Accountancy	<ul style="list-style-type: none"> Audit/Systems Tax
2. Adult Education	M.A.	Master of Arts	<ul style="list-style-type: none"> Human Resource Development
3. Advanced Athletic Training	M.S.	Master of Science	
4. Applied Anthropology	M.A.	Master of Arts	<ul style="list-style-type: none"> Archaeological and Forensic Science Bio-Cultural Medical Anthropology Cultural Resource Management Heritage Studies
5. Applied Behavior Analysis	M.A.	Master of Arts	
6. Applied Behavior Analysis	M.S.	Master of Science	
7. Architecture	M.Arc.	Master of Architecture	
8. Art	M.F.A.	Master of Fine Arts	
9. Art History	M.A.	Master of Arts	
10. Athletic Training	M.S.	Master of Science	
11. Audiology (Post Bacc)	M.S.	Master of Science	
12. Aural (Re) Habilitation (Post Bacc)	M.S.	Master of Science	
13. Autism Spectrum Disorders and Severe Intellectual Disabilities	M.A.	Master of Arts	
14. Bioinformatics and Computational Biology	M.S.B.C.B.	Master of Science in Bioinformatics & Computational Biology	
15. Biology	M.S.	Master of Science	<ul style="list-style-type: none"> Cell Biology, Microbiology & Molecular Biology Ecology and Evolution Environmental and Ecological Microbiology Physiology and Morphology Pharmacy
16. Biomedical Engineering	M.S.B.E.	Master of Science in Biomedical Engineering	
17. Biotechnology	M.S.B.	Master of Science in Biotechnology	
18. Business Administration	M.B.A.	Master of Business Administration	<ul style="list-style-type: none"> Compliance, Risk Management & Anti-Money Laundering Cyber Security Data Analytics Sport Business Supply Chain Management
19. Business Economics (being terminated)	M.A.	Master of Arts	
20. Career and Technical Education	M.A.	Master of Arts	
21. Chemical Engineering	M.S.C.H.	Master of Science in Chemical Engineering	<ul style="list-style-type: none"> Biomedical and Biotechnology
22. Chemistry	M.S.	Master of Science	
23. Chemistry (non-thesis option)	M.A.	Master of Arts	
24. Child and Adolescent Behavioral Health	M.S.	Master of Science	<ul style="list-style-type: none"> Developmental Disabilities Leadership in Child and Adolescent Behavioral Health Translational Research and Evaluation Youth & Behavioral Health
25. Civil Engineering	M.C.E.	Master of Civil Engineering	<ul style="list-style-type: none"> Geotechnical Materials Structures Transportation Water Resources

26.	Civil Engineering	M.S.C.E.	Master of Science in Civil Engineering	<ul style="list-style-type: none"> • Geotechnical • Engineering for International Development • Materials • Structures • Transportation • Water Resources
27.	Communication	M.A.	Master of Arts	
28.	Computer Engineering	M.S.C.P.	Master of Science in Computer Engineering	
29.	Computer Science	M.S.C.S.	Master of Science in Computer Science	
30.	Counselor Education	M.A.	Master of Arts	<ul style="list-style-type: none"> • Career Counseling • Clinical Mental Health Counseling • School Counseling
31.	Creative Writing	M.F.A.	Master of Fine Arts	<ul style="list-style-type: none"> • Fiction • Poetry
32.	Criminal Justice Administration	M.A.	Master of Arts	
33.	Criminology	M.A.	Master of Arts	
34.	Curriculum and Instruction	M.Ed.	Master of Education	<ul style="list-style-type: none"> • College Student Affairs • Early Childhood Education • Educational Studies • Instructional Technology • Measurement and Evaluation • Secondary Education: Biology • Secondary Education: Chemistry • Secondary Education: English • Secondary Education: Foreign Language • Secondary Education: Mathematics • Secondary Education: Physics • Secondary Education: Social Science • Secondary Education: TESOL
35.	Cybersecurity	M.S.	Master of Science	<ul style="list-style-type: none"> • Digital Forensics • Computer Security Fundamentals • Cyber Intelligence • Information Assurance
36.	Economics	M.A.	Master of Arts	
37.	Educational Leadership	M.Ed.	Master of Education	
38.	Electrical Engineering	M.S.E.E.	Master of Science in Electrical Engineering	
39.	Elementary Education	M.A.	Master of Arts	<ul style="list-style-type: none"> • Early Childhood • Elementary Curriculum • Language Arts • Science and Mathematics
40.	Elementary Education	M.A.T.	Master of Arts in Teaching	
41.	Engineering Management	M.S.E.M.	Master of Science in Engineering Management	
42.	Engineering Science	M.S.E.S.	Master of Science in Engineering Science	<ul style="list-style-type: none"> • Chemical and Biomedical Engineering • Electrical Engineering • Environmental Engineering • Transportation Engineering
43.	English	M.A.	Master of Arts	<ul style="list-style-type: none"> • Literature • Rhetoric and Composition
44.	English Education	M.A.T.	Master of Arts in Teaching	
45.	Entrepreneurship in Applied Technologies	M.S.	Master of Science	
46.	Environmental Engineering	M.E.V.E.	Master of Environmental Engineering	
47.	Environmental Engineering	M.S.E.V.	Master of Science in Environmental Engineering	<ul style="list-style-type: none"> • Engineering for International Development
48.	Environmental Science and Policy	M.S.	Master of Science	
49.	Exceptional Student Education	M.A.	Master of Arts	
50.	Exceptional Student Education	M.A.T.	Master of Arts in Teaching	
51.	Executive MBA Program	M.B.A.	Master of Business Administration	
52.	Exercise Science	M.S.	Master of Science	<ul style="list-style-type: none"> • Health and Wellness • Strength and Conditioning
53.	Finance	M.S.	Master of Science	

54.	Foreign Language Education – Being Terminated	M.A.	Master of Arts	<ul style="list-style-type: none"> • French • German • Spanish
55.	Foreign Language Education	M.A.T.	Master of Arts in Teaching	<ul style="list-style-type: none"> • Chinese • French • German • Italian • Japanese • Latin • Russian • Spanish
56.	French	M.A.	Master of Arts	
57.	Geography	M.A.	Master of Arts	<ul style="list-style-type: none"> • Environmental Geography • Geographic Information Science and Spatial Analysis • Human Geography
58.	Geology	M.S.	Master of Science	
59.	Gerontology	M.A.	Master of Arts	
60.	Global Sustainability	M.A.	Master of Arts	<ul style="list-style-type: none"> • Building Sustainable Enterprise • Coastal Sustainability • Climate Change and Sustainability • Food Sustainability and Security • Entrepreneurship • Sustainable Energy • Sustainable Tourism • Sustainable Transportation • Water
61.	Health Administration	M.H.A.	Master of Health Administration	
62.	Health Informatics	M.S.H.I.	Master of Science in Health Informatics	
63.	History	M.A.	Master of Arts	<ul style="list-style-type: none"> • American History • Ancient History • European History • Latin American History • Medieval History • Engineering Management • Quantitative Analysis • Cyber Intelligence • Strategic Intelligence
64.	Industrial Engineering	M.S.I.E.	Master of Science in Industrial Engineering	
65.	Intelligence Studies	M.S.	Master of Science	
66.	Information Technology	M.S.I.T.	Master of Science in Information Technology	
67.	Latin American, Caribbean and Latino Studies	M.A.	Master of Arts	
68.	Liberal Arts	M.A.	Master of Arts	<ul style="list-style-type: none"> • Africana Studies • American Studies • Film Studies • Humanities • Social and Political Thought
69.	Library and Information Science	M.A.	Master of Arts	
70.	Linguistics	M.A.	Master of Arts	
71.	Linguistics: English as a Second Language	M.A.	Master of Arts	
72.	Management	M.S.	Master of Science	<ul style="list-style-type: none"> • Project Management
73.	Business Analytics and Information Systems	M.S.	Master of Science	<ul style="list-style-type: none"> • Analytics and Business Intelligence • Information Assurance
74.	Marine Science	M.S.	Master of Science	<ul style="list-style-type: none"> • Biological Oceanography • Chemical Oceanography • Geological Oceanography • Interdisciplinary • Marine Resource Assessment • Physical Oceanography
75.	Marketing	M.S.M.	Master of Science in Marketing	
76.	Mass Communications	M.A.	Master of Arts	<ul style="list-style-type: none"> • Media Studies • Multimedia Journalism • Strategic Communication Management
77.	Materials Science and Engineering	M.S.M.S.E.	Master of Science in Materials Science and Engineering	

78.	Mathematics	M.A.	Master of Arts	<ul style="list-style-type: none"> • Pure and Applied
79.	Mathematics Education	M.A.	Master of Arts	
80.	Mathematics Education (6-12)	M.A.T.	Master of Arts in Teaching	
81.	Mechanical Engineering	M.M.E.	Master of Mechanical Engineering	
82.	Mechanical Engineering	M.S.M.E.	Master of Science in Mechanical Engineering	
83.	Medical Sciences	M.S.M.S.	Master of Science in Medical Sciences	<ul style="list-style-type: none"> • Aging and Neuroscience • Anatomy • Biochemistry & Molecular Biology • Clinical and Translational Research • Health Informatics • Health Science • Interdisciplinary Medical Sciences • Medical Microbiology and Immunology • Metabolic and Nutritional Medicine • Molecular Medicine • Women's Health
84.	Microbiology	M.S.	Master of Science	
85.	Middle Grades Mathematics	M.A.T.	Master of Arts in Teaching	
86.	Music	M.M.	Master of Music	<ul style="list-style-type: none"> • Chamber Music • Choral Conducting • Composition • Electro-Acoustic Music • Instrumental Conducting • Jazz Composition • Jazz Performance • Performance • Piano Pedagogy • Theory
87.	Music Education	M.A.	Master of Arts	
88.	Nurse Anesthesia NEW	M.S.	Master of Science	
89.	Nursing	M.S.	Master of Science	<ul style="list-style-type: none"> • Adult-Gerontology Acute Care Nursing • Adult-Gerontology Primary Care Nursing • Clinical Nurse Leader • Family Health Nursing • Nurse Anesthesia • Nursing Education • Pediatric Health Nursing • Psychiatric-Mental Health Nursing • Dual Concentration: Occupational Health Nursing/Adult-Gerontology Primary Care • Dual Concentration: Oncology Nursing/Adult-Gerontology Primary Care
90.	Philosophy	M.A.	Master of Arts	<ul style="list-style-type: none"> • Philosophy and Religion
91.	Physical Education	M.A.	Master of Arts	
92.	Physician Assistant Studies*	M.P.A.S.	Master of Physician Assistant Studies	
93.	Physics	M.S.	Master of Science	<ul style="list-style-type: none"> • Applied Physics • Atomic and Molecular Physics • Laser Physics • Materials Physics • Optical Physics • Semiconductor Physics • Solid State Physics
94.	Political Science	M.A.	Master of Arts	
95.	Psychology	M.A.	Master of Arts	<ul style="list-style-type: none"> • Clinical Psychology • Cognition, Neuroscience & Social Psychology • Industrial Organizational Psychology
96.	Public Administration	M.P.A.	Master of Public Administration	<ul style="list-style-type: none"> • Executive Public Administration

97.	Public Health	M.P.H.	Master of Public Health	<ul style="list-style-type: none"> • Accelerated Health Ed. (Only BS/MSPH) • Behavioral Health • Biostatistics • Environmental Health • Epidemiology • Epidemiology (ONLINE) • Epidemiology and Biostatistics • Epidemiology and Global Communicable Disease • Epidemiology and Global Health • Epidemiology and Maternal & Child Health • Executive Program for Health Professionals • Food Safety • Global Communicable Disease • Global Disaster Management, Humanitarian Relief and Homeland Security • Global Health Practice • Health Care Organizations and Management • Health Policies and Programs • Health Safety & Environment • Infection Control • Maternal and Child Health • Nutrition and Dietetics • Occupational Health • Occupational Health for Nurses • Occupational Safety • Public Health Administration • Public Health Education • Public Health Practice • Public Health Practice Program • Social Marketing • Socio-Health Sciences • Toxicology and Risk Assessment
98.	Public Health	M.S.P.H.	Master of Science in Public Health	<ul style="list-style-type: none"> • Behavioral Health • Bioinformatics • Biostatistics • Environmental Health • Epidemiology • Genetic Counseling • Global Communicable Disease • Industrial Hygiene • International Public Health Research, Policy and Planning • Maternal and Child Health • Occupational Health • Occupational Medicine Residency • Occupational Safety • Public Health Education • Socio-Health Sciences • Toxicology and Risk Assessment
99.	Reading Education	M.A.	Master of Arts	
100.	Real Estate – Suspended for admissions	M.S.R.E.	Master of Science in Real Estate	
101.	Rehabilitation and Mental Health Counseling (Post Baccalaureate)	M.A.	Master of Arts	<ul style="list-style-type: none"> • Addictions and Substance Abuse Counseling • Marriage and Family Therapy
102.	Religious Studies	M.A.	Master of Arts	
103.	School Psychology	M.A.	Master of Arts	
104.	Science Education – Being terminated	M.A.	Master of Arts	
105.	Science Education	M.A.T.	Master of Arts in Teaching	<ul style="list-style-type: none"> • Biology • Chemistry • Earth & Space Science • Physics
106.	Social Science Education	M.A.T.	Master of Arts in Teaching	
107.	Social Work	M.S.W.	Master of Social Work	
108.	Sociology	M.A.	Master of Arts	

109. Spanish	M.A.	Master of Arts
110. Special Education, Gifted	M.A.	Master of Arts
111. Special Education, Motor Disabilities	M.A.	Master of Arts
112. Speech-Language Pathology (Post Bacc)	M.S.	Master of Science
113. Sport and Entertainment Management	M.S.	Master of Science
114. Statistics	M.A.	Master of Arts
115. Urban and Community Design	M.U.C.D.	Master of Urban and Community Design
116. Urban and Regional Planning	M.U.R.P.	Master of Urban & Regional Planning
117. Women's and Gender Studies	M.A.	Master of Arts

**The MPAS is offered through the Morsani College of Medicine*

EDUCATION SPECIALIST PROGRAMS	DEGREE	DEGREE DESCRIPTION
▪ Curriculum and Instruction	Ed.S.	Education Specialist <ul style="list-style-type: none"> • Adult Education • Counselor Education • Early Childhood Education • Elementary Education • Higher Ed, Administration • Higher Ed, College Teaching • Instructional Technology • Interdisciplinary Education • Mathematics Education • Measurement and Evaluation • Reading and Language Arts Education • School Psychology • Science Education • Special Education • Vocational Education
▪ Educational Leadership	Ed.S.	Education Specialist

DOCTORATE PROGRAMS	DEGREE	DEGREE DESCRIPTION
1. Aging Studies	Ph.D.	Doctor of Philosophy
2. Applied Anthropology	Ph.D.	Doctor of Philosophy <ul style="list-style-type: none"> • Archaeological and Forensic Science • Bio-Cultural Medical Anthropology • Cultural Resource Management • Heritage Studies
3. Applied Behavior Analysis	Ph.D.	Doctor of Philosophy
4. Audiology	Au.D.	Doctor of Audiology
5. Behavioral and Community Sciences	Ph.D.	Doctor of Philosophy
6. Biomedical Engineering	Ph.D.	Doctor of Philosophy
7. Business Administration	D.B.A.	Doctor of Business Administration
8. Business Administration	Ph.D.	Doctor of Philosophy <ul style="list-style-type: none"> • Accounting • Finance • Information Systems • Marketing
9. Cancer Biology	Ph.D.	Doctor of Philosophy
10. Cell and Molecular Biology	Ph.D.	Doctor of Philosophy
11. Chemical Engineering	Ph.D.	Doctor of Philosophy <ul style="list-style-type: none"> • Biomedical and Biotechnology • Manufacturing
12. Chemistry	Ph.D.	Doctor of Philosophy
13. Civil Engineering	Ph.D.	Doctor of Philosophy <ul style="list-style-type: none"> • Environmental Engineering • Geotechnical • Materials • Structures • Transportation • Water Resources
14. Communication	Ph.D.	Doctor of Philosophy
15. Communication Sciences and Disorders	Ph.D.	Doctor of Philosophy <ul style="list-style-type: none"> • Hearing Sciences and Audiology • Neurocommunicative Sciences • Speech-Language Sciences
16. Computer Science and Engineering	Ph.D.	Doctor of Philosophy
17. Criminology	Ph.D.	Doctor of Philosophy

18.	Curriculum and Instruction	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Adult Education • Career and Workforce Education • Counselor Education • Early Childhood Education • Educational Psychology • Elementary Education • English Education • Higher Ed, Administration • Instructional Technology • Interdisciplinary Education • Literacy Studies • Mathematics Education • Measurement and Evaluation • Science Education • Social Science Education • Special Education • Teacher Education
19.	Economics	Ph.D.	Doctor of Philosophy	
20.	Educational Leadership	Ph.D.	Doctor of Philosophy	
21.	Educational Program Development	Ed.D.	Doctor of Education	<ul style="list-style-type: none"> • Administration of Special Education • Adult Education • Educational Innovation • Elementary Education • Vocational Education
22.	Electrical Engineering	Ph.D.	Doctor of Philosophy	
23.	Engineering Science	Ph.D.	Doctor of Philosophy	
24.	English	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Literature • Rhetoric and Composition
25.	Environmental Engineering	Ph.D.	Doctor of Philosophy	
26.	Geography and Environmental Science and Policy	Ph.D.	Doctor of Philosophy	
27.	Geology	Ph.D.	Doctor of Philosophy	
28.	Government	Ph.D.	Doctor of Philosophy	
29.	History	Ph.D.	Doctor of Philosophy	
30.	Industrial Engineering	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Engineering Management • Manufacturing Systems • Quantitative Analysis
31.	Integrative Biology	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Ecology and Evolution • Environmental and Ecological Microbiology • Physiology and Morphology
32.	Linguistics and Applied Language Studies	Ph.D.	Doctor of Philosophy	
33.	Marine Science	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Biological Oceanography • Chemical Oceanography • Geological Oceanography • Interdisciplinary • Marine Resource Assessment • Physical Oceanography
34.	Mathematics	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Pure and Applied • Statistics
35.	Mechanical Engineering	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Manufacturing
36.	Medical Sciences	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Allergy, Immunology and Infectious Disease • Anatomy • Biochemistry & Molecular Biology • Clinical and Translational Research • Microbiology and Immunology • Molecular Medicine • Molecular Pharmacology and Physiology • Neuroscience • Pathology and Cell Biology • Pathology and Laboratory Medicine • Pharmacology and Therapeutics • Physiology and Biophysics
37.	Medicine*	M.D.	Doctor of Medicine	
38.	Music	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Music Education

39.	Nursing	D.N.P.	Doctor of Nursing Practice	<ul style="list-style-type: none"> • Adult-Gerontology Acute Care • Adult-Gerontology Primary Care (NDP) • Family Health • Pediatric Health • Nursing Practice • Dual Concentration: Occupational Health/Adult-Gerontology • Dual Concentration: Oncology/Adult-Gerontology Primary Care
40.	Nursing Science	Ph.D.	Doctor of Philosophy	
41.	Pharmacy*	PharmD.	Doctor of Pharmacy	
42.	Philosophy	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Philosophy and Religion
43.	Physical Therapy*	D.P.T.	Doctor of Physical Therapy	
44.	Physics, Applied	Ph.D.	Doctor of Philosophy	
45.	Psychology	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Clinical Psychology • Cognition, Neuroscience & Social Psychology • Industrial Organizational Psychology
46.	Public Health	Dr.P.H.	Doctor of Public Health	
47.	Public Health	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Biostatistics • Community and Family Health • Environmental and Occupational Health • Environmental Health • Epidemiology • Global Communicable Disease • Health Services Research • Industrial Hygiene • Occupational Health for Health Professionals • Toxicology and Risk Assessment • Chronic Disease • Neuromusculoskeletal Disability • Veteran's Health/Reintegration
48.	Rehabilitation Sciences	Ph.D.	Doctor of Philosophy	
49.	School Psychology	Ph.D.	Doctor of Philosophy	
50.	Teacher Education and Second Language Acquisition	Ph.D.	Doctor of Philosophy	
51.	Social Work Suspended for Admissions	Ph.D.	Doctor of Philosophy	
52.	Sociology	Ph.D.	Doctor of Philosophy	

The M.D. is offered through the Morsani College of Medicine; the D.P.T. is offered through the School of Physical Therapy; the PharmD. is offered through the College of Pharmacy.

List accurate as of 8/19/16

Accelerated Degree Programs

Accelerated Programs allow academically qualified students to complete an undergraduate Bachelor's degree and a graduate degree (typically master's degree) on an accelerated timeline, graduating sooner than in traditional programs. Typically, students will complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate status, where the remaining graduate requirements are fulfilled.

Students must submit an **Accelerated Program Application** for acceptance into an Accelerated Program track. Once a student is ready to move into graduate student status, **the Progression Form** must be completed and submitted. More information and the Application and Progression Forms are available online at: <http://www.grad.usf.edu/accelerated.php>

For specific degree requirements, refer to the corresponding program section of the Graduate Catalog.

UNDERGRADUATE College / Major		GRADUATE College / Program / Concentration		Program Information	Grad Major/ Conc Code	GRAD CIP Code	Total Minimum Program Hours Post-Bacc	Hours Shared
AS	Biology (BS)	AS	Biology: CMMB (MS) INACTIVE – not available	5 Year Program 3 plus 2 – awards simultaneous	BIO (MBG)	26.0101	30	12
AS	Chemistry (BA)	AS	Chemistry (MA) INACTIVE – not available	5 Year Program 3 plus 2 – awards simultaneous	CHA	40.0501	30	12
AS	Economics (BA)	AS	Economics (MA) – non- thesis option only	Accelerated Program	ECO	45.0601	30	9
AS	English (BA)	AS	English (MA)	Accelerated Program	ENG	23.0101	33	12
AS	Environmental Biology (BS)	ED	Science Education (MAT)	Accelerated Program	TSC	13.1316	39	12
AS	Environmental Microbiology (BS)	ED	Science Education (MAT)	Accelerated Program	TSC	13.1316	39	12
AS	Humanities and Cultural Studies BA	AS	Liberal Arts with a Concentration in Film and New Media Studies (MA)	Accelerated Program. <i>Approved by SACSCOCs 8.11.16</i>	MLA / FLM	24.0101	33	12
AS	Integrative Biology (BS)	ED	Science Education (MAT)	Accelerated Program	TSC	13.1316	39	12
AS	Marine Biology (BS)	ED	Science Education (MAT)	Accelerated Program	TSC	13.1316	39	12
AS	Physics (BA)	ED	Science Education (MAT)	Accelerated Program	TSC	13.1316	39	12
BA	Advertising (BS)	AS	Mass Communications: Strategic Communication Management Conc. (MA)	4 plus 1 BS/MA Conferred sequentially. BS is conferred upon completion of 120 hours, following 4 th year.	COM	09.0102	42 ⁹	12
AS	Mathematics (BA)	AS	Mathematics (MA)	5 Year Program 3 plus 2 – awards simultaneous	MTH	27.0101	30	
AS	Microbiology (BS)	AS	Microbiology (MS)	5 Year Program 3 plus 2 accelerates to MS	MIC	26.0503	30	12
AS	Religious Studies (BA)	AS	Religious Studies (MA)	5 Year Program	REL	38.0201	36	12
Honors	Business (General Studies with a Concentration in Business) - 120	BA	Business (MBA)	5 Year Program	BUS	52.0201	32	
AS	Arts and Sciences (BA/BS)	BA	Business (MBA) INACTIVE – not available	5 Year Program. 3 plus 2 may be mapped to most UG	BUS	52.0201	32	

⁹ 42 hours required for the Mass Comm: Strategic Communication Management Concentration. All other options only require 39 hours

UNDERGRADUATE College / Major		GRADUATE College / Program / Concentration		Program Information	Grad Major/ Conc Code	GRAD CIP Code	Total Minimum Program Hours Post-Bacc	Hours Shared
				departments in AS and awards a BA or BS & MBA simultaneously				
BA	Management Information Systems (BS)	BA	Management Information Systems (MS)		MIF	52.1201	33	12
BC	Rehabilitation and Mental Health Counseling (BA)	BC	Rehabilitation and Mental Health Counseling (MA)	5 Year Program 3 plus 2 accelerates to the MA	REF	51.2310	60	
BC	Speech-Pathology (BS)	BC	Speech-Language Pathology (MS) INACTIVE – not available	5 Year Program plus 2 accelerates to the MS	SPP	51.0204	62	
ED	Special Education, Varying Exceptionalities	ED	Exceptional Student Education (MAT) INACTIVE – not available	5 Year Program 3 plus 2 – awards simultaneous degrees	TVE	13.1001	36	
AS	Biomedical Sciences (BS)	ED	Science Education (MAT) -	5 year program	TSC	13.1316	39	12
AS	Chemistry (BS)	ED	Science Education (MAT) -	5 year program	TSC	13.1316	39	12
AS	Interdisciplinary Natural Science (BS)	ED	Science Education (MAT) -	5 year program	TSC	13.1316	39	12
EN	Engineering (BS)	EN	Engineering Science (ME, MSES)	5 Year Program. 3 plus 2 may be mapped to any Engineering department and the Bachelor's degree may be awarded once requirements completed	EGC	14.0101	30	12
Honors College	Honors College (BA)	MD	Medicine (MD)	7 Year Program - The BA is awarded after the 4 th year then the student accelerates to the 2 nd year as a medical student.	MED	51.1201	---	
Honors	Honors College (BA)	MD	Physical Therapy (DPT) INACTIVE – not available	6 Year Program	MPT	51.2308	101	
NR	Nursing (BS) Nursing (BS) RN to BS 120 2 nd BS seq 120 Upper div seq 120 Also Associates to Master's available	NR	Nursing (MS)	5 Year Program UG with an AS in nursing progressing toward the MS in nursing – BS/MS simultaneous degrees	NAS	51.3801	37	
AS	Environmental Science and Policy (BS)	PH	Public Health (MPH/MSPH) INACTIVE – not available	3 plus 2 BS and MPH or MSPH	MPH MSP	51.2201 51.2299	42 ¹⁰	
PH	Public Health (BS)	PH	Public Health (MPH/MSPH) INACTIVE – not available	5 Year Program - Concentration in Public Health Education admits UG students at 90 hours, PHC, and accelerates to the master 's	MPH MSP	51.2201 51.2299	42 ¹¹	

¹⁰ Total minimum hours may vary with concentration; baseline is 42 hours

¹¹ Total minimum hours may vary with concentration; baseline is 42 hours

Dual Degree Programs

Reference: Section 7 Academic Policies section on Dual Degree Designation for the official policy.

The following lists some of the formalized Dual Degree Programs offered through the University of South Florida. New Dual Degree programs may have been approved since the publication of this list; others may now be closed to new admissions. If the Program of interest in is not listed below, contact the Department to see if the program qualifies for a Dual Degree option. Information about the Degree Requirements for these dual degrees may be found in the corresponding college sections of the Catalog. To apply for a Dual Degree Program Designation students must complete the Dual Degree Application, available online at: <http://www.grad.usf.edu/student-forms.php>.

Each is listed twice, once under each program.

Dual Degree Programs		Effective	College(s)
Applied Anthropology (M.A.)	Public Health (M.P.H.)	n/a	Arts and Sciences Public Health
Applied Anthropology (Ph.D.)	Public Health (M.P.H.)	n/a	Arts and Sciences Public Health
Audiology (Au.D.)	Communication Sciences and Disorders (Ph.D.)	4/17/06	Behavioral and Community Sciences
Biochemistry and Molecular Biology (Ph.D.)	Public Health (M.P.H.)	2003	Medicine Public Health
Biomedical Engineering (MSBE)	Entrepreneurship in Applied Technologies (M.S.)	3/26/07	Engineering Business
Biomedical Engineering (PhD)	Medicine (MD)	3/19/07	Engineering Medicine
Biotechnology (M.S.B.)	Entrepreneurship in Applied Technologies (M.S.)	9/15/08	Medicine Business
Business Administration (MBA)	Sport and Entertainment Management (M.S.)	5/6/13	Business
Communication Sciences and Disorders (Ph.D.)	Audiology (Au.D.)	4/17/06	Behavioral and Community Sciences
Education (M.Ed.)	Religious Studies (M.A.)	n/a	Education Arts and Sciences
Entrepreneurship in Applied Technologies (M.S.)	Biomedical Engineering (MSBE)	3/26/07	Engineering Business
Entrepreneurship in Applied Technologies (M.S.)	Biotechnology (MSB)	9/15/08	Medicine Business
Entrepreneurship in Applied Technologies (M.S.)	Global Sustainability (M.A.)	n/a	Business Global Sustainability
Global Sustainability (M.A.)	Entrepreneurship in Applied Technologies (M.S.)	n/a	Business Global Sustainability
Health Administration (MHA)	Public Health: Health Policies and Programs (M.P.H.)	n/a	Public Health
Law (J.D.)	Public Health (MPH)	4/16/07	Public Health Stetson Law School
Law (J.D.)	Medicine (M.D.)	2007	Medicine Stetson Law School
Medical Sciences (Ph.D.)	Medicine (M.D.)	11/20/06	Medicine
Medicine (M.D.)	Biomedical Engineering (Ph.D.)	n/a	Engineering Medicine
Medicine (M.D.)	Law (J.D.)	2007	Medicine Stetson Law School
Medicine (M.D.)	Medical Sciences (Ph.D.)	11/20/06	Medicine
Medicine (MD)	Biomedical Engineering (PhD)	3/19/07	Engineering Medicine
Nursing (M.S.)	Public Health: Environmental and Occupational Health (MPH)	9/14/09	Public Health
Nursing (M.S.)	Public Health: Occupational Health (M.P.H.)	10/27/99	Nursing Public Health
Physical Therapy (D.P.T.)	Public Health (M.P.H.)	10/17/05	Medicine Public Health

Public Health (M.P.H.)	Biochemistry and Molecular Biology (Ph.D.)	2003	Medicine Public Health
Public Health (M.P.H.)	Applied Anthropology (M.A.)		Arts and Sciences Public Health
Public Health (M.P.H.)	Applied Anthropology (Ph.D.)		Arts and Sciences Public Health
Public Health (M.P.H.)	Physical Therapy (D.P.T.)	10/17/05	Medicine Public Health
Public Health (M.P.H.)	Law (J.D.)	4/16/07	Public Health Stetson Law School
Public Health: Occupational Health (M.P.H.)	Nursing (M.S.)	10/27/99	Nursing Public Health
Public Health: Epidemiology and Biostatistics Dual Concentration (M.P.H.)	Public Health: Epidemiology and Biostatistics (M.P.H.)		Public Health
Public Health: Health Policies and Programs (M.P.H.)	Health Administration (M.H.A.)		Public Health
Public Health: Maternal and Child Health and (MPH)	Social Work (M.S.W.)		Behavioral and Community Sciences Public Health
Public Health: Environmental and Occupational Health (MPH)	Nursing (M.S.)	9/14/09	Public Health
Religious Studies (M.A.)	Education (MEd)		Education Arts and Sciences
Social Work (M.S.W.)	Public Health: Maternal and Child Health and (M.P.H.)		Behavioral and Community Sciences Public Health

Section 11

Graduate Certificates

Office of Graduate Certificates

University of South Florida
4202 E. Fowler Ave., LIB 608
Tampa, FL 33620-8470

Web address: <http://www.usf.edu/innovative-education/programs/graduate-certificates/>

Phone: 813-974-8031

Fax: 813-974-7061

Assistant Director: Kathy Barnes

Graduate Certificates

Following is an alphabetical list of Graduate Certificates offered at USF at the time of publication. Some certificates may be inactive and new certificates may now be available. For information about Graduate Certificates currently offered and certificate requirements, go to the Graduate Certificate website noted above.

- | | |
|---|---|
| 1. Academic Advising | 30. College Student Affairs - INACTIVE |
| 2. Addictions and Substance Abuse Counseling | 31. College Teaching* |
| 3. Advanced Pain Management | 32. Community Development |
| 4. Africana Studies | 33. Comparative Literary Studies |
| 5. Aging and Neuroscience* | 34. Compliance, Risk, and Anti-Money Laundering
NEW |
| 6. American Culture and Society | 35. Concepts and Tools of Epidemiology** |
| 7. Analytics and Business Intelligence** | 36. Creative Writing |
| 8. Anatomy | 37. Crime Scene Investigations for Violent Crimes
NEW |
| 9. Applied Behavior Analysis** | 38. Criminal Justice Administration* |
| 10. Applied Biostatistics** | 39. Cuban Studies |
| 11. Applied Linguistics NEW | 40. Cyber Intelligence |
| 12. Autism Spectrum Disorder (ASD)** | 41. Diasporas and Health Disparities* |
| 13. Behavioral Research to Immersion to Develop
Graduate Excellence (BRIDGE) - INACTIVE | 42. Digital Forensics ** |
| 14. Biochemistry and Molecular Biology - INACTIVE | 43. Digital Music Education** - INACTIVE |
| 15. Bioinformatics | 44. Disabilities Education: Severe and/or Profound** |
| 16. Biomedical Ethics* - INACTIVE | 45. Disaster Management** |
| 17. Biostatistics* | 46. Diversity |
| 18. Biotechnology | 47. Energy Sustainability |
| 19. Brain Fitness and Memory Management | 48. Entrepreneurship** |
| 20. Building Sustainable Enterprise | 49. Environmental Health* |
| 21. Business Analytics | 50. Environmental Policy and Management |
| 22. Business Foundations | 51. Epidemiology |
| 23. Cardiovascular Engineering | 52. Epidemiology of Infectious Disease* |
| 24. Career Counseling* | 53. ESOL** |
| 25. Children's Mental Health** | 54. Evaluation |
| 26. Climate Change and Sustainability | 55. Film and New Media Studies |
| 27. Clinical Investigation** | 56. Food Sustainability and Security |
| 28. Coastal Sustainability | 57. Foreign Language Education: Professional |
| 29. Coastal Sustainability Management | |

58. Foreign Language Education: Culture and Content
59. Genocide and Human Rights
60. Geographical Information Systems
61. Geriatric Social Work/Clinical Gerontology
62. Gerontology**
63. Gifted Education****INACTIVE**
64. Global Health and Latin American and Caribbean Studies
65. Global Health Practice
66. Global Strategy and Decision-Making
67. Globalization Studies - **INACTIVE**
68. Global Sustainability
69. Health Care Risk Management & Patient Safety - **INACTIVE**
70. Health Equity*
71. Health Informatics*
72. Health Information
73. Health Management and Leadership*
74. Health, Safety & Environment
75. Health Sciences**
76. Hearing Specialist: Early Intervention**
77. Hospice, Palliative Care and End of Life Studies
78. Humanitarian Assistance**
79. Hydrogeology
80. Infection Control**
81. Information Assurance **
82. Instructional Technology: Distance Education**
83. Instructional Technology: Florida Digital Educator**
84. Instructional Technology: Instructional Design*
85. Instructional Technology: Multimedia Design*
86. Instructional Technology: Web Design**
87. Integrated STEM Education Grades 6-9
88. Integrative Health Coaching **INACTIVE**
89. Integrative Mental Health Care
90. Integrative Oncology **INACTIVE**
91. Integrative Weight Management
92. Intellectual Property
93. Interdisciplinary Transportation
94. Latin American & Caribbean Studies
95. Leadership in Developing Human Resources
96. Library Information Technology
97. Marriage and Family Therapy
98. Materials Science and Engineering
99. Maternal Child Health Epidemiology
100. Maternal and Child Health
101. Mathematics
102. Medical Anthropology
103. Medical Biochemistry, Microbiology & Immunology - **INACTIVE**
104. Medicine and Gender
105. Mental Health Counseling*
106. Mental Health Planning, Evaluation and Accountability **INACTIVE**
107. Metabolic and Nutritional Medicine
108. Metabolic Cardiology
109. Metabolic Endocrinology
110. **Molecular Medicine - INACTIVE**
111. Multimedia Journalism*
112. Museum Studies - **INACTIVE**
113. Music
114. NanoPharmaceutics
115. Nonprofit Management
116. Nursing Education **INACTIVE**
117. Nursing and Healthcare Informatics***INACTIVE**
118. Occupational Health Nursing****INACTIVE**
119. Pre-professional Pharmacy **
120. Pharmacy Entrepreneurship, Leadership and Management **NEW**
121. Pharmacy Update and Practice Management **NEW****
122. Planning for Healthy Communities
123. Political Science **INACTIVE**
124. Positive Behavior Support**
125. Post-Masters Clinical Nurse Leader - **INACTIVE**
126. Post Masters in Higher Education Leadership*
127. Post Master's Nurse Practitioner - **INACTIVE**
128. Post Master's Educational Leadership (K-12) - **INACTIVE**
129. Professional Engineering Excellence (APEX) - **INACTIVE**
130. Post-Master's: Library and Information Science*
131. Professional and Technical Communication
132. Program in National and Competitive Intelligence
133. Public Health Generalist**
134. Public Health Policy and Programs**
135. Public Management
136. Reading *
137. Regulatory Affairs – Medical Devices**
138. Rehabilitation Technology
139. Renewable Energy
140. Research Administration
141. Robotics **
142. Safety Management
143. Scholarly Excellence, Leadership Experiences, and Collaborative Training (SELECT) (XHS)
144. School Counseling Post-Masters*
145. School Library Media Specialist**
146. Smart Grid Power Systems
147. Social Marketing & Social Change**
148. Social Science Education - **INACTIVE**
149. Statistical Data Analysis
150. Strategic Intelligence
151. Sustainable Placemaking (**NEW**)
152. Sustainable Tourism
153. Sustainable Tourism Leadership
154. Sustainable Transportation
155. Systems Engineering**
156. Teacher Leadership for Student Learning **
157. Teaching and Communicating Ocean Sciences Broader Impacts *
158. Teaching Composition
159. Teaching English as a Second Language (TESL)
160. Teaching in Pharmacy **NEW**

161. Technology Management**	169. Water Sustainability
162. Total Quality Management**	170. Wireless Engineering**
163. Toxicology and Risk Assessment**	171. Women's Health
164. Transatlantic Studies	172. Women's and Gender Studies
165. Translational Research in Adolescent Behavioral Health*	
166. Transportation Systems Analysis**	* Partially online
167. Violence and Injury: Prevention and Intervention	** Fully online
168. Water, Health and Sustainability	

Graduate Certificate Policies

The areas of study for the Graduate Certificates are created within the mission of graduate education. Students will be awarded certificates upon completion of specific course work, which has been approved by the Graduate Council. The Graduate Certificate is not defined as a degree by the Office of Graduate Studies; rather, it is a focused collection of courses that, when completed, affords the student some record of distinct academic accomplishment in a given discipline or set of related disciplines. Moreover, the Graduate Certificate is not viewed as a guaranteed means of entry into a graduate degree program. While the courses comprising a graduate certificate may be used as evidence in support of a student's application for admission to a degree program, the certificate itself is not considered to be a prerequisite.

Process of Approval for New Graduate Certificates

Proposals for new areas of study for graduate certificates are created and submitted by the academic unit that wishes to offer such a certificate. Proposals must be accompanied by endorsement from the department heads and deans of the colleges/schools in which the contributing course work is offered as well as from the academic unit or units whose students or degree programs could be impacted by the creation of the graduate certificate. The Graduate Council will consider all the proposals for new graduate certificates to assure proposal guidelines have been followed and that repetition and redundancy across areas of study for certificates are not evident. Those meeting the criteria set forth by the Graduate Council will then be recommended to the Provost for approval.

Criteria for Approval

The general principles applied to the assessment of the academic quality of proposals for new graduate areas of study for certificates include:

1. The proposed sequence of course work must offer a clear and appropriate educational objective at the post-baccalaureate level.
2. The proposed curriculum will achieve its educational objective in an efficient and well-defined manner.
3. A perceived need for such a certificate should exist. This provision might be defined in terms of either external markets (i.e., external demand for the skills associated with such a certificate) or internal academic means (i.e., the need for a critical mass of students in a given discipline).
4. An appropriate number of credit hours must comprise the area of study for the certificate. The number of graduate credits cannot be less than nine (9) or more than one-half of the credits necessary for a related master's degree from the Office of Graduate Studies.
5. If the area of study for a certificate requires new courses, those courses must be approved by the appropriate College bodies or offices and the Graduate Council.

Student Eligibility and Admission Criteria

Students must apply and be accepted into the Graduate Certificate to be eligible to receive a certificate. The prerequisites and general criteria of eligibility for admission to any graduate certificate area of study include:

1. An earned baccalaureate degree or its equivalent from a regionally accredited college or university or enrollment in a USF five-year academic program is required. Students in five-year academic programs may be admitted upon completion of 120 semester hours.
2. Each Graduate Certificate specifies the requirements for admission, including minimum grade point average, standardized test scores, and other similar criteria as part of the application. However, prospective non-degree seeking graduate certificate students must meet University graduate admissions grade point average requirements.

Students who wish to pursue a Graduate Certificate must apply to the Graduate Certificate Office (<http://www.usf.edu/innovative-education/programs/graduate-certificates/>) and be admitted to the Graduate Certificate. Students are encouraged to contact the coordinator prior to applying.

- **Non-Degree Seeking Students**

All non-degree seeking students who wish to pursue approved graduate certificates should apply for admission to the Certificate through the Graduate Certificate Office as soon as possible for maximum benefit, but must apply to the Certificate and complete required coursework within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the Graduate Certificate to be awarded.

- **Degree Seeking Students**

- All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the Graduate Certificate through the Graduate Certificate Office.
The application must be received prior to conferral of the degree that includes the same coursework. Students who have completed all coursework must apply for admission to the certificate and submit a Completion Form prior to the deadline to apply for graduation by the fourth week of the semester in which the student plans to graduate.
 - Degree seeking students who are pursuing a Graduate Certificate in a discipline outside of their graduate degree program (major) must apply for admission to the Graduate Certificate through the Graduate Certificate Office). The application must be received prior to the deadline to apply for graduation (by the fourth week of the semester) in which the student plans to graduate. Required coursework for the certificate must be completed within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.
3. Certificate-seeking-students not currently enrolled in a degree-granting graduate program, will be admitted into a separate classification within the University, and will be classified as "Graduate Certificate Students." This separate classification will permit the University to monitor statistical and enrollment data for certificate areas of study, and will allow inclusion of such efforts in the annual reports and academic planning. The Graduate Certificate Office will note successful completion of a certificate on the student's transcript upon completion.
 4. Students pursuing a graduate certificate are required to meet the same academic requirements as those defined for degree-seeking students to remain in "good standing".
 5. All graduate certificate students may apply one graduate course to two graduate certificates.
 6. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll.
 7. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, the University's Transfer of Credit Policy applies. It is up to the Program to determine the number of credits that may be transferred in from the Graduate Certificate into the Graduate Program, up to the 49% limits specified in the transfer of credit policy. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. *See the Transfer of Credit Policy for more information.*

Certificate Requirements

To receive a Graduate Certificate:

1. Students must successfully complete certificate requirements as established by the University. Graduate Certificate students will be held to the academic standards for all graduate students as specified in the Graduate Catalog, except for any additional requirements as noted in the section in the Graduate Catalog regarding Graduate Certificates.
2. Students must submit a completion form. Degree-seeking students must submit this form before graduating from their degree program. Non-degree-seeking students must submit this form no later than one semester after completing their certificate course work.
3. Students must have been awarded a bachelor's or higher degree to be eligible.