

## Section 7

# Academic Policies and Regulations

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### Academic Policy Information

For USF Regulations refer to <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>

For USF Policies refer to [http://usfweb.usf.edu/OGCWeb/Policies/policies\\_alphabetical\\_order.htm#U](http://usfweb.usf.edu/OGCWeb/Policies/policies_alphabetical_order.htm#U)

### 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 Search-A-Bull database online at <http://www.ugs.usf.edu/sab/sabs.cfm>.

### 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://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>

### Academic Integrity of Students

Reference USF Regulation 3.027 - The following is the portion of the Regulation pertaining to graduate students.

To read the entire Regulation, including the sections pertaining to undergraduate students, go to:

<http://usfweb2.usf.edu/usfgc/ogc%20web/currentregs/USF3-027.htm> or

<http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>

**(1) Fundamental principles:**

Academic integrity is the foundation of the University of South Florida's (University/USF) commitment to the academic honesty and personal integrity of its University Community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the

completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students.

**(2) General Policies:**

The following policies and procedures apply to all students, instructional faculty, and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

**(3) Violations of Academic Integrity: Undergraduate and Graduate**

Behaviors that violate academic integrity are listed below, and are not intended to be all inclusive.

**(a) Cheating**

Definition: *Cheating* is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g., books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
2. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

**(b) Plagiarism**

Definition: *Plagiarism* is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

**(c) Fabrication, Forgery and Obstruction**Definitions:

*Fabrication* is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

*Forgery* is the imitating or counterfeiting of images, documents, signatures, and the like.

*Obstruction* is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

**(d) Multiple Submissions**

Definition: *Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification:

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

**(e) Complicity**

Definition: *Complicity* is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

**(f) Misconduct in Research and Creative Endeavors**

Definition: *Misconduct in research* is serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification:

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.

4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations or policies for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the university's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

**(g) Computer Misuse**

Definition: *Misuse of computers* includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

Clarification:

1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

**(h) Misuse of Intellectual Property**

Definition: *Misuse of intellectual property* is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification:

Students may not violate state or federal laws concerning the fair use of copies.

***Sections (4) and (5): Violations and Sanctions for Undergraduate Students - are NOT LISTED HERE; (REFER TO REGULATION ONLINE TO READ)***

**(6) Violations and Sanctions for Graduate Students<sup>1</sup>**

The Graduate School holds academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- An "F" or "Zero" grade on the subject paper, lab report, etc.
- An "F" in the course or activity in which credit may be earned,
- An "FF" in the course (leading to expulsion from the University)
- Academic Dismissal for any violations of academic dishonesty policies or regulations

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<sup>1</sup> These policies apply to Graduate Students (students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework). Undergraduate students should refer to *Section (4) and (5) Violations and Sanctions for Undergraduate Students*.

- Possible revocation of the degree or Graduate Certificate following a thorough investigation

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. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate School website.

### **(7) Additional Graduate Guidelines for Academic Dishonesty:**

1. If a graduate student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved.
2. Any assigned grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.
3. Notification to the graduate student of the “FF” grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or department chair. (Refer to the *University Academic Grievance Procedures*.)
4. A graduate student who has been dismissed for reasons of academic dishonesty will have this reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.
5. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

### **(8) Appeals: Undergraduate and Graduate**

Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor’s decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida’s student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the department and college levels, the respective committees will consider all evidence available to determine if the instructor’s decision was correct. The student’s ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.

*Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors History–New 12-11-08.*

## **Disruption of Academic Process**

Reference: USF Regulation 3.025

<http://usfweb2.usf.edu/usfgc/ogc%20web/currentregs/USF3-025.htm>

(1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida (University/USF) Student Code of Conduct, the purpose of this regulation is to clarify what constitutes disruptive behavior in the academic setting, what actions

faculty and relevant academic officers may take in response to disruptive conduct, and the authority of the Office of Student Rights and Responsibilities or designated office handling conduct issues in Student Affairs to initiate separate disciplinary proceedings against students for disruptive conduct.

(2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor:

- a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or
- b) presents a danger to the health, safety or well-being of self or other persons.

References to classroom or academic area include all academic settings (live or online, and including field experiences) and references to Instructor include the course instructor, USF faculty, administrators, and staff. Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures. Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited. Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

The following applies to all campuses of the University of South Florida; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus are permitted. Information concerning these procedures is available through the Student Affairs Office at those regional campuses.

### **(3) Procedures for Handling Disruption of Academic Process**

#### **(a) General Guidelines for Instructor:**

1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the Instructor, who will discuss the incident with the student whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.
2. The Instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary. If the Instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to
  - a) the department chair,
  - b) the Assistant/Associate Dean of the College (as determined by the College),
  - c) the Office of Student Rights and Responsibilities (OSRR) or the regional campus' designated office in Student Affairs, and
  - d) the student.

If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, OSRR and other authorities as soon as possible. Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.

3. An Instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the Instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must:

- a) inform the student of the exclusion,
- b) inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department.

If such academic exclusion occurs, and if the student requests a review, Chair of the Department shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific class and/or any academic setting. This decision may be appealed in writing by the student within two days to the Dean of Undergraduate Studies or Graduate Studies or the institutional designee (as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the University.

Each academic decision or sanction must be communicated to the Office of Students Rights and Responsibilities or the regional campus' designated office as soon as possible.

**(b) Possible Academic Sanctions and Grading Guidelines:**

Authority of an Instructor and the appropriate Chair or Assistant/Associate Dean's Office may result in any of the following sanctions:

- Warning to the student
- Voluntary withdrawal by the student from the class(es)
- Temporary exclusion and/or permanent dismissal from the instructor's classroom or academic area, program, or college, pending an expedited appeal
- Academic sanction, including assignment of a final grade -- If the final determination is a dismissal from class, the grade assigned for the class will depend on the student's status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of "W" will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of "F" will be assigned for the course. These grades will become a part of the student's permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.

**(c) Documentation and Academic Disruption Incident Report:**

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Rights and Responsibilities or designated office in

Student Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

The Academic Disruption Incident Report must be submitted by hardcopy (not email) simultaneously within 48 hours to

- a) the department chair,
- b) the Assistant/Associate Dean of the College (as determined by the College),
- c) the Office of Student Rights and Responsibilities or the regional campus' designated office in Student Affairs, and
- d) the student.

The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:

- Date of report
- Student's name
- USF Student ID number
- Instructor's name
- Instructor's phone number
- Instructor's e-mail
- Title of course, course number and section
- Date/time/location of incident
- Detailed summary of the incident, including a description of the disruptive behavior
- Witnesses
- Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
- Recommended course of action and reasons for this recommendation
- Instructor's signature

**(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:**

Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Rights and Responsibilities or designated office in Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):

- Educational sanctions to include but not limited to educational programs/classes and written assignments
- Disciplinary probation
- Provisional suspension
- Suspension
- Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF campuses
- Expulsion

When an incident is being reviewed by OSRR or designated office in Student Affairs for possible disciplinary sanctions, current provisions affecting the student's academic status (temporary or otherwise) will be communicated by the Office of Student Rights and Responsibilities or designated office in Student Affairs to the Instructor and appropriate academic administrators/instructors responsible for the student's current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

**(e) Resources:**

University Police	(813) 974-2628
Advocacy Program	(813) 974-5756
Counseling Center	(813) 974-2831
General Counsel	(813) 974-2131
Office of Student Rights and Responsibilities (USF Tampa)	(813) 974-9443
Office of Student Rights and Responsibilities (USF-Sarasota-Manatee)	(941)359-4330
USF Polytechnic Student Affairs/Dean of Students	(863) 667-7049
USF St. Petersburg Vice Chancellor for Student Affairs	(727) 873-4162
Students with Disabilities Services	(813) 974-4309
Assistant/Associate Dean's office in schools and colleges, department chairs	

*Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors., 1006.60, 1006.61 F.S. History—New12-11-08.*

## Student Academic Grievance Procedure

Reference: USF 10.002 Student Academic Grievance Procedure - [http://usfweb2.usf.edu/usfgc/gc\\_pp/acadaf/gc10-002.htm](http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-002.htm)

### I. **Introduction (Purpose and Intent)**

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida system (University/USF) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures), however, as individual USF institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.

In the case of grade appeals, the University reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Dean or Provost/Sr. Vice President for Academic Affairs, the Vice-Chancellor for Academic Affairs, or the Sr. Vice President, USF Health may file an administrative grade change. The term "incorrect" means the assigned

grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the University reserves the right to determine the final outcome based on the procedures detailed herein.

In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

## II. Terms and Guidelines

An “*academic grievance*” is a claim that a specific academic decision or action that affects that student’s academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.

“*Instructor*” shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.

“*Department Chair/Director*” shall mean the academic head of a college department or the director of a program—or in all cases a “Department’s designee” appointed to handle academic grievances.

“*Dean*” shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School, or the equivalent as indicated—or in all cases a “Dean’s designee” appointed to handle academic grievances for the unit.

“*Time*” shall mean “*academic time*,” that is, periods when University classes are in session. *The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause.* Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit’s procedures will govern the process and no additional notice of time extension is needed.

“*Written communication*” shall mean communication by hard copy to the recipient’s address of record.

The “*burden of proof*” shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor’s decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

Neither party shall be entitled to bring “*legal representation*” to any actual grievance proceeding as this is an internal review of an academic decision.

As some Colleges may not have departments or some campuses may use different titles, the next level that applies to that College shall be substituted. If the incident giving rise to a grievance occurs on the St. Petersburg campus, the approved policy on that campus shall govern.

**III. Statement of Policy****A. Resolution at the Department Level**

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
2. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student's opinion, University policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor.
3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,\* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.
4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request within three weeks to advance the grievance to the College Level. The instructor may file a written response to the grievance petition. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level (which may include additional responsive or final statements by the student). Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

**B. Resolution at the College Level**

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:
  - a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.
  - b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student's major department. The student or faculty may address the committee. However, if requested by the committee; faculty or students from the department involved with the grievance or from the student's major department may provide expert or other relevant testimony in the proceedings.

2. The Committee will operate in the following manner:
  - a) The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.
  - b) The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.
  - c) In Committee reviews involving Academic Integrity, the following *Academic Integrity Review Process* shall be followed:
    - 1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.
    - 2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.
    - 3) The student or instructor may request to attend a Committee meeting as designated by the Chairperson to present any final statement to the Committee and either may be present during the other's final statement. Neither the student nor instructor may be present during the deliberations.

The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.
    - 4) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.
  - d) All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.
  - e) Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the student, instructor, department Chairperson/Director or Program Director, and College Dean a report of the findings and a recommended resolution.
  - f) Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties.
  - g) The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee or if there is a procedural violation of these Student Academic Grievance

Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate School (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean's decision is final and not subject to further appeal within the University.

### Resolution at the University Level

The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to redelegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice President in all academic grievance appeals involving graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or (2) there is cause to think a procedural violation of these University Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the University Undergraduate Council or Graduate Council (as appropriate), and two students, undergraduate or graduate (as appropriate).
2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.).
3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.
4. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.
5. If the Undergraduate/Graduate Dean's decision is that a grade change is merited, the Undergraduate/Graduate Dean shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean's decision is final and not subject to further appeal within the University.

**These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.**

*\*Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will*

report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these University procedures.

## Graduate Catalog

USF Regulation USF1.009, <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>

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 Graduate School.
- 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's Program of Study

It is recommended that the department or college establish a program of study for the student at the time of admission into the graduate program, outlining the requirements for the degree sought. In the event state mandates, accreditation requirements, etc., make changes to the degree requirements necessary, it is recommended that the program provide an addendum to the program of study outlining what is required for degree completion.

## 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.

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.

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 Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at <http://catalog.grad.usf.edu/>.

## GRADUATE ASSISTANT APPOINTMENTS

### Job Classifications

The University has six classification codes for graduate assistants. They are:

- Graduate Research Assistant (class code 9182)
- Graduate Research Associate (class code 9181)
- Graduate Teaching Assistant (class code 9184)
- Graduate Teaching Associate (class code 9183)
- Graduate Assistant (class code 9185)
- Graduate Instructional Assistant (class code 9550)

Using the class code descriptions and requirements below, the department, college and/or university unit shall select an appropriate graduate assistant job classification code that is both descriptive of the work to be performed by the graduate assistant and for which the graduate student qualifies. The hiring department will provide the graduate assistant with an offer letter for all appointments and reappointments. A valid letter of offer must accompany the Appointment Status Form (ASF) when it is sent to Human Resources.

It is the responsibility of the hiring unit to ensure that graduate assistants in their department meet the minimum eligibility requirements of the Graduate School during each semester that they are employed (refer to the Graduate Assistantship Eligibility section). The hiring unit and the graduate student's academic department are responsible for making sure that the student is enrolled full time and is not on academic probation at the beginning of each semester.

The following graduate assistant job classification codes and qualifications are adapted from the State University System Faculty Classification Specifications and supplemented by the Graduate School and Human Resources. Eligibility requirements noted are the Graduate School minimums, allowing departments and/or colleges to set additional eligibility requirements as required.

**Graduate Assistantship Position Description**

For a position to be classified as a graduate assistantship and for the employee to be eligible for benefits afforded to qualifying graduate assistants, the duties performed **must** directly contribute to the graduate student's program of study. The graduate assistant must perform duties under the supervision of at least one faculty member and/or university employee experienced in the discipline. As a graduate assistant the employee must receive planned, periodic written evaluations (refer to Graduate Assistantship Evaluations). A student must meet **ALL** Graduate School eligibility requirements to be hired as a graduate assistant (refer to Graduate Assistantship Eligibility section).

**Appointment Length**

Appointments may be for any period of time up to one (1) calendar year. The University shall appoint the majority of the .5 FTE employees in Graduate Assistant positions (9183, 9184, 9185, 9550) to an appointment of at least one (1) academic year, consistent with the faculty calendar (19.5 pay periods). Graduate assistants (9181, 9182) who are supported on grants and contracts will only be appointed for one (1) academic year dependent upon the availability and duration of the grant or contract funding. Please contact Human Resources at (813)974-2970 for more information on appointment dates.

**Out of College Graduate Assistant Appointments**

To be appointed as a graduate assistant outside the student's academic department, the position duties **must** be directly related to the student's academic program either through teaching or research experiences or duties related to the student's academic discipline. The graduate assistant must perform duties under the supervision of at least one faculty member and/or university employee experienced in the discipline of the student's major. The graduate student's academic department will review the duties of a given appointment to determine if they meet the criteria for appointment as a graduate assistant as part of the normal employment process, and thus eligibility for a tuition payment and/or health insurance. Therefore:

- Graduate assistant appointments made by a non-college unit (i.e., CUTR, Academic Affairs, Center for Teaching Enhancement, Academic Computing, Financial Aid) or a college other than the home college of the student must be pre-approved by the student's academic department as being appropriate for a graduate assistant appointment.
- Graduate assistant appointments by a non-college employing unit are required to follow the guidelines set for appointing a graduate assistant.
- Graduate assistant appointments by a college other than the home college of the student are required to follow the guidelines set for appointing a graduate assistant.

All Out of College Graduate Assistant Appointments **must** be approved by the Graduate student's academic department, academic department's college dean (or designee), employing department/unit supervisor, and the Graduate School Dean (or designee), in order for the student to be classified as a graduate assistant, and be eligible for tuition payment, and/or health. Refer to the Out of College Graduate Assistant Appointment Approval Form at <http://www.grad.usf.edu/newsite/ga/main.asp>

To be eligible for a graduate assistantship, tuition payment, and/or health insurance, these forms must be submitted to the Graduate School no later than the Monday prior to the start of the fall, spring and/or summer C semesters. The hiring unit will work with the graduate assistant's academic department and college to ensure that the graduate assistant is complying with graduate assistant eligibility criteria (i.e., enrollment status, academic good standing). It is the hiring unit's responsibility to ensure that the graduate assistant is assigned to the appropriate classification code.

## Detailed Graduate Assistantship Job Descriptions and Requirements

### Graduate Research Assistants/Associates (9182 & 9181)

Graduate Research Assistants/Associates (GRAs) are **expected** to be supported by contracts and grants (C&G). Occasionally, GRAs are supported by department or college non-C&G start-up funds to assist junior faculty. Graduate Research Assistants/Associates may assist professors with research activities, participate in research efforts in university institutes and centers or in off-campus research projects affiliated with the university, or perform other research-related duties (including literature searches and reviews involving library/electronic resource research).

Graduate Research Assistants/Associates may also be assigned to nonacademic university offices (i.e. Academic Affairs, Office of Decision Support) while performing research duties. In this instance, the Graduate Research Assistants/Associates is typically paid by non-C&G funds. When appropriate to the discipline, it is **required** that all GRAs complete an Institutional Review Board (IRB) course prior to beginning their research duties. Individual graduate programs will determine if it is necessary for the graduate assistant to complete an IRB course and which IRB course should be taken.

Individual graduate programs will monitor their graduate assistant's completion of IRB courses. The Office of Research suggests the following:

**Belmont Report:** A nine minute video on the Belmont Report produced by the Office for Human Research Protections (OHRP). The Belmont report is the foundational document that defines the ethical principles of protection for all human research subject participants. The video requires RealPlayer to operate and this can be downloaded at the same site where the video is located. The site is:

<http://www.hhs.gov/ohrp/belmontArchive.html>

**Online IRB Course:** The National Institutes of Health (NIH) has an IRB module that can be accessed from the USF Office of Research website: <http://www.research.usf.edu/cs/irbcourses.htm#foundation>. The course takes approximately 2 hours to complete and includes quizzes at the end of each module. A certificate is awarded upon completion. This course provides a general foundation for the protections accorded to human subjects from a biomedical perspective.

**Animal Research IRB:** The Office of Lab Animal Welfare (OLAW) has drafted a tutorial that provides a general overview regarding the principles, regulations, structure, and operation of an animal use program. This tutorial can be located at: <http://grants.nih.gov/grants/olaw/tutorial/index.htm>

### Graduate Research Associate (9181)

In general, Graduate Research Associates (9181) are doctoral students or advanced masters-level students with two or more years of research experience. It is **expected** that all GRAs (9181) are supported (i.e., stipend and tuition) through contracts and grants. The University contribution portion of the graduate assistant's health insurance is a new benefit; in the future it will be **expected** that principal investigators include the University contribution of the health insurance costs in grants and contracts for Graduate Research Associates. Graduate Research Associates classified as 9181 are appointed as salaried employees and are not eligible for overtime compensation.

The following requirements and duties/roles should be used to determine the 9181 job classification.

#### Requirements

Graduate Research Associates:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- • Must have completed a minimum of 30 graduate credit hours.

- Must meet any special qualifications added to the eligibility qualification requirements (i.e., admission to doctoral candidacy). These qualifications are determined and communicated at the department and/or college level.

#### **Duties/Roles**

Graduate Research Associates:

- Performs research duties under the supervision of an appropriate faculty member or USF administrator. Such research duties may include, but are not limited to, overseeing lab research, community-based research activities, developing research and evaluation surveys, research design, sampling strategies, collecting data, analyzing data using software analyses programs, writing draft research reports, assisting with grant writing, and/or supervising a research team.
- Are responsible for assisting faculty members with research related to the student's academic program.

#### **Graduate Research Assistant (9182)**

In general, Graduate Research Assistants (9182) are masters-level or doctoral-level students in their first two years of study assigned to research duties. It is **expected** that all GRAs (9182) are supported (i.e., stipend and tuition) through contracts and grants. The University contribution portion of the graduate assistant's health insurance is a new benefit; in the future it will be **expected** that principal investigators include the University contribution of the health insurance costs in grants and contracts for Graduate Research Assistants. Graduate Research Assistants classified as 9182 are appointed as salaried employees and are not eligible for overtime compensation.

The following requirements and duties/roles should be used to determine the 9182 job classification.

#### **Requirements**

Graduate Research Assistants:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Must meet any special qualifications added to the eligibility requirements as determined and communicated at the department and/or college level.

#### **Duties/Roles**

Graduate Research Assistants:

- Performs research duties under the supervision of an appropriate faculty member or USF administrator. Such research duties may include, but are not limited to, assisting in lab research, community-based research activities, developing research and evaluation surveys, collecting data, analyzing data using software analyses programs, data presentation, and/or writing draft research reports.
- Are responsible for assisting faculty members with research related to the student's academic program.

#### **Exemption of Fulltime Enrollment Status for Graduate Research Assistants/Associates (9182 & 9181)**

Grants and contracts play a vital role at USF by providing graduate students with valuable research experience. To encourage these opportunities, the Graduate School will provide a process for exemption to the full-time enrollment status for Graduate Research Assistants/Associates who have had continued funding by contracts or grants (i.e., both stipend and tuition) and only have thesis or dissertation hours remaining. To qualify, the student must have:

- Successfully completed all of their required degree course work;
- Successfully passed their qualifying exam and/or comprehensive exam (if required in degree program);
- Only their thesis and/or dissertation to complete;
- A minimum 3.00 overall **and** program GPA;

- Never been on academic probation in their current graduate degree program;
- Been employed the previous two consecutive semesters by a grant and/or contract in which the C&G provided both the stipend and tuition payment; **and**
- Continued funding from a contract or grant (i.e., both stipend and tuition).

If the above requirements are met, the GRA needs only register for two thesis or dissertation credit hours. Exemption to the full-time enrollment policy can only be granted with approval from the Graduate Program Director, College Dean (or designee) and Graduate School Dean (or designee) (Refer to the GRA Full-Time Status Exemption Form at <http://www.grad.usf.edu/newsite/ga/main.asp>). Exemption is limited to a maximum of three semesters per GRA per graduate degree being sought. This form must be provided to the Graduate School the Monday before classes begin each semester (fall, spring, and summer C). If approved for full-time enrollment (FTE) status exemption, the graduate assistant's health insurance eligibility will not be adversely affected as long as the graduate assistant maintains at least a .25 FTE appointment and continues to meet Graduate School eligibility requirements, excluding full-time enrollment status.

### **Graduate Teaching Assistants/Associates (9184 & 9183)**

Graduate Teaching Assistants/Associates may be assigned as classroom teachers, co-teachers, classroom assistants, lab assistants, or other roles directly related to classroom instruction. Most Graduate Teaching Assistants/Associates are paid by academic departments. They may also be employed by the Center for Teaching Enhancement and perform similar teaching assistant/associate duties. Graduate assistants teaching or assisting in courses should be supervised by at least one faculty member experienced in the discipline.

Graduate Teaching Assistants/Associates may **not** be assigned to teach a graduate course. They may provide support to a qualified faculty/instructor teaching a graduate course, but **may not** be the instructor of record. A Graduate Teaching Assistant/Associate may **not** assist with teaching a graduate level course that they may subsequently take at some time in their degree program. It is extremely critical for accreditation purposes that graduate students are appointed appropriately to Graduate Teaching Assistant/Associate job classifications.

**Departments should require that all GTAs receive pedagogy training and/or attend the Teaching Assistant Workshop** conducted by the Center for Teaching Enhancement (CTE). Please visit <http://www.c21te.usf.edu> for more information.

### **Graduate Teaching Associate (9183)**

In general, Graduate Teaching Associates (9183) are advanced masters-level students or doctoral students who have completed 30 or more graduate credit hours. These students are primarily paid from E&G funds. Graduate Teaching Associates may be designated as a "primary instructor" for an undergraduate course. Graduate Teaching Associates classified as 9183 are appointed as salaried employees and are not eligible for overtime compensation.

The following requirements and duties/roles should be used to determine appointment to the 9183 job classification.

#### **Requirements**

Graduate Teaching Associates:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Must achieve a score of at least 50 on the Test of Spoken English or SPEAK test if their native language is not English.
- Must have completed at least 30 graduate credit hours.
- Must meet any special qualifications added to the eligibility qualification requirements (i.e., admission to doctoral candidacy). These qualifications are determined and communicated at the department and/or college level.

**Duties/Roles**

Graduate Teaching Associates:

- Are responsible for assisting faculty members with teaching, course preparation, and activities related to the student's academic program, such as, but not limited to, teaching an undergraduate level course, co-teaching, being a classroom assistant, teaching lab assistant, or other roles directly related to classroom instruction.
- Perform teaching duties under the supervision of an appropriate faculty member or USF administrator.
- May be assigned to teach an undergraduate course and be designated as the "primary instructor" or "instructor of record."

**Graduate Teaching Assistant (9184)**

In general, Graduate Teaching Assistants (9184) are masters-level or beginning doctoral level students who have completed 18 graduate credit hours and are assigned teaching duties. These students are primarily paid from E&G funds. Graduate Teaching Assistants may be designated as a "primary instructor" for an undergraduate course. Graduate Teaching Assistants classified as 9184 are appointed as salaried employees and are not eligible for overtime compensation.

The following requirements and duties/roles should be used to determine appointment to the 9184 job classification.

**Requirements**

Graduate Teaching Assistants:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section). Must achieve a score of at least 50 on the Test of Spoken English or SPEAK test if their native language is not English.
- Must have completed a minimum of 18 graduate credit hours.
- Must meet any special qualifications added to the eligibility qualification requirements. These qualifications are determined and communicated at the department and/or college level.

**Duties/Roles**

Graduate Teaching Assistants:

- Are responsible for assisting faculty members with teaching, course preparation, and activities related to the student's academic program such as, but not limited to, teaching an undergraduate level course, co-teaching, being a classroom assistant, teaching lab assistant, or other roles directly related to classroom instruction.
- Performs teaching duties under the supervision of an appropriate faculty member or USF administrator.
- May be assigned to teach undergraduate courses and designated as a "primary instructor" or "instructor of record."

**Graduate Assistant (9185)**

In general, Graduate Assistants (9185) are masters-level or doctoral-level students in the first year of study who do **not** qualify for a Graduate Teaching Assistant/Associate, Graduate Instructional Assistant, or a Graduate Research Assistant/Associate position and are **not** assisting with any teaching or research function.

Graduate assistants employed in class code 9185 are appointed as non-exempt hourly employees and will need to complete a bi-weekly time sheet. Non-exempt hourly employees are eligible for overtime compensation when they work more than 40 hours in one work week. Time clocks shall not be used to record work hours.

Graduate Assistants (9185) may be employed in college or department offices that perform professional duties outside of teaching or research assignments. Duties performed **must** directly contribute to the graduate student's program of study. It is the responsibility of the academic unit to ensure duties complement the degree program. Graduate Assistants may be assigned in nonacademic university offices such as the Office of Academic Affairs, Registrar's Office, Financial Aid Office, Computer Services, and Student Affairs. These graduate assistants are primarily paid from non-C&G funds, often E&G and Auxiliary funds.

Graduate Assistants (9185) **should not** conduct teaching and/or research activities.

If a graduate assistant is assisting with any type of research, including library/Internet literature searches, they should be appointed in the appropriate classification, and not as a Graduate Assistant (9185).

If a graduate assistant is teaching or is assisting with teaching, they should be appointed in the appropriate classification and not as a Graduate Assistant (9185). If a graduate assistant is assisting with teaching and does not have the number of graduate credit hours to qualify for classification as a Graduate Teaching Assistant (9184), they should be classified as a Graduate Instructional Assistant (9550).

The following requirements and duties/roles should be used to determine the 9185 job classification.

#### **Requirements**

Graduate Assistants:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Perform duties under the supervision of an appropriate faculty member or USF administrator.

#### **Duties/Roles**

Graduate Assistants:

- Are responsible for assisting faculty members or USF staff with appropriate duties related to the student's academic program.
- Must meet any special qualifications added to the eligibility as determined and communicated at the department and/or college level and, non-academic unit.

#### **Example of Appropriate 9185 Appointments:**

- A Marketing student assisting with the development of marketing materials.
- A College Student Affairs student working as Assistant Coordinator or Hall Director in an on campus residence hall.
- A Computer Science student assisting with database development in Academic Computing.
- A Public Health student assisting with health education programming in Student Health Services.

#### **Example of Inappropriate 9185 Appointments:**

- A graduate student entering data into a database in the Cashier's Office.
- A graduate student assisting Physical Plant with lawn maintenance.

**Graduate Instructional Assistant (9550)**

In general, Graduate Instructional Assistants (9550) are masters-level or doctoral-level students who have **not** completed 18 graduate credit hours and who will **assist** with the teaching function. These students are primarily paid from E&G funds. Graduate Instructional Assistants classified as 9550 are appointed as salaried employees and are not eligible for overtime compensation.

A Graduate Instructional Assistant **cannot** be assigned to teach an undergraduate or graduate level course.

Primary duties may include, but are not limited to, assisting faculty members with lab teaching and/or recitations, assignment development, assisting faculty members with the use of Blackboard, and other activities supporting direct student instruction. The following requirements and duties/roles should be used to determine appropriate job classification.

**Requirements**

Graduate Instructional Assistants:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Must achieve a score of at least 50 on the Test of Spoken English or SPEAK test if their native language is not English.
- Performs duties under the supervision of an appropriate faculty member or USF administrator.

**Duties/Roles**

Graduate Instructional Assistants:

- Are responsible for assisting faculty members with teaching and course preparation, as well as assist in lab teaching and other roles directly related to classroom instruction. The Graduate Instructional Assistant **must not be** the “primary instructor” or the “instructor of record.”
- Must meet any special qualifications added to the eligibility qualification requirements.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistants Policies and Guidelines Handbook 2008-2011, available online at:

[http://www.grad.usf.edu/newsite/ga/GA\\_Policies\\_Guidelines\\_Handbook\\_2008\\_2011.pdf](http://www.grad.usf.edu/newsite/ga/GA_Policies_Guidelines_Handbook_2008_2011.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 nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid.

**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. 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 Graduate School. 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 Graduate School, 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 Graduate School.

**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 Graduate School website. The LOA must be approved by the Major Professor, the Program, the College, and the Graduate School, 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 Graduate School for procedures. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.

## 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.

No grade of **C-** or below will be accepted toward a graduate degree. 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, Q** 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	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 <sup>2</sup>
IA	Incomplete, grade points not applicable
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
MF	Missing grade changed to F, 0.00 grade points
MU	Missing grade changed to U, 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.*

### **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 a 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:

- 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

<sup>2</sup> 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 School Policy on Academic Integrity for more information.

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 Graduate School 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.

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:**

Current Semester

- 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

- instructor submits a change of grade
- 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 (undergraduate rules apply to undergraduate and non-degree-seeking students). Until it is removed, the **M** is not computed in the GPA. An **M** grade which is not cleared within the next academic semester (including summer semester) will be converted to **MF** or **MU**, whichever is appropriate. **MF** grades are calculated in the GPA and if applicable, the student will be placed on academic probation or academically dismissed. 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. Students cannot be admitted to doctoral candidacy or certified for graduation with an **M** grade.

**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 Graduate School 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 Graduate School.*

**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 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 Graduate School 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://download.grad.usf.edu/Automated\\_Academic\\_Probation.pdf](http://download.grad.usf.edu/Automated_Academic_Probation.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**

USF has two degree-granting institutions: USF-Tampa (which includes USF Polytechnic and USF Sarasota-Manatee) and USF-St. Petersburg. Students may, with the approval of their graduate program, earn credits at any of the USF institutions. However, the majority of credits needed for a degree must be earned through instruction offered by the institution granting the degree. Students may request a transfer of credit toward their degree program. There are two types of transfer of credit:

**Internal Institution Transfer of Credit**

Credits earned from USF Tampa, USF Polytechnic, or USF Sarasota-Manatee.

**External Institution Transfer of Credit**

Credits earned from USF-St. Petersburg or other regionally accredited institutions

**Requirements for Transfer of Credit:**

- **Hours:** Credits may be transferred as indicated on the appropriate tables below
- **GPA:** Credits transferred in must have a grade of B or better
  - For Internal Institution Credits, the grade of the transferred course(s)
    - Are calculated in the GPA at USF
    - Are noted on the transcript as the grade earned
  - For External Institution Credits, the grade of the transferred course(s)
    - Are not calculated in the GPA at USF
    - Are noted on the transcript by a **T** if from a non-USF institution
    - Are noted on the transcript by a **N/A** if from a USF Regionally accredited institution\*
- **Evaluation/Approval:** The graduate program / department will be responsible for evaluating, approving, and initiating the transfer as soon as possible following admission.
- **Time Limits:** All coursework transferred into a graduate program can be no older than
  - seven (7) years at the time of graduation for a master's and Ed.S. program
  - eight (8) years at the time of graduation for a doctoral program.
  - There is no time limitation for courses from a completed master's degree used toward a doctoral degree.
  - For readmission, refer to the Readmission Policy.

*\*USF accepts credits from all regionally accredited institutions in the nation.*

<b>INTERNAL INSTITUTION</b> (Tampa / Sarasota- Manatee/ Polytechnic)	To Graduate Certificates	To Masters or Ed.S. Degree	To Doctoral Degree
Courses (4000 and above) taken as an undergraduate but not applied to undergraduate degrees	Discretion of the Program	Discretion of the Program	Discretion of the Program
Graduate Courses applied to undergraduate degrees	None	None (Discretion of the Program for approved Accelerated Degree Programs)	None
Non-degree Seeking Status	Up to one graduate course	Up to 12 graduate hours	Up to 12 graduate hours
Uncompleted Certificate (Graduate Degree Seeking Students)	Discretion of the Program	Up to 12 graduate hours	Up to 12 graduate hours
Completed Certificate	Up to one graduate course (1 course may be applied to up to 2 certificates)	Up to 12 graduate hours	Up to 12 graduate hours
Uncompleted Master's or Ed.S. Degree	Discretion of the Program	Discretion of the Program	Discretion of the Program
Completed Master's or Ed.S. Degree	Discretion of the Program	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.	Up to 50% of the doctoral program requirement for total course hours (excluding dissertation hours)
Uncompleted Doctoral or completed Professional Degree	Discretion of the Program	Discretion of the Program	Discretion of the Program
Completed Doctoral Degree	Discretion of the Program	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.	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.

EXTERNAL INSTITUTION	To Graduate Certificates	To Masters or Ed.S. Degree	To Doctoral Degree
Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees	Up to one graduate course	Up to 12 hours	Up to 12 hours
Graduate Courses applied to undergraduate degrees	None	None	None
Non-degree Seeking Status	Up to one graduate course	Up to 12 graduate hours	Up to 12 graduate hours
Uncompleted Certificate (Graduate Degree Seeking Students)	Up to one graduate course	Up to 12 graduate hours	Up to 12 graduate hours
Completed Certificate	Up to one graduate course	Up to 12 graduate hours	Up to 12 graduate hours
Uncompleted Master's or Ed.S. Degree	Up to one graduate course	Up to 40% of the USF program	Up to 40% of the USF program
Completed Master's or Ed.S. Degree	Up to one graduate course. Specific course requirements in common across both programs may be waived with the substitution of other coursework at the discretion of the program.	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.	Up to 40% of the USF doctoral program requirement for total course hours (excluding dissertation hours)
Uncompleted Doctoral or completed Professional Degree	Up to one graduate course	Up to 40% of the USF program	Up to 40% of the USF doctoral program requirement for total course hours (excluding dissertation hours)
Completed Doctoral Degree	Up to one graduate course. Specific course requirements in common across both programs may be waived with the substitution of other coursework at the discretion of the program.	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.	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.

## Change of Graduate Degree Program

Students who wish to change from one degree program to another (at the same level) must obtain a Graduate Change of Program Application from the Office of the Registrar or their college advising office. The new department will consider the Change of Program request as a new application. The Deans of the Colleges involved and the Dean of the Graduate School must approve the Change of Degree. The new department may elect to accept all, some, or none of the graduate courses previously taken by the student and only those courses accepted will be computed in the GPA. Students desiring to change program levels (e.g. from a Master's program to Doctoral program) must submit a new application for admission.

## 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.

In clearly defined written policy, programs will:

- Define the number of shared credits: No more than  $\frac{1}{2}$  of the required graduate program credits can be completed while in undergraduate status.
- Develop a program of study in which shared coursework and the degree requirements for both degrees are clearly stated.
- Define when the student will receive the bachelor's degree: either at the completion of 120 credits earned or at the completion of the 5 year program.
- Formally admit students into accelerated 5 year programs through a defined admission process. Students should be admitted into a 5 year program at the beginning of the senior year.
- Advise students about the financial aid implications of the 5 year program and will refer students to the Office of Financial Aid for advice.
- Review the student's academic record prior to entering graduate status in the 5 year program. Students must receive a grade of B or above in graduate level courses taken while in undergraduate status.
- Permit students to formally withdraw from the 5 year program and receive the bachelor's degree, as long as the student has met the undergraduate requirements for the specified program.

Acceptance into the 5 year program is contingent upon final approval by the Dean of the Graduate School.

## **Dual Degree Programs**

A student may wish to pursue two degrees simultaneously. Upon approval by the appropriate College Dean(s) and Dean of the Graduate School, a prescribed number of courses (generally no more than nine (9) hours of core or basic courses) required for one degree may be applied to another degree that requires the same courses, without repetition or alternative courses. Procedures for applying for a Dual degree program are available on the Graduate School website.

## **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.