GRADUATE COUNCIL
Policy Annual Report

August 11, 2008 through May 18, 2009

Items approved through 1/12/09 are included in the 2009-2010 Graduate Catalog; items approved 2/3/09 through 5/18/09 will be included in the 2010-2011 Graduate Catalog*.

Committee Members:
Orhan Arslan
Ken Buckle
Jim Cavendish (Chair)
Jacqueline Reck
Mumtaz Rojiani
Roland Okwen (Student Rep)

College of Medicine
College of Engineering
College of Arts and Sciences
College of Business
College of Medicine
College of Engineering

SUMMARY OF ACTIONS

Notations for the specific revisions for approved actions follow at the end of this report.

APPROVED:

Institutional Enrollment (5/5/09)*
Clarified policy to reflect system changes

Doctoral Hours (12/10/08)
Revised to add one gradable course

First Day Class Attendance (recommended 9/8/08)
Rescinded and restored previous policy

Incomplete Grades (11/3/08)
Revised policy; reduced to one semester

Major Professors (1/12/09)
Addressed when a MP leaves or can’t continue

Readmission Policy (12/10/08), (1/12/09)
Revised; eliminated reinstatements; course limits

Thesis and Dissertation Format (3/3/09)*
Confirmed two format options

Time Limitations (1/12/09)
Clarified policy re: coursework

Transfer of Credit (12/10/08), (1/12/09), (2/3/09)*, (3/3/09)* Revised to clarify various occurrences

USF Regulations/Policies:

10-001 Transient Students (10/6/08) Made revision to refer to Catalog;
10-005 Testing and Final Exams (3/3/09) Clarified policy
10-006 Courses/cancellations withdrawals (10/6/08) Revised policy
10-047 Posthumous Degrees (10/6/08) Revised policy
10-048 Course Notes (10/6/08) Revised policy
11-004 “I” Grade (10/6/08) Revised to refer to Catalog
11-005 Enrollment in Graduate Studies (10/6/08) Revised to refer to Catalog
11-006 Mandatory Enrollment for Doct. Cand. (10/6/08) Revised to refer to Catalog
11-007 Admission to Graduate School (4/7/09) Revised Policy
11-011 Graduate School Requirements (10/6/08) Revised to refer to Catalog
11-015 Academic Dishonesty (10/6/08) Repealed (replaced with 3.025 and 3.027)
11-015 Academic Dishonesty (10/6/08) Revised Policy
11-025 Disruption of Academic Process (12/1/08) New Regulation
11-027 Academic Integrity Policy (10/6/08) New Regulation
11-002 Academic Grievance Procedures (12/10/08) Revised policy

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REVIEWED, NO ACTION TAKEN/NEEDED:
Incomplete Grade Contracts (12/10/08) Reviewed procedure, made suggestions
Student Code of Conduct (2/3/09) Discussion
System Course Approval Issue (8/11/08) Reviewed and recommended plans proceed
USF College Realignment (8/11/08) Reviewed and noted for record
USF Regulations/Policies:
  10-003 Independent Study No changes needed
  10-044 Academic Records from Other Institutions No changes needed
  11-001 Graduate Studies Administration Defer to Graduate School
  USF1.009 Graduate Catalog No changes needed
  USF3.008 Graduate School Admission to No changes needed
  USF3.009 Graduate Degree Requirements No changes needed
  USF3.017 Course Deletion from Catalog Defer to Undergraduate Studies
  USF3.024 Tuition Waivers, Non-Resident Defer to Graduate School

TABLED:
System Policy Infrastructure Review current structure of USF Graduate System and develop policy
   for policy development – Tabled for direction from Higher Administration
   and clarification of accreditation requirements

NEW BUSINESS
Proposals for review in 2009-2010

Concentrations Clarify USF definition, incorporating BOG definition
Dual Degrees Define and clarify differences between Dual and Joint Degrees, requirements
Course Levels Finalize definitions for graduate course levels.
Major Professors and Committees Define and Clarify Qualifications and Responsibilities
Accelerated Program Guidelines Revise and clarify guidelines
Academic Program Approval Finalize development of process for approving programs that are not degrees
Other USF Regulations/Policies Review as needed per cyclical audit requirements
APPROVED REVISIONS

Institutional Enrollment

Review current policy on Academic/Institutional Residency and previous policy on Academic Residency. Clarify whether the previous wording/requirement needs to be re-inserted into the Catalog.

Institutional Enrollment Residency Requirement
The majority of credits toward a graduate master's degree must be earned through instruction offered by the institution (e.g. USF Tampa, USF St. Petersburg, USF Polytechnic, USF Sarasota-Manatee) granting the degree. Students at USF St. Petersburg are expected to complete the majority of the required credits at USF St. Petersburg. Deviations from this rule must be recommended by the student's committee and approved by the College Dean and the Associate Vice Provost for Research and Dean of the Graduate School (Tampa) or the Regional Associate Vice Chancellor for Research and Graduate Studies (USF St. Petersburg). For information about the minimum number of credit hours required for the degree refer to the degree requirements in the program listing and the Transfer of Credit Policy.

Policy Committee 5/5/09
Full Council 5/18/09
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2010-2011
Doctoral Hours

Clarify and specify a minimum percentage for structured coursework and research hour requirements for doctoral degrees.

Minimum Hours
Because the doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation, the Graduate School does not specify any minimum number of courses or total credit hours that must be completed for award of the degree. However, programs with formally approved concentrations must have core major requirements that all students must successfully complete. Students must comply with general enrollment requirements and also institutional residency requirements. All doctoral students must have at least one gradable (A-F) graduate course taken in their graduate program of study at USF to satisfy the GPA minimum requirements.
First Day Class Attendance

Rescind changes and revert to previous policy, which allows Colleges to determine requirement. Previous policy noted below.

Course Attendance at First Class Meeting – Policy for Graduate Students

Students are required to attend the first class meeting of structured courses, 5000 and above, for which they registered prior to the first day of the term.

Names of students who register prior to the first day of the term are printed on the first class roll for each course section. The first class roll is used by professors to drop students who do not attend the first day of class (either online or in person). Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department prior to the end of the first class meeting to request a waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes will not be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor. Please note that the Registrar’s Office does not add students whose names are handwritten on the first day class rolls to courses, and these students are required to add the course by OASIS. To avoid fee liability and academic penalty, the student is responsible for ensuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.

This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty. (See USF Regulation 6C4-4.0101, http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm)

Policy Committee  9/8/08
Full Council  9/15/08
Prepared by  C. Hines-Cobb/Graduate School
Catalog Year:  2009-2010
Incomplete Grades

(a) Clarify policy pertaining to Incomplete Grades.
   (i) Addition of wording to clarify that the student must have an overall passing grade, without the missing work factored in, to proceed with an Incomplete
   (ii) Need to address situations when a course only has two gradable assignments and the student has an “I” going into the end of the semester (e.g. 50%/50% grading issues)?
   (iii) Suggestion to add Philosophy for why an “I” is ok – justification.
   (iv) Suggestion to drop from two semesters for completion to one semester
   (v) How many times may a change of grade be submitted?
(b) Updated policy to be included in the 2009-10 Catalog if revised and approved by fall 2008

Current Policy with draft revisions:

Incomplete (I)

1. 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.

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

An I-grade indicates incomplete coursework and may be awarded to graduate students, at the discretion of the instructor, only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade. The course instructor and student must draft and sign a contract that describes the work to be completed, the date it is due, and the grade earned including the zero for the incomplete portion.

The student must request consideration for an Incomplete grade and obtain an “I” Grade Contract form from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the “I” Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments.

The instructor must file a copy of the “I” Grade Contract in the department that offered the course and in the Graduate School by before 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 two successive academic semesters (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.*

Policy Committee: 11/3/08  
Full Council: 11/17/08  
Prepared by: C. Hines Cobb/Graduate School  
Catalog Year: 2009-2010
Major Professors

Define and clarify protocol for when a Major Professor leaves the University, no longer wishes to support a student due to lack of satisfactory academic progress or due to the inability to work with the student.

MASTER’S AND ED.S. REQUIREMENTS

Major Professor
The student must ensure a major professor is will be appointed by the program as soon as possible but no later than the time the student has completed 50% of the program. The student and major professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program, signed by the student and professor, must be maintained in the student’s department file. Major Professors must meet the following requirement: be regular graduate faculty, as defined by the University.

Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.

In the event a Major Professor leaves the University (i.e. for an appointment at another university, due to retirement, etc.) and the Major Professor is willing to continue serving on the student’s committee, the Major Professor then becomes a Co-Major Professor on the committee and another faculty is appointed as the other Co-Major Professor. It is important that one of the Co-Major Professors be accessible on the university campus for the student to make satisfactory progress on the thesis/dissertation.

In the event a Major Professor is unable or unwilling to continue serving on the student’s committee, the student is responsible for finding another Major Professor. Students who are unable to find a replacement Major Professor should confer with the Program Director for available options (including converting to a non-thesis program if available.) If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing.

In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.), the Major Professor shall coordinate with the Program Director to facilitate the needs of the student.

In some instances a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as “Co-Major Professors” and jointly serve in that role. Consequently both faculty must sign approval on paperwork pertaining to the student’s processing (i.e. committee form, change of committee form, etc.)

(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities
Available on the Graduate School Website: http://www.grad.usf.edu/newsite/policies.asp

DOCTORAL REQUIREMENTS

Major Professor
The student must ensure a major professor is will be appointed by the program as soon as possible but no later than the time the student has completed 50% of the program. The student and Major Professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program, signed by the student and professor, should be maintained in the student’s department file.
Major Professors must meet the following requirements:

- be active in scholarly pursuits as evidenced by at least one referred publication in the last three years.
- be regular graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.

In the event a Major Professor leaves the University (i.e. for an appointment at another university, due to retirement, etc.) and the Major Professor is willing to continue serving on the student’s committee, the Major Professor then becomes a Co-Major Professor on the committee and another faculty is appointed as the other Co-Major Professor. It is important that one of the Co-Major Professors be accessible on the university campus for the student to make satisfactory progress on the thesis/dissertation.

In the event a Major Professor is unable or unwilling to continue serving on the student’s committee, the student is responsible for finding another Major Professor. Students who are unable to find a replacement Major Professor should confer with the Program Director for available options. If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing.

In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.), the Major Professor shall coordinate with the Program Director to facilitate the needs of the student.

In some instances a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as “Co-Major Professors” and jointly serve in that role. Consequently both faculty must sign approval on paperwork pertaining to the student’s processing (i.e. committee form, change of committee form, admission to candidacy, etc.)
Readmission (12/10/08), (1/12/09)

Clarify and differentiate reinstatement of admission to admission; review time limit for what point readmission becomes a new admission.

Track changes reflect revisions on 12/10/08; changes in yellow reflect revisions on 1/12/09.

Reinstatement of Admission Request

Readmission
Definitions:

Admission – used for a student to apply to a graduate program

Readmission – used for a student to submit a new application for a graduate program to which they were previously admitted, but have been dropped as degree-seeking

A graduate student who is not registered and enrolled has not been in attendance for a minimum of six (6) credits at least one semester during the past 12 months, 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.

Eligibility for readmission:

- Students who have been Academically Dismissed from the University for Academic Dishonesty may not apply to any graduate program at USF.
- Deadlines: The readmission application and all supporting materials must be submitted by the application deadline.

Additional Requirements

- Application: students must submit a Readmission Form and all supporting materials, including payment of the admission application fee.
- Test Scores: The Department may require new Test scores (GRE/GMAT/TOEFL) and transcripts.
- Catalog Year: students who are readmitted must meet the degree requirements and policies in the Graduate Catalog in effect at the time of readmission.

Prior Coursework taken at USF: coursework taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department. Refer to the Time Limit Policy for Time limits on coursework applied toward the degree. However, no courses used in a program of study can be older than five years for a Master’s or EdS. program or older than eight years for a doctoral program at the time of graduation. Students who completed required coursework and were previously in doctoral candidacy do not have to retake courses older than eight years unless determined by the program. Students may be required to take new coursework at the program’s discretion. The decision to accept courses previously transferred to USF and applied toward the degree is at the discretion of the program. There is no time limitation for waived hours from a completed master’s degree used toward a doctoral degree. It is at the discretion of the program to accept previously transferred external credits. Reference the Time Limitation policy for more information.

- Enrollment: Students must enroll for the semester in which their readmission is effective.
- Doctoral Candidacy: Students who are readmitted to a doctoral program who were previously admitted to doctoral candidacy may retain their candidacy status at the discretion of the Department, College, and
Graduate School. Students must file an approved request for Readmission to Doctoral Candidacy Form through Graduate School procedures. Once approved, the Candidacy date is effective as of the semester of readmission.

- **Dissertation Hours:** Students must enroll for two hours of dissertation per the enrollment policy, plus an additional three dissertation hours for a total of five dissertation hours in their first semester. Programs may require additional hours.

The **readmission reinstatement** policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending USF may be required.

Students must apply for Reinstatement of Admissions by contacting the Graduate Program Director of his/her degree-seeking program. Students may obtain the form at www.grad.usf.edu (Click on Graduate School Forms.) Requests for reinstatement must be received no later than the program’s admissions deadline date. Students requesting reinstatement must submit a completed Reinstatement of Admission Request Form and Residency Form directly to the program to which reinstatement is sought. An application and an application fee are NOT required when seeking a reinstatement.
Thesis and Dissertation Format

Define acceptable alternative format for submission (collection of articles/papers)

THESIS SECTION

Format
The Thesis must conform to one of two formats:
Option 1 – a traditional format¹ inclusive of:
Part I: Preliminary Pages
  Title Page
  Note to Reader (if applicable)
  Dedication (optional page)
  Acknowledgments (optional page)
  Table of Contents
  List of Tables (if applicable)
  List of Figures (if applicable)
  Abstract

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

Part III: References / Bibliography²
  Appendices Title Page
  Appendix Sections (if applicable)

Part IV: About the Author (required for dissertations)

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

Part I: Preliminary Pages
  Title Page
  Dedication (optional page)
  Acknowledgments and copyright permission (if applicable)
  Table of Contents
  Abstract
  Introduction Chapter Overview

Part II: Collection of Articles/Papers

Part III: References / Bibliography³
  Appendices Title Page
  Appendix Sections (if applicable)

¹ Deviations from the available traditional format are acceptable if approved in advance by the Supervisory Committee and Graduate School

² Include either References or a Bibliography, as specified by your style guide

³ Include either References or a Bibliography, as specified by your style guide
Dissertation Section

Format

The Dissertation must conform one of two available formats
Option 1 – to a traditional format\(^4\) inclusive of:

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

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

Part III: References / Bibliography\(^5\)
Appendices Title Page
Appendix Sections (if applicable)

Part IV: About the Author (required for dissertations)

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

Part I: Preliminary Pages
Title Page
Dedication (optional page)
Acknowledgments and copyright permission (if applicable)
Table of Contents
Abstract

Part II: Collection of Articles/Papers

Part III: References / Bibliography\(^5\)
Appendices Title Page
Appendix Sections (if applicable)


\(^4\) Deviations from the two available traditional formats are acceptable if approved in advance by the Supervisory Committee and Graduate School

\(^5\) Include either References or a Bibliography, as specified by your style guide

\(^6\) Include either References or a Bibliography, as specified by your style guide
Time Limitations

Issue: Clarify time limits for courses

MASTER’S AND ED.S. REQUIREMENTS

Time Limitations

All requirements for Master’s and Ed.S. degrees must be completed within five (5) calendar years from the student’s date of admission for graduate study. Courses taken prior to admission to the USF graduate program, for example as non-degree seeking or from other institutions that were transferred in, can be no older than seven years at the time of graduation. Master and Ed.S. degrees (including dual degree programs) that require course work in excess of 50 credit hours may be granted a longer statute of limitations by the University Graduate Council.

Time Limit Extensions

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

Requests must include
- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, graduate program, and College Dean or designee, prior to submission to the Graduate School for approval. If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition of the time limit extension. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave (see the section on Leave of Absence in the Enrollment Requirements section.)

DOCTORAL REQUIREMENTS

Time Limitations

All requirements for Doctoral degrees must be completed within eight (8) calendar years from the student’s date of admission for doctoral study. All courses applied to the doctoral degree, including — courses taken 1) prior to admission to the USF doctoral program, 2) taken as non-degree seeking, or 3) transferred in from other institutions, can be no older than eight (8) years at the time of graduation. There is no time limitation for courses from a completed master’s degree used toward a doctoral degree. For students who are readmitted, see Readmission Policy.

Students have four (4) years from the date of admission to complete all required coursework, pass the qualifying examination, and be admitted to doctoral candidacy. Students then have four (4) years from the date of doctoral candidacy to complete degree requirements.
Time Limit Extensions
In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the Time Limit Extension Request Form, available on the Graduate School website http://www.grad.usf.edu/newsite/forms/grad_forms.asp
Requests must include
• the reasons for the delay in completion,
• the anticipated time needed for completion,
• and endorsements from the graduate faculty advisor, graduate program, and College Dean or designee, prior to submission to the Graduate School for approval. If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition of the time limit extension. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave (see Leave of Absence in the Enrollment Requirements section for information; the Leave of Absence Request Form is available online at: http://www.grad.usf.edu/newsite/forms/grad_forms.asp )

Policy Committee: 1/12/09
Full Council: 1/26/09
Prepared by: C. Hines-Cobb/Graduate School
Catalog Year: 2009-2010
Transfer of Credit (12/10/08), (1/12/09), (2/3/09), (3/3/09)

Transfer of Credit and Professional Degrees

a. Clarify transfer of credit GPA requirements and time limits for courses transferred in
b. Issue: courses transferred from other Universities or from USF-STPT must have a 3.0 GPA; courses taken within USF Tampa/Polytechnic/Sarasota must have a 2.0 GPA (C or better). Latter portion of this requirement is not included in current policy and is inconsistent with requirements from other institutions.
c. Issue: what is the time limit for transferring courses in toward a degree program? Discussion Item
   Items highlighted in yellow need additional work and discussion

Current Policy:
Track Changes reflect revisions from 12/10/08. Changes highlighted in yellow are from 1/12/09 and changes highlighted in blue are from 2/3/09, and changes highlighted in green are from 3/3/09

Transfer of Credit
Institution-Based Credit

USF has two degree-granting institutions: USF-Tampa (which includes USF Polytechnic and USF Sarasota-Manatee Lakeland and Sarasota) and USF-St. Petersburg. Students may, with the approval of their graduate program, earn credits at any of the USF institutions campuses. 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, 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 must be completed can be no older than
  - Within five (5) years at the time of graduation for a master’s and Ed.S. program
  - Within eight (8) years of graduation for a doctoral program.
  - There is no time limitation for courses from a completed master’s degree or professional degree used toward a doctoral degree.
  - For readmission, refer to the Readmission Policy.
*USF accepts credits from all regionally accredited institutions in the nation.

1. In order to apply credits taken at USF-St. Petersburg to a USF-Tampa program, or to apply credits taken at USF-Tampa to a USF-St. Petersburg program, the credits must have a grade of B or better. However, these grades are not calculated in the overall GPA. Credits may be approved for application as noted in the table below:

<table>
<thead>
<tr>
<th>INTERNAL INSTITUTION BASED (Tampa / Sarasota-Manatee / Polytechnic)</th>
<th>To Graduate Certificates</th>
<th>To Masters / Ed.S. Degree</th>
<th>To Doctoral [Degree]**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses (4000 and above) taken as an undergraduate but not applied to undergraduate degrees</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td>Graduate Courses applied to undergraduate degrees</td>
<td>None</td>
<td>None (Discretion of the Program for approved Accelerated Degree Programs)</td>
<td>None</td>
</tr>
<tr>
<td>Non-degree Seeking Status</td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Uncompleted Certificate (Graduate Degree Seeking Students)</td>
<td>Discretion of the Program</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Completed Certificate</td>
<td>Up to one graduate course (1 course may be applied to up to 2 certificates)</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Uncompleted Master’s / Ed.S. Degree</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td>Completed Master’s</td>
<td>Discretion of the Program</td>
<td>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.</td>
<td>Up to 50% of the doctoral program requirement for total course hours (excluding dissertation hours)</td>
</tr>
<tr>
<td>Uncompleted Doctoral or completed Professional Degree</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td>Completed Professional Degrees, including Ed.S.</td>
<td>Discretion of the Program</td>
<td>Specific course requirements in common across both degree programs may be waived with the substitution</td>
<td>Up to 50% of the doctoral program requirement for total course hours (excluding dissertation hours)</td>
</tr>
<tr>
<td>EXTERNAL INSTITUTION BASED</td>
<td>To Graduate Certificates</td>
<td>To Masters/Ed.S. Degree</td>
<td>To Doctoral Degree</td>
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</tr>
<tr>
<td>Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees</td>
<td>Up to one graduate course</td>
<td>Up to 12 hours</td>
<td>Up to 12 hours</td>
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<tr>
<td>Graduate Courses applied to undergraduate degrees</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Non-degree Seeking Status</td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Uncompleted Certificate (Graduate Degree Seeking Students)</td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
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<tr>
<td>Completed Certificate</td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Uncompleted Master’s/Ed.S. Degree</td>
<td>Up to one graduate course</td>
<td>Up to 40% of the USF program</td>
<td>Up to 40% of the USF program</td>
</tr>
<tr>
<td>Completed Master’s Degree</td>
<td>Up to one graduate course. Specific course requirements in common across both programs may be waived</td>
<td>Specific course requirements in common across both degree programs may be waived</td>
<td>Up to 40% of the USF doctoral program requirement for total course hours (excluding...</td>
</tr>
<tr>
<td>Uncompleted Doctoral or Completed Professional Degree, including Ed.S.</td>
<td>Up to one graduate course</td>
<td>Up to 40% of the USF program</td>
<td>Up to 40% of the USF doctoral program requirement for total course hours (excluding dissertation hours)</td>
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</tr>
<tr>
<td>Completed Doctoral Degree</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

*a maximum of twelve (12) credits can be transferred to a degree

**Programs that wish to transfer credit from a completed doctoral program to a professional program must submit the proposal to the Graduate School for approval.
USF Regulations and Policies

Note – the following are recommended changes by the Graduate Council. The final Regulation and/or Policy may have had additional changes made to the final document which is not what is posted below. To view the finally approved documents go to the General Counsel website at: http://usfweb.usf.edu/ogcweb

10-001 Transient Students
Made revision to refer to Catalog

I. INTRODUCTION (Purpose and Intent)

To enable University of South Florida System (USF System) degree-seeking students to enroll at other Florida public universities or State University System (SUS) students to enroll in the USF System on a temporary basis, the following policy has been established. For graduate policy refer to the Graduate Catalog, http://catalog.grad.usf.edu

II. STATEMENT OF POLICY

Transient students are those who are permitted to enroll in the USF System for one semester only before returning to the parent institution. Students from Florida SUS universities must submit a Transient Student Form.

Students from non-Florida SUS universities must submit a Transient Student Form and also meet all registration requirements for non-degree seeking students, for example, proof of immunizations as required by USF Policy 33-002 (Immunization) and documentation of residency for fee paying purposes.

USF System degree-seeking students who wish to enroll at another regionally accredited institution need prior approval to receive transfer credit. The Transient Student Form should be...
used for this purpose. NOTE: First term, first time in college freshmen are not eligible for USF System-awarded financial aid if granted transient student status.

Transient students must receive confirmation from their respective Registrar’s Office that:

A. The Student is regularly enrolled in a degree program and eligible to re-enroll;
B. A Student Health form is on file indicating the required immunities are satisfied;
C. A medical history form is on file;
D. There is no CLAST hold (undergraduate students only); and
E. The Student is legally classified as a resident or non-resident for tuition assessment purposes or a resident or documented alien.

The student’s advisor signifies pre-approval courses will be acceptable upon receipt of an official transcript from the school to which they will be transient.

Timeliness of application is directly related to the transient school’s start-date for the term. Students desirous of transient status elsewhere should submit the USF System’s official Transient Student Form far enough in advance to acquire necessary permissions, prior to the school’s registration period for transient/visiting students.

Renu Khator
Provost and Vice President
for Academic Affairs

Judy Genshaft
President
I. INTRODUCTION (Purpose and Intent)

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. The University of South Florida requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and instructor. **Although this policy primarily addresses examinations for undergraduate courses, graduate courses with final exams during the examination week should follow the schedule for exams that is provided with the course schedule for that academic term.**

II. STATEMENT OF POLICY

**Testing in General.** In each academic course the student is expected to undergo a meaningful testing and evaluation that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect the achievement of the course objectives.

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style, or content of the examination. It is the policy of the University of South Florida that all students facing an examination (of any type) shall have equal notice of said examination. The University regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool.

**Comprehensive Final Course Examinations.** The last seven (7) days of the Fall and Spring semesters shall be set aside for final examinations and any comprehensive final examination of a comprehensive nature must be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. Take-home final examinations, papers, projects, practicums, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor. The period of two hours
shall be allotted for each final examination. If a student has a direct conflict of scheduled examinations, that are scheduled according to the final exam schedule, or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The “appropriate instructor” in case of examination time conflicts shall be determined by the following:

1. Common finals have priority over non-common finals. When two common finals conflict, the higher numbered course takes priority.
2. Examinations for graduate level courses have priority over examinations for undergraduate level courses.
3. Within the level of the courses, undergraduate or graduate, examinations for numerically higher numbered courses have a priority over lower numbered courses.
4. If after applying items 1 through 3, there remains a conflict, priority shall be given to the course with the prefix closest to the beginning of the alphabet.
5. The instructor of the course not receiving priority shall provide for a make-up exam either in accordance with the designated make-up exam periods or at a mutually acceptable time for both the instructor and the student during the exam period.

The final examination schedule shall be published in the same manner and place as the schedule of classes.

________________________________________________________________________
Reviewed by committee  3/3/09
Full Council  3/9/09
Prepared by  C. Hines-Cobb/Graduate School
Catalog Year:  2010-2011
10-006 **Courses/cancellations and withdrawals**

Clarified Policy

<table>
<thead>
<tr>
<th>Subject of Policy Statement</th>
<th>Effective Date</th>
<th>Policy Number</th>
</tr>
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<tbody>
<tr>
<td>Changing Courses, Cancellations and Withdrawals from the USF System and Auditing Privileges</td>
<td>Rev. 2/27/06</td>
<td>10-006</td>
</tr>
</tbody>
</table>

I. **INTRODUCTION** (Purpose and Intent)

Students may alter their registrations and withdraw from the University of South Florida System (USF System) without academic penalty by following the established policy.

II. **STATEMENT OF POLICY**

**Add**

Students may add courses through the regular drop/add period (first five days of classes). Students wishing to add courses past the first five days of classes must petition through their Academic Regulations Committee representative in the appropriate college or by Graduate School Petition.

**Drop**

Students may drop courses through the regular drop/add period (first five days of classes). No entry of these courses will appear on any permanent academic records, and all refundable tuition and fees will be returned.

Students may also drop courses between the second and tenth week of the semester, except for summer sessions. All applicable registration fees must be paid for the course(s) and a “W” grade will reflect on the permanent academic record. Students who drop may not continue attending class. Drop deadlines for summer sessions are listed in the Academic Calendar and are published in the USF System Schedule of Classes for Summer Terms.

Appeals for drops after the tenth week of the semester must be made to the Academic Regulations Committee representative in the appropriate college or by Graduate School Petition.
Cancellation Before First Class Day

Students may cancel their registrations by notifying the Office of the Registrar in writing prior to the first day of classes.

Withdrawal

Students may withdraw from the USF System without academic penalty for the first ten weeks of any term, except for summer sessions. To withdraw, a student must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the regular drop/add period (first five days of classes). All subsequent withdrawals (through the tenth week of classes in the fall and spring semesters) are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for summer sessions are listed in the Academic Calendar and are published in the USF System Schedule of Classes for Summer Terms.

Undergraduate Students who withdraw while on final academic probation will be academically dismissed from the USF System. When a student is academically dismissed, approval of the Academic Regulations Committee is required for reentry.

Auditing Privilege

Students who wish to sit in on a class to review the course material may do so; however, the student is not allowed to take exams nor will any grades or credit be given. The student’s status for that class is an audit and his presence in the classroom is as a listener. A student must register to audit courses during the late registration period (first five days of classes). Fees for audit are the same as for full enrollment for credit, except out of state tuition is not charged.

Renu Khator
Provost and Vice President
for Academic Affairs

Judy Genshaft
President
10-047 Posthumous Degrees
Clarified Policy

<table>
<thead>
<tr>
<th>Subject of Policy Statement</th>
<th>Effective Date</th>
<th>Policy Number</th>
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<tbody>
<tr>
<td>Posthumous Degrees</td>
<td>New 06/22/00</td>
<td>10-047</td>
</tr>
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</table>

I. AWARD OF POSTHUMOUS DEGREES

The University may award a posthumous baccalaureate, masters or doctoral (and medical) degree to a student who was in good standing at the University at the time of his or her death and who had completed all substantive requirements for the degree.

To award a non-thesis degree, the student would need to have completed all courses required for the degree. Courses required for the degree, in which the student is enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other requirements (e.g., grade point average, CLAST and other tests) must have been satisfied as well.

To award a thesis degree, all courses must be completed as described above and the thesis must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student’s record.

II. AWARD OF DEGREES IN MEMORIAM

The University may award baccalaureate, masters, doctoral and medical degrees in memoriam to a student who was in good standing at the University at the time of his or her death.

III. PROCEDURES

The Chairperson of a department, on his or her own initiative or upon request of the family of the student, may recommend a posthumous degree, or a degree in memoriam, by forwarding the recommendation to the respective dean of the college. If approved by the Dean, the recommendation with the supporting documentation will be forwarded to the Provost for approval. If the Provost approves the recommendation, the Office of the Registrar will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student’s family in an appropriate setting.

Thomas Tighe
Provost and Executive Vice President
I. **INTRODUCTION (Purpose and Intent)**

As part of the education and learning experience, enrolled students routinely take course lecture notes. With the permission of the instructor, students may record lectures as well. Lecture notes and recordings involve the intellectual property rights of instructors and the University of South Florida System’s (USF System) regulation of the commercial use of such notes or recordings. This policy sets forth limitations on, and the USF System’s regulation of the use of notes/recordings.

II. **STATEMENT OF POLICY**

A. Students may take notes during lectures/class presentations and, with the permission of the instructor or as authorized by the Office of Academic Support and Accommodations for Students with Disabilities and with the instructor’s knowledge, make a tape recording of the lecture/presentation. Such notes and recordings may be used for individual or group study, or for other noncommercial purposes reasonably arising from the student's enrollment.

B. Notes, recordings, handouts and other material provided by the instructor cannot be exchanged or distributed for commercial purposes or for any purpose not related to a student's study or enrollment absent the express written authorization of the instructor.

C. Selling or distributing notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the USF System and the instructor is a violation of the USF System's Student Code of Conduct.

D. Commercial Activities on the USF System’s Campus: USF System Regulation USF6-026 and Policy No. 0-018, concerning distribution of material and solicitation on campus, prohibit commercial activity on campus with certain expressly enumerated exceptions. Unless authorized by the USF System in advance and explicitly permitted by the instructor, the sale or taking of class notes and/or recordings constitutes unauthorized commercial activity in violation of the foregoing Regulation.

Renu Khator  
Provost and Vice President  
for Academic Affairs

Judy Genshaft  
President
11-004 "I" Grade
Revised to refer to Catalog

<table>
<thead>
<tr>
<th>Subject of Policy Statement</th>
<th>Effective Date</th>
<th>Policy Number</th>
</tr>
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<tr>
<td>&quot;I&quot; Grade Policy Change for Graduate Students</td>
<td>10/15/92</td>
<td>11-004</td>
</tr>
</tbody>
</table>

STATEMENT OF POLICY:

Information regarding graduate "I" grades is provided in the University of South Florida Graduate Catalog incorporated in USF11-004 and online at http://www.grad.usf.edu/newsite/main.asp.

An "I" grade may be awarded at the discretion of the instructor only when the student is otherwise earning a passing grade and only if the incomplete is due to the omission or fault of the student. Students are advised to initiate a written contract for incomplete grades. The contract should include a description of the work to be completed, the date by which the work is to be submitted and should be approved and signed by the course instructor. Until removed, the "I" is not computed in the grade point average. If not removed after two terms (including summer), "I" grades will be converted to "IF" (Incomplete-Fail). Students do not re-register for courses in which they are only completing previous course requirements to change an "I" grade. If a student wants to audit a course for review in order to complete course requirements, full fees must be paid. All "I" grades must be removed before graduation.

Provost

President
### Enrollment Requirements for Graduate Students

<table>
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<tr>
<th>Subject of Policy Statement</th>
<th>Effective Date</th>
<th>Policy Number</th>
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<tr>
<td>Enrollment Requirements for Graduate Students</td>
<td>04/28/93</td>
<td>11-005</td>
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</table>

**STATEMENT OF POLICY:**

Information regarding enrollment requirements for graduate students is provided in the University of South Florida Graduate Catalog incorporated in USF11-005 and online at [http://www.grad.usf.edu/newsite/main.asp](http://www.grad.usf.edu/newsite/main.asp).

All degree seeking graduate students, excluding students admitted to candidacy, must be enrolled at least one term (Fall, Spring, Summer) during the previous 12 months. Students who have not enrolled in any of the last three terms will be dropped from their degree program. Students may reapply to the University by submitting a new application. Applicants will be subject to the admission criteria in effect at that time. Students may request exceptions to this policy, for legitimate and valid reasons, through their Department, College, and the Graduate School.

Provost

President
**11-006  Mandatory Enrollment of Doctoral Candidates**
Revised to refer to Catalog

<table>
<thead>
<tr>
<th>Subject of Policy Statement</th>
<th>Effective Date</th>
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<tr>
<td>Mandatory Enrollment for Doctoral Students Admitted to Candidacy</td>
<td>04/28/93</td>
<td>11-006</td>
</tr>
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</table>

**STATEMENT OF POLICY:**

Information regarding mandatory enrollment for doctoral students admitted to candidacy is provided in the University of South Florida Graduate Catalog incorporated in USF11-006 and online at http://www.grad.usf.edu/newsite/main.asp.

Doctoral students who have completed all degree requirements, and have been admitted to candidacy, are required to accumulate a minimum of 6 credits during each previous 12 month period (previous 3 terms (e.g. Fall, Spring, Summer) until the degree is granted. If it is necessary for a doctoral student to use USF resources (for example, personnel, faculty time, facilities, or the library), the student must be enrolled. Any exception to this policy must have the prior approval of the Department, College, and the Graduate School. Students who fail to enroll for these credits will be placed on probation by the Graduate School. To be removed from probation, the student must enroll for the deficient credits and an additional 3 credits in the very next semester. Students who do not fulfill probation requirements will be withdrawn from the doctoral program. Students wishing to reapply to the University will be subject to the admission criteria in effect at that time.

Provost

President
GRADUATE ADMISSIONS

UNIVERSITY OF SOUTH FLORIDA REGULATION NUMBER: USF3.008
SUBJECT: ADMISSION TO GRADUATE SCHOOL
Information regarding admission to graduate studies is provided in the University of South Florida Graduate Catalog, at http://www.grad.usf.edu/newsite/catalog/main.asp, incorporated in Regulation USF 1.009. Also see USF Regulation USF3-018: Admission to the University of South Florida; http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

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

None of the sources of information, particularly standardized test scores, should be used in isolation nor should such scores be used in combination or separately to establish minimum or “cut off” scores. Program specific guidelines for the use of standardized test scores should be developed based on the experience of a given department with its pool of applicants.7

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

1. An applicant must have one of the following:
   a. A bachelor’s degree from a regionally accredited institution and satisfying at least one of the following criteria:
      i. “B” average or better in all work attempted while registered as an undergraduate student working for a degree, or
      ii. “B” or better average in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
   b. A bachelor’s degree from a regionally accredited institution and a previous graduate degree from a regionally accredited institution.
   c. The equivalent bachelors and/or graduate degrees from a foreign institution.

2. Submission of a standardized test scores GRE/GMAT score is at the discretion of the graduate program required unless specifically waived by the University.

7 Adapted from the GRE “Guide to the Use of Scores” 2003-2003
3. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.

REFERENCE INFORMATION:
BOG Regulation 6.003 - Approved 6/19/08: **6.003 Admission of Graduate and Post-baccalaureate Professional Students**

(1) Each university board of trustees shall adopt regulations for the admission of graduate and post-baccalaureate professional students. Such regulations shall be consistent with the university mission and Board of Governors regulations.

(2) Institutions are expected to periodically review university regulations for admission of graduate and post-baccalaureate professional students to minimize unnecessary impediments to access, while maintaining academic quality and integrity.

Authority: Section 7(d), Art. IX, Fla. Const., History--Formerly 6C-2.43, 11-18-70, Amended 11-20-70, Amended and Renumbered 12-17-74, Amended 1-24-77, 2-28-78, 10-17-78, 8-11-85, Formerly 6C-6.03, 9-19-00, 6-19-08.

Reviewed by committee 4/7/09
Full Council 4/20/09
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2010-2011
USF3.011    Graduate School Requirements
Revised to refer to Catalog

University of South Florida Regulation
Regulation Number: USF3.011

SUBJECT: GRADUATE SCHOOL REQUIREMENTS

MISSION STATEMENT

The University of South Florida Graduate School serves as the university-wide hub of leadership for graduate education producing present-day and future global leaders, one student at a time.

USF Graduate School requirements are included in the USF Graduate School Catalog which may be found at www.catalog.grad.usf.edu. Under sections 7 and 8 you will find information on academic policies, such as, acceptable academic performance, grievance procedure, transfer of credit, changing degree programs, grading standards and degree requirements.

(1) Major Professor. An advisor will be appointed for each student during the first semester of work and will be designated by the chairperson of the department or area in which the degree is sought upon a mutual recommendation from the student and professor concerned.

(2) Quality of Work. Graduate students must attain an overall average of 3.0 (B) in all courses. No course with a grade below "C" will be accepted toward a graduate degree, but all grades will be counted in computing the overall average. Any graduate student who at the end of a semester is not in good standing under the published requirements for the degree pursued shall be considered to be on probationary status. Such a student may be dropped from degree-seeking status after one semester of probation by the dean of the college. Notification of probation shall be made to the student in writing by the advisor or major professor, with a copy to the college dean and Graduate Dean. At the end of the probationary semester, the advisor or major professor shall recommend to the college dean and the Dean of the Graduate School, in writing, one of three alternatives.

1. Removal of probationary status;
2. Continued Probation;
3. Drop from degree program.

Every effort will be made during the probationary period to aid the student in reestablishing his/her standing.

(3) Appeals. Graduate students may appeal actions regarding their academic status: (a) In actions based on departmental requirements, the student may appeal first to the department through the advisor or major professor, then to a college dean or dean's representative, and then to the Graduate School, if necessary. (b) In actions based on the University minimum requirements, appeal shall be made directly to the Graduate School. (c) Reports of actions and appeals will be maintained in the student's permanent department file.
(4) Enrollment Requirements—Minimum University Regulations. A student taking nine or more hours toward his/her degree in a semester will be classified as a full-time student. The normal graduate load is 9-12 credit hours.

(a) Students who have completed their course work and continue to occupy space and to receive faculty supervision but who have not made a final thesis/dissertation submission shall register for a minimum of two hours of Thesis or Dissertation. The exact number of hours is determined by staff and facilities needed to support the student.

(b) Graduate students having completed all requirements except for comprehensive exams or completion of "I" and/or "Z" grades will be allowed use of University Library facilities for one semester with approval of department chairperson.

(c) Graduate Teaching and Research Assistants shall pursue a full-time course load each semester. Exceptions may occur but only after careful review by the department chairperson and concurrence by the college dean and Dean of the Graduate School.

(5) Transfer Credit.

(a) Transfer of credit from another recognized graduate school is limited to eight semester hours. All transferred credits must

1. Be approved by the program or college concerned and

2. Have been completed with grades of "B" or better.

(b) Transfer (post-baccalaureate, transfer credits from other institutions) and special student credits must be evaluated and transferred by the time of formal acceptance and enrollment. The graduate department/program will be responsible for evaluating and initiating the transfer.

(6) Changes of Graduate Degree Program. If a degree-seeking student changes his/her graduate program, the receiving program may accept all, some, or none of the previous graduate work taken by the student and only those courses accepted will be computed in the grade point average.

(7) Comprehensive Examination. When graduate students take their comprehensive examination, they must be enrolled for a minimum of two (2) semester hours of graduate work of their discipline. If all course work has been completed, such student should be enrolled in Independent Studies.

(8) Application for Degree. Each student who plans to complete graduation requirements by the end of a term must complete the Application for Degree (Master's, ED.S. or Ph.D.) form #USF 2075g Rev. 3/95 Eff. 7/95, available through the Registrar incorporated by reference herein. The application is available through the college or the Office of the Registrar, and after completion must be returned to the Office of the Registrar prior to the deadline as stated in the current University of South Florida Catalog for accepting application for degree for the academic term the student expects to complete requirements.

(9) S/U Grades in the Graduate Program. No graduate student may take a course in his/her major on an S/U basis except for certain courses that are specifically designated in the catalog. A graduate student may take courses outside of his/her major on an S/U basis with prior approval of the professor of the course, his/her advisor or major professor, and the dean of the college who will approve the degree. (a) The student may apply a maximum of six hours of such credit, excluding Directed Research, Thesis/Dissertation, Design, Practicum, or Internship, toward a Master's degree. Courses are designated as "Credit Varies" and are awarded credit on an S/U basis only. Before a student undertakes work under Directed Research a written agreement between the student and the professor concerned, setting forth in detail the requirements of the course, shall be completed.
(10) The Z Grade. The Z grade shall be used to indicate continuing registration in thesis/dissertation courses, where the final grade to be assigned will be that of the completed sequence. Upon satisfactory completion of the thesis/dissertation course, the Z grade will be changed to S. (a) Procedures requiring petitions are processed through the Graduate School.

(11) Exclusions. Members or former members of the faculty who hold or who have held the rank of Assistant Professor, Associate Professor, or Professor are not eligible to be granted degrees from the University of South Florida except upon prior authorization of the Dean of the Graduate School and the Provost. (a) In cases where a member of the immediate family of the faculty is enrolled in a graduate degree program the faculty member may not serve on any advisory or examination committee nor be involved in any determinations of academic or financial status of that individual. (b) Further requirements and procedures governing master's and doctoral degrees are specified in the current University of South Florida Graduate School Catalog incorporated in Regulation 1.009.

Specific Authority 120.53(1)(a), 240.227(1) FS. Law Implemented 120.53(1)(a), 240.227(1) FS. History- New 7-3-79, Formerly 6C4-3.11, Amended 1-19-92, 8-4-93, 7-17-94, 7-20-95.
USF3.025  Disruption of Academic Process  
New Regulation

1) Disruptive students in the academic setting hinder the educational process.  
Although disruptive student conduct is already prohibited by the University of South Florida system (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). 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 system; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus and separately accredited institution are permitted. Information concerning these procedures is available through the Student Affairs Office at those 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 separately accredited institution’s/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, the 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 (2) days to the Dean of Undergraduate Studies or Graduate School 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 separately accredited institution’s/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:

1. The department chair,
2. The Assistant/Associate Dean of the College (as determined by the College),
3. The Office of Student Rights and Responsibilities or the separately accredited institution’s regional campus’ designated office in Student Affairs, and
4. 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.
USF3.027  Academic Integrity of Students
Revised regulation

DRAFT 6-25-08 for Regulation USF______
**Updated 10/06/08; graduate section revised**

Academic Integrity
Fundamental principles
Academic integrity is the foundation of the University of South Florida’s 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.

I. General Policies
The following policies and procedures apply to all students, and instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida. This policy 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 policy allows the student continued rights of due process under the academic grievance procedures. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies.

II. 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.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

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.

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 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.

III. Violations and Sanctions for Undergraduate Students

Violations for undergraduate students at the University of South Florida are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended, however, specific academic programs may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to the Undergraduate or Graduate Dean’s Office (as appropriate) for violations in

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8 These policies apply to Undergraduate Students, even if taking graduate coursework. Graduate students are students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework (such students should refer to Section IV Violations and Sanctions for Graduate Students).
Levels Two through Four. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

A. Level One Violations

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

1. Reduction or no credit given for the original assignment.
2. An assigned paper or research project on a relevant topic.
3. A make-up assignment at a more difficult level than the original assignment.
4. Required attendance in a non-credit workshop or seminar on ethics or related subjects.

B. Level Two Violations

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations are listed below:

1. Failing grade for the assignment involved with the grade in the course determined in the normal manner.
2. Failing grade for the course, which may be an F or FF on the internal transcript.

C. Level Three Violations

Level Three violations are those that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by one or more violations at Levels One and/or Two. Examples include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g., books, notes, or calculators during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of regrading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.
10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources.
12. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

1. Failing grade for the course with a designation of FF on student’s internal transcript.
2. Possible suspension from the university for one semester.

Level Four Violations

Level Four violations represent the most serious breaches of intellectual honesty.

Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University).
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
6. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

Recommended sanctions for Level Four violations are listed below:

1. The typical sanction for all Level Four violations is permanent academic dismissal from the University with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

Additional Undergraduate Guidelines for Academic Dishonesty:

A. Grade Assignment

1. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. Students with any "FF" grade on record will not be eligible for honors at graduation.
2. If a 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.

3. 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 by the instructor until after the student has dropped or completed the course.

4. Notification to the student of the FF grade and the option of appeal concerning the alleged academic dishonesty remains with the instructor and/or department chair. (See Student Academic Grievance Procedures.)

5. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.

6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

B. Multiple Violations:

1. For the first FF recorded in an undergraduate student’s USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the FF grade. **Graduate students will be notified by the Dean of the Graduate School of their sanctions.**

2. For the second FF recorded, the undergraduate student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies. **Graduate students will be notified by the Dean of the Graduate School of their sanctions.**

3. For the third FF recorded, the undergraduate student will be permanently dismissed from the university for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript. **Graduate students will be notified by the Dean of the Graduate School of their sanctions.**

4. The maximum penalty for receipt of any FF grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the student’s formal record and transcript.

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**IV. Violations and Sanctions for Graduate Students**

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.

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9 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 III Violations and Sanctions for Undergraduate Students)
• 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
• 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.

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. (See Student Academic Grievance Procedures.)

4. A graduate student who has been dismissed for reasons of academic dishonesty will have their 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.

Appeals: Undergraduate and Graduate

Once the initial violation of the academic integrity policy 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.
USF 10.002  Academic Grievance Procedures
Clarified Policy

University Academic Grievance Procedures
To assure students the right to redress of academic grievances, any student may file a question or complaint in the Graduate School. May 7, 2004; Revised and approved by UGC on Oct. 11, 2004; Revised and approved by GC in Nov. 2004. Approved by Faculty Senate on November 17, 2004. USF Policy: http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-002.htm

I. Purpose - The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida 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 colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each college or campus for levels of authority and titles in the process.

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/Vice President for Academic Affairs or the Vice President for 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 3.026) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section IV 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, the Dean of Undergraduate Studies, or the Dean of the Graduate School, 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, 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 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. Resolution at the Department Level

A. 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.

B. 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.

C. 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.

D. 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.

* 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.

IV. Resolution at the College Level
A. 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:
   1. 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.
   2. Wherever practical, the Committee shall include neither members of the faculty nor students of the department directly involved with the grievance, nor faculty nor students of the student’s major department. However, if requested by the department, committee, or participants, 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.
B. The Committee will operate in the following manner:
   1. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.
   2. 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.
   3. In Committee reviews involving Academic Integrity, the following Academic Integrity Review Process shall be followed:
      a. The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.
      b. 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 student, Committee, student, and instructor before the initial meeting.
      c. 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.
      d. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.
      e. 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.

i. 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.

ii. 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.

iii. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties.

iv. 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.

V. Resolution at the University Level:

The Provost/Vice President for Academic Affairs or the Vice President for USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/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 the Graduate School will act in place of the Provost/Vice President in all academic grievance appeals involving graduate students.

A. 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).

B. 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.).

C. 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.

D. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.
E. 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 ________________, and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

Policy Committee: 12/10/08
Approved/Grad Council: 12/15/08
Prepared by: chinescobb/Graduate School
Catalog: 2009-10

Submitted by Carol Hines-Cobb, Graduate School Liaison
June 16, 2009