

**USF TAMPA GRADUATE COUNCIL
POLICY/FELLOWSHIP COMMITTEE ANNUAL REPORT
July 21, 2011 through May 21, 2012**

Items approved 7/21/11 through 5/21/12 are included in the 2013-2014 USF Tampa Graduate Catalog

Committee Members:

John Adams (PH) (resigned 2/12/12), Ruth Bahr (BC) (Chair), Vicki Gregory (AS), Alex Levine (AS), Kathleen King (ED), David Naar (MS) (New 11/3/11) Jackie Reck (BA) (Sabbatical Fall 2011), Frances Sahebzamani (NR) (New 11/3/11), Miranda Sloan (ED) (Graduate Student Rep), Sal Syed (AS)(Graduate Student Rep), Marzenna Wiranowska (MD)

Research Assignments:

AAU Institutions:

[Rutgers University](#) - Kathleen King
[SUNY University of Buffalo](#) - Miranda Sloan
[SUNY Stony Brook University](#) - Alex Levine
[University of California, Irvine](#) - Vicki Gregory
[University of Florida](#) - Sal Syed

Peer Institutions:

[University of Central Florida](#) - Ruth Bahr
[North Carolina State University](#) - Ruth Bahr
[Florida State University](#) – Fran Sahebzamani

POLICIES

The following proposals were reviewed and **APPROVED** on the meeting date listed, unless otherwise noted. If the Motion is Approved and Catalog Copy is impacted, the revised copy follows this listing, with the corresponding item number as noted below:

- | | | | |
|----|-------------------------------------|---|---------|
| 1. | <u>GRADES</u> | Request to change "A+" grades to 4.33 quality points and eliminate "C-"
DISAPPROVED. | 9/12/11 |
| 2. | <u>GRADES</u> | Request to remove "A+"
APPROVED. | 10/3/11 |
| 3. | <u>Graduate Certificates</u> | Review for possible duplication in policy. None found.
Moved to leave the wording as previously approved. | 10/3/11 |
| 4. | <u>Program Hours</u> | Establish Minimum/maximum allowed for financial aid purposes
Moved to retain current process of using actual hours by program.
Requested actions:
➤ Enhanced communications to the faculty and students, including making chairs, program directors, and faculty aware of the broader implications for the impact to students and subsequently the University's ability to provide financial aid
➤ To eschew policy development on the basis of a minor percentage of outliers | 10/3/11 |
| 5. | <u>Accelerated Programs</u> | Revisions submitted by Undergraduate Studies/Graduate School
APPROVED. | 11/7/11 |
| 6. | <u>ETD Title Page</u> | Provide more options for Title Page Formats
MOTION: to retain current items as "required" and to give departments the option of also listing "Program" or "Program and Concentration."
APPROVED | 11/7/11 |

- | | | | |
|-----|---|---|---------|
| 7. | <u>Non-Degree Students</u> | May they enroll in directed research, independent study, etc.
Non-Degree Seeking Student Definition, as listed in the current catalog, satisfactorily addresses the question. | 11/7/11 |
| 8. | <u>Doctoral Committees</u> | Definition of External Committee Member and Defense Chair
This policy was approved and revised multiple times, including vetting through the Colleges. Approved with format revisions from Graduate School. 12/5/11. Remanded back to Committee 1/23/12; Revisions approved by Committee 2/6/12; remanded back to committee and for distribution to Colleges 2/20/12; in process 3/5/12; Minor revisions 4/2/12. Distributed to Colleges with April 25 deadline for review in May.
APPROVED - as amended with minor revision regarding Courtesy Appointments. | 5/21/12 |
| 9. | <u>Graduate Council Charge</u> | Revision to Absence Policy
Revised to a maximum of 2 unexcused absences, with no more than 7 absences total (excused/unexcused combined) or the resulting action is removal from the Council.
APPROVED | 1/9/12 |
| 10. | <u>Doctoral Minimum Hours</u> | Application of Undergraduate courses to Doctorates
Minor revision made 1/9/12, but to outdated copy. Council reconfirmed revisions on the current copy at the 5/21/12 meeting.
APPROVED. | 5/21/12 |
| 11. | <u>Institutional Enrollment</u> | Made additional clarifications.
APPROVED. – Additional changes requested by GS/EGAD on 2/22/12. | 2/6/12 |
| 12. | <u>Dual Degree Programs</u> | Further revision from Full Council regarding issue of tenure.
APPROVED Approved by full Council 2/20/12 with minor changes to time limit. | 2/6/12 |
| 13. | <u>Dissertation Enrollment</u> | Reviewed current enrollment requirements, especially summer.
TABLED. | 5/21/12 |
| 14. | <u>Concentration Definition</u> | Review proposed program core definition.
TABLED | 5/21/12 |
| 15. | <u>Graduate Assistants</u> | Establish guidelines for FTE appointment maximums
Set limits for single appointments to .50, with single or multiple appointments of 0.50-0.75 requiring Graduate School approval
APPROVED | 5/21/12 |
| 16. | <u>Mandatory First Class Attendance:</u> | Revision to policy to bring congruent with recent mandates from the Registrar that are the result of an audit criticism.
APPROVED | 5/21/12 |

USF POLICIES AND REGULATIONS (General Counsel)

The Council reviewed the following USF Policies and Regulations and made recommendations to General Counsel as noted.

1. Academic Learning Compacts - Reviewed. Recommended clarification to “direct faculty instruction” to further define “direct,” “faculty,” and instruction, especially respective to online teaching. Recommendations forwarded to General Counsel.
2. SACS Substantive Changes - Reviewed. No recommended changes.
3. USF 3.027 Academic Integrity of Students - Reviewed. No recommended changes
4. USF 10-040 Termination of Degree Programs - Reviewed. No recommended changes
5. USF 10-006 - Changing Courses, Cancellations & Withdrawals from the USF System & Auditing Privileges - Reviewed. No recommended changes
6. USF Regulation 3.011: Graduate School Requirements – motion approved to repeal.

2. Grades

Address request to allow 4.33 for A+ grades.

Graduate Grading System

Plus/Minus Grading:

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

Letter grade = number of grade points

A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.6
D+	1.33
D	1.00
D-	0.67
F	0.00
FF	Failure due to academic dishonesty*
IA	Incomplete, grade points not applicable
IB	Incomplete, grade points not applicable
IC	Incomplete, grade points not applicable
ID	Incomplete, grade points not applicable
IF	Incomplete, grade points not applicable**
M	Missing grade/no grade reported by instructor, grade points not applicable
MF	Missing grade changed to F, 0.00 grade points
MU	Missing grade changed to U, grade points not applicable
N	Audit, grade points not applicable
S/U	Satisfactory/Unsatisfactory, grade points not applicable
W	Withdrawal or drop from course without penalty, grade points not applicable
Z	Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable

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

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

Reviewed by committee	October 3, 2011 – recommend approval
Full Council	October 17, 2011 - approved
Prepared by	Carol Hines-Cobb
Catalog Year:	2013-2014

5. Accelerated Program Guidelines

Revisions to guidelines as approved by Undergraduate Studies, Graduate School, Undergraduate Council and Graduate Council

From 2011-2012 Catalog

Accelerated Bachelors/Masters Programs

Accelerated Programs allow academically qualified students to complete an undergraduate Bachelor's degree and a graduate master's degree on an accelerated timeline, graduating sooner than in traditional programs. For information on Accelerated Programs, please refer to the Graduate School website www.grad.usf.edu

Proposed Revision:

Accelerated Bachelors/Master's Degree Programs

For Departments Developing an Accelerated Program:

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

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

(What Departments will submit for Curriculum Approval and catalog copy:)

ACADEMIC INFORMATION (Catalog Copy):

Accelerated Program Requirements

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

Admission Requirements

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

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

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

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

Accelerated Degree Program Academic Requirements

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

Undergraduate Degree Requirements - specify-

Shared Requirements -specify-

Graduate Degree Requirements -specify-

FOR Information - Forms need to be updated:

- *Need form for the creation of the Accelerated Program (to go through Grad Council)*
- *Update the "Interest Form" to make it the Nomination form*
- *Update the "Application Form" to make it the "Admission Application"*
- *Notes for inclusion in the updates:*
 - a. accelerated degree program
 - b. Undergraduate hours completed, major GPA and total GPA
 - c. Expected completion date for the bachelors degree
 - d. Program of Study should be in the dept.
 - e. List of all graduate courses to be taken to complete the master's degree.
 - f. Projected date of completion of the master's degree.

IV. Reference: Current Programs

Green = Active w/enrollment Blue = Active w/o enrollment Red = INACTIVE PROGRAM

Current Programs that confer Bachelors and Masters Degrees

Program	Degree Description	Shared Credits	Attribute	SP09 GR Enrollments
Chemistry (INACTIVE)	BA/MA (3 plus 2 - awards simultaneous degrees)	?	MCBM	0
Mathematics	BA/MA (3 plus 2 - awards simultaneous degrees)	20	MMBM	0
Rehabilitation & Mental Health Counseling	BA/MA (3 plus 2 a accelerates to the MA)	?	MREF	1
Speech-Language Pathology (INACTIVE)	BA/MA (3 plus 2 accelerates to the MA)	?	MSPF	0
Special Education, Varying Exceptionalities	BS/MA (3 plus 2 - awards simultaneous degrees)	6	MAVE	0
Engineering Science	(3 plus 2 may be mapped to any Engineering program - awards simultaneous degree)	6	MEGG	51

Accelerated Programs that do not confer a Bachelors

Program	Degree Description	Shared Credits	Attribute	SP09 GR Enrollments
Nursing	BS/MS (UG with an AS in Nursing progressing toward the MS in Nursing - awards simultaneous degrees)	?	MNAS	81 (14)
Public Health	Concentrations in Public Health Education admits UG students at 90 hours, PHC, and accelerates to the master degree	?	MMPH	2
Architecture	AA/MARC (2 plus 3 accelerated to the M.Arc. degree)	?	MARC	19

Joint Accelerated Degrees

College	Program Descriptions	Degree descriptions	Shared credits	Attribute	SP09 GR Enrollments
CAS COED (INACTIVE)	Interdisciplinary Natural Science Science Education	BA/MAT (3 plus 2 accelerates to the MAT)	6	MTIN	0
CAS COED (INACTIVE)	Interdisciplinary Social Science Social Science Education	BA/MAT (3 plus 2 accelerates to the MAT)	6	MTIS	0
CAS COED (INACTIVE)	Foreign Language-French Foreign Language Education	BA/MAT (3 plus 2 accelerates to the MAT)	6	MTFR	0
CAS COED (INACTIVE)	Foreign Language-Spanish Foreign Language Education	BA/MAT (3 plus 2 accelerates to the MAT)	6	MTSP	0
CAS and COBA (INACTIVE)	May be mapped to most UG departments in AS	BA/BS/MBA (3 plus 2 awards a BA or BS & MBA simultaneously)	?	MBUS	0
COBA and Honors College (INACTIVE)		BA/MBA	?		0

SPRING 2009 TOTAL ENROLLMENT (5A)

154

Reviewed by committee
Prepared by

November 7, 2011 – approved
Carol Hines-Cobb

To Full Graduate Council on November 14, 2011
Catalog Year: 2013-2014

6. ETD Title Page

Revisions to Thesis/Dissertation format options to allow for listing of Program/Concentration.

Current Format with [Degree](#), Department, and College:

Dissertation Example 1: A dissertation submitted in partial fulfillment
of the requirements for the degree of
[Doctor of Philosophy](#)
Department of Anthropology
College of Arts and Sciences

Thesis Example 2: A thesis submitted in partial fulfillment
of the requirements for the degree of
[Master of Science in Chemical Engineering](#)
Department of Chemical Engineering
College of Engineering

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

Dissertation Example 1: A dissertation submitted in partial fulfillment
of the requirements for the degree of
[Doctor of Philosophy
in Applied Anthropology](#)
Department of Anthropology
College of Arts and Sciences

Thesis Example 2: A thesis submitted in partial fulfillment
of the requirements for the degree of
[Master of Science in Chemical Engineering
in Chemical Engineering](#)
Department of Chemical Engineering
College of Engineering

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

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

Dissertation Example 1: A dissertation submitted in partial fulfillment
of the requirements for the degree of
[Doctor of Philosophy
in Applied Anthropology
with a Concentration in Heritage Studies](#)
Department of Anthropology
College of Arts and Sciences

Thesis Example 2: A thesis submitted in partial fulfillment
of the requirements for the degree of
[Master of Science in Chemical Engineering
in Chemical Engineering
with a Concentration in Biomedical and Biotechnology](#)
Department of Chemical Engineering
College of Engineering

8. Doctoral Committee and Outside Chair

Revisions to address external member and outside chair

This Policy was reviewed, revised, approved and re-revised and approved multiple times and was also vetted through the Colleges and faculty. The final document as approved on X date is listed below.

APPROVED with format revisions from Graduate School. 12/5/11. Remanded back to Committee 1/23/12; Revisions approved by Committee 2/6/12; remanded back to committee and for distribution to Colleges 2/20/12; In process 3/5/12; Minor revisions 4/2/12. Distributed to Colleges with response date of April 25 for review at May meeting. **APPROVED as amended with minor revision regarding Courtesy Appointments. 5/21/12.**

from Doctoral Degree Requirements – 2011-2012 Catalog

Doctoral Committees

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

Role of Doctoral Committees

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

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

Doctoral Dissertation Committee[RB1]

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

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

Composition

The Doctoral Dissertation Committee will consist of at least four members

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

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

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

Committee Member Definition

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

Committee Members must meet the following requirements:

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

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

Approval

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

Changes to Committee

Changes to a [Doctoral Dissertation](#) ~~Supervisory~~ Committee must be submitted on a *Change of Committee Form*. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a CV for approval. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a CV must be included for the faculty member who is being added to that position. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the program and college. An approved and current [Doctoral Dissertation](#) *Committee Form* must be on file before graduation may be certified.

FROM Different Section in Catalog:**Doctoral Dissertation Defense**

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

Outside Chair of the Doctoral Dissertation Defense Chair

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

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

OR,

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

~~by a senior and distinguished scholar from outside the department, nominated by the Major Professor. If the chair is from another institution, this individual should have the equivalent qualifications necessary to chair a dissertation in the subject area at the University of South Florida. Note that the Major Professor may not serve as the "Outside Chair."~~

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

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

1. The ~~oral~~ Doctoral Dissertation defense (final oral examination) should be conducted within a timeline to allow for the student to make any necessary corrections following the defense and still meet the final copy deadline for turning in the ~~d~~Dissertation to the ~~Office of~~ Graduate School.
2. The presentation should be considered an important function in the Department and all graduate students and faculty be encouraged to attend.
3. The presentation and defense are open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The Doctoral Dissertation Committee deliberation ~~voting~~ is not public.

4. The room selected for the examination should have adequate seating with an alternate room selected in case of problems.
5. It is required that all members of the [Doctoral](#) Dissertation Committee be present for the examination unless an absence is approved prior to the defense taking place by the Graduate School Dean. In the event that a member cannot attend in person, participation is permissible via speakerphone or video conference. A minimum of three members, including the Major Professor is required to proceed with the defense. [If a non-committee member \(an Outside Chair\) chairs the Defense, this individual does not count as one of the three required members in attendance. The Outside Chair is not considered as part of the Committee. If an unforeseeable situation arises that would prevent compliance with this requirement the Major Professor or Doctoral Dissertation Defense Chair should contact the Graduate School for guidance and approval to proceed with the defense.](#)
6. [The length of the examination period will generally not exceed three hours. Throughout this time the Doctoral Dissertation Defense Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention.](#)
7. [The Doctoral Dissertation Defense Chair, at any time during the course of the examination, may request all visitors to leave.](#)

[86. Presentation](#)

- The [Doctoral Dissertation Defense](#)~~Outside~~ Chair should open the proceedings by introducing the candidate and the [Doctoral](#) Dissertation Committee.
- The examination should begin with a presentation by the candidate designed to summarize the dissertation.

[98. Questions](#)

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

- ~~The remainder of the examination may take place in a different setting and will~~ consist of questions about the research by the [Doctoral Dissertation Defense](#)~~Outside~~ Chair and the [Doctoral](#) Dissertation Committee ~~and by other interested persons.~~
- It is suggested that questioning should be limited to about 15 minutes for each [Doctoral Dissertation Committee member](#) ~~person~~ with subsequent rounds of questioning as necessary.
- [Questions from the faculty-at-large and/or the public may be allowed following the presentation. It is suggested that questioning from the general audience be limited up to 5 minutes per person.](#)

~~9. Questions from the faculty at large and/or the public may be allowed at the end of the committee's questioning.~~

~~10. The length of the examination period will generally not exceed three hours. Throughout this time the Outside Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention. The~~

~~Outside Chair, at anytime during the course of the examination, may request all visitors to leave.~~

10.1. Deliberations and Voting

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

- ~~_____~~ will ask all visitors and the candidate to leave and will re-convene the Doctoral Dissertation Committee only. ~~The Outside Chair may share his/her impressions and opinions of the candidate and the dissertation.~~
 - ~~The Outside Chair~~ will preside over the deliberations and voting of the Committee. ~~(Note: If a non-committee member [Outside Chair] is used, he/she will not participate in the voting), but is not to participate in the voting.~~
 - ~~is has the~~ responsibility for ~~of~~ tallying the votes and ~~of~~ informing the candidate of the final decision. The voting is to be limited to “pass” and “fail” votes. The vote of the Doctoral Dissertation Committee must be unanimous. If unanimous agreement cannot be reached, the Doctoral Dissertation Defense Chair notifies the Department Chair (or appropriate equivalent) ~~he College Graduate Dean who~~ will endeavor to resolve the dispute in an expedient fashion.
 - records the vote on the Successful Defense Form and conveys the decision of the Doctoral Dissertation Committee (Successful Defense form) to the Department/College Graduate office to be kept in the student’s file.
- ~~• _____ The Outside Chair The vote of the Dissertation Committee must be unanimous and recorded on the Successful Defense form. substitutions and disagreements within the committee. **Suggested Guide for Dissertation Defense Proceedings**~~
- ~~1. _____ Introduction of Candidate and Committee Members.~~
 - ~~2. _____ Presentation by Candidate.~~
 - ~~3. _____ Questions by Committee Members.~~
 - ~~4. _____ Questions from other faculty and/or other observers.~~
 - ~~5. _____ Candidate and observers leave the examination room.~~
 - ~~6. _____ Deliberation and voting by the committee, only; sign documentation (to be _____ determined by College/Department) if defense is successful.~~
 - ~~7. _____ The candidate shall be informed of the vote.~~
 - ~~8. _____ The record of the successful defense (to be determined by the College or Department) is forwarded to the College/Department for the student’s file.~~

Dissertation Final Submission Guidelines

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

Distributed to Colleges:	4/2/12; with 4/25/12 response deadline
Reviewed by committee	5/7/12 - approved
Full Council	5/21/12 – approved as amended
Prepared by	C. Hines-Cobb
Catalog Year:	2013-2014

9. Graduate Council Charge

Revise Attendance policy.

- MEMBERSHIP:**
1. Two graduate faculty members from each college that offers graduate programs. There shall be an additional representative from any of these colleges having more than 250 full-time faculty members plus a fourth representative from any colleges having more than 400 full-time faculty members. Members of the Graduate Council should have demonstrable, successful experience in the supervision of graduate students and scholarly productivity in research or other creative activity. These faculty members are to be appointed for staggered three-year terms, with one-third retiring each year. Retiring members may not be re-appointed during the year following the last year of their terms unless appointed to a vacancy on the council (voting).
 2. Three graduate students, to be appointed for a one-year term; reappointment may be made for a second one-year term. Students are full members of the council with voting privileges (voting).
 3. The Dean, Associate and Assistant Deans of the Graduate School (consulting, nonvoting).

If a member of the Graduate Council accumulates ~~three~~two unexcused absences in an academic year from regularly scheduled meetings (inclusive of full Council and Committee meetings), that person shall automatically cease to be a member of the council and shall be replaced promptly according to the standard procedures for nomination and appointment. Excused absences may be granted by the Chair or Vice Chair of the Graduate Council, and total absences shall not exceed ~~seven~~four ~~in number~~ per academic year. If a member is going to be absent it is encouraged that a substitute be sent in his/her place. If the individual is not a member of the Graduate Council his/her role will be to provide input specific to the college. He/she will not be a voting member of the committee.

Date of Adoption: 04/03/87
Date of last revision: 05/25/95; 04/21/99; 03/17/04, 2/7/11, 1/23/12

Reviewed by committee 1/9/12
 Full Council 1/23/12
 Prepared by C. Hines-Cobb
 Catalog Year: 2013-2014

10. Doctoral Minimum Hours

Review the policy to determine if pre-requisites should be noted as an exception for undergraduate hours applied to the doctoral program requirements.

This policy was reviewed, revised, and approved 1/23/12. It was determined that the copy that was updated was not the most current, so the requested revision regarding undergraduate courses was applied to the current policy and was re-verified at the 5/21/12 meeting. The final approved copy is below.

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 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 at USF to satisfy the GPA minimum requirements. Up to six (6) hours of 4000-level courses may be taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate College Dean. Lower level undergraduate course may not be used to satisfy doctoral course requirements but may be taken to meet specific prerequisites. Students enrolled in undergraduate courses as part of a planned graduate degree program are expected to demonstrate a superior level of performance in these courses. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree. ~~No An~~ undergraduate courses may ~~not~~ be used to satisfy the gradable minimal course requirement [for the doctoral degree](#).

11. Institutional Enrollment Requirement

Review current policy for system and make revisions as/if needed

Institutional Enrollment Requirement

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

Reviewed by committee	2/6/12
Full Council	2/20/12
Prepared by	C. Hines-Cobb
Catalog Year:	2013-2014

12. Dual Degree Programs

Further clarify Dual Degree Policies (e.g. simultaneous vs. separate)

Dual Degree Programs

A student may pursue two graduate degrees ~~simultaneously~~ as part of an approved Dual Degree Program. [The goal is for a student to attain two graduate degrees in an efficient manner.](#) (Students pursuing a combined bachelor's and graduate degree are considered to be in an Accelerated Program -see catalog section for information.)

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

Example:

A student is enrolled in two master's [degree](#) programs [requiring theses and](#) ~~each requiring~~ 30 credits minimum [each](#). [With approval,](#) the student may share 9 hours (equal to or less than 15%) across the combined 60 total minimum credit hours required. [The student would also complete two separate theses.](#)

[Once the degree requirements are successfully completed,](#) ~~t~~The degrees may be conferred ~~simultaneously or independently~~ [concurrently or sequentially.](#) [However, both degrees must be conferred within the time-limit for the degree that has the longer of the two.](#)

Application to a Dual Degree Program

Procedures for applying for a Dual Degree Program are available on the Graduate School website.

Development of a Dual Degree Program

[Dual Degree Programs may be developed in the following ways:](#)

1) [formulated through the Department\(s\) and then](#) formalized through the College(s), Graduate School, and Graduate Council. [A current list of formalized Dual Degree programs may be found in the Graduate Catalog.](#)

2) [formulated by the student who is interested in pursuing two degree programs that are not currently a formalized Dual Degree Program.](#) Students must request from both programs of interest approval to pursue a [Dual Degree](#) with those programs. For procedures and the necessary forms, refer to the Graduate School website. [Note: when a Program has this occur more than three times, the Program should follow the process to formalize that Dual Degree Program.](#) ~~For information contact the Graduate School.~~

Interdisciplinary Degree Programs

[A student may pursue a single graduate degree that spans several academic areas.](#)

[An Interdisciplinary Degree Program](#) – is defined as a student pursuing a single stand-alone graduate degree, which is offered across two or more graduate degree programs. ~~A single degree is conferred.~~ [\(Note: where two separate degrees are preferred, refer to the Dual Degree Program information above\).](#)

Application to an Interdisciplinary Degree Program

[Students interested in applying for admission to an Interdisciplinary Degree Program follow the established University, College, and Program admission requirements – refer to the Graduate School website for specific information for that particular program.](#)

Development of an Interdisciplinary Degree Program

Interdisciplinary Degree Programs are formalized through the College, Graduate School, and Graduate Council and must follow the University requirements for new degree program development, including notation on the Workplan. Procedures for developing an Interdisciplinary Degree Program are available on the Graduate School website. [For information contact the Graduate School.](#)

Reviewed by committee	2/6/12
Full Council	2/20/12
Prepared by	C. Hines-Cobb
Catalog Year:	2013-2014

15. Assistantships

Establish maximums for assistantship appointments

Assistantships

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA) Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development.

Types of Assistantship Classifications

Graduate students may be classified as

- Graduate Assistants (GAs),
- Graduate Teaching Assistants/Associates (GTAs),
- Graduate Instructional Assistants (GIAs), and/or
- Graduate Research Assistants/Associates (GRAs).

All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF.

Eligibility

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

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) and degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.

Appointments

[Graduate Assistants may be appointed up to a maximum of 0.50 FTE for a single assistantship. Programs who desire to appoint a Graduate Student, in any classification, more than 0.50 FTE up to 0.75 FTE, for single or multiple appointments, must submit justification to the Graduate School for approval. Students hired in non-](#)

[GA positions on campus must also not exceed 0.75 FTE for the combined position and assistantship appointments. It is preferred that students refrain from employment outside of the assistantship appointment. Departments may determine the maximum number of semesters for teaching assistantship appointments.](#)

Enrollment Requirements

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

<http://www.grad.usf.edu/catalog.asp>

Reviewed by Committee:	1/9/12; Tabled
Reviewed by Full Council:	5/21/12; Approved by full Council
Prepared by	chinescobb/rbahr
Catalog Year:	2013-2014

16. Mandatory First Class Attendance

Revision to policy to bring congruent with recent mandates from the Registrar that are the result of an audit criticism.

Course Attendance at First Class Meeting – Policy for Graduate Students

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

REFERENCE INFORMATION-

UPDATE FROM REGISTRAR'S OFFICE AND FINANCIAL AID:

Attendance is Important

According to the Fiscal Year 2011 A-133 audit, the University was not diligent in insuring that student dates of attendance were properly recorded, in a timely manner. As a result, the University was not in compliance with the **Special Tests and Provisions - Return of Title IV Higher Education Opportunity Act (HEOA) Funds - Nonattendance.**

CLARIFICATION NOTE From the Registrar's office:

It is at the instructor's discretion to determine how students in unstructured courses will indicate they are present. This might include logging into the online course shell, sending an email to the professor, etc. The audit did not prescribe that there would have to be an actual class meeting for this administrative activity, particularly since this may not be practical for unstructured courses. The only requirement was that attendance had to be taken in some form or another.

Reviewed by Full Council:	5/21/12; Approved by full Council
Prepared by	chinescobb/rbahr
Catalog Year:	2013-2014; but already in place due to audit requirements.

FELLOWSHIP

CHALLENGE GRANTS:

1. Dr. Harries reviewed the Challenge Grant process and confirmed if there were any conflicts of interest. The Rubric and spreadsheet were distributed through Dropbox. (11/7/11). Rubric:

Criteria	1 pt.	2 pts.	3 pts.	4 pts.	5 pts.	Score	Comments
Significance of the Project to the Field	Of no obvious significance	Of slight significance	Contributes somewhat to the field	Significant contribution to a field	Significant contributions to more than one field		
Research Approach	Approach/methods not stated or inappropriate	Approach/methods unclear	Approach/methods appropriate	Approach/methods clearly presented and appropriate	Approach/methods clearly presented, appropriate, and sufficiently robust		
Innovation	No evidence of innovation	Limited evidence for innovation in terms of approach or design	Some evidence for innovation in terms of approach or design	Very innovative in terms of either approach or design	Very innovative in terms of both approach and design		
Interdisciplinary Design	No evidence of interdisciplinary research	Fundamentally the project of one PI, with very limited integration of others	Attempts at interdisciplinary research, but links tenuous	Evidence for some interdisciplinary research	Obvious evidence for interdisciplinary research with all members engaged		
Ability to Advance Academic Programs	No evidence of how it links to any of the PIs academic programs	Limited impact on the academic program of a single PI	Nominal impact on the academic program of two or more of the PIs	Large impact on the academic program of one or two of the PIs	Will advance the academic programs of a majority of the PIs involved		
Professionalism of Grant	Does not cover the required topics and/or has numerous typos	Covers some of the topics and/or has numerous typos	Covers the majority of the topics, and fairly well written	Covers all of the topics, and, for the most part, well written	An exemplary proposal in terms of the topics covered and writing		

Project Number: _____

Evaluator: _____

➤ **Challenge Grant Recommended Projects (12/5/11)**

Dr. Harries reviewed the recommendations submitted by the members. The breakdown for the top 8 was fairly consistent using several methodologies. Following review of the data, the Committee moved and **approved recommendation** for the top eight projects:

1. *Integration of a Brain-Computer Interface with Intelligent Machine Vision to Control a Robotic Arm and Enhance Quality of Life for Persons with Disabilities.* (Project #15)
2. *Towards Sustainability in Food Service: food waste reduction and recycling for energy and fertilizer use at an environmental charter school.* (Project #17)
3. *Variation in Hippocampal-Dependent Behaviors and Neurogenesis during a Range Expansion* (Project #5)
4. *Evaluation Maternal Nutrition in the North-Central Andes of Peru: Opportunity for Assessment and Action* (Project #11)
5. *A Non-Communicable Disease Profile and Explanatory Models of Obesity in High Risk Refugee Communities of South Florida: A Mixed Method Approach to Understanding Barriers and Behaviors Related to Chronic WHAT* (Project #4)

6. *Exploring Tampa Bay's Greener Future: Estimating Air Pollution Emissions from Transportation Networks in Two Urban Planning Scenarios (Project #14)*
 7. *Re-evaluating the Impact of Urban Agriculture on Food Accessibility through GIS Modeling: An Assets-based Approach to Food Desert Research (Project #8)*
 8. *Exploring Fetal Origins of Diabetes: Associations between Maternal Stressors during Pregnancy and Birth Outcomes in the Population of Puerto Rico (Project #12)*
- *Motion by Committee to collect data for the last five years with recommendation for 2012/13 to possibly increase awards. **MOTION APPROVED UNANIMOUSLY***
- Presidential Fellows
- Review period end of February, with recommendations due back to the Graduate School March 9
 - Evaluation Form is attached below.



Presidential Nomination Evaluation Form

STUDENT NAME:

As you rate the nominee, please consider the following: Student's scholarship/creative activity, evidence of experience, and potential for contribution to their field of study.

scores: 5; 10 (depending on question); the higher the score, the higher the evaluation				
Part 1: Candidate Rating	Ma x Sco re	Sco res		Notes
1. GRE*: V/Q/A	5			
2. Undergraduate Institution	2.5			
3. Undergraduate GPA	2.5			
Graduate Institution (if app.)**	5			
Graduate GPA	5			Degree Earned:
4. Nomination Letter	10		Demonstration of Quality of Candidate and Fit with Program Strengths/Faculty	
5. Personal Statement	10		Overall Quality of Writing	
6. Promise of Contribution as Conveyed in Personal Statement & CV/Resume	10		Experience of Research/Scholarship/Creative Activity	
	10		Promise of Contribution to Profession/Field of Study	
	10		Promise of Contribution to University	
	10		Promise of Contribution to Community	
7. Letters of Recommendation	5		1	
	5		2	
8. Intangibles (Reviewer option based on overall quality of applicant)	10			

* or approved equivalent

**For those students with only an undergraduate degree, the weighting will be increased to 5 for the 'Undergraduate Institution' and 'Undergraduate GPA', and their score will be normalized to 100.

Total Points (in yellow boxes)	10	0	_ (Highest scores represent most qualified applicants)
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Additional Comments	Notes
Strengths	
Weaknesses	

Part 2: Rating of Program Eligibility (Please note from Presidential History Form)

1. Number of Presidential Fellowships Received by Program Since 2000					
2. Average Length of Time for Fellows in Program to Graduate					
3. Proportion of Fellows who have not Graduated within 5 Years of Receipt of Fellowship					
4. Proportion of Fellows who have not Published within 5 Years of Receipt of Fellowship					
5. Progress reports from current Fellows are submitted					

OVERALL QUALITY AND PRODUCTIVITY OF PREVIOUS FELLOWS	
Rating Scale: 1 = poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent	

SHOULD PROGRAM BE AWARDED ADDITIONAL FELLOWSHIPS?	YES NO
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THIS FORM IS TO BE USED FOR REVIEW AND INITIAL RANKING OF THE CANDIDATE. THE FINAL RANKINGS ARE DUE TO **PETER HARRIES BY 5:00 PM March 7th. PROVIDE A RANKING OF ALL CANDIDATES REVIEWED USING A 1-5 or 1-10 SCALE (5 or 10 are the best, respectively).**

This will be used to sort all candidates.

Report respectfully submitted by
 Carol Hines-Cobb, USF Tampa Graduate School
 6/6/12