



**USF TAMPA GRADUATE COUNCIL
ANNUAL REPORT
July 21, 2012 through June 30, 2013**

Roster

FACULTY	COLLEGE	TERM
Buckle, Ken, Ph.D. – Chair	EN	10-13
CURRICULUM COMMITTEE (11 members); Co-Chairs: Dr. Redding and Dr. Muller		
Andel, Ross	BC	10-13
Carmichael, John - <i>new 11/30/11</i>	TA	11-14
Dorn, Sherman, Ph.D.	ED	10-13
Hallock-Muller, Pamela	MS	09-12
Kirby, Russell	PH	10-13
Kruk, Patricia	MD	11-14
Martin II, Lynn Bloxom - <i>new 11/3/11</i>	AS	11-14
Miller, Casey	AS	10-13
Redding, Barbara, Ed.D., RN	NR	11-14
Satterfield, Ronald	BA	10-13
Williams, Sky - Grad Student Rep	MS	11-12
POLICY/FELLOWSHIP COMMITTEE (11 members); Chair: Dr. Bahr		
Adams, John (stepped down 2/12/12)	PH	10-13
Bahr, Ruth, Chair	BC	10-13
Gregory, Vicki, Ph.D.	AS	10-13
King, Kathleen P.	ED	11-13
Levine, Alex	AS	10-13
Naar, David - <i>new 11/3/11</i>	MS	11-14
Reck, Jackie, Ph.D. - SABBATICAL fall 2011	BA	09-12
Sahebzamani, Frances - <i>new 11/3/11</i>	NR	11-14
Sloan, Miranda - Grad Student Rep	ED	11-12
Syed, Sal - Grad Student Rep	AS	11-12
Wiranowska, Marzenna	MD	11-14

Council Vacancies (3): EN, MD, TA

EX OFFICIO (NON-VOTING) MEMBERS:

Karen Liller, Dean of the Graduate School and AVP of Research & Innovation, Graduate School
 Karen Holbrook, Sr. VP for Research & Innovation, USF Research
 Peter Harries, Interim Assoc. Dean, Academics (Graduate School), USF Tampa
 Christy Foust, Co-President, GAU, 2/14/12, GAU
 Janelle Christensen, Co-President, GAU
 Alexis McLaughlin President, GPSC

Graduate Council Liaisons

Carol Hines-Cobb, Assistant Director, Academics, Graduate School
 James Payne, Ph.D., Graduate Liaison, USFP
 Kathy Barnes, Coordinator, Graduate Certificates
 Lagretta Lenker, Director, Graduate Certificates
 Todd Chavez, Director of Academic Resources, USF Libraries
 TBA, Professor, URC Liaison
 TBA, Professor, CEPI

MEETING DATES

	Policy/Fellowship Committee	Curriculum Committee	Full Council
Committee Agenda Submission Deadlines	Meets 9-11 a.m. 1st Monday of the Month ALN 296	Meets 1-3 p.m. 1st Monday of the Month ALN 296	Meets 1-3 p.m. 3rd Monday of the Month ALN 296
			August 20, 2012
Aug 29	Sep 3 Sep 10	Sep 3 Sep 10	September 17, 2012
Sep 19	Oct 1	Oct 1	October 15, 2012
Oct 24	Nov 5	Nov 5	November 19, 2012 Turkey 11/22-23
Nov 28	Dec 3	Dec 3	December 17, 2012
Dec 12	Jan 7 Jan 14	Jan 7 Jan 14	January 21 January 28, 2013
Jan 23	Feb 4	Feb 4	February 18, 2013
Feb 20	Mar 4	Mar 4	March 18, 2013
Mar 20	Apr 1	Apr 1	April 15, 2013
Apr 24	May 6	May 6	May 20, 2013
May 22	June 3*	June 3*	June 17, 2013*

Notes:

- All curriculum actions **must** include updated Graduate Catalog copy to be placed on the Curriculum Committee agenda for review. Email cdh@usf.edu to obtain a copy of the Catalog listing for revision.
- Some meetings dates have been adjusted due to holidays or other schedule conflicts (noted with strike-through and red font)
- The May 6, 2013 Curriculum meeting is the last meeting to guarantee inclusion in the 2014-2015 Graduate Catalog
- *The June meetings are tentative, pending business needs and quorum

Committee information:

The Graduate Council has two standing committees: Policy/Fellowship and Curriculum. The Annual Report for each committee follows below.

GRADUATE COUNCIL POLICY/FELLOWSHIP COMMITTEE ANNUAL REPORT

The Committee reviewed and made recommendations for the **Presidential Fellows, the Challenge Grants, and the Outstanding Thesis and Dissertation Awards**. In addition, the Committee reviewed and made revisions to the following policies. Dates noted reflect the approval date by the USF Tampa Graduate Council (GC). If other required committees or councils approved the item, it is noted accordingly. This list only includes approved proposals and does not include any proposals that were reviewed and subsequently disapproved or withdrawn. *The following policies were revised and approved by Graduate Council 8/15/11-5/6/13 unless otherwise noted as approved by the Graduate School (noted as "GS"). The specific revisions follow below by Item No. with changes noted.*

Item No.	Catalog Section	Revisions	Graduate Council Approval Date(s)
(1)	Academic Standards and Grades: Grading System	Removed A+ Option	10/3/12
(2)	Accelerated Program Guidelines	Revised guidelines Second Revision to GPA section	11/7/11 9/10/12
(3)	Thesis/Dissertation (ETD) Format	Provided additional format options for title page Revised format for option 2 of both theses/diss.	11/7/11 12/3/12
(4)	Doctoral Committee and Outside Chair Policies	Revised Policy to address external member <i>Approval rescinded at full Council meeting; remanded back to committee for further revision (this occurred again in Feb). Final approval 5/7/12</i>	12/5/11, 2/6/12 Approved 5/7/12
(5)	Undergraduate Courses (4000 level) applied to Doctorates	Revised policy to address pre-req requirements Note – copy updated was outdated; sending back to council in May	1/9/12
(6)	Institutional Enrollment Policy	Revised	2/6/12
(7)	Dual Degree Programs	Revised Second Revision	2/6/12 11/5/12
(8)	First Class Attendance	Revised attendance policy to bring congruent with recent mandates from the Registrar due to an audit criticism	5/21/12
(9)	Assistantships	Clarify appointment FTE. Establish maximum of .50 FTE for a single assistantship and that single or multiple appointments of .50 to .75 FTE require Graduate School approval.	5/21/12
(10)	Electronic Signatures	Addition of the following language to the Catalog: <i>Where procedures described in this catalog require signatures, requirements for original signatures may be satisfied by University-approved electronic signatures or other secure methods of verifying approval by advisors, major professors, committee members, or other University administrators, faculty, and staff.</i>	11/5/12

(11)	Admissions Requirements	Add option for Programs requiring the GRE to also require the PPI Second Revision – add Pearson test scores to test options	12/3/12 3/4/13
(12)	Co-Authorship	Add language regarding co-authorship	2/4/13
(13)	USF Full-Time Student Definition	Defined Maximum Load – of 18 hours	2/4/13
(14)	Program of Study	Clarify requirements for a Program of Study	2/4/13
(15)	ETD Submission	Change from submission to ProQuest to BePress <u>Note – this was updated to System as designated by Graduate School, pending confirmation of final system configuration. (6/25/13-GS)</u>	3/4/13
(16)	Responsible Conduct of Research	Add language for Graduate School requirement for RCR training for new doctoral students	4/1/13
(17)	Graduate Admission Application Deadlines	Reinstate University Graduate Admission Deadlines, make revisions to the deadlines section	4/1/13
(18)	Student/Advisor Relationship	Statement for Student/Advisor relationship	5/6/13
(19)	SPEAK Test	Removed SPEAK test as an option since it is no longer being used	May 2013 informational

1. ACADEMIC STANDARDS AND GRADES

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

2. ACCELERATED PROGRAM GUIDELINES

Accelerated Bachelors/Master's Degree Programs

(Guidelines for Departments to use in the development of an Accelerated Program)

For Departments Developing an Accelerated Program:

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

- Programs have a choice of conferring degrees simultaneously or sequentially, but it is recommended that undergraduate degrees are to be conferred in a timely manner as soon as undergraduate requirements are fulfilled.
- Programs must complete a Program of Study, develop a plan for academic advising, and tracking of students, including notation of potential financial aid impact.

- Typically, up to twelve (12) hours of graduate credit may be shared between the graduate and undergraduate degree. Although, with Graduate Council and Graduate School approval, programs may offer accelerated programs with more shared credits.
- **SEE REVISION APPROVED 9/10/12 BELOW** 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.

REVISION APPROVED 9/10/12:

Typically, 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 **are required**, for students to be admitted to an accelerated program. With Graduate Council and Graduate School approval, programs may offer accelerated programs with different GPA requirements. Students must have a minimum of a "B" (3.00) in each graduate course. Consequences for not obtaining a "B" in each graduate course must be noted in the Departmental Accelerated Program requirements.

(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-

3. THESIS/DISSERTATION (ETD) FORMAT (Title page and general format options)

TITLE PAGE FORMAT OPTIONS:

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

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

ETD FORMAT OPTIONS:

Format

The Thesis/Dissertation must conform to one of two formats:

Option 1 – a traditional format inclusive of:

Part I: Preliminary Pages

Title Page
Dedication (optional page)
Acknowledgments (optional page)
Table of Contents
List of Tables (if applicable)
List of Figures (if applicable)
Abstract

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

Part III: References / Bibliography

~~—Appendices Title Page~~

~~_____ Appendix Sections and copyright permission (if applicable)~~

~~About the Author (optional page)~~

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

Part I: Preliminary Pages

Title Page
Dedication (optional page)
Acknowledgments (optional page ~~and copyright permission (if applicable)~~)
Table of Contents
Abstract

Part II: Introduction

Collection of Articles/Papers *
Conclusion

Part III: References / Bibliography

~~—Appendices Title Page~~

~~_____ Appendix Sections Appendix Sections and copyright permission (if applicable) (if applicable)~~

~~About the Author (optional page)~~

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

4. DOCTORAL COMMITTEE AND OUTSIDE CHAIR POLICIES

Doctoral Committees

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

Role of Doctoral Committees

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

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

Doctoral Dissertation Committee

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

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

Composition

The Doctoral Dissertation Committee will consist of at least four members

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

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

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

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 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 ~~Oral~~ Doctoral Dissertation 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.~~

104. 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.

5. **UNDERGRADUATE COURSES (4000 LEVEL) APPLIED TO DOCTORATES**

Doctoral 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](#).

6. INSTITUTIONAL ENROLLMENT POLICY

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.

7. DUAL DEGREE PROGRAMS

Revisions approved 2/6/12:

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, ~~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.

Revisions approved 11/5/12:

Dual Degree Programs Designation

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

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

Example:

A student is enrolled in two master's degree programs requiring theses and 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, the degrees may be conferred concurrently or sequentially. However, both degrees must be conferred within the time-limit for the first degree to which the student is admitted to.

Application to a for Dual Degree Designation Program

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

Advising and approval Development of a Dual Degree Program Designation

Dual Degree Programs Designation may be developed in the following ways:

1) an established relationship between two degree programs 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 with Dual Degree designation may be found in the Graduate Catalog.

2) formulated by ~~the~~ an individual student who is interested in pursuing two degree programs that are not currently a formalized relationship with Dual Degree Program Designation. Students must request from both programs of interest approval to pursue a Dual Degree Designation 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 Designation.

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. *(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.

8. FIRST CLASS ATTENDANCE

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

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

9. ASSISTANTSHIPS

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.

10. ELECTRONIC SIGNATURES

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

11. 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" average or better in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
 - b. A bachelor's degree with a "B" average or better from a regionally accredited institution and a previous graduate degree with a "B" average or better from a regionally accredited institution.
 - c. The equivalent bachelors and/or graduate degrees from a foreign institution.
2. Submission of standardized test scores if required by the graduate program. [For Graduate Programs that require the GRE, the Personal Potential Index \(PPI\) may be required. Refer to individual program admission requirements for information.](#)
3. Applicants from countries where English is not the official language must also demonstrate proficiency in English* in one of the following ways:
 - a. By providing a score of 79 or higher on the [Internet based](#) Test of English as a Foreign Language (TOEFL iBT)
 - b. By providing a score of 6.5 or higher on the International English Language Testing System (IELTS).
 - ~~b.~~ c. [By providing a score of 53 or higher on the Pearson Test of English Academic \(PTE-A\)](#)
 - ~~c.~~ d. By Earning a score of ~~153~~ ~~500~~ (or equivalent) on the GRE-Verbal exam
 - ~~d.~~ e. By earning a baccalaureate or higher degree at a regionally accredited institution in the US
 - e. f. By earning a [baccalaureate or equivalent](#) degree at a foreign institution where English is the language of instruction (must be documented on the transcript [or on an official Certificate of Medium of Instruction from the institution](#)).

12. CO-AUTHORSHIP

[Intellectual and Scholarship Integrity](#)

[Shared Authorship and Research Education Policy](#)

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

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

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

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

Place in the Catalog:

Academic Polices (Section 7)
Student Responsibility and Conduct
Intellectual and Scholarship Integrity
Academic Integrity of Students
Disruption of Academic Process
Student Academic Grievance Procedure
Graduate Catalog Choice, Student Program of Study

13. USF Full-Time Student Definition

Enrollment Requirements

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

Minimum University Regulations

USF Full-Time Student Definition

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

14. PROGRAM OF STUDY

Student's Program of Study

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

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

15. ETD Submission to BePress

Submission to ~~Pro-Quest~~BePress

All theses/dissertations will be submitted to ~~Pro-Quest~~BePress for ~~microfilming and publication and~~ archiving, effective Fall ~~2010-2013~~ (pending implementation)

Changed by GS (6/25/13) to:

Submission for Official Publication and Archiving to Pro-Quest

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

16. Responsible Conduct of Research*

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

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

**initial statement approved 4/1/13, with noted revision from 4/15/13 meeting included. (listed after Student Conduct and also after Doctoral Degree requirements)*

17. Graduate Admission Application Deadlines

Graduate Admission Application Deadlines

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

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

Each graduate program sets its own deadline for applying for admission to the program. In addition, some programs may have a priority application deadline for applicants who want to be considered for a department assistantship or other types of financial support; and applicants are encouraged to apply as early as possible. In some cases, programs are willing to accept applications beyond their published deadline if space is available.

Deadlines for Domestic Applicants and International Students

University Graduate Admission Deadlines***

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

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

Admission applications and supporting materials must be received by the application deadlines as posted online at: <http://www.grad.usf.edu/programs/programs.asp> http://www.grad.usf.edu/programs/search6_alpha.asp?searchtext=hu **Applying from within the United States**

Additional Requirements for International Applicants

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

International Applicants Applying from Outside the US:

Fall Semester admission – May 1

Spring Semester admission – September 15

Summer Sessions-Semester (all sessions) admission – January 15

International Applicants Applying from Within the US:

Fall Semester admission – June 1

Spring Semester admission –October 15

Summer Semester (all sessions) admission –February 15

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

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

18. Student/Advisor Relationship

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

Catalog Placement:

After Catalog Choice, before program of study

After Grad Faculty Definition, before Master's degree requirements

GRADUATE COUNCIL CURRICULUM COMMITTEE ANNUAL REPORT
8/15/11-5/6/13 (2013-2014 USF Tampa Graduate Catalog)

Curriculum Summary Information:

	AS	BC	BA	ED	EN	GL (GS)	MS	MD	NR	PH	TA	TOTALS
PROGRAMS												
- New	2	1	1	0	1	0	0	2	0	0	0	7
- Changes*	31	10	8	36	22	2	0	20	11	34	3	177
- Reactivations**	1	0	0	1	1	0	0	1	0	0	0	4
- Terminations	0	0	0	0	1	0	0	0	0	0	1	2
CONCENTRATIONS												
- New	2	0	1	13	3	1	0	0	6	1	0	27
- Changes*	9	0	1	20	1	2	0	7	8	30	0	78
- Terminations	1	0	0	2	6	0	0	0	0	13	0	22
GRAD CERTIFICATES												
- New	2	1	3	3	0	0	0	5	0	5	0	19
- Changes	2	2	0	1	1	0	0	3	0	4	0	13
- Terminations	0	0	0	6	0	0	0	0	0	0	0	6
COURSES												
- New	63	37	20	48	10	7	0	59	32	31	2	309
- Changes	15	12	5	13	10	0	0	9	10	16	0	90
- Terminations	0	1	0	0	0	0	0	0	0	0	0	1
Total Actions:	128	64	39	143	56	12	0	106	67	134	6	755

*includes each time a program or concentration is changed, so in some instances, there may be multiple actions over the year for a single program or concentration.

**Data reflects reactivations of Programs and Concentrations

Creation of New Department/School

School of Public Affairs 12/3/12

Change of Academic Home

Global Sustainability (M.A.) – Moved to College of Global Sustainability 1/14/13

New Degree Programs

Applied Behavior Analysis (Ph.D.) 9/19/11
 Cell and Molecular Biology (Ph.D.) 5/21/12
 Environmental Engineering (Ph.D.) 1/19/12
 Health Informatics (MSHI) 9/19/11
 Integrative Biology (Ph.D.) 5/21/12
 Physician Assistant Studies (MPAS) 1/28/13
 Sport and Entertainment Management (M.S.) 1/14/13

New Accelerated Programs

Microbiology (BS/MS) 11/5/12

New Collaborative Program

Management Information Systems (MS) / Infosys 3/5/12

Program Termination

Dramatic Writing (MA) 201105
 Electrical Engineering (M.E.) 2/6/12

Three Year Program Reviews

Secondary Education 6-12 (MAT) 4/6/12

Full List of Curriculum – To review the complete of curriculum reviewed and approved by College, see the Curriculum Appendix.