

2016-2017 USF Graduate Catalog Summary
Effective fall 2016

Policy Summary

The following policies were revised and approved by Graduate Council August 2015 through May 16, 2016, unless otherwise noted as approved by the Office of Graduate Studies (noted as "OGS"). The specific revisions follow below by Item No. with changes noted. **These revisions have been included in the 2016-2017 USF Graduate Catalog and are in effect as of fall 2016.**

Policy Revisions

1.	Change of Program	revised to address whether a clock should reset when a student changes programs	11/2/15
2.	Minimum Hours	revised for SACS compliance – no undergraduate courses may apply to grad programs	12/7/15
3.	Transfer of Credit	revised for SACS compliance – no block transfers are permitted	12/7/15
4.	Admission Deadlines	confirmed hard deadline for University Spring admissions deadlines (Oct 15)	3/7/16
5.	Withdrawals	established policy to limit course withdrawals to a maximum of two	4/4/16
6.	Transfer of Credit	added Application of Credit and clarified policy	5/2/16
7.	Dual Degree Policy	clarified language for SACS compliance; must be formally approved programs	5/2/16
8.	Grad Faculty	added SACS policy information, clarified policy	5/2/16
9.	Major Professor	clarify that the MP must be from the student's home department	5/16/16
10.	Committees	clarify that at least two members must be from the student's home department	5/16/16

1. Change of Program – 11/2/15

Change of Graduate Program

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

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

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

Students must consult with the new program and Office of Graduate Studies before completing any paperwork.

2. Minimum Hours – 12/7/15
Master's Degree Requirements

Minimum Hours

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

~~At least twenty (20) hours must be in formal, regularly scheduled structured course work, ten (10) of which must be at the 6000 level. 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 courses may not be used to satisfy master's course requirements but may be taken to meet specific prerequisites. Students enrolled in undergraduate courses as part of a planned 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. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean. The minimum number of credit hours required for each individual master's program is noted in the degree requirements section of the Graduate Catalog for that program listing. Programs with formally approved concentrations must have core major requirements that all students must successfully complete.~~

Doctoral Degree Requirements

Doctoral Minimum Hours

The doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation. The minimum number of credit hours to earn the doctorate is 72, post-bachelors, including dissertation. The minimum number of credit hours required for each individual doctorate programs is noted in the degree requirements section of the Graduate Catalog for that program listing. Some graduate programs may require more than 72 hours. Programs with formally approved concentrations must have core major requirements that all students must successfully complete. ~~The typical minimum number of credit hours post-master's is 42, allowing for a 30 hour master's degree program. Some programs may have variations in the post-master's hours requirement, which is acceptable provided that the total minimum credit hours post-bachelors is 72 hours or greater.~~

— 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.~~ No undergraduate course may be used to satisfy the gradable minimal course requirement for the doctoral degree.

Lower level undergraduate courses may not be used to satisfy doctoral course-degree program 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 undergraduate course may be used to satisfy the gradable minimal course requirement for the doctoral degree.~~

3. Transfer of Credit – 12/7/15 – NOTE SEE REVISION 5/2/16

Transfer of Credit

With the approval of their graduate degree program, students may, but are not guaranteed, transfer of graduate-level structured coursework from regionally accredited institutions; this includes USF System Institutions.

Courses:

- ~~These courses must be structured graduate courses~~
- ~~must have grades of B or better to be eligible for transfer of credit.~~
- ~~may not exceed 49% of a given graduate degree program's minimum hours*~~
- ~~must be evaluated and approved by the Department no later than the end of the first semester~~

**as reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, this percentage is based on the post-baccalaureate minimums.*

Students with a completed master's degree may have the specific applicable coursework considered for transfer to a doctorate program. The master's degree in total does not transfer as a block to the doctoral degree requirements. Only structured coursework may be transferred into the Program.

~~reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, this percentage is based on the post-baccalaureate minimums.~~

~~To ensure compliance with Institutional Enrollment Requirements (Residency), up to a maximum of 49% of a given graduate degree program's minimum hours may be transferred; these hours are reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, this percentage is based on the post-baccalaureate minimums. No coursework may be transferred that was completed five or more years prior to enrollment in the graduate degree program.~~

Approval Process and deadlines:

Acceptance of transfer of credit requires approval of the

- student's academic advisor,
- Graduate Program Director,
- College Dean or designee, ~~and the~~
- Dean of the Office of Graduate Studies or designee.

The Graduate Degree Program / Department will be responsible for evaluating, approving, and initiating the transfer using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies ~~preferably in the first semester, but no later than~~ no later than the end of the first semester the second semester the student is enrolled in the graduate degree program. Credits obtained from USF System Institutions will be calculated into the GPA at USF and will be noted on the transcript as the grade earned. Credits from other regionally accredited universities are not calculated into the GPA at USF. *Also see Course Currency Policy in Section 5 - Course Information.*

4. Admission Deadlines – 3/7/16

Graduate Admissions requested that the University Deadline of October 15 for Spring be held as a firm deadline, due to insufficient time to process applications received after this date. The programs with approved exceptions will be contacted with an opportunity to justify the exception. However, the practice of allowing programs with the October 15 deadline to change the application date in VZ, permitting application after that date will cease. This is strictly for the Spring Admissions as there is sufficient time for fall and summer. *Reference Information: 3600 Spring Applications; 665 received after 10/15; 407 of these admitted; 146 uncompleted; 69 denied. Motion to hold the deadline firm: APPROVED.*

SPRING ADMISSION DEADLINES – post Oct 15

coll_code	program	majr_code	concentration	conc_code	degree_code	cip_code	deadlinespring	deadlinespring International
BA	Business Administration	BUD		-	D.B.A.	52.0201	November 1* Exception Approved	September 15
BA	Business Administration/MBA	BUS	Sport Business	SEM	M.B.A.	52.0201	November 1	July 1
BA	Business Administration/MBA	BUS	Supply Chain Management	SCMG	M.B.A.	52.0201	November 1	July 1
BA	Business Administration/MBA	BUS		-	M.B.A.	52.0201	November 1	July 1
BA	Entrepreneurship in Applied Technologies	EAT		-	M.S.	52.0701	November 1	July 1
BA	Finance	FIN		-	M.S.	52.0801	November 1	July 1
BA	Management	MAN		-	M.S.	52.0101	November 1	July 1

BA	Management Information Systems	MIF	Information Assurance	CIA	M.S.	11.0501	November 1	September 15
BA	Management Information Systems	MIF	Analytics and Business Intelligence	ABI	M.S.	11.0501	November 1	September 15
BA	Management Information Systems	MIF		-	M.S.	11.0501	November 1	September 15
BA	Marketing	MKT		-	M.S.M.	52.1401	November 1	July 1
BA	Real Estate (Suspended)	RST		-	M.S.R.E.	52.1501	November 1	July 1
MD	Rehabilitation Sciences	RHS	Veteran's Health/Reintegration	VHR	Ph.D.	51.2314	November 15	September 15
MD	Rehabilitation Sciences	RHS	Neuromusculoskeletal Disability	NMD	Ph.D.	51.2314	November 15	September 15
MD	Rehabilitation Sciences	RHS		-	Ph.D.	51.2314	November 15	September 15
MD	Rehabilitation Sciences	RHS	Chronic Disease	CHD	Ph.D.	51.2314	November 15	September 15

5. Withdrawals – 4/4/16

Withdrawal (from course registration)

A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for the summer sessions are listed in the Academic Calendar (<http://www.registrar.usf.edu/enroll/regist/calend.php#1213>) and are published in the Schedule of Classes for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

Drops

A student may drop a course(s) during the following times:

1. During regular registration and the drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.
2. Between the second and tenth week of the semester (except for summer sessions – see the Summer Schedule of Classes for dates). Registration fees and tuition must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s).
3. Following the tenth week deadline if the request meets one of the following exceptions:
 - a. Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).
 - b. Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student's relationship to the deceased.
 - c. Involuntary call to active military duty as confirmed by military orders.
 - d. A situation in which the University is in error as confirmed by an appropriate University official.
 - e.a. Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Drops/Withdrawals

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

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

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

6. Transfer of Credit - 5/2/16

Transfer of Credit (From Institutions External to USF Tampa)

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

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

Approval Process and deadlines:

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

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

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

Application of Internal Credit (Internal Transfer within USF)

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

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

For Application of Internal Credit:

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

Approval Process and deadlines:

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

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

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

7. Dual Degree Policy – 5/2/16

Dual Degree ~~Programs~~ Designation

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

Students interested in a Dual Degree Programs:

- Must apply for admission to the first program and validate admission through enrollment. In the semester following that enrollment, the student must apply for dual degree program approval
- May share between 0% and 15% of the total combined minimum program credit hours.

Only structured graduate coursework may be shared.

- Will meet all other separate degree requirements (e.g. two dissertations, one thesis/one dissertation, projects, exams, etc.), unless the Dual Degree Program was approved with a combined requirement by Graduate Council through the formal Dual Degree Program Curriculum Approval.

- ~~11.~~ • Must have a minimum of 60 total combined graduate hours after the shared hours are applied for dual master's programs, or a minimum of 102 total combined graduate hours for a dual master's/doctorate program

Degrees may be conferred sequentially or concurrently, as specified in the approved Program requirements

- ~~12.~~ Both Degrees must be conferred within the time-limit for the first degree to which the student is admitted. Example: A student is enrolled in two master's programs, one requires 30 hours and the other requires 42 hours minimum each requiring 30 credits minimum. With approval, the student may share 9 hours (equal to or less than 15%) across the combined 72/60 total minimum credit hours required. The total minimum hours completed would then be 63. The student would also complete two separate theses. In dual degree programs where the student is completing a thesis for one program and the other does not require a thesis, the thesis submitted to the Office of Graduate Studies reflects the Program for which it is required.

~~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.~~

Dual Degree Program Curriculum Approval

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

~~**A Dual Degree designation** is required for a student pursuing two separate graduate degrees. Either through an established relationship between two degree programs (see 1 below) or through an individualized designation (see 2 below), between 0% and 15% of the total combined credit hours of structured coursework for the two degree programs may be shared, with Department (or equivalent), College, and Office of Graduate Studies approval. With the exception of shared structured 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). **Application for Dual Degree Designation** Procedures for applying for Dual Degree Designation are available on the Office of Graduate Studies website.~~

Dual Degree Graduation Certification

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

Advising and approval of a Dual Degree Designation

~~Dual Degree Designation may be developed in the following ways: an established relationship between two degree programs formulated through the Department(s) and then formalized through the College(s), Office of Graduate Studies, and Graduate Council. A current list of formalized programs with Dual Degree designation may be found in the Graduate Catalog. formulated by an individual student who is interested in pursuing two degree programs that are not currently a formalized relationship with Dual Degree Designation. Students must request from both programs of interest approval to pursue Dual Degree Designation with those programs. For procedures and the necessary forms, refer to the Office of Graduate Studies website. Note: when a Program has this occur more than three times, the Program should follow the process to formalize that Dual Degree Designation.~~

8. Graduate Faculty – 5/2/16

Graduate Faculty Definition

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

[Per SACS Comprehensive Standard 3.7.1, http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf,](http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf)

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as

appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

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

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

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

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

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

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

9. Major Professor and Committees – 5/16/16

MASTER'S

Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the [Department \(or equivalent\)](#) to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor [from the student's Department \(or equivalent\)](#) and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed by the

Department as soon as possible, but no later than the time the student has completed 50% of the program. Students must have a major professor in order to maintain Satisfactory Academic Progress.

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

Major Professors must meet the following requirements:

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

*[*Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do](#)*

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

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

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

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

Thesis Committee

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

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 Office of Graduate Studies as qualified to be a member of and/or supervise a committee. Persons desiring to serve on a Masters committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae and be approved by the Department, College, and Office of Graduate Studies, for each committee. Committee Members must meet the following requirements:

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

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

Composition

The committee will consist of either:

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

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

Approval

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

Doctoral

Major Professor

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

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

Major Professors must meet the following requirements:

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

*[*Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do](#)*

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

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

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

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

Doctoral Dissertation Committee

Some Colleges have a Program Committee comprised of graduate faculty, who advise the student from admission up to doctoral candidacy, when the formal Doctoral Dissertation Committee is formed. As soon as an area of research is determined and a major professor is selected, a Doctoral Dissertation Committee will be appointed and approved for the student. The Department will request approval of the Doctoral Committee from the Dean of the College and, as needed, the Dean of the Office of Graduate Studies. The Doctoral Committee will approve the student's course of study and plan for research, supervise the research, grade the written comprehensive qualifying examination, read and approve the dissertation for content and format, and conduct the dissertation defense.

Role of Doctoral Committee

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

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

Doctoral Dissertation Committee

Doctoral Dissertation Committees will

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

Member Definition

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

Committee Members must meet the following requirements:

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

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

Composition

The Doctoral Dissertation Committee will consist of at least four members

- [the Major Professor must be from the student's department and academic area](#)
- [two ~~three~~ additional members](#) must come from the academic area (i.e. discipline) of the student
- at least one external member (from [outside](#)~~outside~~ the Department, School, or equivalent, hosting the doctoral program, but may be within the academic discipline)

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

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

Approval

Once a committee has been determined, a Doctoral Dissertation Committee Form needs to be completed by the student and submitted to the Committee Members for original signature. Check with the College for instructions and forms. To insure uniformity of excellence across the colleges, the (Co-)Major Professor(s) of Doctoral Dissertation Committees will need to submit a current curriculum 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 Doctoral Dissertation Committees.) Once approved, the original form and the approved Curriculum Vitae (CV) are placed in the student's file. An approved and current Form must be on file in the program/college before graduation may be certified. Doctoral Dissertation Committee Forms need to be processed as early in the program as possible, but no later than the semester prior to graduation.

OGS Addition

SAP - Added information on "SAP" – Satisfactory Academic Progress

Differentiated between the academic definition and the financial aid definition and requirements.

Curriculum Summary

A total of 381 curricular actions were processed through May 16, 2016. These included:

- 4 new degree programs (see below),
- 80 program changes
- 1 program terminations/suspensions.
- 2 new Accelerated Programs
- 13 new concentrations
- 17 concentration terminations
- 19 new Graduate Certificates
- 8 Graduate Certificate Changes
- 237+ graduate course actions

Administrative Changes

Program	Degree	Specifics	Faculty Contact	Comments	Date Approved by GC
EN Electrical Engineering	n/a	Change Dept Name to Electrical and Systems Engineering .	Andrew Hoff	WITHDRAWN by COEN	1/11/16

MOUs – USF and USFSP

Program	Degree	Specifics	Faculty Contact	Comments	Date Approved by GC
ED Educational Program Development with a Concentration in Educational Innovation	Ed.D.	MOU Agreement – corrected program name. Approved with minor edits: Correct program name; add “initial” before \$2500.	Vasti Torres	Approved; then Withdrawn	3/7/16 (subsequently withdrawn 4/4/16)
ED Educational Program Development	Ed.D.	MOU/Hosted Program – revision from previous MOU		Approved/Noted for the record	5/2/16

Pre-Proposals (1)

Program	Degree	Specifics	Faculty Contact	Comments	Date Approved by GC
AS Public Relations, Advertising, and Applied Communication	M.S.	New Pre-proposal – CIP 09.0900	Artemio Ramirez, Jr.	Approved with minor edits: reword FTIC and Market Driven	3/7/16

New Degree Programs (4)

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
AS Linguistics and Applied Language Studies	Ph.D.	New Program (CIP 16.0102)	Amy Thompson	Approved pending sign-off from OIE	9/14/15. BOG 6/22/16
BC Applied Behavior Analysis	MS	Create new MS option under existing CIP 42.9999 (Change MA to online/non-thesis; MS is the new face-to-face thesis option)	Ray Miltenberger	Also See MA Change of Program APPROVED	1/11/16
BC Behavioral and Community Sciences	Ph.D.	New Degree Program CIP (51.2212)	Howard Goldstein Catherine Batsche	APPROVED Pending FAMU/FIU letters	12/7/15; BOG 6/22/16
MD Advanced Athletic Training	M.S.	New Program under existing CIP (51.0913)	Rebecca Lopez	Approved with minor revisions	9/14/15

Program Terminations (1)

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
AS American Studies	M.A.	Terminate Program (CIP # 05.0102)		Full CIP Termination	10/19/15
AS EN Materials Science and Engineering	MSMSE	Terminate Program (CIP# 14.1801) for both CAS and COEN. Program Terminated for CAS, but the Termination for COEN has been withdrawn (June 2015).	Venkat Bhethanabotla	Term for CAS; Retained for COEN	5/18/15; withdrawn 6/15/15; Noted for the record 9/14/15

Program Suspensions/Reactivations (1)

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
ED Reading and Language Arts	Ed.S.	Reactivate Program for Admissions	Ann Cranston-Gingras	Approved	4/4/16

Program Changes (79)

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
AS Cancer Biology	Ph.D.	Change from Direct Receipt to Regular Admission	Ken Wright	Approved	3/7/16
AS Chemistry	M.S.	Change curriculum, terminate all concentrations	Ed Turos	Approved with minor edits	5/2/16
AS Chemistry	Ph.D.	Change curriculum, terminate all concentrations	Ed Turos	Approved with minor edits	5/2/16
AS Chemistry (non-thesis)	M.A.	Change curriculum	Ed Turos	Approved with minor edits	5/2/16
AS Communication	MA	Change from Direct Receipt to Regular Admissions Effective Summer 2016	Ambar Basu	Noted for the record	5/2/16
AS Communication	PhD	Change from Direct Receipt to Regular Admissions Effective Summer 2016	Ambar Basu	Noted for the record	5/2/16
AS Economics	MA	Change Direct Receipt to Regular Admissions	Michael Loewy	Approved	11/2/15
AS Economics	Ph.D.	Change Direct Receipt to Regular Admissions	Michael Loewy	Approved	11/2/15
AS Economics	Ph.D.	Add language for 1 st year Qual Exam Waiver	Andrei Barbos	Approved	5/16/16
AS Geography and ESP	Ph.D.	Change curriculum	Kamal Alsharif	Approved	4/4/16
AS History	MA	Change Curriculum – reduce hrs from 36 to 30	Julie Langford	Approved	5/2/16
AS History	PhD	Change Curriculum – reduce hrs from 94 to 72 post bac; returned for to have edits combined into one proposal	Julie Langford	Approved	5/2/16
AS Liberal Arts	M.A.	Add American Studies (AME) Concentration	Maria Cizmic	Approved	5/2/16
AS Library and Information Science	M.A.	Change Program- Add technology requirement and revise comp exam	James Andrews	Approved	11/2/15
AS Linguistics: ESL	M.A.	Reduce Internship; increase electives	Amy Thompson	Approved	4/4/16
AS Physics	M.S.	Eliminate Summer Admissions, delete two concentrations: Atmospheric-Physics (APZ) and Medical Physics (MEZ)	David Rabson	Approved	5/16/16
AS Psychology: Cognition, Neuroscience, and Social Psychology Concentration	Ph.D.	Change Admission Deadlines from December 15 to December 1	Judith Bryant	Approved	10/5/15
AS Psychology: Industrial-Organizational Concentration	Ph.D.	Change Admission Deadlines from December 15 to December 1	Judith Bryant	Approved	10/5/15

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
BA Business Administration	DBA	Exception Approved to retain Nov 1 for Spring Admission	Kaushal Chari	Approved	6/16/16
BA Business Administration	MBA	Change curriculum (Add Pharmacy Specialization), add three concentrations: 1. Data Analytics, 2. Cyber Security, and 3. Compliance, Risk Management & Anti-Money Laundering	Kaushal Chari	Approved	2/15/16
BA Business Administration	MBA	Eliminate Spring Admissions for Sport Business Concentration	Kaushal Chari	Approved – Non-sub	6/16/16
BA Management	M.S.	Add Project Management (PMT) Concentration	Manish Agrawal	Approved with minor edits	5/2/16
BA Management Info Systems	MS	Revise Curriculum, add 3-year BA option update Spring Adm. Deadline to Oct 15 per policy change	Balaji Padmanabhan	Minor Catalog Edits;	3/7/16 (Noted for record)
BA Management Information Systems	M.S.	Change Name to Business Analytics and Information Systems (BAI) (same CIP 11.0501)	Balaji Padmanabhan	Approved with minor edits	5/2/16
BA Marketing	M.S.	Change Curriculum	Paul Solomon	Approved pending submission of Selected Topics Courses for permanent #	4/4/16
BC Applied Behavior Analysis	M.A.	Change to non-thesis/online option. Also see new MS Option in New Programs	Ray Miltenberger	Approved	1/11/16
BC Applied Behavior Analysis	M.A., M.S.	Add requirement that all courses require grade of B- or better. Add Spring Admission Option (Oct 15) for the M.A.	Ray Miltenberger	Approved	4/4/16
BC Child & Adol Beh Health	MS	Changing Course Prefix/number from PHC 6240 to MHC 6075; Pending conf. that course prefix can be changed. Non-sub program change pending course approval	Mario Hernandez	Pending New Course Proposal	TBA
BC Child and Adolescent Behavioral Health	M.A.	Non-sub change to update course number for Field Experience	Sarah Balmer	Noted for the Record	5/2/16
BC Social Work	M.S.W.	Change admissions, curriculum requirements	Alison Salloum	Approved pending correction of hours	12/7/15
BC Rehabilitation and Mental Health Counseling	M.A.	Change Deadlines from Fall: Feb 15 to Jan 15; Spring from Oct 15 to Aug 31; Add “B” or better to requirements	Chin Chin Chou	Approved with addition of “3.00”	5/2/16
CS Global Sustainability	M.A.	Change Program- Change admission deadlines and add two new concentrations: Coastal Sustainability and Food Sustainability and Security	David Randle	Approved w/o admission deadline changes	11/2/15
CS Global Sustainability	M.A.	Add two new concentrations: Building Sustainable Enterprise; Sustainable Transportation	George Philippidis	Approved	12/7/15
CS Global Sustainability	M.A.	Domestic Admission Deadlines: change Fall from Feb 15 to July 1; Change Spring from Oct 15 to Dec 1 Justification received for GC exception. (Note Adm Policy for spring admissions-remains Oct 15)	George Philippidis	Approved	1/11/16
CS Global Sustainability	M.A.	New Concentration in Climate Change and Sustainability ; add capstone course option	George Philippidis	Approved; See notes on catalog copy – will need to	2/1/16

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
				create new course	
ED Curriculum and Instruction: Ed Studies Concentration	M.Ed.	Place Educational Studies concentration inactive	Kathy Bradley-Klug	Approved	4/4/16
ED Curriculum and Instruction: Secondary Ed: IT Concentration	M.Ed.	Change Conc Name to "Instructional Technology" and change curriculum	Yiping Lou	Approved	4/4/16
ED Curriculum and Instruction: Career and Workforce Ed	Ph.D.	Change Curriculum	Victor Hernandez	Approved with correction to hours, courses. RECD	4/4/16
ED Curriculum and Instruction: Reading-Language Arts Education (SRD)	Ed.S.	Reactivate for Admissions; update curriculum copy in catalog	Jim King	Approved	4/4/16
ED Educational Leadership	M.Ed.	Change Program – Reduce hours from 36 to 30; revise requirements	Judith Ponticell	Approved	11/2/15
ED Educational Leadership	Ed.S.	Change Curriculum, update deadlines (justification provided)	William Black	Approved with minor correction	4/4/16
ED Exercise Science	M.S.	Change hours 36 to 33, revise curriculum	Bill Campbell	Approved with minor edit to list minimum and not variable hrs.	3/7/16
ED Reading Education	M.A.	Change Curriculum	James King	Approved	5/16/16
ED Special Education, Gifted	M.A.	Change Curriculum	Betsy Doone	Approved	5/16/16
ED M.A.T. Programs	M.A.T.	Language update for Accreditation Change	Jeany McCarthy	Approved; catalog copy needs edits (e.g. GRE)	5/2/16
EN Biomedical Engineering	M.S.B.E.	Update course option (GMS 6440 "or BME Babu Joseph 6409")		Approved	5/16/16
EN Biomedical Engineering	Ph.D.	Update course option (GMS 6440 "or BME Babu Joseph 6409")		Approved	5/16/16
EN Chemical Engineering	M.S.Ch.	Add statement "or strong evidence of undergrad chm eng exp".	Vinay Gupta	Approved	5/2/16
EN Chemical Engineering	M.S.Ch.	Update course option (ECH 6105 "or ECH 6107")	Vinay Gupta	Approved	5/16/16
EN Civil Engineering	M.C.E.	Remove 4000 level courses	Jeffry Cunningham	Approved; working on core (Fall 2016)	5/2/16
EN Environmental Eng	M.E.V.E.	Update wording, portfolio	Jeffrey Cunningham	Approved	5/2/16
EN Civil Engineering	M.S.C.E.	Remove 4000 level courses	Jeffrey Cunningham	Approved; working on core (Fall 2016)	5/2/16
EN Environmental Eng	M.S.E.V.	Remove 4000 level courses	Jeffrey Cunningham	Approved	5/2/16
EN Civil Eng	Ph.D.	Update wording, course #	Jeffrey Cunningham	Approved	5/2/16
EN Environmental Eng	PhD	Update wording	Jeffrey Cunningham	Approved	5/2/16
GS Cybersecurity: Computer Fundamentals Concentration	M.S.	Reactivate concentration for admissions	Randy Borum	No action required	11/2/15
MD Medical Sciences: Anatomy Conc.	MSMS	Change Curriculum	Patricia Kruk	Approved	4/4/16
MD Medical Sciences: Athletic Training Conc	MSMS	Terminate Concentration	Rebecca Lopez	Approved	4/4/16
MD Medical Sciences: IMS Conc.	M.S.	Change curriculum – reduce hours by 1	Ingrid Bahner	Approved	4/4/16

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
MD Rehabilitation Sciences	Ph.D.	Change for Program and Concentrations for spring deadline from Nov 15 to October 15, per Admission Policy	n/a	n/a	n/a
PH Health Administration	MHA	Remove Summer Admission Option	Kate Wolfe-Quintero	Approved	12/7/15
PH Health Administration	MHA	Rescind previously approved change to eliminate summer admissions.	Donna Peterson	Previously approved in Dec – rescind. Approve To rescind	3/7/16
PH Public Health: ALL	MPH	Remove Summer Admission Option	Kate Wolfe-Quintero	Approved	12/7/15
PH Public Health: Biostatistics Conc	MPH	Revise Curriculum, Pre-reqs; split PHC 6057 over two semesters	Getachew Dagne	Approved	1/11/16
PH Public Health: Epidemiology & Biostatistics (Dual Concentration)	MPH	Make corresponding revisions for Biostats Concentration in ref to PHC 6057	Getachew Dagne	Approved	1/11/16
PH Public Health: Epidemiology (ONLINE) Concentration	MPH	Create New Concentration – Epidemiology (ONLINE) (EPO) -need separate code to use for cohort of students taking concentration online	Kate Wolfe-Quintero	Approved	1/11/16
PH Public Health: Global/Epi Dual Concentration	MPH	Minor corrections to Catalog Copy noted for record	Kay Perrin	n/a	1/11/16
PH Public Health: Infection Control Concentration	MPH	Note for the Record – Catalog Updates (Non-Sub Change; Updating existing course numbers with permanent numbers)	Donna Haiduven	No action required	11/2/15
PH Public Health: Nutrition and Dietetics Conc	MPH	New Concentration: Nutrition and Dietetics Conc NUD	Lauri Wright	Approved	1/11/16
PH Public Health: ALL	MPH	Rescind previously approved change to eliminate summer admissions.	Donna Peterson	Previously approved in Dec – rescind. Approve To rescind	3/7/16
PH Public Health: ALL	MPH	Correct Peace Corps Statement (was not listed as available for some programs)	Kay Perrin	Approved	4/4/16
PH Public Health: ALL	MSPH	Remove Summer Admission Option	Kate Wolfe-Quintero	Approved	12/7/15
PH Public Health: Biostatistics	MSPH	Change Curriculum; split PHC 6057 over two semesters	Getachew Dagne	Approved	1/11/16
PH Public Health: All	MSPH	Change program core		Approved	1/25/16
PH Public Health: Genetic Counseling	MSPH	Add new concentration in Genetic Counseling GTC		Approved	1/25/16
PH Public Health: ALL	MSPH	Rescind previously approved change to eliminate summer admissions.	Donna Peterson	Previously approved in Dec – rescind. Approve To rescind	3/7/16
PH Public Health: ALL	MSPH	Revisions to Core (second changes to core)	Kay Perrin	Approved	4/4/16
PH Public Health: ALL	PhD	Change Admission Deadlines – Summer 2017: Nov 15, 2016; Fall 2016: February 15, 2016, Spring 2017: July 15, 2016	Kate Wolfe-Quintero	Approved	1/11/16
PH Public Health: Health Services Research Concentration	PhD	Revise Curriculum: Delete ECO 6424; add 3 credit research elective	Barbara Orban	Approved with minor edit	1/11/16
TA Architecture	M.Arc.	Revision from two course credit changes, increase hours to 108	Robert MacLeod	Approved	5/16/16
TA Art	MFA	Change curriculum; One of the required courses had credits hrs chg from 3 to 2, impacting total program hours -	Wendy Babcox	Approved	5/2/16

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
TA Music Education	M.A.	Change Curriculum, change from Direct Receipt to Regular Admissions	David Williams, Bill Hayden	Approved	3/7/16
TA Music Education	M.A.	Change Curriculum -decrease core and increase electives (by 3 hours)	David Williams	Approved	5/16/16

Accelerated Programs (2)

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
AS Humanities and Cultural Studies (BA) / Liberal Arts with a Concentration in Film and New Media Studies (MA)	BA/MA	New Accelerated Program (Approved by UGC on 11/23/15). Tabled 1/11/16 for rep	Brook Sadler	Approved	2/1/16
BA Management Information Systems	BS/MS	Note – Updated Name of MS from MIS to Business Analytics and Information Systems (BAIS)	n/a	Balaji Padmanabhan	5/2/16
EN BS in Chemistry/MS in Biomedical Engineering	BS/MS	New Accelerated Program (Approved by UGC on 11/9/15)	Robert Frisina	APPROVED Pending SACS correction re 4000-level courses, UGC approval.	12/7/15

Dual Degree Program Changes

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
BC Social Work/Public Health	MSW/PhD	Update Curriculum with changes for the MSW	Alison Salloum	Approved	12/7/15
EN Biomedical Engineering	M.S.B.E.	Update course option (GMS 6440 “or BME 6409”)	Babu Joseph	Approved	5/16/16

New Concentrations (11)

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
AS Liberal Arts	M.A.	American Studies	Maria Cizmic	Approved	5/2/16
BA Business Administration	MBA	-Data Analytics -Cyber Security -Compliance, Risk Management & Anti-Money Laundering	Kaushal Chari	Approved	2/15/16
BA Management	M.S.	Project Management	Manish Agrawal	Approved with minor edits	5/2/16
CS Global Sustainability	M.A.	Coastal Sustainability Food Sustainability and Security	David Randle	Approved w/o admission deadline changes	11/2/15
CS Global Sustainability	M.A.	Building Sustainable Enterprise Sustainable Transportation	George Philippidis	Approved	12/7/15
CS Global Sustainability	M.A.	Climate Change and Sustainability	George Philippidis	Approved; See notes on catalog copy – will need to create new course	2/1/16
PH Public Health	MPH	Epidemiology (ONLINE)	Kate Wolfe-Quintero	Approved	1/11/16

PH	Public Health	MPH	Nutrition and Dietetics	Lauri Wright	Approved	1/11/16
PH	Public Health	MSPH	Genetic Counseling		Approved	1/25/16
Concentration Reactivations/Deactivations/Terminations (4)						
AS	Chemistry	MS/PhD	Terminate All Concentrations	Ed Turos	Approved	5/2/16
ED	Curriculum and Instruction: Ed Studies Concentration	M.Ed.	Place concentration inactive	Kathy Bradley-Klug	Approved	4/4/16
GS	Cybersecurity: Computer Fundamentals Concentration	M.S.	Reactivate concentration for admissions	Randy Borum	No action required	11/2/15
MD	Medical Sciences: Athletic Training Conc	MSMS	Terminate Concentration	Rebecca Lopez	Approved	4/4/16

New Graduate Certificates (18)

Program	Specifics	Faculty Contact	Comments	Date GC approved
AS Health Information	New Certificate	Jim Andrews	Approved	10/5/15
AS Library Information Technology	New Certificate – The four selected topics courses need to be submitted for permanent number	Jim Andrews	Approved Pending Course Submission	10/5/15
AS Strategic Intelligence	New Certificate – One selected topics needs submission for permanent number	Randy Borum	Approved pending course submission	10/5/15
BA Business Analytics*	New Certificate	Kaushal Chari	Approved	5/2/16
CS Building Sustainable Enterprise	New Certificate; ties in with GS Concentration	George Philippidis	Approved	12/7/15
CS Climate Change and Sustainability	New Certificate; ties in with GS Concentration	George Philippidis	Approved	2/1/16
CS Coastal Sustainability	New Graduate Certificate; ties in with GS Concentration	George Philippidis	Approved	11/2/15
CS Coastal Sustainable Management	New Graduate Certificate; ties in with GS Concentration	David Randle	Approved	11/2/15
CS Energy Sustainability	New Graduate Certificate	George Philippidis	Approved	10/19/15
CS Food Sustainability and Security	New Graduate Certificate; ties in with GS Concentration	George Philippidis	Approved	11/2/15
CS Global Strategy and Decision-Making	New Proposal - Concurrence rec'd from faculty (see proposal); Tabled 12/7/15 Title issues); Tabled 3/7/16) title Issues) Approved pending revised proposal with updated curriculum and confirmation of concurrence for revisions	Mohsen Milani	Approved with condition	4/4/16
CS Global Sustainability	New Graduate Certificate	George Philippidis	Approved	10/19/15
CS Sustainable Tourism	New Graduate Certificate	George Philippidis	Approved	10/19/15
CS Sustainable Tourism Leadership	New Graduate Certificate	David Randle	Approved	11/2/15
CS Sustainable Transportation	New Graduate Certificate	George Philippidis	Approved	12/7/15
CS Water Sustainability	New Graduate Certificate	George Philippidis	Approved	10/19/15
MD Anatomy	New Graduate Certificate	Patricia Kruk	Approved	4/4/16
NR Advanced Pain Management	New Graduate Certificate	John Maye	Approved	4/4/16
RX NanoPharmaceutics	New Graduate Certificate	Shyam Mohapatra	Approved	10/5/15

*MOU for Abu Dahbi

Graduate Certificate Changes (8)

Program	Degree	Specifics	Faculty Contact	Comments	Date GC approved
AS Community Development		Change requirements	Mark Hafen	Approved	1/11/16
AS Non-Profit Management		Change from 3 to 2 letters of Recommendation for admission	Elizabeth Strom	Approved	10/5/15
BA Business Foundations		Change requirements		Approved	2/1/16
ED eLearning Design and Development		Change requirements	James Hatten	Approved	4/4/16
ED Web Design		Change Requirements	James Hatten	Approved	4/4/16
MD Biomedical Ethics		Change to INACTIVE	Lois Nixon	(Noted for record)	5/2/16
MD Health Sciences		Change requirements	Michael Barber	Approved	5/2/16
MD Integrative Health Coaching		Change to INACTIVE	Michael Barber	(Noted for record)	5/2/16
MD Integrative Oncology		Change to INACTIVE	Michael Barber	(Noted for record)	5/2/16
NR Post-Master's Cert in Nursing Ed		Change Certificate course requirements	Barbara Redding	Approved	11/2/15
PH Health Management and Lead.		Change requirements	John Petrila	Approved	3/7/16
PH Public Health Policy and Programs		Change requirements	John Petrila	Approved	3/7/16

The Following Proposals have been withdrawn:

Program	Degree	Specifics	Faculty Contact	Comments
BA Finance	MS	Revise Admissions for 3 year BA.	Daniel Bradley	Withdrawn 2/19/16 (requested revision for 3-year degree)
BA Management	MS	Revise Admissions for 3 year BA	Balaji Padmanabhan	Withdrawn 2/19/16 (requested revision for 3 year degree)
PH Public Health	DrPH	Revise Program	Kate Wolfe-Quintero	Withdrawn by College

Updated 8/7/2016 – CHC/OGS