

USF TAMPA GRADUATE COUNCIL POLICY/FELLOWSHIP COMMITTEE ANNUAL REPORT

August 16, 2010 through June 20, 2011

Items approved 8/16/10 through 6/20/11 are included in the 2012-2013 Graduate Catalog

Committee Members:

Adams, John; Bahr, Ruth; George, Adrienne; Gregory, Vicki; Knollman, Greg; Levine, Alex; Loseke, Donileen; Reck, Jackie; Wiranowska, Marzenna; Wolan, John; Xiao, Qingnong

FELLOWSHIP

The Committee reviewed the following:

- Challenge Grant Selections
- Presidential Fellows
- Outstanding Thesis and Dissertation Awards

The Committee reviewed the Presidential Fellowship rankings and made final recommendations.

Candidates for the Presidential Fellowships include:

- Adam Iaizzi, Applied Physics
- Sami Kahn, Secondary Education
- Carolina Novella Centellas, Communication
- Seokjoon Chun, Psychology
- Kimberly Anne Fleek, Global Health
- Paul London, Molecular Medicine

Alternates include:

- Kelly Ann O'Malley
- Ehsan Vahidi
- Tyler Huismann

POLICIES

The following proposals were reviewed and APPROVED on the committee meeting date as noted. Revised copy follows unless otherwise noted.

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| 1. | Doctoral Minimum Hours – Undergraduate hours application
Clarification of what undergraduate hours may apply toward the degree requirements | 9/20/10 |
| 2. | Master's Minimum Hours – Undergraduate hours application
M.A. policy edited to reflect approved language from the doctoral minimum hours policy revision. | 9/20/10 |
| 3. | Graduate Certificate Policy
Dr. Lagretta Lenker provided background information on Graduate Certificates and the policies. The Committee discussed the various options and made revisions to the policy as noted herein. | 10/18/10 |
| 4. | Transfer of Credit Policy (1 of 3 revisions)
Revision to percentages to reflect majority as 51%, not 60%. | 10/18/10 |
| 5. | Graduate Certificate Policy (Academic Standards; Early Registration issue)
The Committee revisited the wording for the "non-degree seeking student" section for admission to a Graduate Certificate (GC) and recommended approval as presented. Academic Standards for GC Students was also discussed with new language added to the policy as noted. | 11/15/10 |

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| 6. Transfer of Credit – System Policy/Procedures (2 of 3 revisions)
<i>Clarifications and condensing of current policy to make it clearer.</i> | 1/24/11 |
| 7. Violation of Professional Ethics (1 of 2 revisions)
Revisions to Academic dismissal regarding Professional ethics | 1/24/11 |
| 8. Graduate Council Charge and Operating Procedures
Revisions to the Charge and Operating procedures to correct committee names, etc. | 2/21/11 |
| 9. Violation of Professional Ethics (2 of 2 revisions)
Made changes to the Academic Dismissal section of the catalog, to refer to the Student Code of Conduct. | 3/21/11 |
| 10. Transfer of Credit (3 of 3 revisions)
Readdress USF vs. Non-USF policies | 4/18/11 |
| 11. Cross-listing courses: 3000/4000 to 5000/6000 – note: SCNS policies
Issues regarding a proposal to cross list 3000/5000 courses. It is the consensus of the Committee that such cross-listing is inappropriate and should not be done. NOT ATTACHED. | 4/18/11 |
| 12. “M” Grade
Removed “MF” options | 5/16/11 |
| 13. Dual Degree and Interdisciplinary Program Policies
Revision of policy to clarify requirements. | 5/16/11 |
| 14. Change of Program Policy
Revision of policy to clarify requirements | 5/16/11 |

Information and Discussion Items:

- Challenge Grant Process – review of process and progress reports
- ETD Fees – discussion of restructuring of fees
- General Counsel Policy: Health Conduct – made recommendations to revise as information was too vague
- Graduate Faculty and Affiliate Definition-discussed, no new action taken
- Incomplete Grade Policy and Procedures -discussed, no new action taken
- Regulation on Student Records – made recommendations to General Counsel to further clarify definition of students in the College of Medicine
- Repeated Courses and Title IV Requirements (from the Higher Education Act of 2008) – discussion of potential impact; changes to Act resulted in no need for action
- SUS Agreement for shared courses for PSM programs – information only
- TA Prep Workshop Research Data Review – information only

1. GRADUATE POLICY UPDATE

Issue – Clarification of Number of Undergraduate Hours applied toward the Doctoral Degree

Needs clarification

From Doctoral Requirements Section: 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 ~~enrollment~~residency 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. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements. ~~No An undergraduate courses may not be used to satisfy the gradable minimal course requirement. for the doctoral course requirements with the exception of courses included in the master's degree.~~

Reviewed by committee	9/13/10
Full Council	9/20/10 - APPROVED
Prepared by	D. Pollenz and C. Hines-Cobb/Graduate School
Catalog Year:	2012-2013

2. GRADUATE POLICY UPDATE

Issue – Clarification of Number of Undergraduate Hours applied toward the Master’s Degree
Needs clarification

From Master’s Degree Requirements Section:

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. At least twenty (20) hours must be in formal, regularly scheduled 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 course 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.

Reviewed by committee 9/13/10
Full Council 9/20/10 - APPROVED
Prepared by D. Pollenz and C. Hines-Cobb/Graduate School
Catalog Year: 2012-2013

3. GRADUATE POLICY UPDATE

Graduate Certificates

Revision to policy for when a student may apply to the Graduate Certificate program.

Further issues –

- 1) timing for admission
- 2) time limit for courses applied to a certificate?
- 2) Dean's statement (at bottom)

Student Eligibility and Admission Criteria

Student must apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate. The prerequisites and general criteria of eligibility for admission to any graduate certificate area of study include:

1. An earned baccalaureate degree or its equivalent from a regionally accredited college or university or enrollment in a USF five-year academic program is required. Students in five-year academic programs may be admitted upon completion of 120 semester hours.
2. Each graduate area of study sets the requirements for admission, including minimum grade point average, standardized test scores, and other similar criteria as part of the application. However, prospective non-degree seeking graduate certificate students must meet University graduate admissions grade point average requirements.

Students who wish to pursue a graduate certificate must apply to the Graduate Certificate Office (www.gradcerts.usf.edu) and be admitted to the certificate area. Students are encouraged to contact the coordinator prior to applying.

- **Non-Degree Seeking Students**

All non-degree seeking students who wish to pursue approved graduate certificates should apply for admission to the certificate through the Graduate Certificate Office (www.gradcerts.usf.edu) as soon as possible for maximum benefit, but must apply to the certificate and complete required coursework within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.

- **Degree Seeking Students**

- All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the certificate through the Graduate Certificate Office (www.gradcerts.usf.edu). The application must be received ~~be admitted to such areas of study~~ prior to conferral of the degree that includes the same coursework. Students who have completed all coursework must apply for admission to the certificate and submit a Completion Form prior to the deadline to apply for graduation by the fourth week of the semester in which the student plans to graduate. ~~before a second graduate certificate course is completed.~~

- Degree seeking students who are pursuing a Graduate Certificate in a discipline outside of their graduate degree program (major) must apply for admission to the certificate through the

Graduate Certificate Office (www.gradcerts.usf.edu). The application must be received prior to the deadline to apply for graduation (by the fourth week of the semester) in which the student plans to graduate. Required coursework for the certificate must be completed within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.

3. Certificate-seeking-students not currently enrolled in a degree-granting graduate program, will be admitted into a separate classification within the University, and will be classified as “Graduate Certificate Students.” This separate classification will permit the University to monitor statistical and enrollment data for certificate areas of study, and will allow inclusion of such efforts in the annual reports and academic planning. The Graduate Certificate Office will note successful completion of a certificate on the student’s transcript upon completion.
4. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in “good standing”.
5. All graduate certificate students may apply one graduate course to two graduate certificates.
6. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, up to twelve (12) hours of USF credit earned as a graduate certificate student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. *See the Transfer of Credit Policy for more information.*
7. For information on transfer of credit policies pertaining to Graduate Certificates, refer to the transfer of credit policy in Section 7, Academic Policies, of this catalog.

Reviewed by committee 10/4/10
Full Council to Council 10/18/10 - APPROVED
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2012-2013

4. GRADUATE POLICY UPDATE

- 1) Review of Percentages allowed for transfer from external institutions
 - 2) Update of percentages for the external table from 40 to 49% (to reflect a more specific definition of majority for USF credits from 60% to 51%)
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Transfer of Credit

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

Internal Institution Transfer of Credit

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

External Institution Transfer of Credit

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

Requirements for Transfer of Credit:

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

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

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

*a maximum of twelve (12) internal credits can be transferred to a degree regardless of the source(s)

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

EXTERNAL INSTITUTION	To Graduate Certificates	To Masters or Ed.S. Degree	To Doctoral Degree**
Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees	Up to one graduate course	Up to 12 hours	Up to 12 hours
Graduate Courses applied to undergraduate degrees	None	None	None
Non-degree Seeking Status	Up to one graduate course	Up to 12 graduate hours*	Up to 12 graduate hours*
Uncompleted Certificate (Graduate Degree Seeking Students)	Up to one graduate course	Up to 12 graduate hours*	Up to 12 graduate hours*
Completed Certificate	Up to one graduate course	Up to 12 graduate hours*	Up to 12 graduate hours*
Uncompleted Master's or Ed.S. Degree	Up to one graduate course	Up to 490 90% of the USF program	Up to 490 90% of the USF program
Completed Master's or Ed.S. Degree	Up to one graduate course. Specific course requirements in common across both programs may be waived with the substitution of other coursework at the discretion of the program.	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	Up to 490 90% of the USF doctoral program requirement for total course hours (excluding dissertation hours)
Uncompleted Doctoral or completed Professional Degree	Up to one graduate course	Up to 490 90% of the USF program	Up to 490 90% of the USF doctoral program requirement for total course hours (excluding dissertation hours)
Completed Doctoral Degree	Up to one graduate course. Specific course requirements in common across both programs may be waived with the substitution of other coursework at the discretion of the program.	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.

*a maximum of twelve (12) credits can be transferred to a degree regardless of the source(s)

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

Reviewed by committee 10/4/10
Full Council 10/18/10 - APPROVED
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2012-2013

5. GRADUATE POLICY UPDATE

Graduate Certificates

Revision to policy for when a student may apply to the Graduate Certificate program.

Further issues –

- 1) **Non-Degree Seeking Student Revisions** – finish revisions to non-degree seeking student section for admission to a certificate. Had been tabled on 10/18/10
 - 2) **Academic Standards** – do we need a statement to indicate that Grad Certificate students fall under the academic standards for all graduate students as specified in the Grad Catalog, unless otherwise noted herein?
 - 3) **Early Registration Issue**
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Student Eligibility and Admission Criteria

Student must apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate. The prerequisites and general criteria of eligibility for admission to any graduate certificate area of study include:

8. An earned baccalaureate degree or its equivalent from a regionally accredited college or university or enrollment in a USF five-year academic program is required. Students in five-year academic programs may be admitted upon completion of 120 semester hours.
9. Each graduate area of study sets the requirements for admission, including minimum grade point average, standardized test scores, and other similar criteria as part of the application. However, prospective non-degree seeking graduate certificate students must meet University graduate admissions grade point average requirements.

Students who wish to pursue a graduate certificate must apply to the Graduate Certificate Office (www.gradcerts.usf.edu) and be admitted to the certificate area. Students are encouraged to contact the coordinator prior to applying.

- **Non-Degree Seeking Students** (APPROVED AT THE NOVEMBER MEETING; NOTED IN THE FIRST ITERATION OF REVISIONS POSTED ABOVE)

All **non-degree seeking** students who wish to pursue approved graduate certificates **should apply for admission to the certificate through the Graduate Certificate Office (www.gradcerts.usf.edu) as soon as possible for maximum benefit, but** must apply to the certificate and complete required coursework within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.

- **Degree Seeking Students**

- All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the certificate through the Graduate Certificate Office (www.gradcerts.usf.edu). The application must be received prior to conferral of the degree that includes the same coursework. Students who have completed all coursework must apply for admission to the certificate and submit a Completion Form prior to the deadline to apply for graduation by the fourth week of the semester in which the student plans to graduate.

- Degree seeking students who are pursuing a Graduate Certificate in a discipline outside of their graduate degree program (major) must apply for admission to the certificate through the Graduate Certificate Office (www.gradcerts.usf.edu). The application must be received prior to the deadline to apply for graduation (by the fourth week of the semester) in which the student plans to graduate. Required coursework for the certificate must be completed within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.
10. Certificate-seeking-students not currently enrolled in a degree-granting graduate program, will be admitted into a separate classification within the University, and will be classified as “Graduate Certificate Students.” This separate classification will permit the University to monitor statistical and enrollment data for certificate areas of study, and will allow inclusion of such efforts in the annual reports and academic planning. The Graduate Certificate Office will note successful completion of a certificate on the student’s transcript upon completion.
 11. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in “good standing”.
 12. All graduate certificate students may apply one graduate course to two graduate certificates.
 13. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, up to twelve (12) hours of USF credit earned as a graduate certificate student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. *See the Transfer of Credit Policy for more information.*
 14. For information on transfer of credit policies pertaining to Graduate Certificates, refer to the transfer of credit policy in Section 7, Academic Policies, of this catalog.

Certificate Requirements

To receive a graduate certificate:

1. Students must successfully complete certificate requirements as established by the university. [Graduate Certificate students will be held to the academic standards for all graduate students as specified in the Graduate Catalog, unless otherwise noted in the section in the Graduate Catalog regarding Graduate Certificates.](#)
2. Students must submit a completion form. Degree-seeking students must submit this form before graduating from their degree program. Non-degree-seeking students must submit this form no later than one semester after completing their certificate course work.
3. Students must have been awarded a bachelor’s or higher degree.

Reviewed by committee 11/1/10
Full Council 11/15/10 - APPROVED
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2012-2013

6. GRADUATE POLICY UPDATE

Transfer of Credit

Revision to policy to further clarify and condense; make less confusing, and address USF "System" transfers.

Transfer of Credit

The following will replace the current Transfer of Credit Policy in its entirety

Students may, with the approval of their graduate degree program, transfer credits from any regionally accredited institution into their graduate degree program, as long as the majority of the credits are earned at the institution granting the degree. 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.

- Only credits with a grade of B or better may be transferred.
- Credit for coursework expires seven (7) years after receiving the credit.
- There is no time limitation for courses from a completed master's degree or professional degree applied toward a doctoral degree.
- The graduate degree program / department will be responsible for evaluating, approving, and initiating the transfer as soon as possible at the time of admission.

Note - Students taking courses at USF Institutions other than their home USF institution should seek the approval of their graduate program director prior to taking the courses to ensure that the courses are eligible for transfer.

	To Graduate Certificates	To Masters or Ed.S. Degree	To Doctoral Degree**
Courses (4000 and above) taken as an undergraduate but not applied to undergraduate degrees	Discretion of the Graduate Degree Program, if taken at USF System. Up to one course if not taken at a USF System Institution.	Discretion of the Graduate Degree Program, if taken at USF. Up to 12 credits if not taken at USF System Institution.	Discretion of the Graduate Degree Program, if taken at USF. Up to 12 credits if not taken at USF System Institution.
Graduate Courses applied to undergraduate degrees	None	None (Discretion of the Program for approved USF Accelerated Degree Programs)	None
Non-degree Seeking Status	Up to one graduate course	Up to 12 graduate hours*	Up to 12 graduate hours*
Certificate Coursework (Graduate Degree Seeking Students)	Up to one graduate course (1 course may be applied to up to 2 certificates)	Up to 12 graduate hours*	Up to 12 graduate hours*
Uncompleted Master's or Ed.S. Degree	Discretion of the Graduate Degree Program, if taken at a USF System Institution	Discretion of the Graduate Degree Program, if taken at a USF System Institution	Discretion of the Graduate Degree Program, if taken at a USF Institution
Completed Master's or Ed.S. Degree	Discretion of the Graduate Degree Program, if taken at USF	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.	Courses from a completed Master's or Ed.S. Degree may not be transferred to a new graduate degree program. A completed Master's or

			<p>Ed.S. Degree may be applied to the Master's or Ed.S. component requirement for a doctoral program, with Graduate Degree Program Approval.</p> <p>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.</p>
Uncompleted Doctoral or completed Professional Degree	Discretion of the Program	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	Up to 49% of the doctoral program requirement for total course hours (excluding dissertation hours)
Completed Doctoral Degree	Courses from a completed Doctoral Degree may not be transferred to a Graduate Certificate. Specific course requirements in common across both programs may be waived with the substitution of other approved coursework at the discretion of the Graduate Certificate program.	Courses from a completed doctoral Degree may not be transferred to a Master's Program. Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.

*a maximum of twelve (12) USF System Institution credits can be transferred to a degree regardless of the source(s)

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

Reviewed by committee 1/10/11
 Full Council 1/24/11 - APPROVED
 Prepared by Dr. Bahr and Graduate School (C. Hines-Cobb)
 Catalog Year: 2012-2013

7. GRADUATE POLICY UPDATE

Violation of Professional Ethics – REVISION 1 of 2

Proposed Changes at University Level

Graduate Catalog and USF Policy/Regulation Changes noted in Green

1. Insert a new paragraph in the Undergraduate Catalog with language such as the following:

Violations of Professional and Ethical Standards

Students who participate in programs that include clinical practice or field-based experiences are required to adhere to the ethical standards and/or code of conduct of the profession. Violations of the ethical standards and/or professional code of conduct may be grounds for academic dismissal and/or termination from the program. Depending on the nature and severity of the violation, the student may be dismissed from the degree program, placed on probation, or dismissed from the university. Students who wish to grieve a probation or dismissal decision that is based on violations of ethical/professional standards may do so using the Student Academic Grievance Procedures.

2. Insert a new phrase in the Graduate Catalog in the section on Academic Dismissal:

Students may be academically dismissed from the graduate degree program for a variety of reasons....Some of the reasons for academic dismissal include:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
- Receiving an FF grade.
- Failure to maintain “good standing.”
- Failure to make satisfactory progress.
- Violations of the ethical/professional standards in clinical or field-based programs.

3. Insert a phrase in the existing Academic Grievance Procedures as follows:

An “academic grievance” is a claim that a specific academic decision or action that affects that student’s academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may related to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her other action(s), *including violations of the professional/ethical standards of clinical or field-based programs.*

4.

Insert a new statement in the Academic Integrity policy (Section 7 of Graduate Catalog and page 64 of Undergraduate Catalog) identifying violations of ethical/professional standards in clinical or field-based programs as an example of a violation of Academic Integrity. This statement would make it clear that an FF grade could be awarded.

Practices to Ensure Student Awareness of the Consequences of Unprofessional or Unethical Behavior in Clinical/Field-Based Experiences

1. Include a statement in the Student Handbook indicating that unethical or unprofessional behavior may result in dismissal from the program and/or the university.
2. Discuss ethical/professional standards at New Student Orientation and inform students of the potential consequences of unprofessional or unethical behavior. Ask students to sign a form indicating that they understand that failure to adhere to professional/ethical standards may result in dismissal from the program and/or the university.
3. Provide instruction on the ethical standards of the discipline as part of a required class. Formally assess students on the material. Provide feedback on the assessment to correct misunderstanding of the standards. Maintain copies of the student responses and feedback to the assessment.
4. Include a statement regarding the importance of adherence to ethical standards on the syllabus for all courses including a clinical/field-based experience and highlight this section of the syllabus during the first class.
5. Include information in the Affiliation Agreement with each agency describing the process for notifying the department of concerns regarding suspected violation of ethical/professional standards of the student. Include a statement in the Affiliation Agreement requiring (a) immediate notification of the department if a serious breach of unethical behavior is suspected and (b) notification of intent to dismiss student from the site for unethical/unprofessional behavior.
6. Ensure the clinical site/field placement site has a current copy of the Code of Ethics for the Profession or provide a copy for the site as part of the placement packet.
7. Develop written procedures for the process the department will follow if a serious breach of ethics/professional standards occurs or if multiple ethical violations occur that are less serious in nature. Include this statement in the Student Handbook.

Procedures for Taking Action When a SERIOUS Breach of Ethics Occurs

If a student commits a **serious** breach of ethics/professional standards, the field supervisor* should:

1. Consult with the department chairperson about the situation.
2. Review the student's file to ensure the student has signed the ethical compliance statement and has completed instruction in ethical/professional standards.
3. Contact the student to discuss the situation and obtain the student's view. Document in writing all conversations with the student.
4. Suspend student from site activities pending further inquiry/investigation (depending on the program, the removal from the site occurs by the site or the departmental supervisor).
5. Obtain written documentation of the circumstances from the field/clinical placement site.

6. Recommend, in consultation with the department chairperson, a programmatic consequence commensurate with the level of violation, e.g., probation, suspension, dismissal from program.
7. If a consequence less than dismissal is determined to be appropriate, develop a plan for improvement or a clinical intervention plan that clearly specifies the behaviors the student must follow in order to continue in the program and the corresponding timeline for achieving the specified outcomes. Prepare the document in writing and obtain the student's signature.
8. If dismissal from the program is recommended by the Chair/Departmental Supervisor, consult with the Dean's Office (Associate Dean).
9. Follow the departmental process for gaining faculty input on the decision to dismiss (if faculty input is part of the departmental process).
10. Notify the Dean's Office of the final recommendation regarding program dismissal.
11. Notify the student in person and via certified mail of the decision. In the meeting with the student, explain the relevant implications of the breach of ethics, i.e., consequences on future career path in clinical/field-based program. Suggest other career paths that may be open outside the clinical arena.
12. Maintain all documentation and communications with the student in a sealed envelope marked confidential in the student file.
13. Award a grade of FF for the course in which the breach of conduct occurred (see recommendations for University implementation).
14. Maintain all documentation related to the case for review by the Grievance Committee in the event the student submits a formal grievance.

**The term departmental supervisor is used to refer to the USF faculty member who is responsible for coordinating/supervising clinical placements or field experiences. The exact title varies by program.*

Reviewed by committee	1/10/11
Full Council	1/24/11 – APPROVED (BUT NOTE changes that supersede this approved 2/21/11)
Prepared by	Dr. Bahr and Graduate School (C. Hines-Cobb)
Catalog Year:	2012-2013

8. GRADUATE POLICY UPDATE

Update to Graduate Council Charge and Operating Procedures

UNIVERSITY OF SOUTH FLORIDA GRADUATE COUNCIL CHARGE

COMMITTEE: GRADUATE COUNCIL

AUSPICES: The Graduate Council is a standing council of the USF Faculty Senate and receives authority for its actions through that body.

CHARGE: The Graduate Council is responsible for advising the Provost and the Dean of the Graduate School of principles, policies, and procedures affecting graduate education at the University of South Florida.

RESPONSIBILITIES:

The eCouncil shall develop its own operating procedures, subject to approval by the Provost. Functions of the Ccouncil include:

1. Provide for appropriate liaison with other university councils and standing committees with functions that may impact graduate education at the University of South Florida.
2. Review all proposed new graduate programs, graduate certificates, curricula, and courses, as well as modifications of existing ones and make recommendations to the Dean of the Graduate School.
3. Develop guidelines and policies for graduate education that ensure the maintenance of high academic standards and recommend those guidelines to the Dean of the Graduate School.
4. Facilitate selective reviews at the request of the Dean of the Graduate School of existing University of South Florida graduate programs and make appropriate recommendations to the Dean.
5. Provide input into the development of the University of South Florida's "Master List for Graduate Programs."
6. Make recommendations concerning graduate programs associated with academic centers, institutes, and other entities.
7. Periodically evaluate and review graduate admission standards and make recommendations to the Dean of the Graduate School.
8. Review and recommend policies and procedures pertaining to graduate financial aid, review criteria and applications for University-Council-Graduate Fellowships, recommend recipients for existing awards, and recommend the

establishment of support that recognizes graduate student or graduate faculty achievement to the Dean of the Graduate School.

9. Encourage, foster, and stimulate scholarly research and other creative activity within graduate education.

MEMBERSHIP: 1.

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

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

STANDING SUBCOMMITTEES AND AD HOC COMMITTEES:

The Graduate Council will have two permanent subcommittees, Curriculum and Policy/Fellowship, which will meet once a month. ~~It will have an ad hoc subcommittee, Fellowship, which will meet as needed.~~ All subcommittees and ad hoc committees shall report to the full membership of the Graduate Council and may only make recommendations to the Council. Such recommendations will be voted upon by the full membership of the Graduate Council.

APPOINTMENT: 1.

- Nominees must submit vitae and nomination forms to the Committee on Committees of the Faculty Senate which will review each nominee.
2. The Dean of the Graduate School will select three students from the lists submitted to him or her by the deans of the colleges and send the names of the

students to the Provost or designee.

3. The voting members of this council will be appointed by the Provost upon the recommendation of the Faculty Senate.

CHAIR: The Chair shall be a voting faculty member elected by the Council.

**UNIVERSITY OF SOUTH FLORIDA
GRADUATE COUNCIL
OPERATING PROCEDURES**

COMMITTEE: GRADUATE COUNCIL

The work of the Graduate Council shall be conducted by the entire membership of the Council. Standing Subcommittees and ad hoc committees will meet as needed and report to the full Council.

MEMBERSHIP

New Members

Newly appointed members will be encouraged to contact current or past members in their unit to help develop an awareness of the scope, structure, and conduct of Council activities. The Council will provide new members with

1. a copy of the prior year's annual report of activities or minutes,
2. a copy of the operating procedures, and
3. a copy of Robert's Rules procedures used by the Council.
4. In addition, a new member orientation will be held each year.

Absences

If a member of the Graduate Council accumulates three unexcused absences per year from regularly scheduled meetings, including standing subcommittee meetings, that person shall automatically cease to be a member of the Council and shall be replaced promptly according to the standard procedures for nomination and appointment. Excused absences may be granted by the Chair or Vice Chair of the Graduate Council and shall not exceed four in number per year. Members who want to be excused must notify the Chair and identify a substitute to attend the Council meeting. Inability to secure a substitute does not automatically constitute an unexcused absence. Absent members may vote by proxy on matters before the Council.

Attendance policies will be reviewed at the beginning of each academic year to ensure that Council members are aware of and understand the policies.

STANDING SUBCOMMITTEES

1. Standing committees receive their charge from the Graduate Council.
2. Each standing subcommittee shall be composed of members representing each of the different graduate areas, if possible, and at least one student member, all of whom are members of the Council.
3. A representative of the Graduate School staff will assist each standing subcommittee.

AD HOC COMMITTEES

Ad hoc committees will be established by the Council as needed to investigate or consider issues of importance but outside of the charge and scope of the standing committees. The committee members will be appointed by the Chair with input from the Council.

DUTIES OF STANDING COMMITTEES

1. Curriculum Subcommittee - shall administer the course review and screening process and act on proposals for courses carrying graduate credit, participate in the curriculum review process and recommend actions on graduate degree, concentrations, and certificate programs. The subcommittee considers and acts on all graduate degree proposals (e.g., interdisciplinary degrees).
2. Policy and fellowship and Standards Subcommittee – shall evaluate and recommend policies and rules related to graduate education. Shall recommend recipients for existing awards, and recommend the establishment of support that recognizes graduate student or graduate faculty achievement to the Dean of the Graduate School.

NOTE: All subcommittees and ad hoc committees shall report at each meeting of the Graduate Council and make recommendations to the Council. Such recommendations will be voted on by the full membership of the Graduate Council. Routine recommendations may be handled through the use of a consent agenda.

CHAIR:

1. The Council shall elect annually a chair for the following academic year from the continuing faculty members of the Council.
2. The Chair may be re-elected for a second term.
3. The Chair for the subsequent year will be elected annually prior to May 1st at a meeting of the full Council.

DUTIES OF THE CHAIR:

The Chair of the Graduate Council shall perform the following activities:

1. Preside at all regular and special meetings of the Council. The Chair is the facilitator of the business of the Council and as such can not comment on or discuss issues unless s/he officially turns the facilitation of the meeting over to the Vice Chair as per the abbreviated Roberts Rules of Order guidelines adopted by the Graduate Council on October 20, 2003.

2. Prepare the agenda for all meetings in collaboration with the Dean of the Graduate School and chairs of all Council sub-committees, and ensure the timely development and distribution of the Minutes for all Graduate Council meetings.
3. Appoint members to standing subcommittees and ad hoc committees.
4. In consultation with the Dean of the Graduate School appoint a member of the Council to represent the Council in meetings with other university councils or committees when matters relating to the functions of the Council are being considered by said Councils or committees.
5. Represent the Council at various meetings, including the Faculty Senate and Faculty Senate Executive Committee.
6. Prepare in consultation with the Vice Chair, the annual report of the Council.

VICE CHAIR:

1. The Council shall elect annually a vice chair from the faculty members of the Council.
2. The Vice-Chair may be elected for a second term.
3. The Vice-Chair will be elected annually at the first fall meeting of the full Council.

DUTIES OF VICE CHAIR:

The Vice Chair of the Graduate Council shall perform the following activities:

1. Preside at all Council meetings at which the Chair is not present or in place of the Chair when s/he steps out of the role of meeting facilitator to comment or contribute to discussion of an issue the abbreviated Roberts Rules of Order guidelines adopted by the Graduate Council.
2. Join the chair of the Council in preparing and signing the annual report of the activities of the Council.
3. Represent the Chair at meeting and functions at the Chair's request.

SECRETARY:

1. The Council shall elect annually a secretary from the faculty members of the Council.
2. The secretary may be elected for a second term.
3. The secretary will be elected annually at the first fall meeting of the full Council.

DUTIES OF THE SECRETARY:

1. Keep a record of the proceedings of all meetings and other official business transactions of the Graduate Council.
2. Assume custody of all records, except those specifically assigned to others. Keep accurate rolls of the Graduate Council membership, standing, and ad hoc committees, and chairpersons.
3. Serve as chair of the elections process and maintain all pertinent records related to elections.
4. Perform other duties as assigned by the Graduate Council Chair.

MEETINGS:

1. The Graduate Council will meet at 1:00 P.M. on the third Monday of each month or when called by the Chair, four of the voting members of the Council, or by the Dean of the Graduate School.
2. The agenda and minutes of the previous Council meeting shall be distributed to the members at least three business days prior to the meeting.
3. The adapted Robert's Rules of Order procedures will be used for conducting all of the Council's meetings.
4. Minutes of all regular and special meetings of the Council shall be recorded and filed in the Graduate School office and the University Archives (in the University Library). *Robert's Rules of Order, Newly Revised*, shall designate the format. Minutes shall be distributed, subsequent to approval by the Graduate Council, to the President, Provost, Vice Presidents, Deans, Council members, President of the Faculty Senate, and appropriate USF personnel.
5. Normally, each Graduate Council meeting shall consist of an open session with reports, as necessary, from each of the standing subcommittees, ad hoc committees, Dean of the Graduate School, Chair of the Graduate Council, and any other reports and/or announcements pertinent to graduate education. Meetings, or those portions of meetings, that include discussions and selection of recipients of awards/fellowships/grants, shall be open only to members of the Graduate Council.
6. As necessary, administrators and/or faculty members who are not members of the Graduate Council may be invited to attend specific meetings of the Council.

QUORUM:

1. A simple majority of the appointed members will constitute a quorum.
2. A quorum is required to transact the business of the Council. The number of members required for a quorum will be established at the first fall meeting of the Council and after changes have been made in Council membership.
3. Ex-officio members may participate in the discussion of all motions and on any matter brought before the Council.

Date of adoption: 04/03/87; 02/16/04; 09/20/04; 2/7/11

Date of last revision: 02/07/2011~~09/20/04~~

Date of Approval of Last Revision by Graduate Council: 09/20/04; 02/21/11. APPROVED

9. GRADUATE POLICY UPDATE

Violation of Professional Ethics - Proposed Changes at University Level

Revision to policy to address situations of ethics violations. – SECOND REVISION

Violation of Professional Ethics Proposed Changes at University Level

1. **RECOMMENDED:**

Recommended changes to the **USF 6.0021 - University Student Code of Conduct**. Add the following wording:

Students are responsible for compliance with all public laws, professional standards, as well as USF System rules, policies and regulations. Students accused of a crime may be prosecuted under the appropriate jurisdiction and also disciplined under the Student Code of Conduct. The USF System may pursue disciplinary action even if criminal justice authorities choose not to prosecute, and it may also act independently of the criminal justice process.

(4.19) False Information - Knowingly making a material false oral or written statement to any USF System official.

(4.19a) Violation of Professional Standards and Ethics

2. **APPROVED:**

Insert a new phrase in the Graduate Catalog in the section on Academic Dismissal:

Students may be academically dismissed from the graduate degree program for a variety of reasons....Some of the reasons for academic dismissal include:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
- Receiving an FF grade.
- Failure to maintain "good standing."
- Failure to make satisfactory progress.

~~• Violations of the ethical/professional standards in clinical or field based programs.
(THIS WAS SUGGESTED WORDING AND NOT IN THE ORIGINAL CATALOG COPY)~~

*students may be dismissed for other reasons, such as violations of student conduct.
Refer to the USF Policy – 6.0021 for more information.

3. NOT APPROVED:

A - Insert a phrase in the existing Academic Grievance Procedures as follows:

An “academic grievance” is a claim that a specific academic decision or action that affects that student’s academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may related to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her other action(s), *including violations of the professional/ethical standards of clinical or field-based programs.*

B - Insert a new statement in the Academic Integrity policy (Section 7 of Graduate Catalog and page 64 of Undergraduate Catalog) *identifying violations of ethical/professional standards in clinical or field-based programs as an example of a violation of Academic Integrity. This statement would make it clear that an FF grade could be awarded.*

Reviewed by committee 3/7/11
Full Council 3/21/11 - APPROVED
Prepared by Dr. Bahr and Graduate School (C. Hines-Cobb)
Catalog Year: 2012-2013

10. GRADUATE POLICY UPDATE

Transfer of Credit

Revision to address USF vs. Non-USF transfers. Third Revision of three.

Transfer of Credit

The following will replace the current Transfer of Credit Policy in its entirety

Students may, with the approval of their graduate degree program, transfer credits from any regionally accredited institution into their graduate degree program, as long as the majority of the credits are earned at the institution granting the degree. 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.

- Only credits with a grade of B or better may be transferred.
- Credit for coursework expires seven (7) years after receiving the credit.
- There is no time limitation for courses from a completed master's degree or professional degree applied toward a doctoral degree.
- The graduate degree program / department will be responsible for evaluating, approving, and initiating the transfer as soon as possible at the time of admission.

Note - Students taking courses at USF System Institutions other than their home USF institution should seek the approval of their graduate program director prior to taking the courses to ensure that the courses are eligible for transfer.

	To Graduate Certificates	To Masters or Ed.S. Degree	To Doctoral Degree**
Courses (4000 and above) taken as an undergraduate but not applied to <u>completed</u> undergraduate degrees	Discretion of the Graduate Degree Program, if taken at USF System. Up to one course if not taken at a USF System Institution.	Discretion of the Graduate Degree Program, if taken at USF. Up to 12 credits if not taken at USF System Institution.	
Graduate Courses applied to undergraduate degrees	None	None (Discretion of the Program for approved USF Accelerated Degree Programs)	None
Non-degree Seeking Status	Up to one graduate course	Up to 12 graduate hours*	
Certificate Coursework (Graduate Degree Seeking Students)	Up to one graduate course (1 course may be applied to up to 2 certificates)	Up to 12 graduate hours*	
Uncompleted Master's or Ed.S. Degree	Discretion of the Graduate Degree Program, if taken at a USF System Institution <u>For transfers from non-USF Institutions, up to 49% of required credits may be transferred in at the discretion of the Graduate Degree or Certificate Program.</u>		
Completed Master's or Ed.S. Degree	Specific course requirements in common across both		Courses from a completed Master's or Ed.S. Degree may

	degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	not be transferred to a new graduate degree program. A completed Master's or Ed.S. Degree may be applied to the Master's or Ed.S. component requirement for a doctoral program, with Graduate Degree Program Approval. <u>For non-USF Institutions,</u> 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.	
Uncompleted Doctoral or completed Professional Degree	Discretion of the Program	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	Up to 49% of the doctoral program requirement for total course hours (excluding dissertation hours)
Completed Doctoral Degree	<u>Courses from a completed doctoral Degree may not be transferred to a Graduate Certificate or a Master's Program.</u> <u>For USF and non-USF system</u> Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.		Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.

*a maximum of twelve (12) USF System Institution credits can be transferred to a degree regardless of the source(s)

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

Reviewed by committee 4/4/11
Full Council 4/18/11 - APPROVED
Prepared by Dr. Bahr and Graduate School (C. Hines-Cobb)
Catalog Year: 2012-2013

11. GRADUATE POLICY UPDATE

Missing (M) Grades

Revision of the policy to eliminate the “MF” grade, so students are not adversely affected when faculty do not submit a grade.

Missing (M)

The University policy is to issue an **M** grade automatically when the instructor does not submit any grade for a graduate student ~~(undergraduate rules apply to undergraduate and non-degree-seeking students)~~. Until it is removed, the **M** is not computed in the GPA. ~~An **M** grade which is not cleared within the next academic semester (including summer semester) will be converted to **MF** or **MU**, whichever is appropriate. **MF** grades are calculated in the GPA and if applicable, the student will be placed on academic probation or academically dismissed.~~ To resolve the missing grade, students receiving an **M** grade must contact their instructor. If the instructor is not available, the student must contact the instructor’s department chair. Courses with an **M** grade may not be applied to the degree program requirements.

Students with an **M** grade will not ~~cannot~~ be admitted to doctoral candidacy ~~or certified for graduation until the **M** grade is resolved.~~ with an **M** grade. -

Reviewed by committee	5/2/11
Full Council	4/18/11, 5/16/11 - APPROVED
Prepared by	Dr. Bahr and Graduate School (C. Hines-Cobb)
Catalog Year:	2012-2013

12. GRADUATE POLICY UPDATE

Dual Degree vs. Dual Enrollment Vs. Joint Degrees

Clarify and define dual enrollment vs. dual degree, address number of credits that may be shared in standard programs as well as in programs with higher minimum hours. Further clarify Dual Degree Policies and specifies for degree conferral (e.g. simultaneous vs. separate)

Dual Degree Programs

A student ~~may wish to~~ pursue two graduate degrees simultaneously as part of an approved Dual Degree Program. (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 graduate degrees simultaneously. Up to 15% of the total combined credit hours for the two degree programs may be shared, with Graduate School approval.

Example:

A student is enrolled in two master's programs, each requiring 30 credits minimum. The student may share 9 hours (equal to or less than 15%) across the combined 60 total minimum credit hours required.

The degrees may be conferred simultaneously or independently.

Procedures for applying for a Dual Degree Program are available on the Graduate School website. Dual Degree Programs are formalized through the College, Graduate School, and Graduate Council. For information contact the Graduate School.

Interdisciplinary Degree Programs

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. 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. For information contact the Graduate School.

Procedures for developing an Interdisciplinary Degree Program are available on the Graduate School website.

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

Graduate Council Policy Committee:	4/4/11 ; recommend approval 5/2/11
Graduate Council Full Meeting:	5/16/11 – APPROVED
Prepared by	Dr. Bahr and Graduate School (C. Hines-Cobb)
Catalog Year:	2012-2013

13. GRADUATE POLICY UPDATE

Change of Program

Change of Graduate Program **Request**

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)
- may affect the student's financial aid status
- requires the submission of a Change of Graduate Program Application

Students not in good academic standing must consult with the Graduate School prior to initiating a Change of Graduate Program Application. Students may view the procedures and obtain the Change of Graduate Program Application form at <http://www.grad.usf.edu/student-forms.asp>. ~~This form must be signed both by the current program and the new program, after which it must be submitted to the Graduate School for approval. If approved by the Graduate School, the change of program form is then sent to the Registrar for processing. **NOTE:** Some programs may require another application to be submitted because the Change of Program Request Form does not contain sufficient information for them to make a decision. You Students must should consult check~~ with the new program and Graduate School before completing any paperwork.

Graduate Council Policy Committee: recommended approval 5/2/11
Graduate Council Full Meeting: 5/16/11 - APPROVED
Prepared by: Policy Committee, R Pollenz and C Hines-Cobb (Graduate School)
Catalog Year: 2012-2013