

Graduate Council Policy and Fellowship Committee Meeting

For the 2017-2018 Annual Report and inclusion in the 2018-2019 Graduate Catalog

Members	Liaisons and Guests
Bahner, Ingrid - POLICY CHAIR	Ruth Bahr, OGS
Buck, Harleah	Carol Hines-Cobb, OGS
Cohen, Donna - sabbatical	Joe Butts, OGS
Guldiken, Rasim	Paul Crawford, Admissions
Schaum, Brittany	
Shaw, Lindsey	
Seibel, Brad	
Wecker, Lynn	
Wheeler, Pat	
White, Ashley	
Xue, Bin	

APRIL 2, 2018 – REPORT

1. Dr. Bahner welcomed and confirmed quorum.
2. There was no public comment on agenda Items.
3. The following was discussed and approved as noted:
 - a) **Select Policy Chair for 2018-2019** – Dr. Bahner was re-elected as Committee Chair for 2018-2019
 - b) **Change of Major** – revised GPA requirements for a Change of Major to allow for change of major with less than a 3.00 if the incoming major approves. APPROVED
 - c) **Graduate Certificate Policies** – made revisions; clarified that courses must be taken at USF. APPROVED
 - d) **Graduate Faculty** – Continued discussion on the issues: Research faculty as Graduate Faculty; Major/Co-Major Professors; possible reinstatement of a credentialing process to confirm eligibility for Graduate Faculty Status. TABLED for fall.
 - e) **Dissertation Format** - Multi-Authored Pages for 3-article dissertation. Discussed revisions to add requirement for introduction and conclusion, and inclusion of page for who wrote what sections. TABLED.
 - f) **Graduate Council Operating Procedures** – finalize addition of the Executive Committee language. TABLED for Full Council
 - g) **Thesis Defense Guidelines** - develop guidelines – TABLED for Fall
 - h) **Directed Research Hours** – discuss where these should be capped – TABLED for Fall

Change of Graduate Major

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

- 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 major who wishes to change to another major at the same or lower [degree](#) level
- requires a student to be in good academic standing*
- is up to the discretion of the student's new major (note: some majors 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 major.
- requires the submission of a Change of Graduate Major Application [and approval by the Office of Graduate Studies](#)
- requires students to meet all requirements of the new Major 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 Major Application. [Students who have less than a 3.00 as required to be in good standing may still be considered for a change of graduate major if the new graduate major is willing to accept them into the degree program.](#)

Students may view the procedures and obtain the Change of Graduate Major Application at http://www.grad.usf.edu/inc/linked-files/GRADUATE_SCHOOL_Chg_of_Program_Application.pdf. Students must consult with the new major and Office of Graduate Studies before completing any paperwork.

Section 11

Graduate Certificates

Office of Graduate Certificates

University of South Florida
4202 E. Fowler Ave., LIB 608
Tampa, FL 33620-8470

Web address: <http://www.usf.edu/innovative-education/programs/graduate-certificates/>
Phone: 813-974-8031
Fax: 813-974-7061

Graduate Certificates

Following is an alphabetical list of Graduate Certificates offered at USF at the time of publication. Some certificates may be inactive and new certificates may now be available. For information about Graduate Certificates currently offered and certificate requirements, go to the Graduate Certificate website noted above.

- | | |
|--|--|
| 1. Academic Advising | 24.19. Children's Mental Health** |
| 2. Addictions and Substance Abuse Counseling | 25.20. Climate Change and Sustainability |
| 3. Africana Studies | 26.21. Clinical Aging Studies |
| 4. Aging and Neuroscience* | 27.22. Clinical Investigation** |
| 5. Aging Studies | 28.23. Coastal Sustainability |
| 6.5. American Culture and Society | 29.24. Coastal Sustainability Management |
| 7.6. Joint SAS/USF Certificate in Analytics and Business Intelligence** | 30. College Student Affairs |
| 8.7. Anatomy | 31.25. College Teaching* |
| 9. Applied Behavior Analysis** | 32.26. Community <u>Design and</u> Development |
| 10.8. Applied Biostatistics** | 33.27. Comparative Literary Studies |
| 9. Applied Linguistics | 34.28. Compliance, Risk, and Anti-Money Laundering |
| 11.10. Autism Spectrum Disorder (ASD)** | 35.29. Concepts and Tools of Epidemiology** |
| 12. Behavioral Research to Immersion to Develop Graduate Excellence (BRIDGE) —
INACTIVE | 36.30. Creative Writing |
| 13. Biochemistry and Molecular Biology —
INACTIVE | 31. Crime Scene Investigations for Violent Crimes |
| 14.11. Bioinformatics | 37.32. Criminal Justice Administration* |
| 15. Biomedical Ethics* —INACTIVE | 38.33. Cuban Studies |
| 16.12. Biostatistics* | 39.34. Cyber Intelligence |
| 17.13. Biotechnology | 40.35. Cybersecurity Education and Awareness |
| 18.14. Brain Fitness and Memory Management | 41.36. Diasporas and Health Disparities* |
| 19.15. Building Sustainable Enterprise | 42.37. Digital Forensics ** |
| 20.16. Business Analytics | 38. Digital Music Education** |
| 21.17. Business Foundations | 43.39. Disabilities Education: Severe and/or Profound** |
| 22. Cardiovascular Engineering | 44.40. Disaster Management** |
| 23.18. Career Counseling* | |

41. [Diversity in Education](#)
~~45-42.~~ [eLearning Design and Development](#)
46-43. [Energy Sustainability](#)
47-44. [Entrepreneurship**](#)
48-45. [Environmental Health*](#)
49-46. [Environmental Policy and Management](#)
50-47. [Epidemiology of Infectious Disease*](#)
51-48. [ESOL**](#)
52-49. [Evaluation](#)
53-50. [Exceptional Student Education](#)
54-51. [Film and New Media Studies](#)
55-52. [Food Sustainability and Security](#)
56-53. [Foreign Language Education: Professional](#)
57-54. [Foreign Language Education: Culture and Content](#)
58-55. [Genocide and Human Rights](#)
59-56. [Geographical Information Systems](#)
60-57. [Geriatric Social Work/Clinical Gerontology](#)
61-58. [Gerontology**](#)
~~62.~~ [Gifted Education**](#) INACTIVE
63-59. [Global Health and Latin American and Caribbean Studies](#)
64-60. [Global Health Practice](#)
65-61. [Global Strategy and Decision-Making](#)
~~66.~~ [Globalization Studies](#) INACTIVE
67-62. [Global Sustainability](#)
68-63. [Health Analytics](#)
~~69.~~ [Health Care Risk Management & Patient Safety](#) INACTIVE
70-64. [Health Informatics*](#)
71-65. [Health Information](#)
72-66. [Health Management and Leadership*](#)
73-67. [Health, Safety & Environment](#)
68. [Health Sciences**](#)
74-69. [Homeland Security](#)
~~75.~~ [Hearing Specialist: Early Intervention**](#)
76-70. [Hospice, Palliative Care and End of Life Studies](#)
77-71. [Human Resources](#)
78-72. [Humanitarian Assistance**](#)
79-73. [Hydrogeology](#)
80-74. [Infection Control**](#)
81-75. [Information Assurance **](#)
82-76. [Instructional Technology: Distance Education**](#)
~~83-77.~~ [Instructional Technology: Florida Digital Educator**](#)
~~84.~~ [Instructional Technology: Instructional Design*](#)
~~85.~~ [Instructional Technology: Multimedia Design*](#)
~~86.~~ [Instructional Technology: Web Design**](#)
~~87.~~ [Integrated STEM Education Grades 6-9](#)
~~1.~~ [Integrative Health Coaching](#) INACTIVE
~~2.~~ [Integrative Mental Health Care](#)
~~3.~~ [Integrative Oncology](#) INACTIVE
~~4.~~ [Intellectual Property](#)
~~88-78.~~ [Interdisciplinary Transportation](#)
~~89-79.~~ [Latin American & Caribbean Studies](#)
90-80. [Leadership in Child and Adolescent Behavioral Health](#)
91-81. [Leadership in Developing Human Resources](#)
92-82. [Library Information Technology](#)
93-83. [Marriage and Family Therapy](#)
94-84. [Materials Science and Engineering](#)
~~95.~~ [Maternal Child Health Epidemiology](#)
96-85. [Maternal and Child Health](#)
97-86. [Mathematics](#)
98-87. [Medical Anthropology](#)
~~99.~~ [Medical Biochemistry, Microbiology & Immunology](#) INACTIVE
100-88. [Medicine and Gender](#)
~~101.~~ [Mental Health Counseling*](#)
~~102.~~ [Mental Health Planning, Evaluation and Accountability](#) INACTIVE
~~103.~~ [Molecular Medicine](#) INACTIVE
104-89. [Multimedia Journalism*](#)
~~105.~~ [Museum Studies](#) INACTIVE
106-90. [Music](#)
107-91. [NanoPharmaceutics](#)
108-92. [Nonprofit Management](#)
109-93. [Nursing Education](#) INACTIVE
110. [Nursing and Healthcare Informatics*](#) INACTIVE
~~111.~~ [Occupational Health Nursing**](#) INACTIVE
112-94. [Pathology](#)
113-95. [Pre-professional Pharmacy **](#)
114-96. [Pharmacy Entrepreneurship, Leadership and Management](#)
97. [Pharmacy Update and Practice Management **](#)
~~115.~~ [Planning for Healthy Communities](#)
98. [Political Science](#) INACTIVE
117-99. [Positive Behavior Support**](#)

118. Post-Masters Clinical Nurse Leader – INACTIVE	142. 120. Smart Grid Power Systems
119. 100. Post Masters in Higher Education Leadership*	143. 121. Social Marketing & Social Change**
120. Post-Master's Nurse Practitioner –INACTIVE	144. Social Science Education –INACTIVE
121. Post-Master's Educational Leadership (K-12) –INACTIVE	145. 122. Statistical Data Analysis
122. Professional Engineering Excellence (APEX) – INACTIVE	146. Strategic Intelligence
123. 101. Post-Master's: Library and Information Science*	147. 123. Sustainable
124. 102. Project Management	148. Sustainable Placemaking
125. 103. Professional and Technical Communication	149. 124. Sustainable Tourism
126. 104. Program in National and Competitive Intelligence	150. 125. Sustainable Tourism Leadership
127. 105. Public Health Generalist**	151. 126. Sustainable Transportation
128. 106. Public Health Policy and Programs**	152. 127. Systems Engineering**
129. 107. Public Management	153. 128. Teacher Leadership for Student Learning**
130. 108. Qualitative Research	154. 129. Teaching and Communicating Ocean Sciences Broader Impacts *
131. 109. Reading *	155. 130. Teaching Composition
132. 110. Regulatory Affairs – Medical Devices**	156. 131. Teaching English as a Second Language (TESL)
133. 111. Rehabilitation Technology	157. 132. Teaching in Pharmacy
134. 112. Renewable Energy	158. 133. Technology Management**
135. 113. Research Administration	159. 134. Total Quality Management**
136. 114. Robotics **	160. Toxicology and Risk Assessment **
137. 115. Safety Management	161. 135. Transatlantic Studies
138. 116. Scholarly Excellence, Leadership Experiences, and Collaborative Training (SELECT) (XHS)	162. 136. Translational Research in Adolescent Behavioral Health*
139. 117. School Counseling Post-Masters*	163. 137. Transportation Systems Analysis**
140. 118. School Library Media Specialist**	164. 138. Water, Health and Sustainability
141. 119. Simulation Based Academic Fellowship in Advanced Pain Management	165. 139. Water Sustainability
	166. 140. Wireless Engineering**
	167. 141. Women's Health
	168. 142. Women's and Gender Studies

* Partially online

**Fully online

Graduate Certificate Policies

The areas of study for the Graduate Certificates are created within the mission of graduate education. Students will be awarded certificates upon completion of specific course work, which has been approved by the Graduate Council. The Graduate Certificate is not defined as a degree by the Office of Graduate Studies; rather, it is a focused collection of courses that, when completed, affords the student some record of distinct academic accomplishment in a given discipline or set of related disciplines. Moreover, the Graduate Certificate is not viewed as a guaranteed means of entry into a graduate major. While the courses comprising a graduate certificate may be used as evidence in support of a student's application for admission to a graduate major, the certificate itself is not considered to be a prerequisite.

Process of Approval for New Graduate Certificates

Prior to submission of a new Graduate Certificate Proposal, a Concept Proposal form must be submitted through the College Dean to the Academic Program Advisory Council (APAC) for a 14-day posting. Once cleared through APAC the faculty sponsor may proceed with submission of the proposal through normal curriculum processing procedures. Proposals for new areas of study for graduate certificates are created and submitted by the academic unit that wishes to offer such a certificate. Proposals must be accompanied by endorsement from the department heads and deans of the colleges/schools in which the contributing course work is offered as well as from the academic unit or units whose students or majors could be impacted by the creation of the graduate certificate. The Graduate Council will consider all the proposals for new graduate certificates to assure proposal guidelines have been followed and that repetition and redundancy across areas of study for certificates are not evident. Those meeting the criteria set forth by the Graduate Council will then be recommended ~~to the Provost~~ for approval.

Criteria for Approval

The general principles applied to the assessment of the academic quality of proposals for new graduate areas of study for certificates include:

1. The ~~proposed~~ sequence of course work must offer a clear and appropriate educational objective at the post-baccalaureate level.
2. The curriculum will consist of at least two structured core graduate courses taken at USF, specific to the area of study. Substitutions to the core courses are not permitted. A minimum of nine unique credit hours is required for the certificate curriculum.
- ~~2.3.~~ The ~~proposed~~ curriculum will achieve its educational objective in an efficient and well-defined manner.
- ~~3.4.~~ A perceived need for such a certificate should exist. This provision might be defined in terms of either external markets (i.e., external demand for the skills associated with such a certificate) or internal academic means (i.e., the need for a critical mass of students in a given discipline).
- ~~4.5.~~ An appropriate number of credit hours must comprise the area of study for the certificate, with the typical range being 12-15 hours. The number of graduate credits cannot be less than nine (9) or more than one-half of the credits necessary for a related master's degree offered at USF~~from the Office of Graduate Studies.~~
- ~~5.6.~~ If the area of study for a certificate requires new courses, those courses must be approved by the appropriate College bodies or offices and the Graduate Council.

Student Eligibility and Admission Criteria

Students must apply and be accepted into the Graduate Certificate 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 Accelerated Major is required. Students in Accelerated Majors may be admitted upon completion of 120 semester hours.
2. Each Graduate Certificate specifies 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 Admittions grade point average requirements.

3. Graduate Certificate students will be held to the academic standards for all graduate students as specified in the Graduate Catalog, except for any additional requirements as noted in the section in the Graduate Catalog regarding Graduate Certificates.

Students who wish to pursue a Graduate Certificate must apply to the Graduate Certificate Office (<http://www.usf.edu/innovative-education/programs/graduate-certificates/>) and be admitted to the Graduate Certificate. 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 Graduate Certificate program through the Graduate Certificate Office 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 to the department for approval and submission to the Office of Graduate Certificates for the Graduate Certificate to be awarded. ~~Certificate-seeking students not currently enrolled in a degree-granting graduate major, 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.~~ As such, they are not eligible for financial aid and will receive a later registration date than degree-seeking students.

- **Degree Seeking Students**

- Admission - All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the Graduate Certificate program through the Graduate Certificate Office. Students must apply for admission to the certificate prior to the deadline to apply for graduation by the fourth week of the semester in which the student plans to graduate.

~~○ Completion – All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the Graduate Certificate through the Graduate Certificate Office.~~

For Graduate Certificates within the Major, students must submit the Completion form by the fourth week of the semester in which the student plans to graduate.

~~For 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.~~

Graduate Certificates in a discipline outside the Major~~Degree seeking students who are pursuing a Graduate Certificate in a discipline outside of their graduate major must apply for admission to the Graduate Certificate through the Graduate Certificate Office). The application, students must submit the Completion form no later than ten years after starting the first course applied to the Certificate.~~

~~○ 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 prior to graduation or no later than seven years after taking the first course.~~

- ~~Certificate-seeking students~~ not currently enrolled in a degree-granting graduate major, 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.

~~2.4.~~ Students pursuing a graduate certificate are required to meet the same academic requirements as those defined for degree-seeking students to remain in “good standing”.

~~3.~~ All graduate certificate students may apply one graduate course to a maximum of two graduate certificates.

~~4.5.~~ All graduate certificate students must meet all prerequisites for courses in which they wish to enroll.

~~5.~~ Should a graduate certificate student subsequently apply and be accepted to a graduate major, the University’s Transfer of Credit Application of Internal Credit Policy applies. It is up to the Major to determine the number of credits that may be transferred in from the Graduate Certificate into the Graduate Major, up to the 49% limits specified in the transfer of credit policy. Any application of such credit must be approved by the degree-granting college and must be appropriate to the major. *See the Transfer of Credit Policy for more information.* No courses taken outside of USF may be transferred into a Graduate Certificate at USF.

6.

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, except for any additional requirements as noted in the section in the Graduate Catalog regarding Graduate Certificates.

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~~2.~~ Students must submit a completion form. Degree-seeking students must submit this form before graduating from their graduate major. 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 to be eligible.