

*For the 2016-2017 Graduate Council Annual Report and
 the 2017-2018 Graduate Catalog*

Members	Members	Liaisons and Guests
Bahner, Ingrid	Shaw, Lindsey	Ruth Bahr, OGS
Churchill, Greg (Grad Student Rep)	Wecker, Lynn	Carol Hines-Cobb, OGS
Cohen, Donna	Wheeler, Pat	Joe Butts, OGS
Guldiken, Rasim	Wilson, Cheryl GTM	
Permuth, Steve	Xue, Bin Ex Ab	
Robison, John, Policy/Fellowship Chair		

MARCH POLICY/FELLOWSHIP REPORT

1. Dr. John Robison had introductions and welcomed everyone.
2. **Public Comment** - Dr. Glen Besterfield and Dr. Roger Brindley had public comment on the agenda item for the three-year bachelor’s for admissions. They explained the request to amend the admission criteria to allow the University to consider 3-year bachelor’s for purposes of admissions. Current admission criteria states that “equivalent” degrees from foreign institutions may be considered, but historically such degrees had to be equivalent to the 120 hour U.S. Bachelor’s degree. The proposal would allow faculty to consider applicants in these instances following a required evaluation from the National Association of Credential Evaluation Services (NACES). Dr. Brindley provided a proposed document for consideration and/or revision.
3. **Three-Year Bachelors for Admissions** – Carol Hines-Cobb provided an update on policy status that the administration had reconsidered the initial proposal to create a USF policy and this is now coming as a request to revise admission criteria to allow three-year bachelors as equivalent to the U.S. Bachelor’s degree. Graduate Council members discussed the information Dr. Brindley and Dr. Besterfield shared. It was noted that faculty in the department would not necessarily know how to evaluate the information provided from NACES and training would be needed, or perhaps a central office to review the transcripts. Council members will review the existing research and newer members will do the research at their assigned institutions. Tabled for research and discussion at the April meeting.
4. **Admission Deadlines** – revised to allow for a priority deadline by major and a standard University deadline. (*note – since confirmed that these are firm deadlines; no exceptions*). **APPROVED.**
5. **Accelerated programs with the Honors College** – revised language to allow for Accelerated programs with the Honors College. Specific offerings will need to be processed and approved through Curriculum with the specific majors identified. **APPROVED.**
6. **Accelerated Programs – GPA Requirements** – Discussed current GPA requirements (3.33 overall and 3.50 GPA in the major) and whether it should be lowered to account for majors that are more rigorous. Council members were not in favor of lowering the requirement. **Motion made to retain current standards. Motion passed.**

For review at a future meeting (April/May):

Dr. Robison discussed the items for the next meetings and the members prioritized the order for review, noted below:

1. **Time limitations** – address course currency clarification wording as relevant to the master’s and doctoral time limits (5 and 7 years versus 10 years for course currency) 3 year Bachelor’s for Admissions
2. **Three-Year Bachelor’s For Admissions**
3. **Bachelors to Doctorate and awarding the Master’s on the way** (students are taking dissertation hours and then need thesis hours to get their Master’s) – discuss if policy needs clarification

4. **Institutional Residency** – Students newly admitted cannot start and graduate in the same semester. Likewise, students changing programs cannot graduate in the same semester that the change of program begins. May also need to consider Major Residency – how many hours does a student need to earn while degree seeking in a major?
5. **Major Professor** – discuss proposed changes requested from Engineering

May Meeting – Note meeting will start at 9:30 am

GPA Requirements for Graduation – discuss policy - request to consider a major that is 100% S/U with no GPA. Current policy requires a 3.00 to graduate.

For future review, once more information is received:

Formalize policies for Curriculum: 1) Common core for majors under same CIP; 2) Concentrations (discussion for setting limit within a major and the common core courses); 3) Graduate Certificates (12-15 hrs)

Reminder of Research Assignments

AAU Institutions:

Rutgers University – Pat Wheeler
SUNY Univ of Buffalo – Lynn Wecker
SUNY Stony Brook – Rasim Guldiken
Univ of Cal, Irvine – Donna Cohen
University of Florida – Steve Permath

Peer Institutions:

University of Central Florida – Lindsey Shaw
NC State University – Greg Churchill
Florida State University – Ingrid Bahner
University of Cincinnati - TBA
University of Pittsburgh

Meeting Adjourned at 11:10 a.m.

Graduate Admission Application Deadlines

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

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

University Graduate Admission Deadlines***

<u>MASTER'S AND EDUCATION SPECIALIST DEGREES</u>	<u>Admission for Fall Semester</u>	<u>Admission for Spring Semester 2018</u>	<u>Admission for Summer Semester 2018</u>
<i>Applications must be complete with all required information by the stated deadline. Any application materials received after the deadline may be reviewed on a space-available basis.</i>			
University Priority Deadline (for funding and consideration) Application Deadline:	<u>Refer to Specific Major</u>	<u>Refer to Specific Major October 15, 2016</u>	<u>Refer to Specific Major February 15, 2017</u>
University Application Deadline Domestic Applicants for Professional Programs:	<u>June 1</u>	<u>October 15, 2016</u>	<u>February 15, 2017</u>
<u>International Applicants</u>	<u>June 1</u>	<u>September 15</u>	<u>February 15</u>

<u>DOCTORATE DEGREES</u>	<u>Admission for Fall Semester</u>	<u>Admission for Spring Semester</u>	<u>Admission for Summer Semester</u>
<i>Applications must be complete with all required information by the stated deadline. Any application materials received after the deadline may be reviewed on a space-available basis.</i>			
<u>Priority Deadline (for funding and consideration)</u>	<u>Refer to Specific Major</u>	<u>Refer to Specific Major</u>	<u>Refer to Specific Major</u>
<u>Domestic Applicants</u>	<u>February 15</u>	<u>October 15</u>	<u>February 15</u>
<u>International Applicants</u>	<u>February 15</u>	<u>September 15</u>	<u>February 15</u>

Any application materials received after the deadline may be reviewed on a space-available basis. Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.

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

Additional Requirements for International Applicants

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

~~International Applicants Applying from Outside the US:~~

~~Fall Semester 2017 admission — May 1, 2017~~

~~Spring Semester 2017 admission — September 15, 2016~~

~~Summer Semester 2017 (all sessions) admission — January 15, 2017~~

~~International Applicants Applying from Within the US:~~

~~Fall Semester 2017 admission — June 1, 2017~~

~~Spring Semester 2017 admission — October 15, 2016~~

~~Summer Semester 2017 (all sessions) admission — February 15, 2017~~

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

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

Accelerated Programs ~~Guidelines~~

POLICY:

Accelerated Program Information for Students:

Accelerated Programs allow academically highly qualified undergraduate students to complete an undergraduate a Bachelor's degree and a graduate degree (typically master's degree) in a select few majors on an accelerated timeline. These programs commonly offer a shorter duration to completion of both degrees, ~~graduating sooner than in traditional programs.~~ Typically, ~~students will~~ complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate student status, where the remaining graduate requirements are fulfilled. Students interested in pursuing an Accelerated Program must complete an Accelerated Program Application (<http://www.grad.usf.edu/inc/linked-files/Accelerated Program Application.pdf>).

***Editor's Note:** Although students may be in an Accelerated Program, pursuing a Bachelor's and Master's Degree at the same time, they cannot be in two levels at once.*

Accelerated Programs:

- ~~RMay~~ require that degrees are conferred simultaneously or sequentially, with preference to conferral of the bachelor's degree as soon as possible upon completion of the undergraduate requirements (refer to the specific Accelerated Program for details)
- Have an approved Program of Study, including a plan for academic advising and notation for financial aid impact
- May share up to twelve (12) hours of structured graduate credit between the graduate and undergraduate degree or between the graduate degree and the Honors College Curriculum Requirements tied to the undergraduate major [HC1]. Refer to the specific program for total hours approved to be shared.
- Require approval from the Undergraduate Council, Graduate Council, and if applicable, SACSCOC. It is preferred that the total combined credits be at least 150 credits (120 bachelor's and at least 30 master's) after the shared coursework is counted. ~~Programs-Majors~~ with less than 150 total combined credits (with at least 30 credits for the master's degree) may be considered for approval but require submission to SACSCOC as a Substantive Change to the Major.
- Require a 3.33 GPA overall and a 3.50 [HC2][HC3] GPA in the undergraduate Major
- Require that the admission requirements for the graduate major be noted in the ~~specific~~ Accelerated Program requirements.
- Require a minimum of 15 hours in the undergraduate major to be completed before a student may apply for consideration for the Accelerated Program
- Require a "B" (3.00) in each graduate course taken as part of the shared credits applied to both undergraduate and graduate majors. Consequences for not obtaining a "B" will be noted in the specific Accelerated Program requirements

APPLICATION

~~Students may be considered for an Accelerated Program following completion of a minimum of 15 hours in the undergraduate major and submission of an Accelerated Program Application.; the student may be considered for acceptance into the Accelerated Degree program through faculty nomination or student self-nomination via submission of the Accelerated Program Application Form. Programs will review and approve the application.~~

~~Programs will verify graduate admission eligibility and submit the required paperwork (Accelerated Graduate Program Progression Form) to officially convert the student to graduate standing, no later than when the student has reached 90 hours or Bachelor's degree has been conferred. The application requires approval from the Graduate Program, College, and Office of Graduate Studies.~~

~~Programs who desire to offer Accelerated Degree Programs must establish guidelines that define the following. The guidelines must then be submitted and approved by the Policy Committee of the Graduate Council. These guidelines are used in the development of a new Accelerated Program.~~

~~**For Departments Developing an Accelerated Program:**~~

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

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

~~**What Departments will submit for Curriculum Approval and catalog copy:**~~

~~**ACADEMIC INFORMATION (Catalog Copy):**~~

~~**Accelerated Program Requirements**~~

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

~~**Admission Requirements**~~

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

- Faculty Nomination
- Student Self Application

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

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

Accelerated Degree Program Academic Requirements

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

~~Undergraduate Degree Requirements—specify~~

~~Shared Requirements—specify~~

~~Graduate Degree Requirements—specify~~

Accelerated Program Information for Students:

~~Accelerated Programs allow academically qualified students to complete an undergraduate Bachelor's degree and a graduate degree (typically master's degree) on an accelerated timeline, graduating sooner than in traditional programs. Typically, students will complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate status, where the remaining graduate requirements are fulfilled. Students interested in pursuing an Accelerated Program must complete an Accelerated Program Application (http://www.grad.usf.edu/inc/linked-files/Accelerated_Program_Application.pdf).~~

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PROPOSAL TO THE GRADUATE COUNCIL – CONSIDERATION OF FOREIGN BACHELOR’S DEGREES LESS THAN FOUR YEARS IN LENGTH

Rationale:

Bachelor’s degrees and/or diplomas in many foreign countries are three years in length and, in many cases, represent varying foci in baccalaureate education. Such degrees vary from the program length and clock-hour definition of a credit hour used in the Federal Definition of a Credit Hour. However, such degrees and/or diplomas do not preclude students from applying to USF System institutions, and in fact may be presented to USF institutions for acceptance as a credential for admission to post-baccalaureate study.

USF World (International Admissions) is proposing the Graduate School and college admissions faculty/staff should be allowed to consider these credentials under the following conditions:

Bologna Institutions

The University of South Florida will accept for review for post-baccalaureate admission three-year baccalaureate degrees from member institutions within the Bologna Process who have agreed to the Bologna Accord. A list of Bologna Accord signees may be found in the procedures documents supporting this policy. All foreign Bologna Institution baccalaureate degrees must be submitted to the Office of International Admissions and reviewed by the University Office of Graduate Studies in conjunction with relevant program faculty.

Non-Bologna Institutions

Students wishing to submit three-year baccalaureate diplomas for admission from non-Bologna Accord nations must present an evaluation of the baccalaureate degree by an independent third-party member of the National Association of Credential Evaluation Services (NACES). In order to be reviewed for admission by USF such diplomas must meet the evaluation criteria for equivalence of the NACES member*.

All foreign Non-Bologna baccalaureate degrees must be submitted with the necessary NACES qualifications to the Office of International Admissions and reviewed by the University Office of Graduate Studies in conjunction with relevant program faculty to determine whether or not the qualifications meet the admissions standards of the Major to which application is made and USF admissions criteria for post-baccalaureate study. The decision to admit is retained by the academic program and the Graduate School.

** Example of third-party Credential Evaluation requirements. World Educational Services (WES), an NACES member, requires Indian students with a three year baccalaureate have degrees awarded at Division I Indian Institution and that the awarding institutions have been accredited with a grade of “A” by India's National Assessment and Accreditation Council (NAAC).*