

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

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

**MAY 1<sup>st</sup> POLICY/FELLOWSHIP REPORT**

1. Dr. Robison welcomed everyone
2. There was no Public Comment on Agenda Items
3. **Policies in review** – *see the following pages for specific text changes*
4. **Major Professor** – re-established previous definition and policy (Academic Area vs. Department). **APPROVED**
5. **Admissions** – revised language to allow application to multiple majors, based on admission to University, not to major (student only pays one time). **APPROVED**
6. **Institutional Enrollment Residency** – Discussed need for policy for admission and graduation in the same semester, as well as changing majors and graduating the same semester. Made minor modifications to policy. **APPROVED**

**Old Business**

**GPA Requirements for Graduation** – discussed issue for majors requiring no GPA but only S/U courses. Current policy requires a 3.00 to graduate. **Tabled for fall.**

**Discuss need for policies vs. OGS guidelines – Curriculum:** discussed recent regulations and whether policy needs to specify details for the following: 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). **Tabled for fall.**

**Language for Exceptions** – Dr. Steve Permeth brought up a concern that language needs to be added to the Catalog so that students know they can appeal the decision of a department/College to the Office of Graduate Studies. The Committee discussed the issue and deferred for a future meeting. **Tabled for fall.**

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 Permeth

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

Item 3 - Major Professor –

## PhD

### Major Professor

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

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

Major Professors must meet the following requirements:

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

*\*Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty*

### Composition

The Doctoral Dissertation Committee will consist of at least four members

- the Major Professor must be from the student's ~~department and~~ academic area
- two additional members must come from the academic area (i.e. discipline) of the student
- at least one external member (from outside the Department, School, or equivalent, hosting the doctoral program, but may be within the academic discipline)
- ~~A minimum of two members, including the Major Professor, must be from the student's Department and graduate faculty by definition~~

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

#### 10. Deliberations and Voting

Following the completion of these proceedings, the Doctoral Dissertation Defense Chair

- will ask all visitors and the candidate to leave and will reconvene the Doctoral Dissertation Committee only.
- will preside over the deliberations and voting of the Committee (Note: if a non-committee member (Outside chair) is used he/she will not participate in the voting)
- is responsible for tallying the votes and informing the candidate of the final decision.- The voting is to be limited to "pass" and "fail" votes. *The vote of the Doctoral Dissertation Committee must be unanimous.* If unanimous agreement cannot be reached, the Doctoral Dissertation Defense Chair notifies the student's Department Chair (or appropriate equivalent) who will endeavor to resolve the dispute in an expedient fashion.
- records the vote on the Successful Defense Form and conveys the decision of the Doctoral Dissertation Committee (Successful Defense Form) to the Department/College Graduate Office to be kept in the student's file.

## 11. Approval of the Final Dissertation

All committee members must approve the final version of the dissertation via the Certificate of Approval Form. If the Committee is unable to **unanimously** approve a final draft of the dissertation, the student's Department Chair and College Dean will work with the Doctoral Dissertation Committee to seek an equitable resolution

### **Dissertation Final Submission Guidelines**

Information on requirements for submission of the finished and approved manuscript copies is available online at the Thesis and Dissertation website <http://www.grad.usf.edu/thesis.php>. Students who fail to submit the final copy of a dissertation by the posted submission deadline will not be considered for graduation. The student may be considered for graduation in the following semester and must therefore apply for the degree (graduation) by the posted deadline, enroll in a minimum of two (2) dissertation hours for that subsequent semester, and meet the submission requirements as posted on the Thesis/Dissertation website. Only after the Office of Graduate Studies has approved the manuscript can the student be certified for the degree.

### **Master's Major Professor**

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

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

Major Professors must meet the following requirements:

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

*\*Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty*

### **Composition**

The committee will consist of either:

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

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

Item 4 - Admissions Application Fee:

**CATALOG:**

**Application Fee:**

All applicants are required to submit an application fee of \$30.00 USD for admission to the University of South Florida. Students may apply for multiple majors, with only one application fee being required per every 12 month period from the date of initial application, irrespective of the number of graduate majors applied for, for EACH graduate program (USF Regulation USF4-0107: Special Fees, Fines and Penalties <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf> <<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>> . If you attended USF as a former degree seeking student or non-degree student then you will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, Visa) or by E-Check (personal checking/savings account) through the Graduate Online Application. The Online Graduate Application will not be processed if the application fee is not paid. ALL APPLICATION FEES SUBMITTED ARE NON-REFUNDABLE.

Item 5 -

**Institutional Residency** – Discussion item: 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?

**Institutional Enrollment Requirement**

At least 50% of credits toward a graduate degree must be earned through instruction offered by the home institution (e.g., USF Tampa, USF St. Petersburg, USF Sarasota-Manatee) granting the degree. For information about the minimum number of credit hours required for the major degree refer to the degree-curriculum requirements in the catalog program listing for that major. Students are responsible for consulting with their Graduate Director degree-program coordinator for information on courses that may be taken outside their graduate major degree-program, as well as the Transfer of Credit Policy for course transfer eligibility requirements. Although equivalent courses may be offered at other institutions (including within the USF System), they may not satisfy degree requirements.

Students must matriculate for at least one semester following admission to the University before graduation may be approved. Students who want to change majors following admission into the University, must wait one semester before submitting the Change of Major request.

Students who change to a lower degree level (e.g. change from doctorate to master's), in the same major, may graduate the same semester that the change is approved, provided that it is not the first semester following admission to the University.