This reflects policies in review for this academic year and not necessarily exclusively for this meeting.

Agenda
1. Selection of Chair
2. Review Agenda Items for Academic Year
3. Priority Items:
   a. USF Regulations (to view, refer to website: http://www.grad.usf.edu/graduate-council-policy.asp)
      i. Testing and Final Exams (response date 9/28/09)
   b. Proquest / Submission of Master’s Theses for archiving
   c. Nursing Progression and Grievance Policies

Policies for Review:
1. Major Professor and Committee Member Qualifications and Responsibilities
2. Concentration Definition – (research of Fl Institutions (UF, FSU, UCF))
3. Course Levels
4. Enrollment requirements for Doctoral Candidates
5. Issue of Selected Topics
6. Define Dual Enrollment vs. Dual Degree vs. Joint Degrees
7. Issue of Number of Undergraduate Hours applied toward the Doctoral Degree
8. Accelerated Program Guidelines

Research Assignments -
- AAU Institutions:
  - Rutgers University
  - SUNY University of Buffalo
  - SUNY Stony Brook University
  - University of California, Irvine
  - University of Florida
- Peer Institutions:
  - University of Central Florida
  - North Carolina State University
  - Florida State University
GRADUATE POLICY UPDATE

Major Professors

Issue: Define and clarify qualifications to serve as Major Professor and Committee member

Major Professor

The Major Professor serves as the student’s advisor and mentor. Students should confer with the department to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor 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 If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing.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 engaged in current and sustained scholarly, creative, or research activities, such as presentations, publications, performances, exhibitions, patents, inventions and research grants as defined by the discipline.
- Be active in scholarly pursuits as evidenced by at least one referred publication in the last three years.
- Be regular graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.
- Demonstrate leadership characteristics that produce student success (for example serving as a mentor or being a member of a committee that graduated a student)

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

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

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

Available on the Graduate School Website: http://www.grad.usf.edu/newsite/policies.asp
**Committee Member Definition**

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

Committee Members must meet the following requirements:

- be regular graduate faculty, as defined by the University.
- Demonstrate leadership characteristics that produces student success (for example being a member of a committee that graduated a student)

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

**Graduate Faculty Definition**

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty.

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

**Affiliate Graduate Faculty** membership may be granted by the Graduate School Dean to individuals whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to teach graduate courses, to serve on master's, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, at the discretion of the College. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Graduate School Dean.

For a current list of Graduate Faculty and Affiliate Graduate Faculty in any program contact the program director or coordinator.

Reviewed by committee 5/5/09 – REVISIONS IN PROCESS; NOT FINAL
Full Council
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2010-2011
GRADUATE POLICY UPDATE

Concentration Guidelines/Requirements
Establish requirements for what a Concentration is at USF within the parameters of the BOG definition.

(c) Program Minors, Concentrations, Areas of Emphasis, Tracks, Etc. - Any organized curriculum that is offered as part of an individual student’s degree plan and which enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals shall be defined by the individual University Board of Trustees, with the credit hour length set in accordance with university policy, except that the number of credit hours must not equal or exceed the number of credit hours established for a Program Major at the same degree level. Such curricula offerings

A Concentration is......

Tabled 4/7/09

Policy Committee Review:
Supporting Documentation: Current and proposed policies
Prepared by: Carol Hines-Cobb
Catalog Year:
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)

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**Dual Degree Programs**
A student may wish to pursue two degrees simultaneously. 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.

**Issues to add to policy:**
- definitions
- awarding of degree: Simultaneous or sequential
- “I” grades from one program, not needed for other

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**Tabled 3/3/09:**
Graduate School will query Graduate Coordinators to obtain information on existing Dual Degrees to ascertain:
- **a)** Is it still viable?
- **b)** What degrees are awarded (one or two and which ones)?
- **c)** What requirements overlap both programs?
- **d)** What is the timing of the degree conferral (simultaneous or sequential)?
- **e)** Do they define it anywhere; would they consider it a “Dual Degree,” a “Joint Degree, or “Dual Enrollment”

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**Policy Committee Review:**
**Supporting Documentation:** Current and proposed policies
**Prepared by:** Carol Hines-Cobb
**Catalog Year:** 2010-2011
GRADUATE POLICY UPDATE

Variance in course levels (5000-6000-7000)

Current Policy:

Graduate Course Information

A level code, which roughly corresponds to the year in college the course is normally taken (i.e., masters, doctoral, etc.), is placed between the course prefix and the course number. The level is recommended by the institution according to its own policies and the policies of the State of Florida, and approved by the faculty committee. The level digit does not affect course equivalency – course equivalency is determined by the prefix and the last three digits. The following are the level definitions:

0 PSAV, college prep, vocational prep
1-2 Lower-level undergraduate
3-4 Upper-level undergraduate

5-9 Graduate and Professional

Courses are numbered based on content, rather than by department or program. This means that a single program may have courses in several different disciplines and may consist of courses having several different prefixes.

Proposed Revisions

It is expected that the 5000-6000-7000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose different audiences, and the intention is to offer them at distinct levels.

5-9 Graduate and Professional
5000-5999 Typically Introductory Graduate Level Courses
6000-6999 Typically Master’s level Courses
7000-7999 Typically Doctoral level Courses

Policy Committee Review:
Supporting Documentation: Current and proposed policies
Prepared by: Carol Hines-Cobb
Catalog Year:
GRADUATE POLICY UPDATE

Enrollment requirements for Doctoral Candidates

Current Policy:

Enrollment during Comprehensive Exams and Admission to Candidacy
During the term in which students take the comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy.

Dissertation Hours
Students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Graduate School. Dissertation hours may apply to the Continuous Enrollment Requirement. Colleges and programs may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the program must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective. Refer to the Readmission Policy in the Graduate Admissions Section for more information.

Policy Committee Review:
Supporting Documentation: Current and proposed policies
Prepared by: Carol Hines-Cobb
Catalog Year:
GRADUATE POLICY UPDATE

**Selected Topics**

Request from Curriculum Committee to address issue of Selected Topics Courses:

1) Policy regarding use of Selected Topics for existing courses (e.g. number of times they may be offered as Selected Topics before they must/should be submitted as a new course). Worst case scenario – students end up with a transcript full of the same course number for everything in their program.

2) Policy regarding use of Selected Topics to test drive a course – should there be a requirement that a new course be offered as Selected Topics prior to submission as a new course or not?

Reviewed by committee
Full Council
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2010-2011
GRADUATE POLICY UPDATE

**Issue of Number of Undergraduate Hours applied toward the Doctoral Degree**

Current policy addresses the number of undergraduate hours applied toward a master’s degree, but does not specify what can/cannot be applied toward the doctoral degree. Need clarification and confirmation.

**From Master’s 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. Students enrolled in undergraduate courses as part of a planned degree program are expected to demonstrate a superior level of performance. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean.

Reviewed by committee
Full Council
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2010-2011
GRADUATE POLICY UPDATE

Accelerated Program Guidelines

Review guidelines and revise as needed.

In clearly defined written policy, programs will:

- Define the number of shared credits: No more than ½ of the required graduate program credits can be completed while in undergraduate status.
- Develop a program of study in which shared coursework and the degree requirements for both degrees are clearly stated.
- Define when the student will receive the bachelor’s degree: either at the completion of 120 credits earned or at the completion of the 5 year program.
- Formally admit students into accelerated 5 year programs through a defined admission process. Students should be admitted into a 5 year program at the beginning of the senior year.
- Advise students about the financial aid implications of the 5 year program and will refer students to the Office of Financial Aid for advice.
- Review the student’s academic record prior to entering graduate status in the 5 year program. Students must receive a grade of B or above in graduate level courses taken while in undergraduate status.
- Permit students to formally withdraw from the 5 year program and receive the bachelor’s degree, as long as the student has met the undergraduate requirements for the specified program.

Acceptance into the 5 year program is contingent upon final approval by the Dean of the Graduate School.

Tabled 4/7/09

Reviewed by committee
Full Council
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2010-2011