Meeting Called to Order at 9:05 a.m.

The Committee reviewed the following:

1. **Graduate Certificate Policy (Attached)**
   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.

2. **Transfer of Credit Policy (Attached)**
   The Committee discussed some of the issues to be resolved, including the application of the Transfer of Credit policies across the USF-System. Since more information is anticipated on this area, it was decided to only address the issue of “majority” percentages on the External Institution Table.

3. **Information Items**
   Carol Hines-Cobb noted that Dean Liller requests that the Committee review the following two items in preparation for discussion at the full Council meeting on October 18.
   a. [Graduate Faculty/Affiliate Faculty Definition](#).
   b. [SUS agreement for shared courses for PSM programs](#).

4. **Review of Nov Agenda**
   Dr. Bahr reviewed the items for the November Agenda:
   - System Transfer of Credit – if ready for review and discussion
   - Review TA data
   - Review Challenge Grant Process
   - Bylaws and Operating Procedures Revisions

5. **Research Assignments**
   Members were assigned Universities for policy research as follows:
   - **AAU Institutions:***
     - [Rutgers University](#) Dr. Knollman
     - [SUNY University of Buffalo](#) Dr. Reck
     - [SUNY Stony Brook University](#) Dr. Loseke
     - [University of California, Irvine](#) Dr. Loseke
     - [University of Florida](#) Dr. Wolan
Peer Institutions:

- **University of Central Florida** Dr. Reck
- **North Carolina State University** Dr. Bahr
- **Florida State University** Dr. Wiranowska

No research assignments were confirmed for the November meeting. Ongoing research includes:

1. Graduate Faculty Definition – as pertains to Clinical Faculty
2. Thesis and Dissertation Committee Responsibilities
3. Dual Degree – will be revised and resubmitted

**Tentative Policy/Fellowship Review Timeline:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Transfer of Credit; review TA data; review Challenge Grant Process, Bylaws revisions</td>
</tr>
<tr>
<td>December</td>
<td>Challenge Grant Reviews and Recommendations</td>
</tr>
<tr>
<td>January</td>
<td>TBD</td>
</tr>
<tr>
<td>February</td>
<td>policy/ review of fellowship processes (Feb/March)</td>
</tr>
<tr>
<td>March</td>
<td>Fellowship Review and Recommendations</td>
</tr>
<tr>
<td>April</td>
<td>TBD</td>
</tr>
<tr>
<td>May</td>
<td>TBD / review OTD process (May/June)</td>
</tr>
<tr>
<td>June</td>
<td>OTD Review and Recommendations</td>
</tr>
</tbody>
</table>

**Meeting Adjourned** at 11:05 a.m.
GRADUATE POLICY UPDATE

Grady 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 by the Graduate Certificate Office (www.gradcerts.usf.edu) at least three weeks prior to the deadline to apply for graduation. 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.
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.
GRADUATE POLICY UPDATE

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

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.
<table>
<thead>
<tr>
<th><strong>INTERNAL INSTITUTION</strong> (Tampa / Sarasota-Manatee/ Polytechnic)</th>
<th>To Graduate Certificates</th>
<th>To Masters or Ed.S. Degree</th>
<th>To Doctoral Degree**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses (4000 and above) taken as an undergraduate but not applied to undergraduate degrees</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td>Graduate Courses applied to undergraduate degrees</td>
<td>None</td>
<td>None (Discretion of the Program for approved Accelerated Degree Programs)</td>
<td>None</td>
</tr>
<tr>
<td>Non-degree Seeking Status</td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Uncompleted Certificate (Graduate Degree Seeking Students)</td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Completed Certificate</td>
<td>Up to one graduate course (1 course may be applied to up to 2 certificates)</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Uncompleted Master’s or Ed.S. Degree</td>
<td>Discretion of the Program</td>
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<td>Discretion of the Program</td>
</tr>
<tr>
<td>Completed Master’s or Ed.S. Degree</td>
<td>Discretion of the Program</td>
<td>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.</td>
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</tr>
<tr>
<td>Uncompleted Doctoral or completed Professional Degree</td>
<td>Discretion of the Program</td>
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<tr>
<td>Completed Doctoral Degree</td>
<td>Discretion of the Program</td>
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*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.
<table>
<thead>
<tr>
<th><strong>EXTERNAL INSTITUTION</strong></th>
<th><strong>To Graduate Certificates</strong></th>
<th><strong>To Masters or Ed.S. Degree</strong></th>
<th><strong>To Doctoral Degree</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees</td>
<td>Up to one graduate course</td>
<td>Up to 12 hours</td>
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</tr>
<tr>
<td>Uncompleted Master’s or Ed.S. Degree</td>
<td>Up to one graduate course</td>
<td>Up to 49% of the USF program</td>
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<tr>
<td>Completed Master’s or Ed.S. Degree</td>
<td>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.</td>
<td>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.</td>
<td>Up to 49% of the USF doctoral program requirement for total course hours (excluding dissertation hours)</td>
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Reviewed by committee 10/4/10 - APPROVED
Full Council to Council 10/18/10
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2012-2013