New Graduate Degree Program Proposal Information Form

New Degree Program Proposals require the completion of this form as well as the following items. Make certain to you match your proposal form with the data you provide below.

☐ proposal and supporting tables, following the template posted online at: http://www.acad.usf.edu/Administrative+Areas/new_degree.htm
☐ A letter from the College Dean indicating how the College will provide all the resources needed to support the new program (this may be scanned and emailed)
☐ Copies of the faculty vita

Routing is below; For USF-Tampa, one copy is emailed to chinescobb@grad.usf.edu and a paper copy is sent to the Graduate School in ADM 216.

PROGRAM INFORMATION

Degree (e.g. M.A., M.U.R.P., D.P.T., Ph.D., etc.)

Program (a.k.a. Major) Name (Biology, Public Health, etc.)

CIP (Classification of Instructional Programs) Code

Are any other graduate programs at USF offered under this CIP code? ☐ Yes ☐ No

If Yes, list them

USF Institution ☐ USF-Tampa ☐ USF-SM ☐ USF-Poly

College

Department

Proposed Effective Date for first admissions

Program Description (provide a brief description of the program)

Major Research Areas (keywords used for the search engine)

Admission Deadlines:

Will the Program’s Admission Deadlines be the same as the University’s? ☐ Yes ☐ No

If no, what are the Program’s Admission Deadlines? (may not be later without approval)

University Deadlines for domestic students and international students living in the U.S. are:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>February 15</td>
</tr>
<tr>
<td>Spring</td>
<td>October 15</td>
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<tr>
<td>Summer</td>
<td>February 15</td>
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University Deadlines for international students living outside the U.S. are:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>January 2</td>
</tr>
<tr>
<td>Spring</td>
<td>June 1</td>
</tr>
<tr>
<td>Summer</td>
<td>January 2</td>
</tr>
</tbody>
</table>

If admission applications are only accepted in one semester, put “none” in the other semester boxes.
ADMISSION REQUIREMENTS

University Minimums:
1. An Applicant must have one of the following:
   o A bachelor’s degree from a regionally accredited institution and satisfying at least one of the following criteria:
     ▪ “B” average or better in all work attempted while registered as an undergraduate student working for a degree, or
     ▪ “B” average or better in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
   o A bachelor’s degree from a regionally accredited institution and a previous graduate degree from a regionally accredited institution.
   o The equivalent bachelors and/or graduate degrees from a foreign institution.

2. Submission of a GRE/GMAT score is required unless specifically waived by the University.

DOES THIS PROGRAM REQUIRE A HIGHER MINIMUM GPA?
   □ Yes □ No

DOES THIS PROGRAM REQUIRE A GRE?
   □ Yes □ No
   If yes, list the score requirements (using percentiles for each component) – e.g. Verbal 32%, Quantitative 44%, AW 4
   - GRE – Verbal
   - GRE – Quantitative
   - GRE – Analytical

DOES THIS PROGRAM REQUIRE OTHER TESTS?
   □ Yes □ No
   If yes, list the tests and required scores

DOES THIS PROGRAM REQUIRE ANY OF THE FOLLOWING?
   If Yes, explain requirements.
   - Interviews / Auditions?
   □ Yes □ No
   - Personal Statement
   □ Yes □ No
   - Writing Sample
   □ Yes □ No
   - Other
   □ Yes □ No

DEGREE PROGRAM REQUIREMENTS (Curriculum)

Total Hours Required
Core Requirements
Concentration Requirements (if applicable)
Elective Requirements
Comprehensive / Qualifying Exam Requirements
Thesis/Dissertation hour requirements
Thesis/Dissertation requirements
Other requirements (e.g. Internship)

Make certain hours total to the minimum hours required for the program

Routing:
□ Department
□ College Curriculum Committee
□ College Dean / Assoc Dean

□ Graduate School / Institutional Graduate Studies Office
□ Graduate/Faculty Council
□ AAMC
□ ACE/BOT

For Assistance Contact:  USF TPA/SM/Poly:  www.grad.usf.edu  813-974-4239  chinescobb@grad.usf.edu  9/4/09
New Graduate Degree Program Continued...

<table>
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<th>FULL PLAN APPROVAL*</th>
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<tbody>
<tr>
<td>(M.A., Ph.D., etc.) Degree in (Biology, Public Health, etc.) with Concentrations in:</td>
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<tbody>
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<td>Faculty Name and Email</td>
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<tr>
<td>Dept. Chair</td>
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<td>College Committee Chair</td>
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<tr>
<td>College Dean/designee</td>
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<td>Concurrence Verification (GECC)</td>
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<td>Chair/designee</td>
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<tr>
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