Section 4

Office of Admissions

Office of Admissions
University of South Florida
Office of Admissions
4202 East Fowler Avenue, SVC1036
Tampa, FL 33620-5816

Website:  http://www.grad.usf.edu/graduate-admissions.asp
E-mail:  grad-admissionsmail@usf.edu
Phone:  813-974-3350
Fax:  813-974-7343

Director for Graduate Admissions  Elizabeth O’Connell, Ph.D.

University Admissions Criteria and Policies

USF Regulation USF3-008:
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.008.pdf

Statement of Principles
In graduate admission decisions, multiple sources of information should be used to ensure fairness, promote diversity and balance the limitations of any single measure of knowledge, skills, or abilities. The sources may include: undergraduate grade point average, letters of recommendation, personal statements, samples of academic work, portfolios, auditions, professional experience related to proposed graduate study, as well as nationally known, standardized test scores. It is the responsibility of each graduate program to select admissions criteria that best predict success in their specific field and to determine the weight given to each measure.

None of the sources of information, particularly standardized test scores, should be used in isolation nor should such scores be used in combination or separately to establish minimum or “cut off” scores. Program specific guidelines for the use of standardized test scores should be developed based on the experience of a given department with its pool of applicants.¹

¹ Adapted from the GRE “Guide to the Use of Scores” 2003-2003
Admission Requirements
Each applicant to a graduate program at the University of South Florida is required to meet the following minimum requirements:

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

2. Submission of standardized test scores if required by the graduate program. For Graduate Programs that require the GRE, the Personal Potential Index (PPI) may be required. Refer to individual program admission requirements for information.

3. Applicants from countries where English is not the official language must also demonstrate proficiency in English* in one of the following ways:
   a. By providing a score of 79 or higher on the Internet based Test of English as a Foreign Language (TOEFL iBT)
   b. By providing a score of 6.5 or higher on the International English Language Testing System (IELTS).
   c. By providing a score of 53 or higher on the Pearson Test of English Academic (PTE-A)
   d. By earning a score of 153 (or equivalent) on the GRE-Verbal exam
   e. By earning a baccalaureate or higher degree at a regionally accredited institution in the US
   f. By earning a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (must be documented on the transcript or on an official Certificate of Medium of Instruction from the institution).

4. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.

The Program Chair and College Dean must approve any exceptions to these requirements before they will be considered by the Office of Graduate Studies. Such a request must be submitted to the Office of Graduate Studies with justification and documentation.

*International students who are seeking employment as a teaching assistant (in departments that offer them) must meet additional English Language Requirements.
Application Process *(How it works)*
Graduate applicants are urged to submit accurate and complete information as early as possible. Applications and supporting documents received after the application deadline will only be acted upon at the discretion of the graduate program. They will be kept on file for up to one year. At the request of the applicant or graduate program, they will be processed for the next available term.

Please consult with your graduate program is a Direct Receipt Program. For Direct Receipt Programs application materials should be uploaded with the on-line application AND the hard copies should be sent directly to the program (NOT to the Office of Graduate Admissions.) All inquiries regarding application status should also be directed to the Program.

The Graduate Admissions Office and the Graduate Program review your application for admission to graduate study at USF. Once the graduate program reviews your eligibility for its graduate program they will forward their decision to the Graduate Admissions Office which, in turn, will issue the official decision.

If you are a foreign graduate applicant, the International Services Office *(http://global.usf.edu/is/)* will evaluate your financial and immigration documents after you are admitted to determine your eligibility for a student visa. Your financial statement must be dated within 6 months of the starting the degree program. Each of these offices may request additional documents from you to make a decision.

For a complete list of graduate programs and deadline dates please visit the Office of Graduate Studies website at *http://www.grad.usf.edu/programs.php*
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 February 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**

<table>
<thead>
<tr>
<th>University Application Deadline</th>
<th>Admission in Spring 2015</th>
<th>Admission in Summer 2015</th>
<th>Admission in Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Application Deadline for Professional Programs:</td>
<td>October 15, 2014</td>
<td>February 15, 2015</td>
<td>June 1, 2015</td>
</tr>
</tbody>
</table>

**As some Graduate Programs and Concentrations may have earlier or later deadlines than the University Deadline, applicants should check the individual Graduate Program and Concentration listing to confirm the Graduate Admission Date [http://www.grad.usf.edu/programs/search_all.php](http://www.grad.usf.edu/programs/search_all.php) or [http://www.grad.usf.edu/catalog.php](http://www.grad.usf.edu/catalog.php)

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*:

**International Applicants Applying from Outside the US:**
Fall Semester admission – May 1  
Spring Semester admission – September 15  
Summer Semester (all sessions) admission – January 1510

**International Applicants Applying from Within the US:**
Fall Semester admission – June 1  
Spring Semester admission – October 15  
Summer Semester (all sessions) admission – February 15

*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.
Application Checklist (To-Do-List)

To assist you in the admissions process the following is your To-Do-List. To expedite the processing of your application please upload a copy of all of your supporting documents when you submit your application on line. You will also need to send official transcripts and test scores during the application process.

1. Fill out the Graduate Application on line and upload all supporting documents
2. Pay the Application Fee
3. Send Transcripts of all prior post-secondary courses taken (including translations and evaluations for international transcripts)
4. Have official Test Scores sent to USF
5. Review and respond to Conduct Clearance Policy (Legal Disclosure Statement)
6. Review Florida Residency Policy for Tuition Purposes and provide documents, if needed

☐ 1. Graduate Application:  [https://secure.vzcollegeapp.com/usf/](https://secure.vzcollegeapp.com/usf/)

Applicants should also check with the Graduate Program to determine if they require any additional, supporting documents beyond the ones listed here. Admission requirements may be found in the Program listing in the Catalog. Applicants should upload a copy of each supporting document required by the program through the on-line application. You may upload documents after the application has been submitted. For instruction on uploading, see the Office of Admissions website.

☐ 2. Application Fee:

All applicants are required to submit an application fee of **$30.00 USD** for EACH graduate program to which they seek admission (USF Regulation USF4-0107: Special Fees, Fines and Penalties [http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf](http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf)). If they attended USF as a former degree seeking student or non-degree student they will still be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, and 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.**

☐ 3. Transcripts:

One (1) official transcript from all institutions of higher learning attended by the applicant is required (reference USF Policy 10-044). Former USF students should not submit their USF transcript; it is already on file. Applicants should provide unofficial copies of transcripts to expedite the processing of their applications. Please upload them through the on-line application. Any offer of admission based on unofficial transcripts is considered “provisional” and will not be finalized until official transcripts are received in a sealed envelope from the Office of the Registrar where the applicant attended. All transcripts must be in English; International applicants must submit original language transcripts and a certified English translation. It is the applicant’s responsibility to have transcripts translated and evaluated* before submitting them as part of the graduate application packet. If they are applying while still completing an undergraduate degree, they must submit transcripts of at least six (6) semesters of completed undergraduate work. Final transcripts showing that the bachelor’s degree was awarded prior to the start of the Graduate Program will be required if an applicant is admitted and enrolls.

*All foreign transcripts that are not in English must be accompanied by a certified English translation. Documents signed by a notary or other public official with no affiliation to the institution of higher learning will not be accepted. Some graduate programs require a course-by-course evaluation. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will require the applicant to obtain a course-by-course evaluation from a foreign transcript evaluation service. Refer to the
Graduate Admissions’ website for a list of evaluation services (http://www.usf.edu/admissions/graduate/application-requirements/transcripts-foreign.aspx)

**Bologna Process - Admissions**

USF accepts applications from prospective graduate students with undergraduate degrees from countries that subscribe to the Bologna Process. Applicants with three-year degrees from universities in the European Higher Education Area (EHEA) may be considered for admission to graduate programs, at the discretion of the Department (or equivalent) and College that offer the Program and with the approval of the Office of Graduate Studies, under the following condition:

Official documentation is presented to demonstrate that a three-year degree (at least 180 ECTS) has been awarded prior to USF matriculation by an institution within the European Higher Education Area (EHEA), defined by the Bologna Declaration of 1999. Where applicable, diploma supplements should be included with transcripts and other documents required to demonstrate degree completion. An up-to-date, official listing of Bologna signatory countries may be found at www.ehea.info.

4. Test Scores

**GRE (Graduate Record Examination)***: [http://www.gre.org](http://www.gre.org)

Applicants to graduate programs requiring the GRE must submit GRE test scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Educational Testing Service, but applicants should upload with the application unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission based on unofficial scores is considered “provisional” and will not be finalized until official scores from ETS are received. The institution code for USF is 5828 and applies to all tests administered by ETS.

*The GRE requirement is determined by the individual graduate programs. Please contact your program of interest directly for additional information.*

**Editor’s Note:** GRE has a new score scale; scores listed on the Program pages in this catalog may reflect the old scale. Refer to the GRE Concordance Tables to see how the scores compare. [http://www.ets.org/s/gre/pdf/gre_guide.pdf](http://www.ets.org/s/gre/pdf/gre_guide.pdf) or [http://www.ets.org/s/gre/pdf/concordance_information.pdf](http://www.ets.org/s/gre/pdf/concordance_information.pdf)

**GMAT (Graduate Management Aptitude Test)**: [http://www.gmac.com/gmat.aspx](http://www.gmac.com/gmat.aspx)

Applicants to programs in the College of Business should submit GMAT** scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Pearson VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission based on unofficial scores is considered “provisional” and will not be finalized until official scores from Pearson VUE are received. The following are the Pearson VUE institution codes for USF programs.

- VP9-M4-23 Ph.D. in Business Administration
- VP9-M4-04 Executive M.B.A.
- VP9-M4-41 Hospitality Management, USF Sarasota-Manatee
- VP9-M4-97 M.B.A., Full Time
- VP9-M4-80 M.B.A., Part Time
- VP9-M4-01 M.B.A., USF Sarasota-Manatee
- VP9-M4-25 M.B.A., USF St. Petersburg
- VP9-M4-18 Masters in Accountancy
- VP9-M4-67 M.A. in Economics
- VP9-M4-86 M.S. in Finance
- VP9-M4-17 M.S. in Management
**Applicants may not have to submit a GMAT if they have taken the GRE. Please contact the program of interest directly for additional information.**

**MCAT**
For those programs that may require or accept the MCAT, the test typically must be taken with the last five (5) years; check with the Graduate Program for specific requirements

**English Proficiency Tests**
Applicants whose native language is not English or who have not earned a degree in the United States must demonstrate proficiency in English by submitting acceptable scores on one of the English proficiency tests listed below. They must have been earned within two (2) years of the desired term of entry. Applications submitted with English proficiency scores that do not meet the minimum requirements will be denied.

- Has scored a 79 or higher on the internet-based Test of English as a Foreign Language (TOEFL) or a 550 on the paper-based TOEFL
- Has scored 6.5 or higher on International English Language Testing System (IELTS) [http://www.ielts.org](http://www.ielts.org)
- Has scored a 53 or higher on the Pearson Test of English Academic (PTE-A)

The English proficiency requirement may be waived for admission if the applicant meets one of the following conditions:
- The applicant’s native language is English, or
- Has scored the equivalent of 153 or higher on the GRE Verbal Test, or
- Has earned a college bachelors or graduate degree at a regionally accredited U.S. institution of higher learning, or
- Has earned a college bachelor’s or graduate degree from an institution whose language of instruction is English (must be noted on the transcript or on an official certificate stating that English is the Medium of Instruction for the institution)

**PLEASE NOTE:** International students from countries from predominantly English-Speaking Countries (e.g. [http://iapply.iupui.edu/english-speaking-countries/](http://iapply.iupui.edu/english-speaking-countries/)) who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived or accepted for admission to a graduate program. They need a minimum score of 26 on the spoken portion of the Internet-based TOEFL (IBT) or 160 on the spoken portion of the TOEIC test administered by ETS [http://www.ets.org/toeic](http://www.ets.org/toeic).

Please reference [http://www.usf.edu/admissions/international/graduate/requirements-deadlines/english-proficiency.aspx](http://www.usf.edu/admissions/international/graduate/requirements-deadlines/english-proficiency.aspx) for more information on language requirements.

5. **Conduct Clearance Policy** (Legal Disclosure Statement):
All graduate applicants are required to answer the Conduct Clearance questions of the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received. Applicants who meet the criteria for disclosure must provide specified documents and be reviewed by the Vice President of Student Affairs or his/her designee, if warranted.
6. Florida Residency Policy:
All graduate students are considered “independent” for tuition purposes. Applicants desiring classification as Florida residents for tuition paying purposes must sign and complete the Florida Residents section of the Florida Residency Classification page of the Graduate Application. **Incomplete or unsigned forms will be classified as non-Florida residents.** The Office of Graduate Admissions will classify applicants as Florida residents if they have provided documentation that verifies they began living in Florida at least twelve months prior to the first day of classes of their admitted term of entry. Additional documentation other than what is required may be requested in some cases. All documentation is subject to verification.

Students are responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is noted on the official acceptance letter. If students feel that their initial classification is in error, they have until the last day of the term to contact the appropriate admissions office and request a re-evaluation. After students have completed their first semester of study they may seek to have their residency reconsidered. They may submit a Request for Reclassification Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested. For more information in on Residency refer to: Independent Student: the Registrar’s webpage. For information on reclassification go to [http://www.registrar.usf.edu/Residency/Deadlines.php](http://www.registrar.usf.edu/Residency/Deadlines.php)

**Application Documents Access/Forward/Return Policy**
No application, test scores, transcripts, letters of recommendations, or other documents submitted with the application packet will be returned to the applicant or forwarded to another institution/third party. The Office of Graduate Admissions applicant file is not to be released to the applicant or other third parties. Requests, subpoenas, or court orders are to be forwarded to the Office of the General Counsel after review by the Assistant Director of Graduate Admissions. Applicants once admitted and enrolled during the term of admission may request access to their student file at the Office of the Registrar. Letters of Recommendation that the applicant has waived the right to view (indicated on Request for Recommendation Form) are not to be given, copied or viewed by the applicant or third parties. Requests for degree/enrollment verification information should be referred to the Office of the Registrar.

The Office of Graduate Admissions graduate application files may be copied and released to USF staff conducting legitimate University business.

**Additional Requirements of Programs** (If applicable)
Many programs require additional application materials such as resumes, writing samples, or letters of recommendation. These items should be uploaded through the online application. Check with the graduate program to see if you should also send the paper documents directly to the appropriate department/program. These materials will be forwarded electronically to the appropriate program if sent with the application packet.

**Final Admission Classification**
Applicants accepted for admission whose final, official documents (transcripts and/or test scores) have been received by the Office of Graduate Admissions are admitted as “Final.” The admission file is complete.

**Provisional Admission Classification**
Applicants accepted for admission whose final, official documents (transcripts and/or test scores) have not been received by the Office of Graduate Admissions are admitted provisionally pending receipt of these missing items. The final, official transcripts documenting completion of the required degree prior to the start of graduate study at USF and test scores must be received before a second semester registration is permitted. During the first semester, the Office of Graduate Admissions will place a registration hold on the student’s file. When the missing documents are provided to the Office of Graduate Admissions the registration hold will be removed.
Exception Admission Classification
The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees minimum requirements. To be considered for an exception, applicants should present evidence that might account for the previous academic record and demonstrate potential for academic success. Examples of this evidence include excellent letters of recommendation from trusted academics, performance in graduate courses taken as a post-bachelor’s student, professional experience in the discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the Program, College, and Office of Graduate Studies to accept exception application requests.

Conditional Admission Criteria
A program and/or college may admit students conditionally in anticipation of the applicant’s successful completion of additional requirements separate from University minimum requirements. These conditions may include attendance in specific core or remedial courses and/or a specific earned GPA for those courses. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program. The College/Graduate Program will submit a Dismissal Form (http://www.grad.usf.edu/student-forms.php) to the Office of Graduate Studies to initiate dismissal.

Deferment of Admission Request
An applicant’s acceptance is granted for the semester and the particular program specified in the official acceptance notification. In order to validate that acceptance, the applicant must enroll for that semester. Applicants who do not validate their admission may contact the Graduate Program Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and prior to the program’s application deadline for the new term. If a request for Deferment of Admission is not activated within the 12 months, a new application and fee must be submitted for future consideration.

Applicants who were admitted provisionally upon receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Graduate Admissions. International applicants must also provide a new financial statement dated no earlier than 6 months before the requested date of entry.

Special exemption to this policy may be granted to active duty U.S. military personnel who receive military orders that prevent them from beginning a graduate program during the requested term. These applicants may have their admission honored for up to 2 years, pending approval from their academic program, and proper documentation of their deployment. These extensions would be granted on a case by case basis.

Update of Admission Request
If an admission decision has not been offered and the applicant wants to be considered for a future semester, the applicant must request that the Office of Graduate Admissions update the application and specify the new enrollment date. This request must be made in writing within 12 months of the initial requested entry date and must be received no later than the program’s application deadline for the semester desired. Applications are held for only 12 months. If a request for change in entry date is not received in the specified time, a new application and fee must be submitted. The Office of Graduate Admissions will not process any update requests without first receiving all official transcripts and required test scores.

Denial of Admission / Appeal for Reconsideration Criteria
Applicants denied admission will be given timely notice by email or postal service. Denied applicants who meet the minimum standards may request reconsideration by writing to the Graduate Program Director of the program to which they applied. This must be done within 30 days of the date of denial. The request should present additional evidence of potential for academic success at USF and contain reasons why reconsideration is warranted. Applicants denied admission to a degree program are eligible to apply as a non-degree seeking student and enroll as special (non-degree seeking) students, although course selection restrictions may apply. Non-degree applications must be submitted online to the Office of the Registrar.

Activation of Admission
An applicant’s acceptance is granted for the semester and the particular program specified in the official acceptance notification. In order to validate the acceptance the applicant must enroll for that semester. Applicants who do not validate their admission may contact the Graduate Program Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and before the program’s application deadline for the new term. If a request for Deferment of Admission is not activated within the 12 months, a new application and fee must be submitted for future consideration.

**Readmission Policy**

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in inactive status (refer to the Continuous Enrollment Policy for more information). Students who wish to continue their studies must be readmitted to the degree program. Readmission is at the discretion of the program and is not guaranteed.

**Eligibility for readmission:**

- Students who have been Academically Dismissed from the University for Academic Dishonesty may not apply to any graduate program at USF.

- Deadlines: The readmission application and all supporting materials must be submitted by the application deadline.

**Additional Requirements:**

- **Graduate Application:** In order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials.

- **Test Scores:** The Department may require new Test scores (GRE/GMAT/TOEFL/IELTS) and transcripts.

- **Catalog Year:** Students who are readmitted must meet the admission standards and degree requirements and policies in the Graduate Catalog in effect at the time of readmission.

- **Prior Coursework taken at USF:** Coursework taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department. However, all coursework taken when previously enrolled as a graduate student will be included in the overall GPA. Refer to the Time Limit Policy for time limits on coursework applied toward the degree. Students who completed required coursework and were previously in doctoral candidacy do not have to retake courses that are out of compliance with the time limit requirement unless determined necessary by the program. Students may be required to take new coursework at the program’s discretion. The decision to accept courses previously transferred to USF and applied toward the degree is at the discretion of the program. There is no time limitation for waived hours from a completed master’s degree used toward a doctoral degree.

- **Enrollment:** Students must enroll for the semester in which their readmission is effective.

- **Doctoral Candidacy:** Students who are readmitted to a doctoral program who were previously admitted to doctoral candidacy may retain their candidacy status at the discretion of the Department, College, and Office of Graduate Studies. Students must file an approved request for Readmission to Doctoral Candidacy Form through Office of Graduate Studies procedures. Once approved, the Candidacy date is effective as of the semester of readmission.
• **Dissertation Hours**: Students must enroll for two hours of dissertation credit per the enrollment policy, plus an additional three dissertation hours for a total of five dissertation hours in their first semester. Programs may require additional hours.

   The Readmission policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending USF will be required.

**Change of Graduate Program**

A change of graduate program allows a student to withdraw from his/her current graduate program and enter into a different graduate program. A change of graduate program:

- will NOT be considered for graduate students in their first semester of study
- is permissible only for a continuing graduate student enrolled for study in a particular program who wishes to change to another program at the same or lower level
- requires a student to be in good academic standing
- is up to the discretion of the student’s new program (note: some programs may require another admission application to be submitted and reviewed)
- may affect the student’s financial aid status
- requires the submission of a Change of Graduate Program Application

Students not in good academic standing must consult with the Office of Graduate Studies prior to initiating a Change of Graduate Program Application. Students may view the procedures and obtain the Change of Graduate Program Application at http://www.grad.usf.edu/inc/linked-files/GRADUATE_SCHOOL_Chg_of_Program_Application.pdf. Students must consult with the new program and Office of Graduate Studies before completing any paperwork.

**Students with Disabilities Policy**

Applicants with disabilities apply for admission under the same guidelines as other applicants. Applicants believing that a disability has had an impact on grades, course choice, or standardized admission test scores, should request consideration of this during the admissions process. Applicants requesting substitution of departmental guidelines will need to contact the appropriate department chairperson. Please submit supporting documentation when requesting a disability exception. Applicants bear the responsibility for providing documentation of their disabilities.

The University reviews documentation and determines if students are eligible for services and accommodations because of disabilities. The Office of Student Disability Services is charged with the task of determining eligibility. Accommodations and services are not provided on a retroactive basis. Approval must be given prior to receiving services or accommodations. The process begins when students provide documentation of disability and meet with a coordinator in the Office of Student Disability Services to request in writing services and accommodations. Any faculty members or students who have questions about this process are encouraged to contact the Office of Student Disability Services at (813) 974-4309 or visit the website at http://www.sds.usf.edu/