



2018-2019 GRADUATE CATALOG

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Office of Graduate Studies
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2018-2019 USF Graduate Catalog Updates

USF Graduate Council (GC) and/or the Office of Graduate Studies (GS) approved on the date noted.

Policy		Revisions	GC Approved
English Proficiency		clarified proficiency requirements	10/2/17
Accelerated Programs		clarified for Bachelor's to Professional Degree Programs	12/4/17
Dissertation Defense		addressed online defenses using video conferencing	3/5/18
Internal Application of Credit		clarified language and non-degree seeking students policy	3/5/18
Admissions and English Proficiency		confirmed revisions and added additional test options	3/5/18
Change of Major		revised GPA language to allow students to change to a more suitable major	4/2/18
Graduate Certificates		revised and updated policies; courses must be from USF	4/2/18
Concurrent Degrees		re-added the ad-hoc option for students (OGS approval)	5/1/18
CIP Code Change		Action	GC Approved
Applied Behavior Analysis	MA/MS	Change from 42.9999 to 42.2814 effective 201805	2/5/18
Programs/Majors		New	GC Approved
Advertising	M.S.	New Degree Program CIP 09.0903 effective 201808	10/6/17
Learning Design & Technology	M.S.	New Degree Program CIP 13.0501 effective 201808	11/6/17
Cancer Chemical Biology	Ph.D.	New Major under existing CIP 26.0911 effective 201808	4/16/18
Cancer Immunology and Immunotherapy	Ph.D.	New Major under existing CIP 26.0911 effective 201808	4/16/18
Nurse Anesthesia	D.N.P.	New Major under existing CIP 51.3818 effective 201808	9/25/17
Programs/Majors		Suspended, Reactivated, and Terminated	GC Approved
Rehabilitation Sciences	Ph.D.	Degree Program Suspension – CIP 51.2314 effective 201808	12/4/17
Social Work	M.S.W.	Degree Program Reactivation – CIP 44.0701 effective 201808	1/22/18
Engineering Science	Ph.D.	Degree Program Termination CIP 14.0101 effective 201808	10/16/17
Audiology (Post-Bacc) (AUD)	M.S.	Major Termination CIP 51.0204 effective 201808	9/25/17
Aural (Re) Habilitation (ARH)	M.S.	Major Termination CIP 51.0204 effective 201808	9/25/17
Mechanical Engineering	M.M.E.	Major Termination CIP 14.1901 effective 201808	4/2/18
Major		New/Changed/Terminated Concentrations	GC Approved
Applied Physics	Ph.D.	New - Medical Physics MDP	4/2/18
Accountancy	M.Acc.	New - Corporate BAA	4/2/18
Management	M.S.	New - Management Information Systems MST	3/5/18
Global Sustainability	M.A.	New - Sustainability Policy GLP	3/5/18
Public Health	DrPH	New - Public Health & Clinical Lab Science & Practice LSP	12/4/17
Pharmaceutical Nanotechnology	M.S.P.N.	New - Biomedical Engineering PNB	4/2/18
Pharmaceutical Nanotechnology	M.S.P.N.	New - Drug Discovery, Delivery, Dev. and Manufacturing DDD	4/2/18
Accountancy	M.Acc.	Change - Audit/Systems AUS title to: Assurance ASR	4/2/18
Global Sustainability	M.A.	Change - Water WTR title to Water Sustainability WSR	3/5/18
Public Health	M.P.H.	Change - Biostatistics BST title to Applied Biostatistics ABT	12/4/17
Public Health	M.P.H.	Change - Environ Health EVH title to: Environ and Occ. Health EOH	12/4/17
Public Health	M.S.P.H.	Change - Bioinformatics PBF title to: Genomics GEO	12/4/17
Public Health	M.S.P.H.	Change - Environ Health PEH title to: Environ and Occ Health EOV	12/4/17
Business Administration	Ph.D.	Terminate - Economics ECO	3/5/18
Global Sustainability	M.A.	Terminate - Coastal Sustainability COA	3/5/18
Public Health	M.P.H.	Terminate - EPH; PEB; FOS; OCC; OCP; OMR; SFM; PHA; TXY	12/4/17
Public Health	M.S.P.H.	Terminate - PBC; PIP; POH; POM; POS; PSH; PTX	12/4/17
Graduate Certificates		New/Changed/Terminated	GC Approved
Assessing Chemical Toxicity and Public Health Risks		New	4/2/18
Data Science for Public Administration		New	4/16/18
Digital Humanities		New	4/2/18
Hand and Upper Limb Rehabilitation		New	3/5/18
Leadership for Coastal Resiliency Planning		New	4/2/18
Pharmacoepidemiology		New	4/2/18
Toxicology		New	4/2/18
NonProfit Management (XNM)		CHANGE to "Management of Non-Gov. and Non-Profit Organizations"	3/19/18
Advanced Pain Management (APM)		CHANGE to "Simulation Based Academic Fellowship in Adv. Pain Mgmt"	9/25/17
Safety Management (XSM)		Termination	3/5/18
Toxicology and Risk Assessment (XTX)		Termination	4/2/18

Questions about these updates may be directed to cdh@usf.edu in the Office of Graduate Studies



Office of Graduate Studies

University of South Florida

GRADUATE CATALOG

2018-2019

The policies and procedures herein have been approved, as appropriate, by the USF Graduate Council Policy Committee and by the full USF Graduate Council, a Standing Committee of the Faculty Senate.

The policies, procedures, and requirements herein are applicable to students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework. Undergraduate students should refer to the Undergraduate Catalog, even if taking graduate coursework. It is the student level that dictates which publication governs, not the level of coursework.

USF Office of Graduate Studies, 4202 E. Fowler Avenue, ALN226
Tampa, FL 33620~ www.grad.usf.edu

Office of Graduate Studies Mission Statement

The mission of the Office of Graduate Studies is to serve as the center of leadership for graduate education at the University of South Florida.

Office of Graduate Studies Diversity Statement

The Office of Graduate Studies at the University of South Florida is committed to the full engagement, empowerment and encouragement of *all* of the members and constituents we serve; these include students, faculty, staff, academic departments, aspirants, and affiliates.

In recognizing that a university serves a diverse population, we strive not only to serve, but also to lead the future in which we “stimulate, encourage and support graduate education efforts that build national distinction...” We understand that in order to realize this future, we must remain steadfast to the policies and practices that emphasize achievement, equal opportunity, trust, respect, and collaboration. Hence, equity and excellence are not merely espoused, but rather are the “lived” values that we strive for and advocate for members of the community of universities and a global workforce.

USF’s Office of Graduate Studies Administration Policy Statement

For information on the University’s Policy on the Office of Graduate Studies Administration, Refer to USF Policy 11.001, at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-11-001.pdf>

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This catalog is effective for the 2018-2019 academic year. This catalog includes all policies, procedures, and major and course descriptions in effect at the time of publication. USF reserves the right to repeal, change, or modify the policies, procedures, majors, and course descriptions at any time.

The University of South Florida is committed to the principles of equal education, equal access, and equal employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, or Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

Archives online: <http://www.grad.usf.edu/catalog.php>

Archived copies are available online. Paper copies are also archived at the USF Library.

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Section 1

Welcome to Graduate Studies!



A MESSAGE FROM THE PRESIDENT, DR. JUDY GENSHAFT

Thank you for your interest in graduate education at the University of South Florida System. We invite you to explore USF's globally recognized academic programs and the many opportunities to learn and work alongside some of the world's most accomplished scholars, scientists and inventors. At USF, our graduate students play active and important roles in our growing national and international research success, and are part of many significant projects that contribute to our rising institutional prestige. We are proud that the USF System is first in Florida in the percent of bachelor's and graduate degrees awarded in programs of strategic emphasis, including STEM, health, accounting and education. USF also ranks fifth among American public universities and 12th among universities worldwide in generating new U.S. patents.

The continuing growth of our research enterprise is among the reasons that the Board of Governors of Florida's State University System this year designated USF as a Preeminent Public Research University. This means we meet rigorous standards and it confirms our standing as one of the state's top institutions of higher education. Only two other Florida universities have earned this impressive designation – and they are more than 100 years older than we are.

Our strong interdisciplinary academic programs are coupled with a global focus to place USF on the leading edge of a number of disciplines, including health and critically needed science, technology, engineering and math fields. USF's entrepreneurial spirit encourages our graduate students to have an immediate impact with their education. For example, the Student Innovation Incubator in USF's Office of Research & Innovation is home to 25 student-led companies, and graduate students are regularly found leading hands-on projects that directly serve our community, such as environmental research, urban design, music and the arts, and public health. For those looking to link their interest in high-demand disciplines with new skills to start a business, USF has created several programs that couple a Master of Business Administration with STEM degrees.

We offer a variety of opportunities for postgraduate study through our numerous Master's and Graduate Certificate programs, many of which include online learning and are designed to prepare graduates to make immediate and relevant contributions in their professions and fields of study. We work in partnership with our region's top international corporations, including Nielsen, Raymond James, TechData, Jabil Circuit Corp., and Home Shopping Network to connect our talented students to these global powerhouses where they find exciting and rewarding careers.

USF is situated in the heart of one of the nation's fastest growing and most diverse metropolitan regions, and our university is deeply connected to all aspects of the community. USF graduate students are creative, energetic and working to build a bright and successful future for themselves and their families. We look forward to being a partner in your educational, professional and personal journey.

Sincerely yours,

A handwritten signature in black ink that reads "Judy Genshaft". The signature is written in a cursive, flowing style.

Judy Genshaft, Ph.D.

President

University of South Florida System

<http://system.usf.edu/president/about-president-genshaft.asp>

A MESSAGE FROM THE PROVOST AND EXECUTIVE VICE PRESIDENT, DR. RALPH WILCOX

I want to welcome you to the University of South Florida and your new academic home as you prepare to embark on the challenging, yet ultimately rewarding, journey into graduate education. As a top 50 global research, USF attracts many of the world's best and brightest students, and, today, that includes *you*.

Graduate school is a serious commitment, and one to which the dedicated faculty and staff at USF attach special importance. It is our sincere promise to engage you in meaningful programs and initiatives that support the educational and socio-economic wellbeing of the local, national, and global communities we serve and prepare you for life-long success in the workforce. We champion interdisciplinary inquiry and collaboration as the keys to success not only within our academic programs, but also in the global landscape of 21st century business, communications, science, and culture.

At USF, we highly encourage students and faculty to forge meaningful relationships that transcend the academic, department-centered experiences found in other graduate schools. We believe that partnerships between students, faculty, and researchers across campus, in the community, and around the world strengthen both the university and the graduate student experience by creating a "collaboration for competition" that leads to new knowledge and exciting, innovative solutions to pervasive and emerging problems.

Continuing to deliver top-quality graduate programs remains a leading priority for USF as we further enhance our position as a premier research university with state, national, and global impact. Just this summer, USF was designated as a "Preeminent State Research University," an award which recognizes our high performance and trajectory of national excellence.

The University of South Florida is a place where you can challenge yourself by contributing to your chosen discipline, your community, and the world-at-large in a meaningful and sustainable way. Whether you aspire to remain in academe or to pursue professional positions in the public sector, business or industry, I am confident that your investment of time, talent, and energy as a graduate student at USF will present you with wonderful and exhilarating prospects for the future.

Ralph Wilcox

Ralph C. Wilcox, Ph.D.
Provost and Executive Vice President
www.acad.usf.edu





A MESSAGE FROM THE DEAN OF THE OFFICE OF GRADUATE STUDIES

It gives me great pleasure to welcome you to the University of South Florida (USF) Graduate Studies Catalogue. As you will see, we are a vibrant University providing opportunities for student success and outstanding achievement (see USF Points of Pride at <http://www.usf.edu/about-usf/points-of-pride.aspx>). USF has nearly 170 masters and doctoral majors, several concurrent degree options, and over 130 graduate certificates. We also have many opportunities for non-degree seeking students. At the three institutions across the USF System, we serve more than 48,000 students. Of these, over 10,000 are a geographically, demographically, socially, and disciplinarily diverse body of students pursuing their graduate education. USF has student success, research and innovation, community engagement, global literacy and impact, and integrated, interdisciplinary inquiry as its strategic priorities. Our tuition provides affordability and we also offer a number of financial aid options. We recognize that graduate students have an array of responsibilities and needs, so many of our majors offer flexible day, evening, and weekend classes in addition to online course and degree program offerings.

The mission of the Office of Graduate Studies is to serve as the center of leadership for graduate education at the University of South Florida. As a graduate student at the University of South Florida, you can be proud that USF is one of the nation's top public research universities and one of only 40 public research universities nationwide that holds both very high research and community engaged designations by the Carnegie Foundation for the Advancement of Teaching. As well, it has been named as one of three designated Preeminent Universities in the Florida State University System. Graduate students at USF can apply for research, teaching, and graduate assistantships, enhancing their educational experiences by putting knowledge into action. At the same time, a number of our Master's degree programs, as well as Graduate Certificates, offer varied opportunities for professional development and advancement. As a perusal of the Catalogue will show, there's something for everyone!

We urge you to become the leader you are destined to be, so I invite each of you to learn more about graduate education at the University of South Florida. Welcome to our community of scholars and family of learners!

M. Dwayne Smith, Ph.D.

Senior Vice Provost & Dean, Office of Graduate Studies
www.grad.usf.edu

Section 2

About USF

The University of South Florida is a large, public 4-year university offering undergraduate, graduate, specialist and doctoral level degrees. The USF System includes three, separately accredited institutions: USF; [USF St. Petersburg](#); and [USF Sarasota-Manatee](#). Serving more than 50,000 students, the USF System has an annual budget of \$1.7 billion and is ranked 45th in the nation for research expenditures among all universities, public or private.

USF is comprised of 14 [colleges](#) offering more than 180 [undergraduate majors](#) and concentrations—with some of the most populated colleges being [USF Health](#), [Arts & Sciences](#), [Business](#) and [Engineering](#). We also have numerous degree programs at the graduate, specialist and doctoral levels, including the doctor of medicine. USF prides itself on being a high-impact global research university dedicated to student success.

USF Vision, Mission, Goals, Values, and Accreditation

USF Strategic Plan: <http://www.ods.usf.edu/Plans/Strategic/docs/USF-Strategic-Plan-2013-2018.pdf>

Mission

The University of South Florida's mission is to deliver competitive undergraduate, graduate, and professional programs, to generate knowledge, foster intellectual development, and ensure student success in a global environment.

Vision

The University of South Florida is a global research university dedicated to student success and positioned for membership in the Association of American Universities (AAU).

As Florida's leading metropolitan research university, USF is dedicated to:

- Student access, learning, and success through a vibrant, interdisciplinary, and learner-centered research environment incorporating a global curriculum.
- Research and scientific discovery to strengthen the economy, promote civic culture and the arts, and design and build sustainable communities through the generation, dissemination, and translation of new knowledge across all academic and health-related disciplines.
- Partnerships to build significant locally- and globally-integrated university-community collaborations through sound scholarly and artistic activities and technological innovation.
- A sustainable economic base to support USF's continued academic advancement.

Values

The University of South Florida values:

- High-quality education and excellence in teaching and learning.
- High-impact scholarship, research, and creative activities
- Diversity of students, faculty, and staff
- Affordable and accessible education
- Global research, community engagement, and public service
- Social, economic, and environmental sustainability
- Focus and discipline in aligning the budget with institutional priorities
- A campus life with broad academic, cultural, and athletic opportunities
- Success and achievement of its students, faculty, staff, and alumni
- Shared governance within all components of the institution
- Collegiality, academic freedom, and professional responsibility
- Entrepreneurial spirit, partnerships, and innovation
- Efficiency and transparent accountability
- First-class physical infrastructure and a safe campus environment

Linked Goals and Strategies**Goal 1**

Well-educated and highly skilled global citizens through our continuing commitment to student success:

- Provide the highest quality, comprehensive, interdisciplinary educational programs and student research opportunities to foster critical thinking and intellectual inquiry through a variety of pedagogical and delivery methods
- Develop diverse, dynamic global citizens and leaders to strengthen communities and improve quality of life
- Enhance opportunities for all students by providing transformational learning — including an increased commitment to science, technology, engineering, and mathematics (STEM) and health fields — that is intellectually, scientifically, and technologically sound and produces relevant applied skills and engaged outcomes
- Educate competitive, highly skilled students prepared to excel in the global job market and to make meaningful and lasting contributions to society
- Deliver a globalized curriculum utilizing emerging technologies to increase accessibility and cultural understanding

Goal 2

High-impact research and innovation to change lives, improve health, and foster sustainable development and positive societal change:

- Engage in high-impact research, scholarship, and creative activities that generate new knowledge
- Increase global research opportunities and partnerships at all levels within the university
- Develop strategic interdisciplinary research initiatives that solve critical problems
- Promote community-engaged scholarship and creative activities to benefit all members of society

Goal 3

A highly effective, major economic engine, creating new partnerships to build a strong and sustainable future for Florida in the global economy:

- Pursue entrepreneurial endeavors and partnerships that augment revenue and maximize institutional effectiveness
- Establish mutually beneficial partnerships (internal and external) that enhance student access to academic programs, research, and employment opportunities
- Provide university stewardship that represents the cornerstone of economic and cultural significance for Florida, the nation, and beyond
- Promote a stimulating campus life through diverse academic, economic, cultural, and athletic opportunities

Goal 4

Sound financial management to establish a strong and sustainable economic base in support of USF's continued academic advancement:

- Align budget and fiscal resources with academic priorities that support the recruitment and retention of intellectual talent at USF
- Refine business practices to ensure a strong and sustainable economic foundation for the university
- Promote and sustain a positive working environment, high service quality, and strong staff support through competitive salary structures and professional development opportunities
- Build USF's fundraising enterprise and endowment by completing a comprehensive campaign to support capital projects, endowed professorships and scholarships, and ongoing operating needs
- Expand USF's international identity through design and implementation of a comprehensive, powerful branding campaign
- Expand the commercialization of emerging technologies to enhance regional and state economic development
- Enhance the physical infrastructure of campus through fiscally responsible investments

Accreditation

The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate, masters, and doctoral level.. Contact the Commission on Colleges at: 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Florida.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's Office.

DEGREES* OFFERED BY THE UNIVERSITY**Undergraduate Degrees**

Bachelor of Arts	B.A.
Bachelor of Fine Arts	B.F.A.
Bachelor of General Studies	B.G.S.
Bachelor of Music	B.M.
Bachelor of Science	B.S.
Bachelor of Science in Applied Science	B.S.A.S.
Bachelor of Science in Biomedical Engineering	B.S.B.E.
Bachelor of Science in Chemical Engineering	B.S.C.H.
Bachelor of Science in Civil Engineering	B.S.C.E.
Bachelor of Science in Computer Engineering	B.S.C.P.
Bachelor of Science in Computer Science	B.S.C.S.
Bachelor of Science in Electrical Engineering	B.S.E.E.
Bachelor of Science in Industrial Engineering	B.S.I.E.
Bachelor of Science in Information Technology	B.S.I.T.
Bachelor of Science in Mechanical Engineering	B.S.M.E.
Bachelor of Social Work	B.S.W.

Graduate Degrees

Master of Accountancy	M.Acc.
Master of Architecture	M.Arc.
Master of Arts	M.A.
Master of Arts in Teaching	M.A.T.
Master of Business Administration	M.B.A.
Master of Civil Engineering	M.C.E.
Master of Education	M.Ed.
Master of Environmental Engineering	M.E.V.E.
Master of Fine Arts	M.F.A.
Master of Health Administration	M.H.A.
Master of Music	M.M.
Master of Physician Assistant Studies	M.P.A.S.
Master of Public Administration	M.P.A.
Master of Public Health	M.P.H.
Master of Science	M.S.
Master of Science in Bioinformatics and Computational Biology	M.S.B.C.B.
Master of Science in Biomedical Engineering	M.S.B.E.
Master of Science in Biotechnology	M.S.B.
Master of Science in Chemical Engineering	M.S.C.H.
Master of Science in Civil Engineering	M.S.C.E.
Master of Science in Computer Engineering	M.S.C.P.
Master of Science in Computer Science	M.S.C.S.
Master of Science in Electrical Engineering	M.S.E.E.

Master of Science in Engineering Management	M.S.E.M.
Master of Science in Environmental Engineering	M.S.E.V
Master of Science in Health Informatics	M.S.H.I.
Master of Science in Industrial Engineering	M.S.I.E.
Master of Science in Information Technology	M.S.I.T.
Master of Science in Marketing	M.S.M.
Master of Science in Materials Science and Engineering	M.S.M.S.E.
Master of Science in Mechanical Engineering	M.S.M.E.
Master of Science in Medical Sciences	M.S.M.S.
Master of Science in Public Health	M.S.P.H.
Master of Science in Real Estate	M.S.R.E.
Master of Social Work	M.S.W.
Master of Urban and Community Design	M.U.C.D.
Master of Urban and Regional Planning	M.U.R.P.

Advanced Graduate Degrees

Education Specialist	Ed.S.
Doctor of Audiology	Au.D.
Doctor of Business Administration	D.B.A.
Doctor of Education	Ed.D.
Doctor of Philosophy	Ph.D.
Doctor of Public Health	Dr.P.H.
Doctor of Nursing Practice	D.N.P.

Professional Degrees

Doctor of Medicine	M.D.
Doctor of Pharmacy	Pharm.D.
Doctor of Physical Therapy	D.P.T.

Additional Accreditation:

Muma College of Business	Association to Advance Collegiate Schools of Business (AACSB)
College of Education	National Council for Accreditation of Teacher Education (NCATE)
College of Engineering	Engineering Accreditation Commission of ABET
College of Nursing	Commission on Collegiate Nursing Education (CCNE)
College of Public Health	Council on Education in Public Health (CEPH)
Lynn Pippenger School of Accountancy	Association to Advance Collegiate Schools of Business (AACSB)
School of Art & Art History	National Association of Schools of Art and Design (NASAD)
School of Music	National Association of Schools of Music (NASM)
School of Social Work	Council on Social Work Education (CSWE)
School of Theatre & Dance	National Association of Schools of Theatre (NAST), National Association of Schools of Dance (NASD)

The University of South Florida and all colleges, departments and degree programs therein establish certain academic requirements that must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Advisors, directors, department chairs, and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, majors, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the USF Board of Trustees.

University Administration

The University of South Florida is a member of the State University System (SUS) of Florida and is governed by the Florida Board of Governors and the University Board of Trustees.

Florida Board of Governors

For a current list of the Board of Governors (BOG), please refer to their website: <http://www.flbog.org/>

University Board of Trustees

The USF Board of Trustees was created in 2001 and is responsible for cost-effective policy decisions appropriate to the system mission and the implementation and maintenance of high quality education programs within the laws and rules of the State. The legislature also mandated a Campus Board for each of the following USF System institutions and campuses: USF St. Petersburg and USF Sarasota-Manatee. The members of each Campus Board are appointed by the USF Board of Trustees.

The 13 trustees include distinguished figures in the law, commerce, medicine, education, philanthropy and public policy leadership. Six trustees are appointed by Florida's governor and five trustees are appointed by the Board of Governors. The USF System Faculty Council President and USF System Student Advisory Council President also serve as trustees. The University of South Florida System President and President of the University of South Florida serves as Corporate Secretary. Information about each Trustee is available online at:

<http://system.usf.edu/board-of-trustees/index.asp>

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Chief Executive Officer of the USF System and President of USF

Judy Genshaft, Ph.D.

Provost and Executive Vice President of the USF System and USF Campus

Ralph Wilcox, Ph.D.

Office of Graduate Studies Administration:

Reference USF Policy 11-001 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-11-001.pdf>

Sr. Vice Provost and Dean, Office of Graduate Studies
Associate Dean, Office of Graduate Studies

Dwayne Smith, Ph.D.
Ruth Bahr, Ph.D.

USF System Graduate Liaisons:

USF
USF
USF St. Petersburg
USF Sarasota-Manatee
USF Health

Dwayne Smith, Ph.D.
Ruth Bahr, Ph.D.
Martin Tadlock, Ph.D.
Karen Holbrook, Ph.D.
Charles J. Lockwood, M.D., MHCM

College Deans

College of Arts and Sciences	Eric Eisenberg, Ph.D.
College of Behavioral and Community Sciences	Julianne Serovich, Ph.D.
Muma College of Business	Moez Limayem, Ph.D.
College of Education	Robert C. Knoeppel, Ph.D.
College of Engineering	Robert Bishop, Ph.D., P.E.
College of Global Sustainability	Govindan Parayil, Ph.D.
College of Graduate Studies	Dwayne Smith, Ph.D.
College of Marine Science	Jacqueline Dixon, Ph.D.
Morsani College of Medicine	Charles J. Lockwood, MD, MHCM
College of Pharmacy	Kevin Sneed, Ph.D.
College of Nursing	Victoria Rich, Ph.D.
College of Public Health	Donna Petersen, Ph.D.
College of The Arts	James Moy, Ph.D.
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College Graduate Associate Deans (EGAD) - <http://www.grad.usf.edu/graduate-coordinators.php>

College of Arts and Sciences	Bob Potter, Ph.D.
College of Behavioral and Community Sciences	Catherine Batsche, Ph.D.
Muma College of Business	Jackie Reck, Ph.D.
College of Education	Anne Cranston-Gingras, Ph.D.
College of Engineering	José Zayas-Castro, Ph.D.
College of Global Sustainability	TBA
College of Graduate Studies	Ruth Bahr, Ph.D.
College of Marine Science	David Naar, Ph.D.
Morsani College of Medicine	Gretchen Koehler, Ph.D.
Morsani College of Medicine – Graduate Studies	Michael Barber, D.Phil.
Morsani College of Medicine – Rehabilitation Sciences	Laura Swisher, Ph.D.
College of Nursing	Catherine Gaines Ling, Ph.D.
College of Nursing	Theresa Beckie, Ph.D.
College of Pharmacy	Shyam Mohapatra
College of Public Health	Kay Perrin, Ph.D.
College of The Arts	Barton Lee

USF Graduate Council:

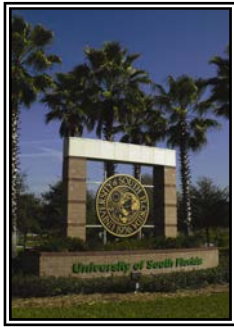
For the most current list members, please refer to the website: <http://www.grad.usf.edu/graduate-council.php>

College of Arts and Sciences (4)	Lindsay Shaw
College of Arts and Sciences	Bin Xue
College of Arts and Sciences	Gary Daughdrill
College of Arts and Sciences	Cecilia Nunes
College of Behavioral and Community Sciences (2)	TBA
College of Behavioral and Community Sciences	TBA
Muma College of Business (2)	Richard Plank
Muma College of Business	Patrick Wheeler
College of Education (2)	Steve Permut, Council Chair
College of Education	TBA
College of Engineering (2)	Rasim Guldiken
College of Engineering	Alex Savachkin

College of Marine Science (2)
College of Marine Science
Morsani College of Medicine (3)
Morsani College of Medicine
Morsani College of Medicine
College of Nursing (2)
College of Nursing
College of Public Health (2)
College of Public Health
College of The Arts (2)
College of The Arts
Libraries (1)

Pamela Hallock Muller
Brad Seibel
Vrushank Dave
Ingrid Bahner
Askin Uysal
Marcia Johansson
Harleah Buck
Janice Zgibor
Russell Kirby, Council Vice-Chair
TBA
TBA
TBA

USF Institution Locations



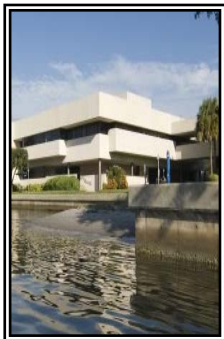
University of South Florida

4202 E. Fowler Avenue
Tampa, FL 33620
(813) 974-2011
Website: www.usf.edu
Catalog: <http://www.grad.usf.edu/catalog.php>



University of South Florida Sarasota-Manatee

5700 N. Tamiami Trail
Sarasota, FL 34243-2197
(941) 359-4200
Website: www.sarasota.usf.edu
Catalog: <http://usfsm.edu/catalog/>



University of South Florida St. Petersburg

140 Seventh Avenue S.
St. Petersburg, FL 33701
(727) 87-1142
Website: www.usfsp.edu
Catalog: <http://www.usfsp.edu/catalog/>

Office of Graduate Studies Directory

4202 E. Fowler Ave., ALN226, Tampa, FL 33620

813-974-2846 www.grad.usf.edu

	Phone Number	Email
Senior Administration		
Dwayne Smith, Ph.D., Sr. Vice Provost and Dean, Office of Graduate Studies	(813) 974-7359	dsmith@usf.edu
Ruth Bahr, Ph.D., Associate Dean	(813) 974-7161	rbahr@usf.edu
Staff		
Heidi Paintner, Executive Administrative Specialist	(813) 974-7359	hpaintne@usf.edu
Olivia DeSantis, Administrative Specialist	(813) 974-2915	omd@usf.edu
Kokita Wilson, HR Liaison and Office Manager	(813) 974-3810	kwilson@usf.edu
Jessica Sonnenschein, Receptionist	(813) 974-2846	sonnenschein@usf.edu
Academics		
Carol Hines-Cobb, Assistant Director, Academics	(813) 974-4239	cdh@usf.edu
Joseph Butts, Assistant Director, Academics	(813) 974-3586	tron@usf.edu
Mathdany Clark, Academic Services Administrator	(813) 974-2847	mnoel@usf.edu
Lisa Wetmore, Academic Services Administrator, Cybersecurity	(813) 974-3689	lwetmore@usf.edu
Accounting		
Elizabeth Fernandez, Fiscal and Business Manager	(813) 974-	efernand@usf.edu
Javier Rodriguez, Fiscal and Business Specialist	(813) 974-9328	jrodriguez@usf.edu
Student Affairs		
Gary Oliver, Assistant Director, Student Success	(813) 974-7935	goliver@usf.edu
Office of Postdoctoral Affairs (OPA)		
Kiri Kirkpatrick, Ph.D., Associate Director of Postdoctoral Affairs and Graduate Student Development	(813) 974-0795	kiri@usf.edu
Brandis Waiz., Academic Program Specialist	(813) 974-3655	bwaiz@usf.edu
Graduate and Professional Student Council	(813) 974-2846	gpsc@grad.usf.edu
Office of Admissions - Graduate Admissions Contact:		
Admissions: Sean Gilmore, Interim Director	(813) 974-3350	admissions@usf.edu

Academic Calendar

Academic Calendar <http://www.registrar.usf.edu/enroll/regist/calendrt.php>
 Thesis/Dissertation Deadlines http://www.grad.usf.edu/ETD_Deadlines.php
 Cultural/Diversity Calendar <http://www.usf.edu/diversity/about-dieo/upcoming-events.aspx>
 Attendance Policy for the Observance of Religious Days
<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

FALL 2018 SEMESTER

August 20	First day of classes
August 24	Last day to drop/add or late register
August 24	Last day to pay fees
September 3	Labor Day Holiday; No classes & USF offices closed
September 21	Graduation application deadline
October 27	Last day to drop or withdraw with "W" without academic penalty
November 12	Veteran's Day Holiday - USF closed
November 22 & 23	Thanksgiving Holiday - USF closed
November 29 & 30	Reading Days
November 30	Last day of classes
December 1	Final exams begin
December 6	Fall 2018 final exams end (End of Term)
December 7-10	Tampa Commencement

SPRING 2019 SEMESTER

January 7	First day of classes
January 11	Last day to drop/add or late register
January 11	Last day to pay fees
January 21	Martin Luther King JR. Holiday - USF closed
February 1	Spring 2018 graduation application deadline
March 11 – 17	Spring Break 2018
March 23	Last day to drop or withdraw with "W" without academic penalty
April 26	Last day of classes
April 25 & 26	Designated reading days
April 27	Final exams begin
May 1-2	Spring 2019 final exams end (End of Term)
May 3 & 4	Tampa Commencement (tentative)

SUMMER 2019 SEMESTER

Session A and C

May 13	First day of classes Sessions A & C
May 17	Last day to drop/add or late register. Tuition
May 17	Last day to pay fees
May 27	Memorial Day Holiday - USF closed
June 7	Graduation application deadline
June 8	Last day to drop or withdraw with "W" without academic penalty
June 21	Last day of classes Session A
July 4	Independence Day Holiday - USF closed
July 19	Last day of classes Session C
Aug 3	Tampa Commencement (tentative)

Session B

June 7	Graduation application deadline
June 24	First day of classes Session B
June 29	Last day to drop/add or late register
June 29	Last day to pay fees
July 4	Independence Day Holiday - USF closed
July 20	Last day to drop or withdraw with "W" without academic penalty
Aug 2	Last day of classes Session B
Aug 3	Tampa Commencement (tentative)

Section 3

Graduate Faculty and Research Interests

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty. Only Graduate Faculty, and Affiliate Graduate Faculty approved for such purposes, may serve as the Instructor of Record for graduate level courses.

Graduate Faculty Definition

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 masters, 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 publications, performances, exhibitions, patents, inventions and research grants.

Affiliate Graduate Faculty membership may be granted by the Office of Graduate Studies Dean to individuals who do not meet the University definition of Graduate Faculty, but 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 serve on masters, 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.

Affiliate Graduate Faculty can only serve as the Instructor of Record when they have a terminal degree in the discipline and are approved to teach graduate courses in that field. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Office of Graduate Studies Dean. For approval, a current CV and request for approval, including the reason for the request (e.g. serving on a master's student supervisory committee), is submitted through the Major, the College, and the Office of Graduate Studies. For procedures, contact the Office of Graduate Studies.

Graduate Faculty Approval – Graduate faculty is defined as noted above; Colleges and Departments may have additional requirements. The Office of Graduate Studies will maintain a list of Graduate Faculty along with approval guidelines from the Colleges and Departments.

References:

SACSCOC Comprehensive Standard 3.7.1, <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf> for specific information and requirements in reference to the teaching of graduate courses.

Also, note, per USF Policy 10-115 – Faculty Credentials for Teaching Undergraduate and Graduate Courses - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-115.pdf>

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.usf.edu/admissions/graduate/index.aspx>
E-mail: GradAdmissions@usf.edu
Phone: 813-974-3350
Fax: 813-974-9689

Dean of Admissions Glenn Besterfield
Interim Director Sean Gilmore

University Admissions Criteria and Policies

USF Regulation USF3-008: <http://regulationspolicies.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 major 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. Major 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 degree 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 (3.00 on a 4.00 scale) or better in all work attempted while registered as an undergraduate student working for a degree, **or**
 - ii. "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as a graduate student working for a graduate 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. In cases where an applicant has a bachelor's and a graduate degree at the time of admission, the credentials and GPA of the graduate degree will be the determining factor for admission.
 - c. The equivalent bachelors and/or graduate degrees from a foreign institution. Bachelor's degrees from institutions in the European Higher Education Area (EHEA) are considered equivalent based on the Bologna Accord. For applicants with a 3-year Bachelor's Degree with less than 120 hours, from Non-Bologna Accord Institutions, a transcript evaluation from a NACES member is required to confirm equivalency.
2. Submission of standardized test scores if required by the graduate degree program. For Graduate Majors that require the GRE, the Personal Potential Index (PPI) may be required. Refer to individual major admission requirements for information.
3. Applicants from countries where English is not the official language must also demonstrate proficiency in English* as outlined in the section on English Proficiency. Applicants who earn a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (for the institution and not just the major) may meet this requirement. However, other related factors (including test scores) will also be considered. Medium 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 major to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.

The Department Chair and College Dean must approve any exceptions to these requirements before they will be considered by the Office of Graduate Studies. The reason for the waiver and related documentation must be included on the Graduate Application Referral form.

**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 major. They will be kept on file for up to one year. At the request of the applicant or graduate major, they will be processed for the next available term.

The Graduate Admissions Office and the Graduate Department review your application for admission to graduate study at USF. Once the Graduate Department reviews your eligibility for its graduate major 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 12 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 majors and deadline dates please visit the Office of Graduate Studies website at <http://www.grad.usf.edu/programs.php>

Graduate Admission Application Deadlines

MASTER'S AND EDUCATION SPECIALIST DEGREES	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
<ul style="list-style-type: none"> • Applications received by the Priority Deadline will receive maximum consideration. • Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis. • Applications must be complete with all required information by the stated deadline. Any application <u>materials</u> received after the deadline may be reviewed on a space-available basis. <p>Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.</p>			
Priority Deadline (for funding and consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Final University Deadline Domestic Applicants	June 1	October 15	February 15
Final University Deadline International Applicants	June 1	September 15	February 15

DOCTORATE DEGREES	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
<ul style="list-style-type: none"> • Applications received by the Priority Deadline will receive maximum consideration. • Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis. • Applications must be complete with all required information by the stated deadline. Any application <u>materials</u> received after the deadline may be reviewed on a space-available basis. <p>Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.</p>			
Priority Deadline (for funding and consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Final University Deadline Domestic Applicants	February 15	October 15	February 15
Final University Deadline International Applicants	February 15	September 15	February 15

Additional Requirements for International Applicants

In addition to meeting the published application deadline for the Major of interest, all immigration documents should be submitted as soon as possible, but must be on file at USF no later than the deadlines listed 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 deadline for the Major and these applicants must apply no later than the posted International deadline. 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. If you are admitted to a graduate major.

1. Fill out the Graduate Application on line and upload all supporting documents
2. List all post-secondary institutions you have attended on the application
3. Pay the Application Fee
4. Upload through the online application a copy of transcripts of all prior post-secondary courses taken (including translations and evaluations for international transcripts). If you are admitted, you must ALSO have official and final transcripts sent to the Office of Admissions.
5. Upload through the online application a copy of your test score reports. If you are admitted, you must also have official Test Scores sent to USF
6. Review and respond to Conduct Clearance Policy (Legal Disclosure Statement)
7. Review Florida Residency Policy for Tuition Purposes and provide documents, if needed

1. Graduate Application: <https://secure.vzcollegeapp.com/usf/>

Applicants should also check with the Graduate Major to determine if they require any additional, supporting documents beyond the ones listed here. Admission requirements may be found in the Major listing in the Catalog. Applicants should upload a copy of each supporting document required by the major through the on-line application when it is submitted. However, they may upload additional documents after the application has been submitted. For instruction on uploading, go to <http://www.usf.edu/admissions/documents/how-to-upload-grad-adm-docs.pdf>

2. 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. (USF Regulation USF4-0107: Fees, Fines and Penalties <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 (Master Card or Visa issued from a U.S. bank), by E-Check (personal checking/savings account issued from a U.S. bank), or through Flywire 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) complete official transcript from all institutions of higher learning attended by the applicant is required of all students who are admitted and matriculate at USF (reference USF Policy 10-044). At least one transcript must show that the bachelor's degree was completed prior to the start of the graduate major at USF. Former USF students should not submit their USF transcript; it is already on file. However, they must list USF as a post-secondary institution on the application. Applicants should upload copies of all other transcripts to expedite the processing of their applications. These uploaded transcripts are considered unofficial.

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.

*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 majors 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 – Applications from the European Higher Education Area

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 majors, at the discretion of the Department (or equivalent) and College that offer the Major 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.

Non-Bologna Institutions

Transcripts for applicants from non-Bologna Accord Institutions must be accompanied by an evaluation of the bachelor's degree by an independent third-party member of the National Association of Credential Evaluation Services (NACES). Confirmation of the baccalaureate degree as equivalent is required and will be jointly determined by relevant major faculty, the Office of Admissions, and the Office of Graduate Studies.

4. Test Scores

GRE (Graduate Record Examination)*: <http://www.gre.org>

Applicants to graduate majors 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 majors. Please contact your major of interest directly for additional information. **Editor's Note: GRE has a new score scale; scores listed on the Major 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 or http://www.ets.org/s/gre/pdf/concordance_information.pdf

GMAT (Graduate Management Aptitude Test): <http://www.gmac.com/gmat.aspx>

Applicants to majors in the Muma 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 majors.

VP9-M4-23	Ph.D. in Business Administration	VP9-M4-67	M.A. in Economics
VP9-M4-04	Executive M.B.A.	VP9-M4-86	M.S. in Finance
VP9-M4-41	Hospitality Management, USF-SM	VP9-M4-17	M.S. in Management
VP9-M4-97	M.B.A., Full Time	VP9-M4-66	M.S. in Management Info. Systems
VP9-M4-80	M.B.A., Part Time	VP9-M4-40	M.S.M. in Marketing
VP9-M4-01	M.B.A., USF Sarasota-Manatee	VP9-M4-74	M.S.R.E in Real Estate
VP9-M4-25	M.B.A., USF St. Petersburg	VP9-M4-48	M.S. in Entrepreneur in Applied Tech.
VP9-M4-18	Masters in Accountancy	VP9-4J-76	Health Admin., College of Public Health

***Applicants may not have to submit a GMAT if they have taken the GRE. Please contact the major of interest directly for additional information.*

MCAT

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

English Proficiency

Applicants whose native language is not English must demonstrate proficiency in English by submitting acceptable scores on one of the English proficiency tests listed below. Scores 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. Additional documentation may be required by the Office of Graduate Studies or the Office of Graduate Admissions. *Note – test scores are for eligibility for admissions and not to demonstrate English Proficiency for Teaching Assistant (TA) Positions.*

- a. Test of English as a Foreign Language (TOEFL iBT) 79 or higher on the Internet based test
- b. International English Language Testing System (IELTS) 6.5 or higher
 - i. <http://www.ielts.org>
 - ii. *(Note: Although the IELTS score may be used to demonstrate English Proficiency for the purpose of admissions, the IELTS score is not acceptable to demonstrate English Proficiency for Teaching Assistant [TA] positions)*
- c. INTO English Language Assessment (IELA) 176 or higher
(with minimum sub scores of 169)
- d. Cambridge English First (FCE) 176 or higher
(with minimum sub scores of 169)
- e. Pearson Test of English Academic (PTE-A) 53 or higher
- f. GRE Verbal Exam 153 (or equivalent)
- g. By earning a baccalaureate or higher degree at a regionally accredited institution in the US

By successfully completing INTO USF's Academic English Program Level 6 or the following INTO USF courses: EAP 1850 and EAP 1852 with a Satisfactory grade.

**Proof of English proficiency (additional documentation or exam scores) may be requested based upon information provided in the application.*

English Proficiency Exemptions

You qualify for an exemption from taking an English proficiency examination if one of the following criteria are met:

- You are a native speaker of English
- You earned a baccalaureate or higher degree at a regionally accredited institution in the U.S.
- You completed **all** of your undergraduate education and earned an undergraduate degree at an institution where the language of instruction is English only. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution. Other related factors (including test scores) will also be considered
- You completed **all** of your graduate education and earned a graduate degree at an institution where the language of instruction is English only. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution. Other related factors (including test scores) will also be considered. *Note: If you completed a Master's degree that was strictly research and no academic classes, that degree does not meet the exemption. This type of Master's degree is generally awarded at a non-U.S. institution.*
- You are current USF student

Examples of meeting the English Proficiency Exemption criteria:

- You completed the last three years of your undergraduate degree at the University of Michigan, and in addition, earned a Master's degree that was one and one-half years in duration at the University of London.
- You completed the last two years of your undergraduate degree at the University of Melbourne, and in addition, earned a Master's degree from the University of Michigan.

Example of not meeting the English Proficiency Exemption criteria:

- You completed two years of an undergraduate degree program at an overseas institution (Fudan University) where the medium of instruction is a language other than English. You then transferred to an institution (Monash University) where all classes are taught exclusively in English and earned a degree from that institution.
- Has received a college/university degree from an institution in at least one of the following countries (list was accurate at the time of publication; to check the most current list, go to <http://www.usf.edu/admissions/international/graduate/requirements-deadlines/english-proficiency.aspx>)
- If you are from one of the English speaking countries listed below, you are not required to submit TOEFL scores. <http://www.usf.edu/admissions/international/admission-information/graduate/requirements-and-deadlines.aspx>

English Proficiency for Assistantship Eligibility

International students from countries from predominantly English-Speaking Countries who want to be considered for a teaching assistantship must show proficiency in spoken English even if their English proficiency examination requirement has been waived for admission to a graduate program.

PLEASE NOTE: International students from countries other than those listed in Appendix C of the *Policy on Spoken English Proficiency for Graduate Teaching Assistants/Associates/Graduate Instructional Assistants* ([http://www.grad.usf.edu/International Teaching Assistants Handbook.php](http://www.grad.usf.edu/International_Teaching_Assistants_Handbook.php)) 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 major. 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>.

Please reference <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:**
Graduate students are typically 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 a minimum of two forms of 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. For assistance with residency questions contact gradadmissions@usf.edu

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 still seek to have their residency reconsidered; however, they must then 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>

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 Majors (If applicable)

Many majors 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 major to see if you should also send the paper documents directly to the appropriate department/major. These materials will be available electronically to the appropriate major 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 (e.g. transcripts) 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 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 academicians, 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 Major, College, and Office of Graduate Studies to accept exception application requests.

Conditional Admission Criteria

A major 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 major will result in academic dismissal from the major. The College/Graduate Major 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 major 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 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 major'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 12 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 major during the requested term. These applicants may have their admission honored for up to 2 years, pending approval from their academic major, 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 major'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 in writing to the Graduate Director of the major 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 major 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 major 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 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 major'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.

REINSTATEMENT AND RE-APPLICATION FOR ADMISSION POLICIES

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 reinstated or re-apply for admission to the major. Both of these are at the discretion of the Major and are not guaranteed. These policies do not apply to students who have been academically dismissed from the University for Academic Dishonesty.

Reinstatement:

For students who the Major anticipates will complete their degree within their original time limit:

- Students must apply for reinstatement using the *Graduate Major Reinstatement Form*.
- Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
- Students who were in Doctoral Candidacy will remain at that status.
- Students who are reinstated may choose the original or any subsequent Graduate Catalog
- Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.

For students who will exceed their time limit for degree completion, but will not be affected by course currency issues (i.e. will finish within ten years of initial admission date in the graduate major)

- Students must apply for reinstatement using the *Graduate Major Reinstatement Form* and also submit the *Time Limit Extension Request*, including benchmark information.
- Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
- Students who were in Doctoral Candidacy will remain at that status.
- Students who are reinstated may choose the original or any subsequent Graduate Catalog.
- Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.
- Students who have been Academically Dismissed from the University for Academic Dishonesty may not apply to any graduate major at USF.

Re-application for Admission:

Students who have exceeded their time limit for degree completion and/or course currency limits (i.e. ten years from their initial admission date in the graduate major) must re-apply for admission. This will require completion of all degree requirements as posted in the Graduate Catalog in effect at the semester of admission, including such elements as comprehensive exams, thesis/dissertation hours. The Major should evaluate the student's transcript to determine if any of the previous coursework may be transferred in as part of the admission process (note: only structured courses may be considered for transfer – see Transfer of Credit Policy). This will require documentation of course currency through a syllabus-by-syllabus comparison.

To be admitted, the application and all supporting materials must be submitted by the Major's posted application deadline as noted in the Graduate Catalog. These materials include:

- **Graduate Application:** to re-apply for admission, students must submit a new graduate application, application fee, and any required supporting materials by the application deadline for the major.
- **Admission Requirements:** Students must meet the Admission Requirements posted in the Graduate Catalog for the Major to which they are reapplying.
- **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. Refer to the Course Currency Policy for time limits on coursework applied toward the degree. Students will be required to take new coursework.
- **Enrollment:** A decision to readmit is only applicable to the semester for which it was offered. Students who do not enroll for that term will have to resubmit an application for any future semester.
- **Doctoral Candidacy:** Students who are readmitted to a doctoral major who were previously admitted to doctoral candidacy must retake the Qualifying Exam and be Admitted to Doctoral Candidacy.

Change of Graduate Major

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

- 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 major who wishes change to another major at the same or lower degree level
- requires a student to be in good academic standing
- is up to the discretion of the student's new major (note: some majors may require another admission application to be submitted and reviewed)
- may affect the student's financial aid status
- restarts the time limit with the admission to the new graduate major.
- requires the submission of a Change of Graduate Major Application and approval by the Office of Graduate Studies
- requires students to meet all requirements of the new Major as specified in the USF Graduate Catalog of their choice as per the Graduate Catalog policy. See policy for full information and restrictions.

*Students not in good academic standing must consult with the Office of Graduate Studies prior to initiating a Change of Graduate Major Application. Students who have less than a 3.00 as required to be in good standing may still be considered for a change of graduate major if the new graduate major is willing to accept them into the degree program.

Students may view the procedures and obtain the Change of Graduate Major Application at http://www.grad.usf.edu/inc/linked-files/GRADUATE_SCHOOL_Chg_of_Program_Application.pdf. Students must consult with the new major 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/>

Section 5

Registration and General Information

Parking Information and Campus Maps

For information on USF Parking Services, policies, and regulations, refer to:

USF Parking and Transportation Services website: <http://www.usf.edu/administrative-services/parking/>

Campus maps available: <http://www.usf.edu/administrative-services/parking/maps/index.aspx>

USF Regulations:

USF 4.0010 Parking General Guidelines, Registration, Penalties and Rates:

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0010.pdf>

Also reference 4.00211 through 4-00219 and 4-0023 through 4-0029, FAC, available at:

<http://regulationspolicies.usf.edu/regulations/>

Office of the Registrar

Website: <http://www.registrar.usf.edu/>

E-mail: regquest@admin.usf.edu

Phone: 813-974-2000

TTY: 813-974-4488

The Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of the Registrar about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

OASIS

Students use a self-selected personal identification number (PIN) in the University's **Online Access Student Information System (OASIS)** to:

- view registration appointment information
- view registration hold information
- view the Schedule of Classes
- register and drop/add courses
- view their grades
- request address changes
- request privacy
- request transcripts

Registration Information

USF Regulation USF4-0101, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>

Register for Classes

To register for classes students must login to the OASIS system. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the department for registration.

OASIS: <http://usfonline.admin.usf.edu/>

Schedule: <http://www.registrar.usf.edu/ssearch/search.php>

Late Registration

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e. by the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the Add / Drop sections of the Catalog.

Medical Requirements for Registration

Immunization Policy: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>

Forms: <http://www.usf.edu/student-affairs/student-health-services/immunizations/index.aspx>

Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students. Florida law (Section 1006.69 Florida statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services. Please refer to <http://www.shs.usf.edu/immunizations.aspx> for further information. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof.

According to Florida Administrative Code Rule 6C-6.001(5) "Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German measles).

In addition, new admits (international students and US citizens living abroad) must show proof of screening for Tuberculosis (TB) within the past year. New admits who have not taken the TB test may do so when they arrive, but will not be allowed to register until the test has been taken. (Reference USF Policy 33.003 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>)

All students new to USF are required to submit a signed copy of the official USF Medical History form and submit immunization documentation for the following:

1. Medical History Form: Sign the Mandatory Immunization Health History Form
2. Measles 1, Measles 2, Rubella (MMR): Vaccination (2 doses after 1st birthday) OR Titer (lab work) Date & Result
3. Hepatitis B-1: Vaccination OR Check the declination box OR Titer (lab work) Date & Result

4. Meningitis: Menactra/MCV4 vaccination at AGE 16 OR OLDER (if living on campus) OR check the declination (if not living on campus)
5. TB Screening: Tuberculosis Screening required for all International Students and U.S. born students residing at an address outside the U.S. at the time of application.

In order to register, this form, including the required documentation, must be completed, signed, and returned to:

Student Health Services
University of South Florida
4202 East Fowler Avenue, SHS 100
Tampa, FL 33620-6750
Fax: (813) 974-5888
Telephone: (813) 974-4056

Administrative Holds

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier's Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office. Information for how to remove a hold is online at - <http://www.usf.edu/student-affairs/student-health-services/immunizations/immunhold.aspx>

Cancellation of Registration for Non-Payment

USF Regulation USF4.010, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.010.pdf>

Equal Opportunity Policy

Diversity and Equal Opportunity: Discrimination and Harassment Policy:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>

DEO website: <http://usfweb2.usf.edu/eoa/>

Phone: 813-974-4373

The University of South Florida system (USF system) is a diverse community that values and expects respect and fair treatment of all people. The USF system strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF system is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct must be filed with the Diversity and Equal Opportunity Office ("DEO"). DEO will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the University. A student or employee who believes that he or she has not been treated in accordance with the University's Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint. Additional information about these procedures may be obtained from the Diversity and Equal Opportunity Office or by calling 974-4373 or 813-974-1510 (TDD). It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

Student Ombuds - BOG Regulation 6.011

Location: SVC 2057

Schedule an Appointment: (813) 974-0835

Web Address: <http://www.usf.edu/student-affairs/ombuds/>

The Ombuds Office at USF is a confidential, impartial, independent and informal resource for students who wish to convey concerns and/or resolve disputes related to the University. The mission of the Ombuds Office is to facilitate fair and equitable resolution processes that promote student success. The Ombuds Office is not an official office of notice for the University of South Florida. The Student Ombuds, as a neutral facilitator, will listen to concerns and help students develop a range of options in an informal attempt to achieve resolution. The Ombuds may also refer students to appropriate individuals and offices and clarify University policies and procedures. All information disclosed in the Ombuds Office will be held confidential unless otherwise authorized by the student or otherwise required by applicable law, including Chapter 119, Florida Statutes.

Center for Victim Advocacy & Violence Prevention

The Center for Victim Advocacy & Violence Prevention (part of the Division of Student Affairs) provides free and confidential services to students, faculty, and staff of all gender identities who have experienced crime, violence, or abuse for incidents occurring on or off campus, recently or in the past. Services are provided by professional Victims Services Practitioners and may include: crisis intervention, emotional support, personal and systems advocacy, court accompaniment, victim helpline, safety planning, and assistance filing for injunctions (protective orders) and crime victim's compensation claims. We also provide prevention and education presentations, programs and events.

Appointments are available in our office or other safe locations on campus. Walk-ins are welcomed, Monday – Friday, 8:00 a.m. to 5:00 p.m. After hours, weekends and holidays, an advocate is available for victims of violent crimes through the Victim Helpline.

Important Contact Information

Victim Helpline: (813) 974-5757; Office: (813) 974-5756; Student Services Building (SVC) 0067;
www.sa.usf.edu/advocacy/

Students with Disabilities Services

In accordance with Section 504 Of the Rehabilitation Act, The Americans with Disabilities Act and The ADA Amendments Act, the University of South Florida provides reasonable classroom accommodations for otherwise qualified students who have documented disabilities. Students seeking accommodations must register with the Services for Students with Disabilities Office. See <http://www.usf.edu/student-affairs/student-disabilities-services/> for a list of common accommodations and more information on the accommodations process. Admissions: Students with disabilities apply under the same guidelines as all students through the Offices of Undergraduate or Graduate Admissions.

Course Substitution: Students with disabilities requesting substitution of coursework for General Education, or Foreign language requirements should contact Students with Disabilities Services. Students with declared majors requesting substitution of departmental graduation requirements will need to contact the chair of their department. In either case, students will be requested to submit documentation to SDS to support their request for an exception. Parking: Students with state parking privileges need only supply their state card as

documentation for eligibility to Parking and Transportation Services. Students without state privileges need medical documentation to be considered for on-campus parking. Contact: <http://www.usf.edu/administrative-services/parking/> Housing: Accessible on-campus residence hall housing is available for students with special needs. Specific information is available through Housing and Residential Education. Contact: <http://www.usf.edu/student-affairs/housing/>

Diversity Inclusion and Equal Opportunity:

Students with disabilities are encouraged to participate fully in all University events, programs, and other campus activities. Information on whom to contact to request accommodation or assistance should be listed on program information and advertisements. If unable to secure the requested assistance or if additional help with accessibility is needed, contact the ADA Coordinator in Diversity Inclusion and Equal Opportunity (DIEO) at <http://www.usf.edu/diversity/>

USF - Reasonable Academic Accommodations and Services for Students
Ms. Deborah McCarthy, Director
4202 E. Fowler Avenue, Student Services Building (SVC) 1133, Tampa, FL 33620- 6500
(813) 974-4309 (Voice), Email Contact: dmccarthy@usf.edu,
Web Contact: <http://www.usf.edu/student-affairs/student-disabilities-services/>

Office of Veteran Success

Location/Phone: John and Grace Allen Building (ALN) 130
(813) 974-2291

USF is approved for the education of veterans, eligible dependents/spouses, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All majors currently offered at USF are approved by the Department of Veterans Affairs. Students who may be eligible for benefits are urged to contact the Office of Veteran Success, (813) 974-2291 or vetserve@usf.edu, for information, procedures, and forms as early as possible.

USF Veteran Success website: <http://www.usf.edu/student-affairs/veterans/>
VA toll free number is 1-888-442-4551.

Location/Phone: Student Services Building (SVC) 2088; (813) 974-2171
Web Address: <http://www.usf.edu/career-services/>

Career Services provides USF students with comprehensive career planning and job search services. A staff of experienced professionals is available to help students choose a career; gain career-related work experience and plan their job search. Career Services also provides information on employment opportunities and creates venues where students can network and interview with local, state, national and international employers.

Tobacco and Smoke Free University

USF is committed to providing a safe, healthy and enjoyable learning, living and working environment. The USF Tampa Campus is entirely tobacco and smoke free. Smoking and use of tobacco products are not allowed in any indoor or outdoor area, including parking garages, grounds, sidewalks or recreational areas. This policy also includes the use of e-cigarettes.

Academic Term and Student Information

Semester System

USF operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See *Academic Calendar* for appropriate dates. For information on converting quarter hours to semester hours, for purposes such as transfer of credit and the required GPA for admissions, refer to: <http://www.grad.usf.edu/inc/linked-files/gpa.pdf>

Academic Load

See *Enrollment Requirements in the Academic Policies Section*

Academic Standing

Class Standing - A student's class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

6M - Graduate student admitted to a major in a Master's Degree Program

6A - Graduate student admitted to a major in a Specialist Degree Program

6D - Graduate student admitted to a major in a Doctoral Degree Program (not eligible to register for dissertation hours)

6C - Graduate student admitted to Doctoral Candidacy (eligible to register for dissertation hours)

7A-7D 1st-4th year professional Degree Program (M.D.) or post-doctoral status

Also see "In good standing" in the *Academic Policies Section*

Student Definitions

Degree Seeking Students:

Students who have been accepted into a major within a degree program

Graduate Certificate Seeking Students:

Students who have been accepted into a Graduate Certificate. Students who are non-degree seeking, but who are admitted to a Graduate Certificate may register during the same registration period as Degree-Seeking Students. For more information about Graduate Certificates and specific requirements, refer to Section 11 Graduate Certificates or go to the Graduate Certificate website at

<http://www.usf.edu/innovative-education/programs/graduate-certificates/>

Non-Degree-Seeking Students:

Students who have not been accepted into a major within a degree program or Graduate Certificate. Non-Degree-Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree-Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain

classes are available only to degree-seeking students and may not be available for Non-Degree-Seeking students.

All coursework transferred into the graduate major must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the major. *For more information, refer to the Transfer of Credit policy in the Academic Policies Section.* Prior to completing twelve (12) hours in a specific major it is strongly recommended that a Non-Degree-Seeking Student apply for admission and be accepted to the major to continue taking courses in the major. Majors may have additional requirements, so check with the major of interest for more information.

Transient Students:

USF 10.001 Transient Student Policy:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf>

The SUS Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a Transient Student. USF degree-seeking students who wish to enroll at another regionally accredited institution **MUST HAVE PRIOR WRITTEN APPROVAL** from their college academic advisor to receive credit for courses taken. For more information, contact the Registrar's Office at (813) 974-2000. **Transient Student Form:** http://www.registrar.usf.edu/forms/TSF2008-04-07_16_17_06.pdf

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA):

Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate major;
- Maintain an overall minimum grade point average (GPA) **and** major GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant;
- For teaching assistantships, demonstrate proficiency in spoken English (if student is not from an English speaking country).

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Office of Graduate Studies enrollment requirements to retain their assistantship as stated in the Graduate Catalog.

The TA Training offered by ATLE as a requirement of training for all new Teaching Assistants (9183/9184 job codes) is designed in two parts to deliver blended instruction on the essentials of teaching at USF. First, TAs complete a set of seven media-rich and interactive modules that comprises an 8-hour online course intended to equip USF Teaching Assistants with the skills needed to effectively plan and deliver compelling courses that will ensure

student success. Second, this online knowledge base is complemented by either an 8 hour one-day face-to-face session (for information: <http://www.usf.edu/atle/events/ta-training.aspx>) or an 8 week course (for information: <http://www.usf.edu/atle/events/pct-course.aspx>) that is ideal for any graduate student teaching at the college level, either while here with us at USF or in their future career. The focus of this component is on teaching college classes, and doing it well, which examines best practices in a number of topics related to course design and course delivery, so that by the end of the major, Teaching Assistants feel like they are well-equipped to build and deliver a college-level class on their own and will receive a certificate. Those who elect the 8-week course will focus on instruction that is heavily tilted toward discussions, participation, and individual presentations called micro-teaching. Further, the micro-teaching lab will give each student the opportunity to present a short (7-10 minute) lecture from their discipline to fellow classmates, and receive informal feedback on their delivery. These students will also receive co-curricular transcript credit and a certificate.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistantships Resource Center online at <http://www.grad.usf.edu/assistantships.php>, the Graduate Catalog Academic Policies Section, and also the Graduate Assistants Policies and Guidelines Handbook.

Student Identification Card (USFCard and ID Badge) Policy

Reference: USF 5.117 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-517.pdf>

University policy requires all students obtain and carry the **USFCard** while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. USFCards may be obtained at the USFCard Center on each campus. Legal Identification (passport, driver's license, or State/ Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.018. Refer to the fee schedule for costs of each additional family member card. Financial services, long distance telephone services, and other features are options available at the user's discretion. USFCards are the property of the University of South Florida and must be returned on request.

Student Records Policy

Reference: USF2.0021 - <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records;
2. Privacy in their education records;
3. Challenge the accuracy of their education records; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF 2.0021, may be obtained from the Office of the Registrar or the General Counsel.

Academic Record

The student's academic record shall not be changed after the student has graduated. Except in cases of administrative error, the student's academic record shall not be changed once the semester has rolled.

Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as “directory information,” may be released via official media of USF (according to USF policy): *Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.* The University Directory, published annually by the University, contains only the following information, however: *student name, local and permanent address, telephone listing, classification, and major field of study.* The Directory and other listings of “directory information” are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff. Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of “directory information” via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

Exclusions

Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF, except upon prior authorization of the Office of Graduate Studies and the Provost. In cases where a member of the immediate family of a faculty member is enrolled in a graduate major, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

Course Information

Academic Credit hours

Reference – USF Policy 10-065 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-065.pdf>
Florida Statute 6A-10.033 - <https://www.flrules.org/gateway/ruleno.asp?id=6A-10.033>

Academic credit provides the basis for quantifying the amount of engaged learning time expected of a typical student enrolled in traditional classroom settings, laboratories, studios, internships and other forms of experiential learning, and distance and correspondence education. Credit hours are a measure of learning, and support a wide range of activities, including the transfer of students from one institution to another, awarding financial aid, and credentialing for employment. Because of the significance of awarding credit hours, an institution is obligated to ensure that credit hours for courses and majors conform to the commonly accepted standards of higher education, as stated in the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\) Federal Requirements 4.9 \(Definition of Credit Hour\)](http://sacscoc.org/pdf/081705/Credit%20Hours.pdf) (<http://sacscoc.org/pdf/081705/Credit%20Hours.pdf>) and the SACSCOC Credit Hours Policy Statement. This Policy is intended to ensure that all credit-bearing courses and programs offered by the University of South Florida System (USF System) meet the requirements of the Federal definition of a credit hour and the Credit Hours Policy Statement issued by the SACSCOC.

In determining the maximum number of credits that may be assigned to a course, the following guidelines apply.

- For courses taught in a “traditional” classroom format in a 15-week semester, the maximum number of credits to be assigned is limited to the weekly number of 50-minute contact periods (or their equivalent) with the instructor. Underlying this statement is an assumption that each 50-minute contact period requires a minimum additional two hours of student work outside of the class involving reading, exercises, etc. Where this assumption does not hold true (as may be the case with some laboratories, for example), then the maximum number of credits may be significantly less than the weekly number of 50-minute contact periods.

- For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework. The total number of class contact hours per semester equals the credit hours multiplied by 15 weeks.
- For a laboratory class, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time.
- Where a course includes “by arrangement lab hours,” these generally take the place of the hours assigned to homework, since the student is required to use supervised college facilities to do assignments related to homework. An example might be a 3-unit lecture course which requires the student also to work two hours per week in the computer lab. There would be only four hours per week of additional homework required.
- In all cases, but particularly in cases such as online learning where seat time is non-verifiable, credit hours are awarded on the basis of documented student learning outcomes that reflect the amount of academically engaged time for a typical student in a traditional format, and on the basis of documentation of the amount and type of work a typical student is expected to complete within a specified period of academically engaged time. The number of credit hours awarded is based on the number and/or rigor of student learning outcomes, with the higher number of credit hours awarded yielding greater number and/or rigor of outcomes.

Availability of Courses

USF does not commit itself to offer all the courses, majors, and minors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand.

Mandatory First-Day Attendance Policy

All students are required to attend class the first day a class meets, for both online and on-campus courses. Students unable to attend must contact the instructor prior to the first day to ensure they are not dropped from the course. This policy is not applicable to courses in the following categories: Educational Outreach, FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). **Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.** (See USF Regulation – Registration - 4.0101, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>)

Attendance Policy for the Observance of Religious Days by Students

In accordance with Sections 1006.53 and 1001.74(10) (g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following policy regarding religious observances: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

Cross-listing 4000/6000 Courses

It is expected that the 4000 and 6000 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.

Course Currency

All courses, with the exception of those approved for transfer of credit, should meet the time limit specified for the degree and be academically relevant as determined by the faculty in the graduate major. Courses used for the graduate degree requirements can be no more than ten years old at the time the degree is conferred.

Course Descriptions

For a listing of the most current, approved course descriptions refer to the USF Course Inventory Database available online at <http://ugs.usf.edu/course-inventory> or in the course description listing in the Graduate Catalog.

Adds

After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University Administrative error.

Drops/Withdrawals**Drop**

A student may drop a course(s) during the drop/add periods (first five days of classes) in order for the course(s) not to appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped within that period. Courses may not be dropped after the last day of classes except in cases of University Administrative error.

Withdrawal - A student may withdraw from a course(s) between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates). However, tuition and fees will be assessed for any course(s) withdrawn by the student after the first week. The student's academic record will reflect a "W" grade for any course(s) withdrawal between the second and tenth week of the semester. Under specific conditions, consideration for refund of tuition and fees may be requested if a Fee Adjustment Request form accompanied by verifiable supporting documentation is submitted to the Office of the Registrar within six (6) months from the end of the semester to which any refund would be applicable. Students who withdraw may not continue to attend classes.

Effective Fall 2016, all graduate students will be limited to a total of two course withdrawals while enrolled as a degree-seeking or a non-degree seeking taking graduate courses at USF. Only in extenuating circumstances will approval be granted for more than two course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Office of Graduate Studies via the Graduate Petition process.

Fee Adjustment Options

Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar's Office if the student has any of the exceptional circumstances noted above in item 3. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

Deletes

A "delete" completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student's record except in cases of University Administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written explanation from college faculty verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee and the Office of Graduate Studies Dean or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the Dean of the Office of Graduate Studies.

Retroactive Actions

Requests for retroactive actions will no longer be considered / approved. *Also see Academic Record.*

Auditing Privileges and Fees

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student's status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered, with the Registrar's Office. IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Registrar's website.

Cancellation of Registration before First Class Meeting

Students may cancel their registration by notifying the Office of the Registrar in writing prior to the first day of classes. If fees have already been paid, the student may request a full refund of fees and tuition from the Office of Purchasing and Financial Services.

Voluntary Withdrawal (from the major)

A student may voluntarily withdraw from their graduate major. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a *Voluntary Withdrawal Form*, available from the Office of Graduate Studies (www.grad.usf.edu). Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding this should be directed to the Financial Aid Department at (813) 974-4700. The student will remain financially and academically responsible for any course(s) they have registered for. The student may request to drop or delete courses they are registered for by submitting a *Office of Graduate Studies Petition*.

Academic Dismissal

Students may be academically dismissed from their graduate major for a variety of reasons. Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student's record by the Office of the Registrar as the First Business Day after the end of the Semester, except in cases of academic dismissal due to academic dishonesty or disruption of academic process. Some of the reasons for academic dismissal include*:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the major.
- Receiving an "FF" grade
- Failure to maintain "good standing"
- Failure to make satisfactory progress

**students may be dismissed for other reasons, such as violations of student conduct. Refer to the USF Policy – 6.0021 (<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>) for more information.*

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate major at USF.

Section 6

Tuition, Fees, and Financial Information

Tuition Information

Tuition and Fees Regulation: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf>

For tuition information refer to: <http://usfweb2.usf.edu/finaid/>. Tuition and fees are subject to change, without prior notice. For information on Residency for tuition purposes, refer to the Florida Residency Policy.

All registration fees and all courses added during the drop/add period must be paid in full by the payment deadline date specified in the current *Schedule of Classes*. Registration fee payment may be made in person or mailed to the Cashier's office. Students not on an authorized deferred payment plan and who have not paid their registration fees in full by the published deadline will have their registrations canceled. A student will not receive credit for any courses taken during that semester. Students who are allowed to register in error may have their registration canceled. Any fees paid will be refunded or credited against any charges due the University.

Student Financial Services

Houses the Cashier's office, student accounting, accounts receivable, and the Student Account Information desk. It is located in SVC 1038, with the mailing address: Student Financial Services, 4202 E. Fowler Ave., ADM 0147, Tampa, FL 33620.

Veteran Deferment Benefits

Students receiving VA benefits who apply in writing no later than the specified date for the 60-day deferment of fees from the Office of Veteran's Services must pay registration fees in full by the date posted online. For more information, contact USF Veteran's Services: at (813) 974-2291 or <http://usfweb2.usf.edu/vetserve/>

Financial Aid

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact <http://www.usf.edu/financial-aid/> for information. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the department and/or college providing the waiver for information. Also see USF Regulation USF 6-0121 and USF 6-012.

Office of Financial Aid Policy on Refunds and Repayments

USF Policy 30-013 at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-013.pdf>

Fees, Fines, and Penalties

USF Regulation USF4-017, at <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>

Section 7

Academic Policies and Regulations

Academic Policy and Regulation Information

For USF Regulations refer to <http://regulationspolicies.usf.edu/regulations/>

For USF Policies refer to <http://regulationspolicies.usf.edu/policies-and-procedures/policy-procedures.asp>

Student Responsibilities

The University, the Colleges, and the majors have established certain academic requirements that must be met before a degree is granted. While advisors, directors, department chairpersons, and deans are available to assist the student meet these requirements, it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements. If requirements for graduation have not been satisfied, the degree will not be granted. The information presented here represents the University Academic Policies. Colleges and departments may have additional requirements. Check with your College Graduate Coordinator or your Department Director for more information. Courses, majors, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed at any time at the sole discretion of the University and the Board of Trustees. For a list of current course descriptions, refer to the USF Course Inventory database online at <https://www.systemacademics.usf.edu/course-inventory/>

Student Conduct

Members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University. USF reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community. Disciplinary procedures are followed when a student fails to exercise responsibility in an acceptable manner or commits an offense as outlined in the Student Conduct Code. Refer to the USF 6.0021, Student Code of Conduct at <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

Responsible Conduct of Research

Responsible Conduct of Research (RCR) is a critical element in training for scholarship. USF has information about RCR available online at: www.grad.usf.edu/rcr.php

Effective Spring 2013, the Office of Graduate Studies requires all new doctoral students to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to the student's program of study. The CITI modules have been designed to introduce researchers to various elements of research conduct ranging from research misconduct to data management to mentoring. As this is a minimum requirement, specific doctoral majors may require training that goes beyond the basic components introduced in this module. Graduate Majors that have received Office of Graduate Studies approval for rigorous RCR training consistent with

disciplinary standards and practices may exempt their students from the CITI requirement. Students must complete the module, or provide evidence of previous qualified RCR training to their Graduate Director and Office of Graduate Studies, in the first semester enrolled in a doctoral major. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the Registration hold will be lifted.

Intellectual and Scholarship Integrity

Shared Authorship and Research Education Policy

USF contains a broad range of academic majors in diverse disciplines, and the USF faculty recognize that the conventions on shared authorship and credit for scholarship vary among disciplines. In general, sharing in authorship implies both substantive intellectual contributions to the work and also approval of the work as it appears in public. Right to authorship credit is not automatically conveyed by being the instructor of a course, being a student's major professor, or being a research assistant working with faculty and professional researchers; neither is credit automatically prohibited because of such status.

Each college/major that includes research education shall include an explicit discussion of shared authorship issues and disciplinary conventions as part of the formal curriculum addressing research methods and ethics, including the conventions of the discipline's publications. In addition, each college or major shall have a formal statement about shared authorship made available to students (such as on a college or major website) or given to students at the same time as they are given notice about other major and college expectations.

Each college/major shall also have a written procedure for resolving questions or conflicts about shared authorship where students are involved. The college and major may use the same procedure for resolving questions for non-student employees, but the procedure for resolving questions or conflicts involving students must address the educational needs of students (e.g., explicitly asking about the nature of the research methods and ethics education as experienced by a student involved in the case at hand).

This written procedure must be made available to students (such as on a college or major website) or given to students at the same time as they are given notice about other major and university expectations.

Academic Integrity of Students

Reference USF Regulation 3.027 - To read the entire Regulation, go to: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf> Please note the sections that specifically pertain to graduate students.

Disruption of Academic Process

Reference: USF Regulation 3.025 - <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

Student Academic Grievance Procedure

Reference: USF 10.002 Student Academic Grievance Procedure- <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>

For matters that are not academic in nature, reference USF 30-053 Student Grievance Processes and Non-Academic Grievance Policy - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-053.pdf>

Graduate Catalog

Also reference: USF Policy 10-059 University of South Florida System Catalogs

The USF Graduate Catalog, including college and major requirements, and major and course descriptions, is available on the web at <http://www.grad.usf.edu>. Each Catalog is published and in effect for the academic term(s) noted on the title page.

Student's Major Degree Requirements

In order to graduate, students must meet all requirements specified in the USF Catalog of their choice, except as noted below. As the University is dynamic, changes and updates to the catalog are anticipated. In contrast to major requirements, which are tied to a specific catalog, all students must comply with University policies and procedures that come into effect each catalog year.

- Students cannot choose a USF Catalog published prior to admission (or readmission) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of Catalog is limited to the USF Catalog in effect at the time of readmission or any one Catalog published during their continuous re-enrollment.
- If state law or certification requirements change, the student must comply with the most current standard or criteria.
- If the College or Department makes fundamental changes to the major that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Office of Graduate Studies.
- USF policies and procedures not related to degree requirements such as academic grievance procedures, student conduct code and other procedural processes and definitions may be updated each year and the student will be held to the most current catalog and procedures available.
- USF does not commit itself to offer all the courses, majors, and minors listed in this Catalog. If the student cannot meet all of the graduation requirements specified in the Catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the major to ensure that the student is not penalized.

Student/Advisor Relationship

Although it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements, the Advisor's role is to guide students in all aspects of their academic major and to monitor and evaluate students' progress toward their degrees. He/she should be aware of any difficulties that students may be facing in their coursework or research experiences and should work with students in resolving these issues. It is recommended that the advisor and student understand each other's expectations and that effective means of communication are established. The advisor and student are encouraged to meet at appropriate intervals to critically evaluate the student's progress. These meetings may be requested by the student or the advisor. The advisor also has the obligation to express to the student any concerns he/she may have

regarding the student's performance, to stipulate the level and quality of work expected, and to offer suggestions leading to student success. As such, the advisor neither gives the student excessive guidance nor allows the student to struggle needlessly. The goal of this relationship is to foster student independence, which results in successful completion of the program of study.

Student's Program of Study

In addition to the graduate major requirements as specified in the Graduate Catalog, each student should have a written, flexible program of study that includes the student's choice of Catalog year, choice of concentration, cognate, or other options available in the major, and a tentative identification of other appropriate choices available to the student in the program, which may (but does not need to) include specific courses. A program of study is not a guarantee that specific courses will be available in a specific semester or that statutory and regulatory requirements will not change during the student's enrollment in the major. As required or appropriate, the program of study should be revisited and modified by the student and the student's advisor/major professor(s).

Electronic Signatures

Where procedures described in this catalog require signatures, requirements for original signatures may be satisfied by University-approved electronic signatures or other secure methods of verifying approval by advisors, major professors, committee members, or other University administrators, faculty, and staff.

Assistantships

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA) Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF.

Eligibility

To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate major ;
- Maintain an overall minimum grade point average (GPA) **and** major GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.
- For Teaching Assistants, demonstrate proficiency in spoken English (if student is not from an English speaking country)

Appointments

Graduate Assistants may be appointed up to a maximum of 0.50 FTE for a single assistantship. Majors who desire to appoint a Graduate Student, in any classification, more than 0.50 FTE up to 0.75 FTE, for single or multiple appointments, must submit justification to the Office of Graduate Studies for approval. Students hired in non-GA positions on campus must also not exceed 0.75 FTE for the combined position and assistantship appointments. It is preferred that students refrain from employment outside of the assistantship appointment. Departments may determine the maximum number of semesters for teaching assistantship appointments.

Enrollment (Assistantships)

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Office of Graduate Studies enrollment requirements to retain their assistantship as stated in the Graduate Catalog. For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistants Policies and Guidelines Handbook

Note - Criminal History Background Checks may be required depending on the appointment - reference USF Policy 0-615 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-615.pdf>

Enrollment Requirements

Students receiving Veterans' Administration benefits should confirm their enrollment requirements with the Office of Veterans' Services or Veterans' Coordinator.

Minimum University Regulations**USF Full-Time Student Definition**

Students taking a minimum of nine (9) hours toward their degree in the fall or spring semester, or taking a minimum of six (6) hours in the summer semester, will be classified as Full-Time students for academic purposes. Students may take a maximum of eighteen (18) hours in any given semester; exceeding eighteen (18) hours requires a signed program of study or written approval from the College. **For financial aid enrollment requirements, refer to the Office of Financial Aid - <http://usfweb2.usf.edu/finaid/other/enrollment.aspx>.**

Continuous Enrollment for All Graduate Students

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is **defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters.** Courses that receive a "W" grade do not fulfill continuous enrollment requirements. Colleges and majors may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been Admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement as specified here for all graduate students (not in candidacy). See also the Time Limitations Policy.

Readmission Following Non-enrollment

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 non-degree seeking (i.e. inactive) status. Students must be readmitted to the major to continue their studies. Readmission is at the discretion of the major and is not guaranteed. *Refer to the Readmission Policy in the Graduate Admissions Section for more information.*

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 Office of Graduate Studies. Dissertation hours may apply to the

Continuous Enrollment Requirement. Colleges and majors may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the major 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. Note: students cannot be enrolled in thesis and dissertation at the same time.*

Enrollment during Semester of Thesis Submission

Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis/dissertation approved and therefore may not be certified for graduation. *Note: students cannot be enrolled in thesis and dissertation at the same time.*

Enrollment during Semester of Graduation

Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

Enrollment for Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Dean of the Office of Graduate Studies.

Leaves of Absence (LOA)

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the Office of Graduate Studies website. The LOA must be approved by the Major Professor, the Major, the College, and the Office of Graduate Studies, and is noted in the student's record. If the LOA is granted, the time absent does not count against the student's time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Office of Graduate Studies for procedures. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.

Satisfactory Academic Progress (SAP)

For Academic Purposes

Satisfactory Academic Progress for academic purposes is determined by the progress the student has made in the Major towards degree completion, taking into account the curriculum requirements, as well as the time to degree allocations. This is a separate assessment from the Satisfactory Academic Progress requirement for financial aid.

For Financial Aid Recipients

Reference: <http://www.usf.edu/financial-aid/sap/index.aspx>,

Reference: <http://www.ifap.ed.gov/qahome/qaassessments/sap.html>

Federal regulations require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to specific grade-based and time-based requirements. These requirements apply to all students as one determinant of eligibility for financial aid and include three components:

- GPA
- Pace
- Maximum Time

Refer to the Financial Aid websites for information and requirements.

Academic Standards and Grades

Minimum University Requirements

In Good Standing

To be considered a “student in good standing,” graduate students must

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student’s degree-seeking majors.

Only courses with grades of “C” (2.00) or better will be accepted toward a graduate degree; no grade of C- or below will be accepted. Students must meet the requirements to be in good standing to graduate. All “I” and “M” grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Grade Point Average (GPA)

The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (3.48) and is not rounded up.

Credit hours for courses with grades of I, IU, M, MU, N, S, U, W, Z and grades which are preceded by T (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at USF as non-degree-

seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions.

Grades for transfer credits accepted toward the major will not be counted in the GPA unless the coursework in question was taken as a non-degree-seeking student at USF and meets the requirements stated above (see Institution Based Credit/Transfer of Credit section).

Graduate Grading System

Plus/Minus Grading:

Effective fall semester 2000, graduate and undergraduate grades will be assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the office of the Provost.

Letter grade = number of grade points

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0.00
FF	Failure due to academic dishonesty ²
CF	Cancelled Financially (Course was cancelled due to financial reasons)
CMU	Cancelled, Missing Grade that has turned to a "U"
IB	Incomplete, grade points not applicable
IC	Incomplete, grade points not applicable
ID	Incomplete, grade points not applicable
IF	Incomplete, grade points not applicable*
M	Missing grade/no grade reported by instructor, grade points not applicable
N	Audit, grade points not applicable
S/U	Satisfactory/Unsatisfactory, grade points not applicable
W	Withdrawal or drop from course without penalty, grade points not applicable
Z	Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable

**Incomplete grade policy change effective fall 08. IF grades earned and posted prior to fall 2008 do calculate in the GPA; IF grades earned as of fall 2008 forward do not calculate in the GPA refer to Incomplete Grade Policy for more information.*

² Graduate Students who receive an FF will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. See section on Academic Dishonesty and Graduate Studies Policy on Academic Integrity for more information.

Satisfactory (S)/ Unsatisfactory (U)

Graduate students may not take courses in the major on an S/U (satisfactory / unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on an S/U basis with prior approval of the course professor, major professor or advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a master's degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

Incomplete (I)

Definition: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an "I" when:

- the majority of the student's work for a course has been completed before the end of the semester the work that has been completed must be qualitatively satisfactory
- the student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week.

The student must request consideration for an Incomplete grade and obtain an "I" Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course. The instructor must file a copy of the "I" Grade Contract in the department that offered the course and submitted through E-Grades by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the "I" grade. Students may register to audit the course, with the instructor's approval, but cannot re-take the course for credit until the "I" grade is cleared. The instructor will be required to complete the I-Grade Contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar.

An "I" grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. "I" grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an "I" grade.

Example:

- student has a "B" in the course, not including the grade for the missing assignment, therefore is eligible for an "I"
- student's grade, including a zero for the missed work, would be an "D"
- student and instructor complete the "I" Grade Contract, assigning an "ID" (Incomplete +D grade)

Deadline Agreed Upon in Contract (e.g. two weeks):*

If the student completes the work as agreed upon in the Contract by the noted deadline

- the instructor of record will submit a change of grade in egrades
- student earns final grade comprised of all completed course work

If the student does not complete the work as agreed upon in the Contract by the noted deadline

- "I" automatically drops off and the grade of "D" remains.
- GPA is recalculated for the current semester and retroactively recalculated for the semester in which the "I" was granted.

**Although the instructor establishes the deadline for completion of the work, the deadline may only extend through the end of the subsequent semester.*

Missing (M)

The University policy is to issue an **M** grade automatically when the instructor does not submit any grade for a graduate student. Until it is removed, the **M** is not computed in the GPA. To resolve the missing grade, students receiving an **M** grade must contact their instructor. If the instructor is not available, the student must contact the instructor's department chair. Courses with an **M** grade may not be applied to the major requirements. Students with an **M** grade will not be admitted to doctoral candidacy until the **M** grade is resolved.

Continuing Registration Grades (Z)

The **Z** grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship or thesis/dissertation, the final grade assigned will be an **S**. The Office of Graduate Studies submits the change of grade for the last registration of thesis/dissertation courses once the thesis/dissertation has been accepted for publication.

Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be processed after the student has graduated except in the case of university error. Procedures requiring petitions are processed through the Office of Graduate Studies.

Probation

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college or major may also place students on probation for other reasons as designated by the college or major. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the major.

Students on probation may only enroll in graduate courses (5000-7000 level) that are part of the approved degree major requirements as specified in the Graduate Catalog. Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information on the Automated Probation Process go to <http://www.grad.usf.edu/inc/linked-files/probation-procedure.pdf>

Voluntary Withdrawal

A student may withdraw from the university without grade penalty by the University deadline. Information on the different types of withdrawal (i.e., withdrawing from a single class – see the Drop section, an entire semester, or from the major itself) can be obtained from the Registrar's Office. Appropriate alternative calendar dates may apply. Students who withdraw may not continue to attend classes.

Transfer of Credit (From Institutions External to USF Tampa)

Students may transfer graduate-level structured coursework into their graduate major taken at regionally accredited institutions, including USF System Institutions (USF St. Petersburg, USF Sarasota-Manatee), with the approval of the graduate major, college, and Office of Graduate Studies.

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at other Institutions are not calculated in the USF GPA, although the courses are listed on the transcript.
- May transfer in up to 50% of a given graduate major's total minimum hours as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums. *Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit.* Individual Graduate Majors may have more restrictive requirements.
- Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the major. Editorial Note: For students entering a doctorate after completion of a master's degree, departments may count the structured graduate credits from the master's toward the post-baccalaureate requirements for the doctorate. The courses must be individually evaluated and transferred in.
- Must not be older than ten years at the time of graduation or course currency is required.

Approval Process and Deadlines for Transfer of Credit:

Acceptance of transfer of credit requires submission of the Transfer of Credit Form and approval of the:

- Graduate Director
- College Dean or designee
- Dean of the Office of Graduate Studies or designee

The Graduate Major / Department will be responsible for evaluating, approving, and initiating the transfer using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.

Application of USF Credit

Up to 50% of graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better, taken as a non-degree seeking student at USF may be applied toward their graduate degree provided the courses are required for the major.

- The 50% is calculated based on the total minimum hours of the major as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums.

- Courses must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the major.
- Unstructured courses and courses with Pass/Fail grades are not eligible for application of credit. Grades from courses taken at USF are calculated in the USF GPA and are noted on the transcript.
- Courses must not be older than ten years at the time of graduation or course currency is required.

Exceptions:

All non-degree seeking coursework that is applicable to the major, taken from USF will be applied in the following situations, pending approval of the graduate major, College, and Office of Graduate Studies.

Courses taken as

- an undergraduate student that were not used as part of the undergraduate degree requirements, except in cases of an Accelerated Degree Program approved through Undergraduate Council, Graduate Council and SACSCOC.
- a Graduate Certificate student
- a degree-seeking student, where the student is approved for a Change of Major to another graduate major

Approval Process and Deadlines for Application of Internal Credit:

Acceptance requires completion of the Application of Credit Form and approval of the

- Graduate Director
- College Dean or designee
- Dean of the Office of Graduate Studies or designee

The Graduate Major / Department will be responsible for evaluating, approving, and initiating the application of credit using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.

Change of Graduate Major

See Change of Graduate Major in the Admissions Section.

Accelerated Majors

Accelerated Majors allow highly qualified undergraduate students to complete a Bachelor's degree and a master's degree or a Bachelor's degree and a professional doctorate in a select few majors on an accelerated timeline. Accelerated Majors commonly offer a shorter duration to completion of both degrees. Students complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate student status, where the remaining graduate requirements are fulfilled. Students interested in pursuing an Accelerated Major must complete an Accelerated Major Application.

Note: Although students may be in an Accelerated Major, pursuing a Bachelor's and Master's Degree at the same time, they cannot be in two levels at once.

Accelerated Majors:

- Require that degrees are conferred sequentially
- Have an approved Program of Study, including a plan for academic advising and notation for financial aid impact
- May share up to twelve (12) hours of structured graduate credit between the graduate and undergraduate degree or between the graduate degree and the Honors College Curriculum Requirements tied to the undergraduate major. Refer to the specific major for total hours approved to be shared.
 - Require approval from the Undergraduate Council, Graduate Council, and if applicable, SACSCOC. It is preferred that the total combined credits be at least 150 credits (120 bachelor's and 30 master's) after the shared coursework is counted. Accelerated Majors with less than 150 total combined credits may be considered for approval but require submission to SACSCOC as a Substantive Change to the Major.
- Require a 3.33 GPA overall and a 3.50 GPA in the undergraduate Major
- Require that the admission requirements for the graduate major be noted in the Accelerated Major requirements.
- Require a minimum of 15 hours in the undergraduate major to be completed before a student may apply for consideration for the Accelerated Major
- Require a "B" (3.00) in each graduate course taken as part of the shared credits applied to both undergraduate and graduate majors. Consequences for not obtaining a "B" will be noted in the specific Accelerated Major requirements

Application and Progression

Application - Students may be considered for an Accelerated Major following completion of a minimum of 15 hours in the undergraduate major and submission of an Accelerated Major Application. The student may be considered for acceptance into the Accelerated Major through faculty nomination or student self-nomination via submission of the **Accelerated Major Application Form**. Majors will review and approve the application.

Progression - Majors will verify graduate admission eligibility and submit the required paperwork (**Accelerated Graduate Major Progression Form**) to officially convert the student to graduate standing, no later than when the student has reached 90 hours or Bachelor's degree has been conferred. The application requires approval from the Graduate Major, College, and Office of Graduate Studies.

Concurrent Degree Options

Students interested in Concurrent Degrees:

- Must apply for admission to the first major and validate admission through enrollment. In the semester following that enrollment, the student must apply for admission to the second major and concurrent degree approval.
- May share between 0% and 15% of the total combined minimum credit hours. Only structured graduate coursework may be shared.
- Will meet all other separate degree requirements (e.g. two dissertations, one thesis/one dissertation, projects, exams, etc.), unless the Concurrent Degree was approved with a combined requirement by Graduate Council through the formal Concurrent Degree Curriculum Approval.
- Must have a minimum of 60 total combined graduate hours after the shared hours are applied for concurrent master's majors, or a minimum of 102 total combined graduate hours for a concurrent master's/doctorate
- Degrees may be conferred sequentially or concurrently, as specified in the approved Major requirements
- Both Degrees must be conferred within the time-limit for the first degree to which the student is admitted.

Example: A student is enrolled in two master's majors, one requires 30 hours and the other requires 42 hours minimum. With approval, the student may share 9 hours (equal to or less than 15%) across the combined 72 total minimum credit hours required. The total minimum hours completed would then be 63. The student would also

complete two separate theses. In concurrent degrees where the student is completing a thesis for one major and the other does not require a thesis, the thesis submitted to the Office of Graduate Studies reflects the Major for which it is required.

Concurrent Degree Curriculum Approval

A Concurrent Degree may be developed in the following ways:

- an established relationship between two majors formulated through the Department(s) and then formalized through the College(s), Office of Graduate Studies, and Graduate Council. A current list of formalized programs with Concurrent Degree designation may be found in the Graduate Catalog.
- formulated by an individual student who is interested in pursuing two majors that are not currently a formalized Concurrent Degree. Students must request approval from both majors of interest to pursue a Concurrent Degree with those majors. Any approved Concurrent Degrees must meet the minimum accreditation requirements (e.g. 60 hours combined after sharing hours). For procedures and the necessary forms, refer to the Office of Graduate Studies website. Note: when a Major has this occur more than three times, the Major should follow the process to formalize that Concurrent Degree.

Interdisciplinary Majors

A student may pursue a single graduate degree that spans several academic areas.

An Interdisciplinary Major –

Defined as a student pursuing a single stand-alone graduate degree, which is offered across two or more graduate majors. (Note: where two separate degrees are preferred, refer to the Concurrent Degree information above).

Application to an Interdisciplinary Major

Students interested in applying for admission to an Interdisciplinary Major follow the established University, College, and Major admission requirements – refer to the Office of Graduate Studies website for specific information for that particular major.

Development of an Interdisciplinary Major

Interdisciplinary Majors are formalized through the College, Office of Graduate Studies, and Graduate Council and must follow the University requirements for development of a new degree program and/or major, including notation on the Workplan, if applicable. Procedures for developing an Interdisciplinary Major are available on the Office of Graduate Studies website. For information contact the Office of Graduate Studies.

Off-Campus Courses and Majors

Graduate courses and majors are offered at locations other than the Tampa, Sarasota, St. Petersburg, and Lakeland campuses. Information on course enrollment procedures for off-campus courses and majors may be obtained from the College in which the courses or majors are offered.

Section 8

University Degree Requirements

Degree Requirements

The following sections describe the University requirements established by the Office of Graduate Studies for the Master's, Education Specialist, and Doctoral degrees. However, individual majors and colleges may establish additional or *more stringent* requirements.

Student Responsibilities

The University of South Florida and all colleges, departments and majors therein establish certain academic requirements that must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Faculty and graduate directors are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if all requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for students to acquaint themselves with all regulations and to remain currently informed throughout their college careers. Courses, majors, and requirements described in the catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the USF Board of Trustees.

Graduate Faculty Definition

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty. Only Graduate Faculty, and Affiliate Graduate Faculty approved for such purposes, may serve as the Instructor of Record for graduate level courses.

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 masters, 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 publications, performances, exhibitions, patents, inventions and research grants.

Affiliate Graduate Faculty membership may be granted by the Office of Graduate Studies 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 serve on masters, 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. Affiliate Graduate Faculty can only serve as the Instructor of Record when they have a terminal degree in the discipline and are approved to teach graduate courses in that field. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Office of Graduate Studies Dean.

Graduate Faculty Approval – Graduate faculty is defined as noted above; Colleges and Departments may have additional requirements. The Office of Graduate Studies will maintain a list of Graduate Faculty along with approval guidelines from the Colleges and Departments. Also reference USF Policy 10-115 – Faculty Credentials for

Teaching Undergraduate and Graduate Courses - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-115.pdf>. For a current list of Graduate Faculty and Affiliate Graduate Faculty in any major contact the graduate director or coordinator.

Master's Degree Requirements

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 or above; the remaining hours must be at the 5000 level or above.

At least twenty (20) hours must be in formal, regularly scheduled structured course work. Lower level undergraduate courses may not be used to satisfy master's course requirements but may be taken to meet specific prerequisites. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean. The minimum number of credit hours required for each individual master's major is noted in the degree requirements section of the Graduate Catalog for that major listing. Majors with formally approved concentrations must have core major requirements that all students must successfully complete.

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 refer to the curriculum requirements in the catalog listing for that major. Students are responsible for consulting with their Graduate Director for information on courses that may be taken outside their graduate major, 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.

Time Limitations

Master's and Ed.S. degrees must be completed within five (5) years from the student's date of admission for graduate study. Courses taken prior to admission to the USF graduate major, for example as non-degree seeking or from other institutions, must be transferred in prior to graduation (preferably before the end of the student's second semester; see Course Currency Link). Master and Ed.S. degrees (including concurrent degrees) that require course work in excess of 50 credit hours may be granted a longer time limit by the University Graduate Council.

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form*, available on the Office of Graduate Studies website <http://www.grad.usf.edu/student-forms.php>. Requests must include:

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- endorsements from the graduate faculty advisor, graduate major, and College Dean or designee,
- a detailed plan of study denoting the pathway to completion and timeline for the remaining requirements for the degree

Note — for the time limit extension procedures, if the time limit extension will cause courses taken within the major to be older than 10 years, then a request for course concurrency may be required or the courses may be invalidated toward the degree requirements, per the time-limit policy.

If approved, the time-limit extension applies to courses applied toward the degree, with the exception of those transferred in or from completed majors. However, majors may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time-limit extension request is permitted. Students who are temporarily unable to continue the major should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave for up to two years (see the section on *Leave of Absence* in the *Enrollment Requirements* section.)

Note - Time Limit Extensions are valid for a maximum period of two (2) years from the date of request. For more information and guidance, contact the Office of Graduate Studies.

Enrollment Requirements

Refer to the Academic Policies Section

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 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 major. 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 Graduate Director for available options (including converting to a non-thesis option if available.) If no other options exist, the student may be requested to voluntarily withdraw from the major 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 of study, 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 -- 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*

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

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 and able to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the Committee and another graduate faculty from the student's Department is appointed as the other Co-Major Professor. In the event that the other Co-Major is Affiliate Graduate Faculty, the faculty leaving the University may remain as a member, with another graduate faculty from within the student's Department appointed as the other Co-Major Professor. To ensure that the student can make satisfactory progress, one of the Co-Major Professors must 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 Graduate 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, etc.)

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

Available on the Office of Graduate Studies Website: <http://www.grad.usf.edu/policies.php>

Thesis Committee

Students working toward a thesis degree will have the benefit of a committee of members of the graduate faculty. The committee will approve the course of study for the student and plan for research, supervise the research and any comprehensive qualifying exams, and read and approve the thesis for content and format.

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

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

Member Definition

All graduate faculty, as defined by the University and the College/Department, and approved by their department and college, are assumed by the Office of Graduate Studies as qualified to be a member of and/or supervise a committee. Persons desiring to serve on a Graduate committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae (CV) and be approved by the Department, College, and, as needed, the Office of Graduate Studies, for each committee.

Committee members must meet the following requirements:

- Be graduate or affiliate graduate faculty, as defined by the University
- Have the background and expertise that contributes to the success of the student.

In addition to the requirements specified in the Graduate Faculty definition, committee membership will be based upon criteria developed within the appropriate major or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

Approval

Once a committee has been determined, a Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signatures. Check with the College for instructions and forms. The original appointment form and two (2) copies should be submitted to the College Associate Dean's office for approval. A copy of the approved form should be kept in the student's file. An approved and current Committee Form must be on file in the major/college before graduation may be certified. Committee forms need to be processed as early in the major as possible, but no later than the semester prior to graduation. (Colleges and departments may institute additional requirements for membership on Supervisory Committees.)

Changes to Committee

Changes to a Supervisory Committee must be submitted on a Change of Committee Form. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a Curriculum Vitae (CV) for college approval. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the major and college.

Masters Comprehensive Examination

Prior to clearance for the degree, candidates must perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit to measure student competency in the major area. Students must be enrolled for a minimum of two (2) hours of graduate credit during the semester when the comprehensive examination is taken. If the exam is taken between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

Thesis

If a thesis is required, it must conform to the guidelines of the University. Refer to the Thesis and Dissertation Guidelines, available on the web at <http://www.grad.usf.edu/ETD-res-main.php> for complete information about requirements, procedures, and deadlines. *For enrollment requirements, refer to the Academic Policies section in the Catalog.*

Thesis Format

The Thesis must conform to one of two formats:

Option 1 – a traditional format³ inclusive of:

- Part I: Preliminary Pages
 - Title Page
 - Dedication (optional page)
 - Acknowledgments (optional page)
 - Table of Contents
 - List of Tables (if applicable)
 - List of Figures (if applicable)
 - Abstract
- Part II: Text (divided by chapter or section headings)
- Part III: References / Bibliography
- Appendix Sections and copyright permission (if applicable)
- About the Author (optional page)

Option 2 — collection of articles/papers instead of chapters. References may be at the end of each section or at the end of the entire document. Copyright permissions (if applicable) must be noted in the Appendix.

- Part I: Preliminary Pages
 - Title Page
 - Dedication (optional page)
 - Acknowledgments (optional page)
 - Table of Contents
 - Abstract
- Part II: Introduction
 - Collection of Articles/Papers *
 - Conclusion
- Part III: References / Bibliography
- Appendix Sections and copyright permission (if applicable)
- About the Author (optional page)

*Students must be first author for articles and papers used for the thesis/dissertation, or another designation or affirmation that the student had primary intellectual responsibility for the publication.

NOTE – students cannot be enrolled in thesis and dissertation hours at the same time. The master's must be awarded prior to doctoral candidacy.

³ Deviations from the available format are acceptable if approved in advance by the Supervisory Committee and Office of Graduate Studies.

Directed Research

Directed Research hours may satisfy up to 50% of the thesis hour requirement.

Manuscript Processing Fee

USF Regulation USF4-0107, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>
Students participating in the thesis/dissertation process are required to pay a processing fee. More information is available on the Thesis and Dissertation website.

Exchange of Thesis for Non-Thesis Credit

If a student changes from thesis to non-thesis during a semester and is currently enrolled in thesis credit, the current thesis credits may be exchanged without academic penalty if a Office of Graduate Studies Petition is filed with the Office of Graduate Studies no later than the last day to withdraw without Academic Penalty. If a student enrolled in a thesis required major has taken thesis credits but elects to change to non-thesis track, the accumulated thesis credits may not be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain the "Z" grade.

Thesis Defense

Policies and procedures for the thesis defense are handled within the College and Major. Contact the College and Major for requirements.

Thesis 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/ETD-res-main.php>. Students who fail to submit the final copy of a thesis by the posted submission deadline will be considered for graduation in the following semester and must therefore apply for graduation by the posted deadline, enroll in a minimum of two (2) thesis 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.

Mandatory Electronic Submission

Students are required to submit the thesis in an electronic format (ETD). Requirements and procedures are available at the Office of Graduate Studies website <http://www.grad.usf.edu/ETD-res-main.php>

Submission for Official Publication and Archiving

All theses/dissertations will be submitted to the Office of Graduate Studies designated System for official publication and archiving.

Changes after Publication

Once a thesis is approved and accepted by the Office of Graduate Studies for publication, it cannot be changed.

Release of Thesis Publications

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University's "Statement of Policy Regarding Inventions and Works" acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: "Disclosure delays mutually acceptable to the

Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights..."⁴

To protect the University's primary goal from un-due compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.
2. In support of academic discourse and the mission to promote and share academic works, Theses will be released for worldwide access once submitted to and approved by the USF Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the Thesis, a petition to request a one-year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the thesis.
3. Students should not be delayed in the final defense of their theses by agreements involving publication delays.

Duty to Disclose New Inventions and Works

USF 0-300 <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf> and USF 12.003 <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf12.003.pdf>.

For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

Thesis Change of Grade

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Office of Graduate Studies submits the change of grade from "Z" to "S" for the last registration of thesis courses to the office of the registrar when all grades are due at the end of the semester.

Education Specialist Degree (Ed.S.) Requirements

Ed.S. Thesis

Students who are required to submit an Ed.S. Thesis must meet all of the requirements for the thesis, as specified in the Master's Degree section of this publication. For specific major information, refer to the College of Education.

Ed.S. Project

Students who are required to submit an Ed.S. Non-Thesis project must meet all of the requirements as specified by the College of Education. A project does not need to meet the requirements of a thesis and is not submitted to the Office of Graduate Studies for approval and archiving.

⁴ April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.

Doctoral Degree Requirements

The doctoral degree is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is not conferred solely upon the earning of credit, the completion of courses, or the acquiring of a number of terms of residency, but also the successful completion of scholarly work. The length of residency and the requirements below are minimums; majors/colleges may elect to establish more rigorous requirements. The degree will be granted after the student has shown proficiency and distinctive achievement in a specified field, has demonstrated the ability to do original, independent investigation, and has presented these findings with a high degree of literary skill in a dissertation. A major professor will be appointed as soon as possible but no later than the time the student has completed 50% of the major. The advisor will advise on any specific subject matter deficiencies and assist in the choice of a major professor and area of research.

Responsible Conduct of Research

Responsible Conduct of Research (RCR) is a critical element in training for scholarship. USF has information about RCR available online at: www.grad.usf.edu/rcr.php

Effective Spring 2013, Office of Graduate Studies requires all new doctoral students to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to the student's program of study. The CITI modules have been designed to introduce researchers to various elements of research conduct ranging from research misconduct to data management to mentoring. As this is a minimum requirement, specific doctoral majors may require training that goes beyond the basic components introduced in this module. Graduate Majors that have received Office of Graduate Studies approval for rigorous RCR training consistent with disciplinary standards and practices may exempt their students from the CITI requirement. Students must complete the module, or provide evidence of previous qualified RCR training to their Major Director and Office of Graduate Studies, in the first semester enrolled in a doctoral major. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the Registration hold will be lifted.

Doctoral Minimum Hours

The doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation. *Note- for professional doctorates (e.g. Au.D., DNP, DrPH, DPT, MD), a dissertation may not be required. Refer to the major listing for more information.* The minimum number of credit hours to earn the doctorate is 72, post-bachelors, including dissertation (or project). The minimum number of credit hours required for each individual doctorate major is noted in the degree requirements section of the Graduate Catalog for that major listing. Some graduate majors may require more than 72 hours. Majors with formally approved concentrations must have core major requirements that all students must successfully complete.

Students must comply with general enrollment requirements and also institutional residency requirements. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements. No undergraduate course may be used to satisfy the gradable minimal course requirement for the doctoral degree. Lower level undergraduate courses may not be used to satisfy doctoral major requirements, but may be taken to meet specific prerequisites. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree.

Time Limitations

Doctoral degrees must be completed within seven (7) years from the student's original date of admission for doctoral study. . All courses applied to the doctoral degree must be completed within ten (10) years, including courses taken

- 1) prior to admission to the USF doctoral major,
- 2) taken as non-degree seeking, or
- 3) transferred in from other institutions.

There is no time limitation for courses from a completed master's degree used toward a doctoral degree. For students who are readmitted, see Readmission Policy. Typically, a student will reach candidacy within four years, but this may vary per discipline.

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form*, available on the Office of Graduate Studies website <http://www.grad.usf.edu/student-forms.php> .

Requests must include

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, graduate major, and College Dean or designee,
- a detailed plan of study denoting the pathway to completion and timeline for the remaining requirements for the degree

Note — for the time limit extension procedures, if the time limit extension will cause courses taken within the major to be older than 10 years, then a request for course concurrency may be required or the courses may be invalidated toward the degree requirements, per the time-limit policy.

If approved, the time-limit extension applies to courses applied toward the degree, with the exception of those transferred in or from completed majors. However, majors may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time-limit extension request is permitted. Students who are temporarily unable to continue the major should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave for up to two years (see the section on *Leave of Absence* in the *Enrollment Requirements* section.)

Note - Time Limit Extensions are valid for a maximum period of two (2) years from the date of request. For more information and guidance, contact the Office of Graduate Studies.

Enrollment Requirements

See Academic Policies Section

Institutional Enrollment Requirement

The majority 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 degree refer to the degree requirements in the major listing. Students are responsible for consulting with their graduate coordinator for information on courses that

may be taken outside their graduate major, 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.

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 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 major. 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 Graduate Director for available options. If no other options exist the student may be requested to voluntarily withdraw from the major 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 of study, 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 -- 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*

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

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 and able to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the Committee and another graduate faculty from the student's Department is appointed as the other Co-Major Professor. In the event that the other Co-Major is Affiliate Graduate Faculty, the faculty leaving the University may remain as a member, with another graduate faculty from within the student's Department 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 Graduate 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 Office of Graduate Studies Website: <http://www.grad.usf.edu/policies.php>

Doctoral Committees

Some Colleges have a Graduate Committee comprised of graduate faculty, who advise the student from admission up to doctoral candidacy, when the formal Doctoral Dissertation Committee is formed. As soon as an area of research is determined and a major professor is selected, a Doctoral Dissertation Committee will be appointed and approved for the student. The Department will request approval of the Doctoral Committee from the Dean of the College and, as needed, the Dean of the Office of Graduate Studies.

Role of Doctoral Committees

Depending on the College, either the Graduate Committee or the Doctoral Dissertation Committee is responsible for

- approving the student's course of study
- grading the written comprehensive qualifying examination

Doctoral Dissertation Committee

Doctoral Dissertation Committees will,

- approve the plan for research
- supervise the research
- read and approve the dissertation, and
- conduct the dissertation defense.

Member Definition

All graduate faculty, as defined by the University and the College/Department, and approved by their department and college, are assumed by the Office of Graduate Studies as qualified to be a member of and/or supervise a doctoral committee. Persons desiring to serve on a committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae and be approved by the Department, College, and Office of Graduate Studies, for each committee.

Committee members must meet the following requirements:

- Be graduate or affiliate graduate faculty, as defined by the University
- Have the background and expertise that contributes to the success of the student.

In addition to the requirements specified in the Graduate Faculty definition, committee membership will be based upon criteria developed within the appropriate major or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

Composition

The Doctoral Dissertation Committee will consist of at least four members:

- the Major Professor must be from the student's 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 major, but may be within the academic discipline)
- 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.

Approval

Once a committee has been determined, a *Doctoral Dissertation Committee Form* needs to be completed by the student and submitted to the Committee Members for original signature. Check with the College for instructions and forms. To insure uniformity of excellence across the colleges, the (Co-)Major Professor(s) of Doctoral Dissertation Committees will need to submit a current curriculum vita (equivalent to an NIH Bio, approximately two pages long with the last three (3) years of scholarly activity included) with the committee appointment form to the College Dean or designee. This approval is in addition to the approval from their department chairperson. (Colleges and departments may institute additional requirements for membership on Doctoral Dissertation Committees.) Once approved, the original form and the approved Curriculum Vitae (CV) are placed in the student's file. An approved and current Form must be on file in the major/college before graduation may be certified. *Doctoral Dissertation Committee Forms* need to be processed as early in the major as possible, but no later than the semester prior to graduation.

Changes to Committee

Changes to a Doctoral Dissertation Committee must be submitted on a *Change of Committee Form*. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a CV for approval. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a CV must be included for the faculty member who is being added to that position. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the major and college. An approved and current *Doctoral Dissertation Committee Form* must be on file before graduation may be certified.

Doctoral Qualifying Examination

As soon as the substantial majority of the course work is completed, the student must pass a written qualifying examination covering the subject matter in the major and related fields. This examination may be supplemented by an oral examination. Students must be enrolled for a minimum of two (2) hours of graduate credit in their discipline at the time they take the qualifying examination. If the exam is taken between semesters, students must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

Admission to Candidacy

In order to be admitted to doctoral candidacy, students must meet the following requirements at USF:

1. admission to a doctoral major
2. appointment of a Doctoral Committee,
3. attainment of an overall and major Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. All "I" and "M" grades, including "IF" and "MF", must be cleared before candidacy may be finalized.
4. successful completion of a qualifying examination
5. certification by the Doctoral Committee that the above qualifications have been successfully completed.

The Admission to Candidacy form should be submitted for approval during the semester that the qualifying exams were completed, but no later than the semester following the successful completion of the exam. The form will be approved by the Dean of the College and forwarded to the Dean of the Office of Graduate Studies for final approval. Doctoral Candidacy is effective as of the day that the Office of Graduate Studies approves of the request and changes the student's status to 6C. For procedures and processing deadlines refer to the Office of Graduate Studies website at www.grad.usf.edu.

Once candidacy status is approved, students with approved candidacy are eligible to enroll in dissertation hours (7980) in the semester that immediately follows the last business day of the approval window. For example,

students approved during the Fall approval window may enroll in the Spring. Students approved during the Spring approval window may enroll in the summer and students approved during the Summer approval window may enroll in the Fall. **Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy.** Each major has a required number of dissertation hours for completion of the degree. Departments may, with College approval, apply Directed Research hours toward the total number of dissertation hours required. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the approval window. *For more information, refer to Enrollment Requirements in the Academic Policies section.*

Dissertation

Dissertation requirements are for the academic degrees of Ph.D. and Ed.D. For the professional degrees of Au.D. and D.P.T., contact the professional school for doctoral project requirements. The Dissertation must conform to the guidelines of the University. Refer to the Thesis and Dissertation Guidelines, available on the web at <http://www.grad.usf.edu/ETD-res-main.php> for information about requirements, procedures, and deadlines. For enrollment requirements, refer to the Academic Policies section in the Catalog.

Dissertation Format

The Dissertation must conform one of two available formats

Option 1 - traditional format⁵ inclusive of:

Part I: Preliminary Pages

- Title Page
- Dedication (optional page)
- Acknowledgments (optional page)
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- Abstract

Part II: Text (divided by chapter or section headings)

Part III: References / Bibliography⁶

- Appendices Title Page
- Appendix Sections (if applicable)

Part IV: About the Author (required for dissertations)

⁵ Deviations from the two available formats are acceptable if approved in advance by the Supervisory Committee and Office of Graduate Studies.

⁶ Include either References or a Bibliography, as specified by your style guide.

Option 2 — collection of articles/papers instead of chapters. References may be at the end of each section or at the end of the entire document. Copyright permissions (if applicable) must be noted on the Acknowledgements page. *Note: this format should include an introduction and conclusion.*

Part I: Preliminary Pages

Title Page
Dedication (optional page)
Acknowledgments and copyright permission (if applicable)
Table of Contents
Abstract

Part II: Collection of Articles/Papers

Part III: References / Bibliography⁷

Appendices Title Page
Appendix Sections (if applicable)

NOTE – students cannot be enrolled in thesis and dissertation hours at the same time. The master's must be awarded prior to doctoral candidacy.

Directed Research

Directed Research hours taken with the (Co) Major Professor(s) prior to approval to doctoral candidacy by the Office of Graduate Studies may satisfy up to 50% of the dissertation hour requirement, with program approval.

Manuscript Processing Fee

USF Regulation USF4-0107, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>
Students participating in the thesis/dissertation process are required to pay a processing fee. More information is available on the website at <http://www.grad.usf.edu/ETD-res-main.php>

Doctoral Dissertation Defense (Final Oral Examination)

Scheduling and Announcement

After the Doctoral Dissertation Committee has determined that the final draft of the dissertation is suitable for presentation, the Committee will request the scheduling and announcement of the Dissertation Defense (also called Final Oral Examination or Oral Defense.) A copy of the announcement should be sent to the Office of Graduate Studies, preferably two weeks in advance of the defense date. The announcement must also be posted in a public forum for a minimum of twenty-four hours to comply with statute requirements for a public meeting. The College and Department may specify additional procedures for this process.

Attendance

It is desirable for all members of the final oral examination committee to be present physically during the entire examination. If this is impossible, video conferencing may be approved by the College Dean and the Office of Graduate Studies. If video conferencing is approved, the student, the Major Professor (or, if Co-Major Professors, at least one), and the Outside Chair for the defense must be physically present. Other faculty members and graduate students may physically or virtually attend the examination.

⁷ Include either References or a Bibliography, as specified by your style guide.

Video Conferencing

Graduate programs must adhere to the following if the final oral examination involves video conferencing. Departments can enforce stricter guidelines. Video conferencing may not be ideal in all circumstances.

Facilities and Support Requirements

The video conferencing room must allow the candidate and all members of the examination committee to see and hear one another during the entire examination. There must be appropriate software/hardware available for the transmission of any text, graphics, photographs, or writing referred to or generated during the examination.

Audio-only communications are not permitted.

Prior to the defense, the student must agree to the video conferencing set-up. The student and Major Professor must confirm in advance that the video conferencing setup is satisfactory. On the day of the defense, if the video conferencing capabilities differ significantly from the initial agreement as noted on the Request for Defense Form, then the student may cancel the examination without penalty.

Any technical support staff required to operate equipment must observe strict confidentiality.

The video conference must be scheduled for a three and a half hour time period to allow for any delays resulting from technical issues during the dissertation defense.

Should a technical failure arise, the Outside Chair in consultation with the Major Professor and other committee members will determine if the examination should continue. If the examination is cancelled, the examination will be rescheduled and there will be no penalty to the student.

All committee members must record their vote on the Successful Defense form. Off-site committee members must sign a copy of the Successful Defense form (completed within the College) and send it back to the Major Professor as soon as possible, but no later than a week after the defense date.

Doctoral Dissertation Defense Chair

The Doctoral Dissertation Defense (Final Oral Examination) shall be presided by

- an external committee member from outside the Department, School, or equivalent, hosting the doctoral major, but may be within the academic discipline.

OR,

- a non-committee member (a.k.a. Outside Chair), (Refer to the individual Program's Degree Requirements in the Graduate Catalog for information). If the Chair is from another institution, this individual must be approved for Affiliate Graduate Faculty status.

The Doctoral Dissertation Defense Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process. Faculty holding joint, courtesy, or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot serve as the Defense Chair.

Procedures for Conducting the Doctoral Dissertation Defense (Final Oral Examination)

1. The Doctoral Dissertation defense (final oral examination) should be conducted within a timeline to allow for the student to make any necessary corrections following the defense and still meet the final copy deadline for turning in the Dissertation to the Office of Graduate Studies.
2. The presentation should be considered an important function in the Department and all graduate students and faculty be encouraged to attend.
3. The presentation and defense are open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The Doctoral Dissertation Committee deliberation is not public.
4. The room selected for the examination should have adequate seating with an alternate room selected in case of problems.
5. It is required that all members of the Doctoral Dissertation Committee be present for the examination unless an absence is approved prior to the defense taking place by the Office of Graduate Studies Dean. In the event that a member cannot attend in person, participation may be permissible via video conference with approval from the Office of Graduate Studies. The student and Major Professor must be in attendance in person and may not participate via remote access. A minimum of three members, including the Major Professor is required to proceed with the defense. If a non-committee member (Outside Chair) chairs the Defense, this individual does not count as one of the three required members in attendance. If an unforeseeable situation arises, that would prevent compliance with this requirement the Major Professor or Doctoral Dissertation Defense Chair should contact the Office of Graduate Studies for guidance and approval to proceed with the defense.
6. The length of the examination period will generally not exceed three hours. Throughout this time the Doctoral Dissertation Defense Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention.
7. The Doctoral Dissertation Defense Chair, at any time during the course of the examination, may request all visitors to leave.
8. **Presentation**
 - The Doctoral Dissertation Defense Chair should open the proceedings by introducing the candidate and the Doctoral Dissertation Committee.
 - The examination should begin with a presentation by the candidate designed to summarize the dissertation.
9. **Questions**

Following the presentation, the Defense may be moved to a different setting for the main examination. The College determines the order of the proceedings described below:

 - The examination will consist of questions about the research by the Doctoral Dissertation Defense Chair and the Doctoral Dissertation Committee. All committee members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result.

- It is suggested that questioning should be limited to about 15 minutes for each Doctoral Dissertation Committee member with subsequent rounds of questioning as necessary.
- Questions from the faculty-at-large and/or the public may be allowed following the presentation. It is suggested that questioning from the general audience be limited up to 5 minutes per person.

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 at <http://www.grad.usf.edu/ETD-res-main.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.

Mandatory Electronic Submission

Students are required to submit the dissertation in an electronic format (ETD). Requirements and procedures are available at the Office of Graduate Studies website at <http://www.grad.usf.edu/ETD-res-main.php>

Submission for Official Publication and Archiving

All theses/dissertations will be submitted to the Office of Graduate Studies designated System for official publication and archiving.

Changes after Publication

Once a dissertation is approved and accepted by the Office of Graduate Studies for publication, it cannot be changed.

Release of Dissertation Publications

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University's "Statement of Policy Regarding Inventions and Works" acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: "Disclosure delays mutually acceptable to the Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights..."⁸

To protect the University's primary goal from un-due compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.
2. In support of academic discourse and the mission to promote and share academic works, Dissertations will be released for worldwide access once submitted to and approved by the USF Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the Dissertation, a petition to request a one year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the dissertation.
3. Students should not be delayed in the final defense of their dissertations by agreements involving publication delays.

Duty to Disclose New Inventions and Works

USF 0-300 <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf> and USF 12.003 <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf12.003.pdf>

For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

Dissertation Change of Grade

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Office of Graduate Studies submits the change of grade from "Z" to "S" for the last registration of dissertation courses to the office of the registrar when all grades are due at the end of the semester.

⁸ April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.

The Use of “Ph.D.” in Credentials and Publication

Students may only use the credential of “Ph.D.” after degree conferral is granted. It is inappropriate to use the credential until it is officially and formally granted. The use of the abbreviation “Ph.D.” in university publications, correspondence, etc., including websites and other electronic media, shall be upper case “P”, lower case “h” followed by a period, an upper case “D” and another period. It shall not be used in the format of all upper case letters without periods, as in “PHD”.

Section 9

Graduation Information and Post-Doctoral Affairs

Application for Degree (Graduation)

To graduate, a student must submit the Application for Degree through their College. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new Application for Degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for a graduate degree is online at <http://www.usf.edu/registrar/resources/graduation.aspx>

The application must be submitted to the College advising office prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college. It is the student's responsibility to clear all "I" (Incomplete) and "M" (Missing) grades in all courses and to provide official transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term in which he/she expects to graduate.

Graduation Requirements

It is the student's responsibility to make sure that he/she has met all degree requirements (e.g. be *in good standing*) as specified in the Policies and Degree Requirements sections of this publication, as well as any College and Major requirements for the degree.

Commencement

Graduate students **may not** participate in commencement exercises **until all requirements** for the degree sought have been fulfilled. Students graduating from majors based from the Tampa campus (despite location, i.e. may be located in St. Petersburg, Sarasota, etc., such as students in Marine Science) participate in commencement exercises on the Tampa campus. All doctoral graduates receive degree conferral from the Tampa campus and therefore participate in commencement exercises in Tampa.

Diplomas

Diplomas are mailed to the student's permanent address approximately six (6) weeks after commencement. Students with a change of address need to fill out a change of address form at the Registrar's office. Questions regarding diplomas and degree certification should be directed to the Registrar's office at 974-2000.

Letters of Certification

Letters of Certification Students in need of verification of the degree prior to receiving their diploma may request a Letter of Certification. This letter specifies that the student has finished all of the requirements for the degree and the date the degree will be conferred on. The letter must include the student's U-ID Number, name of major and official name of the degree. The Major Professor, the College Dean (or designee), the Department Chair or Graduate Director (or designee), the Dean (or Designee) in the Office of Graduate Studies, and the Registrar must sign the Letter of Certification. A template for the Certification Letter is available on the Office of Graduate Studies website at <http://www.grad.usf.edu/student-forms.php>

Posthumous Degrees or Degrees in Memoriam

Reference – USF Policy 10-047 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-047.pdf>

Award of Posthumous Degrees

The University of South Florida System (USF System) institutions may award a posthumous baccalaureate, master's or doctoral and medical degree to a student who was in good academic standing at the time of his or her death and who had completed all substantive requirements for the degree. To award a non-thesis degree, the student would need to have completed all courses required for the degree. Courses required for the degree, in which students are enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other degree requirements must have been satisfied as well. To award a thesis or dissertation degree, all courses must be completed as described above and the thesis/dissertation must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student's record.

Award of Degrees in Memoriam

USF System institutions may award baccalaureate, master's, doctoral and medical degrees in memoriam to students who were in good academic standing at the time of his or her death.

Procedures for Award of Posthumous Degrees or Degrees in Memoriam

Departmental Chairs, or appropriate faculty members, on their own initiative or upon request of a student's family, may recommend a posthumous, or an in memoriam degree, by forwarding the recommendation to the respective Dean of the appropriate college. If approved by the Dean, the request, accompanied by supporting documentation, will be forwarded to the Dean of Undergraduate or Graduate Studies (respective to the degree type at USF or to the Chief Academic Officer at USF St. Petersburg or USF Sarasota/Manatee for approval. If the Dean or Chief Academic Officer approves the recommendation, the institution's Office of the Registrar will be notified. Posthumous degrees and in memoriam Degrees may also be presented to the student's family in an appropriate setting, which may include the ceremony held in fall and spring terms. A posthumous degree may be awarded at a commencement ceremony.

Note:

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read "Master of Arts in Memoriam, Master of Science in Memoriam," "Doctor of Philosophy in Memoriam," etc., depending upon the degree the student was pursuing at the time of his or her death.

Transcripts

Transcripts of a student's USF academic record may be requested by the student through the Office of the Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. By law, the request must include the student's signature and date. For transcripts to be issued, the student must have no financial obligations to the University. Procedures for requesting a transcript are available on the Office of the Registrar's website at <http://www.registrar.usf.edu/>. Degree statements are posted approximately five weeks after the graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs (OPA) serves as an administrative and academic center of excellence for postdoctoral scholars, and ensures they have an exemplary professional and personal development experience while at USF. It fosters a robust postdoctoral community, provides opportunities to enhance the postdoctoral experience and future success of its constituents, and serves as a dedicated resource for postdoctoral scholars, faculty, and administrators.

Objectives of the OPA:

- Provide guidance to colleges and postdoctoral scholars throughout the hiring process.
- Establish, maintain, and evaluate postdoctoral policies.
- Build collaboration among postdoctoral scholars, colleges, and graduate students.
- Offer professional development workshops for postdoctoral scholars and their mentors.
- Maintain a detailed database of current and alumni postdoctoral scholars.
- Submit postdoctoral data for university, state, national, and international reports.
- Facilitate the development of a USF Postdoctoral Association.

For more information, please see www.grad.usf.edu/postdoc

Section 10

Degrees, Majors, and Concentrations

New graduate degree programs, majors and concentrations are continually under development. Check the website for recently approved curriculum and for information on which majors are currently accepting applications and which are currently closed for admission. For the most current list of authorized degrees programs, majors and concentrations, Accelerated Degree Programs, and Concurrent Degrees, go to <http://www.grad.usf.edu/majors>. As of the date of this publication, the University is authorized to offer over 50 different degrees with graduate majors offered as follows:

116	Master's	199	Concentrations at the Master's level
2	Education Specialist	15	Concentrations at the Specialist level
52	Doctoral (Ph.D., Ed.D., Au.D., D.N.P., D.P.H., D.B.A.)	89	Concentrations at the Doctoral level
3	Professional doctoral (including M.D., D.P.T., PharmD)	1	Concentration at the Professional level

USF Curriculum Definitions – also reference USF 3.038 Academic Curricular Offerings

<https://www.systemacademics.usf.edu/curriculum/definitions.php>

Degree Program

- An organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a unique Classification of Instructional Programs (CIP) code and name by the National Center for Educational Statistics.
- Each degree program shall have designated faculty effort and instructional resources, and shall include at least one program major, but may have multiple majors.
- Five degree levels are used in the SUS: Bachelor (B), Master (M), Specialist (S), Research Doctoral (R), and Professional Doctoral (P).
- Source(s): SUS BOG Regulation 8.0111; USF System Policy 10-36

EXAMPLE:

- CIP 13.0301 Curriculum and Instruction - Masters (M)

Major

- An organized curriculum offered within a degree program.
- A major shall be reasonably associated with the academic discipline within the degree program under which it is offered and shall share common core courses with any other majors within the same degree program. The major is the student's primary field of study.
- Although in some cases the major and the degree program names are synonymous, only the degree program shall be assigned a CIP Code and shall be included in the State University System Academic Degree Program Inventory.
- The number of credit hours for a major for each degree level shall be established by the University in accordance with State regulations and SACSCOC minimum requirements.
- The degree program majors are coded within BANNER.
- Source(s): SUS BOG Regulation 8.0111; USF System Policy 10-36; SACSCOC Core Requirement 2.2

EXAMPLE:

- CIP 13.0301 – M
 - Curriculum and Instruction (CUR)

Degree (Degree Designator)

- Specific credential associated with a degree program and associated major(s). These include but are not limited to:
 - Bachelor Level: Bachelor of Arts (BA); Bachelor of Science (BS); Bachelor of Business Administration (BBA), Bachelor of Information Technology (BSIT); Bachelor of Social Work (BSW), etc.
 - Master Level: Master of Arts (MA); Master of Science (MS); Master of Arts in Teaching (MAT), Master of Public Health (MPH), Master of Public Administration (MPA), etc.
 - Research Doctoral Level: Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Public Health (DPH), etc.
 - Professional Doctoral Level: Doctor of Medicine (MD), Doctor of Physical Therapy (DPT), Doctor of Pharmacy (PharmD), Doctor of Nursing Practice (DNP), etc.
- Source(s): USF Registrar; Faculty Senate Undergraduate & Graduate Councils

EXAMPLE:

- CIP 13.0301 – Master’s level degree designator(s):
 - M.Ed. (CUR)

Concentration

- Any organized set of courses that is offered as part of a major and enhances or complements the degree program to be awarded in a manner which leads to specific educational or occupational goals, and/or from different disciplines that provide an interdisciplinary focus.
- Concentrations are defined by the University with the credit-hour length set in accordance with University policy, except that the number of credit hours shall not equal or exceed the number of credit hours established for a major at the same degree level.
- Each concentration is coded within BANNER.
- At the Undergraduate level concentrations appear on the transcript but not diploma; and, at the Graduate level concentrations appear on both the transcript and diploma
- Source(s): SUS BOG Regulation 8.011; Faculty Senate Undergraduate & Graduate Councils; USF Undergraduate & Graduate Catalogs

EXAMPLE:

- CIP 13.0301 – M.Ed. in Curriculum and Instruction (CUR) with a concentration in:
 - College Student Affairs (CSA)
 - Early Childhood (CNK)
 - English Education (CEN)
 - Science Education: Physics (CPY)

Track, Specialization, Cluster, etc.

- Areas of study within a major or concentration that are less formal and not tracked in the student’s BANNER record.
- Source(s): Faculty Senate Undergraduate & Graduate Councils; Undergraduate, Graduate Catalogs

EXAMPLE:

The MS in Business Analytics / Information Systems program offers a track in business intelligence.

Minor

- Undergraduate Only. An academic minor is an optional complement to a bachelor's degree in a particular field, leading to specific educational goals. It requires approximately one-half the upper-level credits required for a major in that field. The department may require the same admission or retention standards as required for the major.
- Source(s): Faculty Senate Undergraduate & Graduate Councils; Undergraduate, Graduate Catalogs

EXAMPLE:

Public Health (GPH) Minor: 15 credits

The goal of the general Public Health minor is to develop in a broad range of students an understanding and appreciation of the field of Public Health.

Certificate

- An organized set of courses offered as a distinct area of study that leads to specific educational or occupational goals.
- Certificates may consist of courses that are part of a major or courses that are created outside of a major. The number of credit hours for a certificate shall be set by the University
- Source(s): Faculty Senate Undergraduate & Graduate Councils; Undergraduate, Graduate Catalogs

EXAMPLE:

Graduate Certificate in Entrepreneurship: 12 Credit Hours

The Graduate Certificate in Strategic Intelligence will provide a state-of-the-art, academic foundation in the discipline of intelligence studies. That foundation can prepare the individual to pursue further graduate study or to develop and apply this critical set of professional skills. The curriculum follows the guidelines for the International Association for Intelligence Education (IAFIE), covering strategic thinking, core concepts, analytic methods, and analytic communication (writing and briefing).

**List of Authorized Degrees – Graduate and Professional Degree Programs –
By Degree, Level, and Majors**

Degree Code	Degree Description	Graduate and Professional Majors Offered Under That Degree <i>(Medical / Professional Majors noted with *)</i>
MASTERS DEGREES		
M.A.	Master of Arts	<ul style="list-style-type: none"> ❖ Adult Education ❖ Applied Anthropology ❖ Applied Behavior Analysis ❖ Art History ❖ Autism Spectrum Disorders and Severe Intellectual Disabilities ❖ Career and Technical Education ❖ Chemistry (non-thesis option) ❖ Communication ❖ Counselor Education ❖ Criminal Justice Administration ❖ Criminology ❖ Cybercrime ❖ Economics ❖ Elementary Education ❖ English ❖ Exceptional Student Education ❖ Foreign Language Education (being terminated) ❖ French ❖ Geography ❖ Gerontology ❖ Global Sustainability ❖ History ❖ Latin American, Caribbean and Latino Studies ❖ Liberal Arts ❖ Library and Information Science ❖ Linguistics ❖ Linguistics: English as a Second Language ❖ Mass Communications ❖ Mathematics ❖ Mathematics Education ❖ Music Education ❖ Philosophy ❖ Physical Education ❖ Political Science ❖ Psychology ❖ Reading Education ❖ Rehabilitation and Mental Health Counseling (Post Bacc) ❖ Religious Studies ❖ School Psychology ❖ Science Education (being terminated) ❖ Sociology ❖ Spanish ❖ Special Education, Gifted ❖ Special Education, Motor Disabilities ❖ Statistics ❖ Women's and Gender Studies

Degree Code	Degree Description	Graduate and Professional Majors Offered Under That Degree <i>(Medical / Professional Majors noted with *)</i>
M.A.T.	Master of Arts in Teaching	<ul style="list-style-type: none"> ❖ Elementary Education ❖ English Education ❖ Exceptional Student Education ❖ Foreign Language Education ❖ Mathematics Education (6-12) ❖ Middle Grades Mathematics ❖ Science Education ❖ Social Science Education
M.Acc.	Master of Accountancy	<ul style="list-style-type: none"> ❖ Accountancy
M.Arc.	Master of Architecture	<ul style="list-style-type: none"> ❖ Architecture
M.B.A.	Master of Business Administration	<ul style="list-style-type: none"> ❖ Business Administration ❖ Executive MBA
M.C.E.	Master of Civil Engineering	<ul style="list-style-type: none"> ❖ Civil Engineering
M.E.V.E.	Master of Environmental Engineering	<ul style="list-style-type: none"> ❖ Environmental Engineering
M.Ed.	Master of Education	<ul style="list-style-type: none"> ❖ Curriculum and Instruction ❖ Educational Leadership
M.F.A.	Master of Fine Arts	<ul style="list-style-type: none"> ❖ Art ❖ Creative Writing
M.H.A.	Master of Health Administration	<ul style="list-style-type: none"> ❖ Health Administration
M.M.	Master of Music	<ul style="list-style-type: none"> ❖ Music
		<ul style="list-style-type: none"> ❖
M.P.A.	Master of Public Administration	<ul style="list-style-type: none"> ❖ Public Administration
M.P.A.S.	Master of Physician Assistant	<ul style="list-style-type: none"> ❖ Physician Assistant Studies
M.P.H.	Master of Public Health	<ul style="list-style-type: none"> ❖ Public Health
M.S.	Master of Science	<ul style="list-style-type: none"> ❖ Advanced Athletic Training ❖ Advertising NEW ❖ Applied Behavior Analysis ❖ Athletic Training ❖ Biology ❖ Business Analytics and Information Systems ❖ Chemistry ❖ Childhood and Adolescent Behavioral Health ❖ Cybercrime ❖ Cybersecurity ❖ Entrepreneurship in Applied Technologies ❖ Environmental Science and Policy ❖ Exercise Science ❖ Finance ❖ Geology ❖ Intelligence Studies ❖ Learning Design and Technology NEW ❖ Management

Degree Code	Degree Description	Graduate and Professional Majors Offered Under That Degree <i>(Medical / Professional Majors noted with *)</i>
		<ul style="list-style-type: none"> ❖ Marine Science ❖ Microbiology ❖ Nurse Anesthesia ❖ Nursing ❖ Physics ❖ Speech-Language Pathology (post Bacc) ❖ Sport and Entertainment Management
M.S.B.	Master of Science in Biotechnology	❖ Biotechnology
M.S.B.C.B.	Master of Science in Bioinformatics & Computational Biology	❖ Bioinformatics and Computational Biology
M.S.B.E.	Master of Science in Biomedical Engineering	❖ Biomedical Engineering
M.S.C.E.	Master of Science in Civil Engineering	❖ Civil Engineering
M.S.C.H.	Master of Science in Chemical Engineering	❖ Chemical Engineering
M.S.C.P.	Master of Science in Computer Engineering	❖ Computer Engineering
M.S.C.S.	Master of Science in Computer Science	❖ Computer Science
M.S.E.E.	Master of Science in Electrical Engineering	❖ Electrical Engineering
M.S.E.M.	Master of Science in Engineering Management	❖ Engineering Management
M.S.E.V.	Master of Science in Environmental Engineering	❖ Environmental Engineering
M.S.H.I.	Master of Science in Health Informatics	❖ Health Informatics
M.S.I.E.	Master of Science in Industrial Engineering	❖ Industrial Engineering
M.S.I.T.	Master of Science in Information Technology	❖ Information Technology
M.S.M.	Master of Science in Marketing	❖ Marketing
M.S.M.E.	Master of Science in Mechanical Engineering	❖ Mechanical Engineering
M.S.M.S.	Master of Science in Medical Sciences	❖ Medical Sciences
M.S.M.S.E.	Master of Science in Materials Science and Engineering	❖ Materials Science and Engineering
M.S.P.H.	Master of Science in Public Health	❖ Public Health
M.S.P.N.	Master of Science in Pharmaceutical Nanotechnology	❖ Pharmaceutical Nanotechnology NEW
M.S.R.E.	Master of Science in Real Estate	❖ Real Estate – Suspended for Admissions
M.S.W.	Master of Social Work	❖ Social Work
M.U.C.D.	Master of Urban and Community Design	❖ Urban and Community Design
M.U.R.P.	Master of Urban & Regional Planning	❖ Urban and Regional Planning

Degree Code	Degree Description	Graduate and Professional Majors Offered Under That Degree (Medical / Professional Majors noted with *)
EDUCATION SPECIALIST DEGREES		
Ed.S.	Education Specialist	<ul style="list-style-type: none"> ❖ Curriculum and Instruction ❖ Educational Leadership
DOCTORATE DEGREES		
Au.D.	Doctor of Audiology	<ul style="list-style-type: none"> ❖ Audiology
D.B.A.	Doctor of Business Administration	<ul style="list-style-type: none"> ❖ Business Administration
D.N.P.	Doctor of Nursing Practice	<ul style="list-style-type: none"> ❖ Nurse Anesthesia NEW ❖ Nursing
D.P.T.	Doctor of Physical Therapy*	<ul style="list-style-type: none"> ❖ Physical Therapy*
Dr.P.H.	Doctor of Public Health	<ul style="list-style-type: none"> ❖ Public Health
Ed.D.	Doctor of Education	<ul style="list-style-type: none"> ❖ Educational Program Development
M.D.	Doctor of Medicine	<ul style="list-style-type: none"> ❖ Medicine*
Pharm.D.	Doctor of Pharmacy	<ul style="list-style-type: none"> ❖ Pharmacy**
Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> ❖ Aging Studies ❖ Applied Anthropology ❖ Applied Behavior Analysis ❖ Behavioral and Community Sciences ❖ Biomedical Engineering ❖ Business Administration ❖ Cancer Biology ❖ Cancer Chemical Biology NEW ❖ Cancer Immunology and Immunotherapy NEW ❖ Cell and Molecular Biology ❖ Chemical Engineering ❖ Chemistry ❖ Civil Engineering ❖ Communication ❖ Communication Sciences and Disorders ❖ Computer Science and Engineering ❖ Criminology ❖ Curriculum and Instruction ❖ Economics ❖ Educational Leadership ❖ Electrical Engineering ❖ English ❖ Environmental Engineering ❖ Geography and Environmental Science and Policy ❖ Geology ❖ Government ❖ History ❖ Industrial Engineering ❖ Integrative Biology ❖ Linguistics and Applied Language Studies ❖ Marine Science ❖ Mathematics ❖ Mechanical Engineering

Degree Code	Degree Description	Graduate and Professional Majors Offered Under That Degree <i>(Medical / Professional Majors noted with *)</i>
		<ul style="list-style-type: none"> ❖ Medical Sciences ❖ Music ❖ Nursing Science ❖ Philosophy ❖ Physics, Applied ❖ Psychology ❖ Public Health ❖ Rehabilitation Sciences ❖ School Psychology ❖ Second Language Acquisition and Instructional Technology ❖ Social Work ❖ Sociology

List is accurate as of 8/17/2018. To view the most current list and available concentration areas within the graduate majors go to: <http://www.grad.usf.edu/majors>

List of Authorized Graduate and Professional Degree Programs – By Major with Degree Designator and Concentrations

116	Master's	199	Concentrations at the Master's level
2	Education Specialist	15	Concentrations at the Specialist level
52	Doctoral (Ph.D., Ed.D., Au.D., D.N.P., D.P.H., D.B.A.)	89	Concentrations at the Doctoral level
3	Professional doctoral (including M.D., D.P.T., PharmD)	1	Concentration at the Professional level

MASTER'S	Degree	Degree Description	Concentrations
1. Accountancy	M.Acc.	Master of Accountancy	<ul style="list-style-type: none"> Assurance Corporate Tax
2. Adult Education	M.A.	Master of Arts	<ul style="list-style-type: none"> Human Resource Development
3. Advanced Athletic Training	M.S.	Master of Science	
4. Advertising	M.S.	Master of Science	
5. Applied Anthropology	M.A.	Master of Arts	<ul style="list-style-type: none"> Archaeological and Forensic Science Bio-Cultural Medical Anthropology Cultural Resource Management Heritage Studies
6. Applied Behavior Analysis	M.A.	Master of Arts	
7. Applied Behavior Analysis	M.S.	Master of Science	
8. Architecture	M.Arc.	Master of Architecture	
9. Art	M.F.A.	Master of Fine Arts	
10. Art History	M.A.	Master of Arts	
11. Athletic Training	M.S.	Master of Science	
12. Autism Spectrum Disorders and Severe Intellectual Disabilities	M.A.	Master of Arts	
13. Bioinformatics and Computational Bio.	M.S.B.C.B.	Master of Science in Bioinformatics & Computational Biology	
14. Biology	M.S.	Master of Science	<ul style="list-style-type: none"> Cell Biology, Microbiology & Molecular Biology Ecology and Evolution Environmental and Ecological Microbiology Physiology and Morphology
15. Biomedical Engineering	M.S.B.E.	Master of Science in Biomedical Engineering	<ul style="list-style-type: none"> Pharmacy
16. Biotechnology	M.S.B.	Master of Science in Biotechnology	
17. Business Administration	M.B.A.	Master of Business Administration	<ul style="list-style-type: none"> Compliance, Risk Management & Anti-Money Laundering Cyber Security Data Analytics Sport Business Supply Chain Management
18. Business Analytics & Info. Systems	M.S.	Master of Science	<ul style="list-style-type: none"> Analytics and Business Intelligence Information Assurance
19. Career and Technical Education	M.A.	Master of Arts	
20. Chemical Engineering	M.S.C.H.	Master of Science in Chemical Engineering	
21. Chemistry	M.S.	Master of Science	
22. Chemistry (non-thesis option)	M.A.	Master of Arts	
23. Child and Adolescent Behavioral Health	M.S.	Master of Science	<ul style="list-style-type: none"> Developmental Disabilities Leadership in Child and Adolescent Behavioral Health Translational Research and Evaluation Youth & Behavioral Health
24. Civil Engineering	M.C.E.	Master of Civil Engineering	<ul style="list-style-type: none"> Geotechnical Materials Structures Transportation Water Resources
25. Civil Engineering	M.S.C.E.	Master of Science in Civil Engineering	<ul style="list-style-type: none"> Geotechnical Engineering for International

				<ul style="list-style-type: none"> Development Materials Structures Transportation Water Resources
26.	Communication	M.A.	Master of Arts	
27.	Computer Engineering	M.S.C.P.	Master of Science in Computer Engineering	
28.	Computer Science	M.S.C.S.	Master of Science in Computer Science	
29.	Counselor Education	M.A.	Master of Arts	<ul style="list-style-type: none"> Career Counseling Clinical Mental Health Counseling School Counseling
30.	Creative Writing	M.F.A.	Master of Fine Arts	<ul style="list-style-type: none"> Fiction Poetry
31.	Criminal Justice Administration	M.A.	Master of Arts	
32.	Criminology	M.A.	Master of Arts	
33.	Curriculum and Instruction	M.Ed.	Master of Education	<ul style="list-style-type: none"> College Student Affairs Early Childhood Education Educational Studies Instructional Technology Measurement and Evaluation Secondary Education: Biology Secondary Education: Chemistry Secondary Education: English Secondary Education: Foreign Language Secondary Education: Mathematics Secondary Education: Physics Secondary Education: Social Science Secondary Education: TESOL
34.	Cybercrime	M.A.	Master of Arts	
35.	Cybersecurity	M.S.	Master of Science	<ul style="list-style-type: none"> Digital Forensics Computer Security Fundamentals Cyber Intelligence Information Assurance
36.	Economics	M.A.	Master of Arts	
37.	Educational Leadership	M.Ed.	Master of Education	
38.	Electrical Engineering	M.S.E.E.	Master of Science in Electrical Engineering	
39.	Elementary Education	M.A.	Master of Arts	<ul style="list-style-type: none"> Early Childhood Elementary Curriculum Language Arts Science and Mathematics
40.	Elementary Education	M.A.T.	Master of Arts in Teaching	
41.	Engineering Management	M.S.E.M.	Master of Science in Engineering Management	
42.	English	M.A.	Master of Arts	<ul style="list-style-type: none"> Literature Rhetoric and Composition
43.	English Education	M.A.T.	Master of Arts in Teaching	
44.	Entrepreneurship in Applied Tech.	M.S.	Master of Science	
45.	Environmental Engineering	M.E.V.E.	Master of Environmental Engineering	
46.	Environmental Engineering	M.S.E.V.	Master of Science in Environmental Engineering	<ul style="list-style-type: none"> Engineering for International Development
47.	Environmental Science and Policy	M.S.	Master of Science	
48.	Exceptional Student Education	M.A.	Master of Arts	
49.	Exceptional Student Education	M.A.T.	Master of Arts in Teaching	
50.	Executive MBA Program	M.B.A.	Master of Business Administration	
51.	Exercise Science	M.S.	Master of Science	<ul style="list-style-type: none"> Health and Wellness Strength and Conditioning
52.	Finance	M.S.	Master of Science	
53.	Foreign Language Education – Being Terminated	M.A.	Master of Arts	<ul style="list-style-type: none"> French German Spanish
54.	Foreign Language Education	M.A.T.	Master of Arts in Teaching	<ul style="list-style-type: none"> Chinese French German Italian

				<ul style="list-style-type: none"> • Japanese • Latin • Russian • Spanish
55.	French	M.A.	Master of Arts	
56.	Geography	M.A.	Master of Arts	<ul style="list-style-type: none"> • Environmental Geography • Geographic Information Science and Spatial Analysis • Human Geography
57.	Geology	M.S.	Master of Science	
58.	Gerontology	M.A.	Master of Arts	
59.	Global Sustainability	M.A.	Master of Arts	<ul style="list-style-type: none"> • Climate Change and Sustainability • Food Sustainability and Security • Entrepreneurship • Sustainability Policy • Sustainable Business • Sustainable Energy • Sustainable Tourism • Sustainable Transportation • Water Sustainability
60.	Health Administration	M.H.A.	Master of Health Administration	
61.	Health Informatics	M.S.H.I.	Master of Science in Health Informatics	<ul style="list-style-type: none"> • Health Analytics
62.	History	M.A.	Master of Arts	<ul style="list-style-type: none"> • American History • Ancient History • European History • Latin American History • Medieval History
63.	Industrial Engineering	M.S.I.E.	Master of Science in Industrial Engineering	<ul style="list-style-type: none"> • Engineering Management • Quantitative Analysis
64.	Intelligence Studies	M.S.	Master of Science	<ul style="list-style-type: none"> • Cyber Intelligence • Strategic Intelligence
65.	Information Technology	M.S.I.T.	Master of Science in Information Technology	
66.	Latin American, Caribbean and Latino Studies	M.A.	Master of Arts	
67.	Learning Design and Technology	M.S.	Master of Science	<ul style="list-style-type: none"> • E-Learning Design and Development • Cybersecurity Education • Big Data and Learning Analytics • Game-Based Learning and Analytics
68.	Liberal Arts	M.A.	Master of Arts	<ul style="list-style-type: none"> • Africana Studies • American Studies • Film Studies • Humanities • Social and Political Thought
69.	Library and Information Science	M.A.	Master of Arts	
70.	Linguistics	M.A.	Master of Arts	
71.	Linguistics: English as a Second Language	M.A.	Master of Arts	
72.	Management	M.S.	Master of Science	<ul style="list-style-type: none"> • Human Resources • Management Information Systems • Project Management
73.	Marine Science	M.S.	Master of Science	<ul style="list-style-type: none"> • Biological Oceanography • Chemical Oceanography • Geological Oceanography • Interdisciplinary • Marine Resource Assessment • Physical Oceanography
74.	Marketing	M.S.M.	Master of Science in Marketing	
75.	Mass Communications	M.A.	Master of Arts	<ul style="list-style-type: none"> • Media Studies • Multimedia Journalism • Strategic Communication Management
76.	Materials Science and Engineering	M.S.M.S.E.	Master of Science in Materials Science and Engineering	
77.	Mathematics	M.A.	Master of Arts	<ul style="list-style-type: none"> • Pure and Applied
78.	Mathematics Education	M.A.	Master of Arts	

79.	Mathematics Education (6-12)	M.A.T.	Master of Arts in Teaching	
80.	Mechanical Engineering	M.S.M.E.	Master of Science in Mechanical Engineering	
81.	Medical Sciences	M.S.M.S.	Master of Science in Medical Sciences	<ul style="list-style-type: none"> • Aging and Neuroscience • Anatomy • Biochemistry & Molecular Biology • Clinical and Translational Research • Health Science • Interdisciplinary Medical Sciences • Medical Microbiology and Immunology • Metabolic and Nutritional Medicine • Molecular Medicine • Women's Health
82.	Microbiology	M.S.	Master of Science	
83.	Middle Grades Mathematics	M.A.T.	Master of Arts in Teaching	
84.	Music	M.M.	Master of Music	<ul style="list-style-type: none"> • Chamber Music • Choral Conducting • Composition • Electro-Acoustic Music • Instrumental Conducting • Jazz Composition • Jazz Performance • Performance • Piano Pedagogy • Theory
85.	Music Education	M.A.	Master of Arts	
86.	Nurse Anesthesia	M.S.	Master of Science	
87.	Nursing	M.S.	Master of Science	<ul style="list-style-type: none"> • Adult-Gerontology Acute Care Nursing (NAG) • Adult-Gerontology Primary Care Nursing (NPG) • Clinical Nurse Leader (NCL) • Family Health Nursing (NFH) • Nursing Education (NED) • Pediatric Health Nursing (NPH) • Psychiatric-Mental Health Nursing (NPM) • Concurrent Concentration: Occupational Health Nursing/Adult-Gerontology Primary Care (NOC) • Concurrent Concentration: Oncology Nursing/Adult-Gerontology Primary Care (NOA)
88.	Pharmaceutical Nanotechnology NEW	M.S.P.N.	Master of Science in Pharmaceutical Nanotechnology	<ul style="list-style-type: none"> • Biomedical Engineering Drug Discovery, Delivery, Development and Manufacturing
89.	Philosophy	M.A.	Master of Arts	<ul style="list-style-type: none"> • Philosophy and Religion
90.	Physical Education	M.A.	Master of Arts	
91.	Physician Assistant Studies*	M.P.A.S.	Master of Physician Assistant Studies	
92.	Physics	M.S.	Master of Science	<ul style="list-style-type: none"> • Applied Physics • Atomic and Molecular Physics • Laser Physics • Materials Physics • Optical Physics • Semiconductor Physics • Solid State Physics
93.	Political Science	M.A.	Master of Arts	<ul style="list-style-type: none"> • Africana Studies
94.	Psychology	M.A.	Master of Arts	<ul style="list-style-type: none"> • Clinical Psychology • Cognition, Neuroscience & Social Psychology • Industrial Organizational Psychology
95.	Public Administration	M.P.A.	Master of Public Administration	
96.	Public Health	M.P.H.	Master of Public Health	<ul style="list-style-type: none"> • Applied Biostatistics • Behavioral Health

			<ul style="list-style-type: none"> • Environmental and Occupational Health • Epidemiology • Epidemiology (ONLINE) • Epidemiology and Global Communicable Disease • Epidemiology and Global Health • Epidemiology and Maternal & Child Health • Global Communicable Disease • Global Disaster Management, Humanitarian Relief and Homeland Security • Global Health Practice • Health Care Organizations and Management • Health Policies and Programs • Health Safety & Environment • Infection Control • Maternal and Child Health • Nutrition and Dietetics • Public Health Education • Public Health Practice Program • Social Marketing
97. Public Health	M.S.P.H.	Master of Science in Public Health	<ul style="list-style-type: none"> • Behavioral Health • Environmental and Occupational Health • Epidemiology • Genetic Counseling • Genomics • Global Communicable Disease • Maternal and Child Health • Occupational Exposure Science • Public Health Education
98. Reading Education	M.A.	Master of Arts	
99. Real Estate – Suspended for admissions	M.S.R.E.	Master of Science in Real Estate	
100. Rehabilitation and Mental Health Counseling (Post Baccalaureate)	M.A.	Master of Arts	<ul style="list-style-type: none"> • Addictions and Substance Abuse Counseling • Marriage and Family Therapy
101. Religious Studies	M.A.	Master of Arts	
102. School Psychology	M.A.	Master of Arts	
103. Science Education – Being terminated	M.A.	Master of Arts	
104. Science Education	M.A.T.	Master of Arts in Teaching	<ul style="list-style-type: none"> • Biology • Chemistry • Earth & Space Science • Physics
105. Social Science Education	M.A.T.	Master of Arts in Teaching	
106. Social Work	M.S.W.	Master of Social Work	
107. Sociology	M.A.	Master of Arts	
108. Spanish	M.A.	Master of Arts	
109. Special Education, Gifted	M.A.	Master of Arts	
110. Special Education, Motor Disabilities	M.A.	Master of Arts	
111. Speech-Language Pathology (Post Bacc)	M.S.	Master of Science	
112. Sport and Entertainment Management	M.S.	Master of Science	
113. Statistics	M.A.	Master of Arts	
114. Urban and Community Design	M.U.C.D.	Master of Urban and Community Design	
115. Urban and Regional Planning	M.U.R.P.	Master of Urban & Regional Planning	
116. Women’s and Gender Studies	M.A.	Master of Arts	

**The MPAS is offered through the Morsani College of Medicine*

EDUCATION SPECIALIST		DEGREE	DEGREE DESCRIPTION	
▪	Curriculum and Instruction	Ed.S.	Education Specialist	<ul style="list-style-type: none"> • Adult Education • Counselor Education • Early Childhood Education • Elementary Education • Higher Ed, Administration • Higher Ed, College Teaching • Instructional Technology • Interdisciplinary Education • Mathematics Education • Measurement and Evaluation • Reading and Language Arts Education • School Psychology • Science Education • Special Education • Vocational Education
▪	Educational Leadership	Ed.S.	Education Specialist	
DOCTORATE		DEGREE	DEGREE DESCRIPTION	
1.	Aging Studies	Ph.D.	Doctor of Philosophy	
2.	Applied Anthropology	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Archaeological and Forensic Science • Bio-Cultural Medical Anthropology • Cultural Resource Management • Heritage Studies
3.	Applied Behavior Analysis	Ph.D.	Doctor of Philosophy	
4.	Audiology	Au.D.	Doctor of Audiology	
5.	Behavioral and Community Sciences	Ph.D.	Doctor of Philosophy	
6.	Biomedical Engineering	Ph.D.	Doctor of Philosophy	
7.	Business Administration	D.B.A.	Doctor of Business Administration	
8.	Business Administration	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Accounting • Finance • Information Systems • Marketing
9.	Cancer Biology	Ph.D.	Doctor of Philosophy	
10.	Cancer Chemical Biology	Ph.D.	Doctor of Philosophy	
11.	Cancer Immunology and Immunotherapy	Ph.D.	Doctor of Philosophy	
12.	Cell and Molecular Biology	Ph.D.	Doctor of Philosophy	
13.	Chemical Engineering	Ph.D.	Doctor of Philosophy	
14.	Chemistry	Ph.D.	Doctor of Philosophy	
15.	Civil Engineering	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Engineering for International Development • Environmental Engineering • Geotechnical • Materials • Structures • Transportation • Water Resources
16.	Communication	Ph.D.	Doctor of Philosophy	
17.	Communication Sciences and Disorders	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Hearing Sciences and Audiology • Neurocommunicative Sciences • Speech-Language Sciences
18.	Computer Science and Engineering	Ph.D.	Doctor of Philosophy	
19.	Criminology	Ph.D.	Doctor of Philosophy	
20.	Curriculum and Instruction	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Adult Education • Career and Workforce Education • Counselor Education • Early Childhood Education • Educational Psychology • Elementary Education • English Education • Higher Ed, Administration • Instructional Technology • Interdisciplinary Education • Literacy Studies • Mathematics Education • Measurement and Evaluation

				<ul style="list-style-type: none"> • Science Education • Social Science Education • Special Education • Teacher Education
21.	Economics	Ph.D.	Doctor of Philosophy	
22.	Educational Leadership	Ph.D.	Doctor of Philosophy	
23.	Educational Program Development	Ed.D.	Doctor of Education	<ul style="list-style-type: none"> • Administration of Special Education • Adult Education • Educational Innovation • Elementary Education • Vocational Education
24.	Electrical Engineering	Ph.D.	Doctor of Philosophy	
25.				
26.	English	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Literature • Rhetoric and Composition
27.	Environmental Engineering	Ph.D.	Doctor of Philosophy	
28.	Geography and Environmental Science and Policy	Ph.D.	Doctor of Philosophy	
29.	Geology	Ph.D.	Doctor of Philosophy	
30.	Government	Ph.D.	Doctor of Philosophy	
31.	History	Ph.D.	Doctor of Philosophy	
32.	Industrial Engineering	Ph.D.	Doctor of Philosophy	
33.	Integrative Biology	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Ecology and Evolution • Environmental and Ecological Microbiology • Physiology and Morphology
34.	Linguistics and Applied Language Studies	Ph.D.	Doctor of Philosophy	
35.	Marine Science	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Biological Oceanography • Chemical Oceanography • Geological Oceanography • Interdisciplinary • Marine Resource Assessment • Physical Oceanography
36.	Mathematics	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Pure and Applied • Statistics
37.	Mechanical Engineering	Ph.D.	Doctor of Philosophy	
38.	Medical Sciences	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Allergy, Immunology and Infectious Disease • Anatomy • Biochemistry & Molecular Biology • Clinical and Translational Research • Microbiology and Immunology • Molecular Medicine • Molecular Pharmacology and Physiology • Neuroscience • Pathology and Cell Biology • Pathology and Laboratory Medicine • Pharmacology and Therapeutics • Physiology and Biophysics
39.	Medicine*	M.D.	Doctor of Medicine	
40.	Music	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Music Education
41.	Nursing	D.N.P.	Doctor of Nursing Practice	<ul style="list-style-type: none"> • Adult-Gerontology Acute Care Nursing (NAG) • Adult-Gerontology Primary Care / Occupational Health Nursing (NOC) • Adult-Gerontology Primary Care Nursing/Oncology Nursing (NOA) • Adult-Gerontology Primary Care Nursing(NPG) • Concurrent MPH/Adult-Gerontology Primary Care Nursing (NOP) • Family Health Nursing (NFH) • Pediatric Health Nursing (NPH)
42.	Nurse Anesthesia	D.N.P.	Doctor of Nursing Practice	
43.	Nursing Science	Ph.D.	Doctor of Philosophy	
44.	Pharmacy*	PharmD.	Doctor of Pharmacy	<ul style="list-style-type: none"> • Pharmacy and Health Education
45.	Philosophy	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Philosophy and Religion
46.	Physical Therapy*	D.P.T.	Doctor of Physical Therapy	

47.	Physics, Applied	Ph.D.	Doctor of Philosophy	Medical Physics
48.	Psychology	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Clinical Psychology • Cognition, Neuroscience & Social Psychology • Industrial Organizational Psychology
49.	Public Health	Dr.P.H.	Doctor of Public Health	<ul style="list-style-type: none"> • Advanced Practice Leadership in Public Health • Public Health and Clinical Laboratory Science and Practice
50.	Public Health	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Biostatistics • Community and Family Health • Environmental and Occupational Health • Epidemiology • Global Communicable Disease • Health Services Research
51.	Rehabilitation Sciences (Currently Suspended)	Ph.D.	Doctor of Philosophy	<ul style="list-style-type: none"> • Chronic Disease • Neuromusculoskeletal Disability • Veteran's Health/Reintegration
52.	School Psychology	Ph.D.	Doctor of Philosophy	
53.	Teacher Education and Second Language Acquisition	Ph.D.	Doctor of Philosophy	
54.	Social Work Suspended for Admissions	Ph.D.	Doctor of Philosophy	
55.	Sociology	Ph.D.	Doctor of Philosophy	

The M.D. is offered through the Morsani College of Medicine; the D.P.T. is offered through the School of Physical Therapy; the PharmD. Is offered through the College of Pharmacy.

List accurate as of 8/17/18

Accelerated Majors

Accelerated Majors allow academically qualified students to complete an undergraduate Bachelor's degree and a graduate degree (typically master's degree) on an accelerated timeline, graduating sooner than in traditional majors. Typically, students will complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate status, where the remaining graduate requirements are fulfilled.

Students must submit an **Accelerated Major Application** for acceptance into an Accelerated Major track. Once a student is ready to move into graduate student status, **the Progression Form** must be completed and submitted. More information and the Application and Progression Forms are available online at: <http://www.grad.usf.edu/accelerated.php>

For specific curriculum requirements and to see how many hours are shared, refer to the corresponding major section of the Graduate Catalog. **Note: Accelerated Majors must have a combined total minimum of 150 hours after counting the shared coursework or have SACSCOC approval for the total combined hours if less.**

UNDERGRADUATE College / Major		GRADUATE College / Major / Concentration	
AS	Biology (BS)	AS	Biology (MS) – non-thesis
AS	Biomedical Sciences (BS)	RX	Pharmacy (PharmD)
AS	Biomedical Sciences (BS)	ED	Science Education (MAT)
AS	Cell and Molecular Biology (BS)	AS	Biology (MS) – non-thesis
AS	Chemistry (BS)	EN	Biomedical Engineering (MSBE)
AS	Chemistry (BS)	ED	Science Education (MAT)
AS	English (BA)	AS	English (MA)
AS	Environmental Biology (BS)	ED	Science Education (MAT)
AS	Environmental Microbiology (BS)	ED	Science Education (MAT)
AS	Environmental Science and Policy (BS)	PH	Public Health (MPH/MSPH)
AS	Humanities and Cultural Studies BA	AS	Liberal Arts with a Concentration in Film and New Media Studies (MA)
AS	Integrative Animal Biology (BS)	ED	Science Education (MAT)
AS	Interdisciplinary Natural Science (BS)	ED	Science Education (MAT)
AS	Marine Biology (BS)	ED	Science Education (MAT)
AS	Mathematics (BA)	AS	Mathematics (MA)
AS	Microbiology (BS)	AS	Microbiology (MS)
AS	Physics (BA)	ED	Science Education (MAT)
BA	Advertising (BS)	AS	Mass Communications: Strategic Comm. Management Conc. (MA)
BA	Business Analytics & Information Systems (BS)	BA	Business Analytics and Information Systems (MS)
EN	Chemical Engineering (BSCH)	EN	Biomedical Engineering (MSBE)
EN	Chemical Engineering (BSCH)	EN	Chemical Engineering (MSCH)
EN	Chemical Engineering (BSCH)	EN	Engineering Management (MSEM)
EN	Chemical Engineering (BSCH)	EN	Materials Science and Engineering (MSMSE)
EN	Civil Engineering (BSCE)	EN	Civil Engineering (MCE)
EN	Civil Engineering (BSCE)	EN	Civil Engineering (MSCE)
EN	Civil Engineering (BSCE)	EN	Environmental Engineering (MSEV)
EN	Civil Engineering (BSCE)	EN	Environmental Engineering (MEVE)
EN	Civil Engineering (BSCE)	EN	Materials Science & Engineering (MSMSE)
EN	Civil Engineering (BSCE)	EN	Engineering Management (MSEM)
EN	Computer Engineering (BSCP)	EN	Computer Engineering (MSCP)
EN	Computer Engineering (BSCP)	EN	Computer Science (MSCS)
EN	Computer Engineering (BSCP)	EN	Information Technology (MSIT)
EN	Electrical Engineering (BSEE)	EN	Engineering Management (MSEM)
EN	Electrical Engineering (BSEE)	EN	Electrical Engineering (MSEE)
EN	Electrical Engineering (BSEE)	EN	Materials Science & Engineering (MSMSE)
EN	Industrial Engineering (BSIE)	EN	Biomedical Engineering (MSBE)
EN	Industrial Engineering (BSIE)	EN	Engineering Management (MSEM)

UNDERGRADUATE College / Major		GRADUATE College / Major / Concentration	
EN	Information Technology (BSIT)	EN	Information Technology (MSIT)
EN	Mechanical Engineering (BSME)	EN	Biomedical Eng (MSBE)
EN	Mechanical Engineering (BSME)	EN	Engineering Management (MSEM)
EN	Mechanical Engineering (BSME)	EN	Mechanical Eng (MME)
EN	Mechanical Engineering (BSME)	EN	Mechanical Engineering (MSME)
EN	Mechanical Engineering (BSME)	EN	Materials Science & Engineering (MSMSE)
HN	Honors College (BS)	MD	Medicine (MD)
NR	Nursing (BS)	NR	Nursing (MS)
PH	Public Health (BSPH)	PH	Public Health: Public Health Education Concentration (MPH)
TA	Art History (BA)	TA	Art History (MA)

Concurrent Degree Options

Reference: Section 7 Academic Policies section on Concurrent Degree Designation for the official policy.

The following lists some of the formalized Concurrent Degree offered through the University of South Florida. New Concurrent Degree options may have been approved since the publication of this list; others may now be closed to new admissions. If the majors of interest in are not listed below, contact the Department to see if the major qualifies for a Concurrent Degree option. Information about the Degree Requirements for these concurrent degrees may be found in the corresponding listing for the major in the college sections of the Catalog. To apply for a Concurrent Degree students must complete the Concurrent Degree Application, available online at: <http://www.grad.usf.edu/student-forms.php>.

Note: Per accreditation guidelines, Concurrent Degrees must have a combined total minimum of 60 hours after sharing credits.

COL	Major	COL	Major
AS	Applied Anthropology (M.A.)	PH	Public Health (M.P.H.)
AS	Applied Anthropology (M.A.)	PH	Public Health (Ph.D.)
AS	Applied Anthropology (Ph.D.)	PH	Public Health (M.P.H.)
BC	Audiology (Au.D.)	BC	Communication Sciences and Disorders (Ph.D.)
EN	Biomedical Engineering (M.S.B.E)	BA	Entrepreneurship in Applied Technologies (M.S.)
EN	Biomedical Engineering (Ph.D.)	MD	Medicine (M.D.)
MD	Biotechnology (M.S.B.)	BA	Entrepreneurship in Applied Technologies (M.S.)
BA	Business Administration (M.B.A.)	BA	Sport and Entertainment Management (M.S.)
ED	Education (M.A.)	AS	Religious Studies (M.A.)
BA	Entrepreneurship in Applied Technologies (M.S.)	CS	Global Sustainability (M.A.)
AS	French (M.A.)	AS	Linguistics: English as a Second Language (M.A.)
PH	Health Administration (M.H.A.)	PH	Public Health: Health Policies and Programs (M.P.H.)
--	Law (J.D.)	MD	Medicine (M.D.)
AS	Linguistics: English as a Second Language (M.A.)	AS	Spanish (M.A.)
MD	Medical Sciences (Ph.D.)	MD	Medicine (M.D.)
MD	Medicine (M.D.)	--	Law (J.D.)
MD	Medicine (M.D.)	PH	Public Health (M.P.H.)
NR	Nursing M.S.	PH	Public Health M.P.H.
PH	Public Health: Maternal and Child Health and (M.P.H.)	BC	Social Work (M.S.W.)

Section 11

Graduate Certificate Policies

Office of Graduate Certificates

University of South Florida
4202 E. Fowler Ave., LIB 608
Tampa, FL 33620-8470

Web address: <http://www.usf.edu/innovative-education/programs/graduate-certificates/>
Phone: 813-974-8031
Fax: 813-974-7061

Graduate Certificate Policies

The areas of study for the Graduate Certificates are created within the mission of graduate education. Students will be awarded certificates upon completion of specific course work, which has been approved by the Graduate Council. The Graduate Certificate is not defined as a degree by the Office of Graduate Studies; rather, it is a focused collection of courses that, when completed, affords the student some record of distinct academic accomplishment in a given discipline or set of related disciplines. Moreover, the Graduate Certificate is not viewed as a guaranteed means of entry into a graduate major. While the courses comprising a graduate certificate may be used as evidence in support of a student's application for admission to a graduate major, the certificate itself is not considered to be a prerequisite.

Process of Approval for New Graduate Certificates

Prior to submission of a new Graduate Certificate Proposal, a Concept Proposal form must be submitted through the College Dean to the Academic Program Advisory Council (APAC) for a 14-day posting. Once cleared through APAC the faculty sponsor may proceed with submission of the proposal through normal curriculum processing procedures. Proposals for new areas of study for graduate certificates are created and submitted by the academic unit that wishes to offer such a certificate. Proposals must be accompanied by endorsement from the department heads and deans of the colleges/schools in which the contributing course work is offered as well as from the academic unit or units whose students or majors could be impacted by the creation of the graduate certificate. The Graduate Council will consider all the proposals for new graduate certificates to assure proposal guidelines have been followed and that repetition and redundancy across areas of study for certificates are not evident. Those meeting the criteria set forth by the Graduate Council will then be recommended for approval.

Criteria for Approval

The general principles applied to the assessment of the academic quality of proposals for new graduate areas of study for certificates include:

1. The sequence of course work must offer a clear and appropriate educational objective at the post-baccalaureate level.
2. The curriculum will consist of at least two structured core graduate courses taken at USF, specific to the area of study. Substitutions to the core courses are not permitted. A minimum of nine unique credit hours is required for the certificate curriculum.
3. The curriculum will achieve its educational objective in an efficient and well-defined manner.
4. A perceived need for such a certificate should exist. This provision might be defined in terms of either external markets (i.e., external demand for the skills associated with such a certificate) or internal academic means (i.e., the need for a critical mass of students in a given discipline).
5. An appropriate number of credit hours must comprise the area of study for the certificate, with the typical range being 12-15 hours. The number of graduate credits cannot be less than nine (9) or more than one-half of the credits necessary for a related master's degree offered at USF.
6. If the area of study for a certificate requires new courses, those courses must be approved by the appropriate College bodies or offices and the Graduate Council.

Student Eligibility and Admission Criteria

Students must apply and be accepted into the Graduate Certificate 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 Accelerated Major is required. Students in Accelerated Majors may be admitted upon completion of 120 semester hours.
2. Each Graduate Certificate specifies 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.
3. Graduate Certificate students will be held to the academic standards for all graduate students as specified in the Graduate Catalog, except for any additional requirements as noted in the section in the Graduate Catalog regarding Graduate Certificates.

Students who wish to pursue a Graduate Certificate must apply to the Graduate Certificate Office (<http://www.usf.edu/innovative-education/programs/graduate-certificates/>) and be admitted to the Graduate Certificate. 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 Graduate Certificate program through the Graduate Certificate Office 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 to the department for approval and submission to the Office of Graduate Certificates for the Graduate Certificate to be awarded. Certificate-seeking-students will be classified as "Graduate Certificate Students." As such, they are not eligible for financial aid and will receive a later registration date than degree-seeking students.

- **Degree Seeking Students**

- Admission - All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the Graduate Certificate program through the Graduate Certificate Office. Students must apply for admission to the certificate prior to the deadline to apply for graduation by the fourth week of the semester in which the student plans to graduate.

Completion

For Graduate Certificates within the Major, students must submit the Completion form by the fourth week of the semester in which the student plans to graduate. For Graduate Certificates in a discipline outside the Major, students must submit the Completion form no later than ten years after starting the first course applied to the Certificate.

1. Students pursuing a graduate certificate are required to meet the same academic requirements as those defined for degree-seeking students to remain in "good standing".
2. All graduate certificate students may apply one graduate course to a maximum of two graduate certificates.
3. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll.
4. Should a graduate certificate student subsequently apply and be accepted to a graduate major, the University's Application of Internal Credit Policy applies. Any application of such credit must be approved by the degree-granting college and must be appropriate to the major. No courses taken outside of USF may be transferred into a Graduate Certificate at USF.
5. Students must have been awarded a bachelor's or higher degree to be eligible.