

## 2012-2013 Graduate Catalog - Policy Updates

The following policy revisions are in effect as of fall 2012. For more information, refer to the complete policy in the 2012-2013 USF Tampa Graduate Catalog. The specific revisions follow, with track changes noting the revisions.

<u>POLICY UPDATES</u>	<u>Description</u>	<u>Date Approved</u>
1. Minimum Hours, Doctoral	Application of undergraduate hours toward degree	9/20/10
2. Minimum Hours, Masters	Application of undergraduate hours toward degree	9/20/10
3. Graduate Certificates Admission Criteria	Revision to application policy, and notation regarding requirements that apply to all graduate students, including certificate students	10/18/10, 11/15/10
4. Transfer of Credit Policy	Revision to reflect USF System and majority credits	10/18/10, 1/24/11, 4/18/11
5. Academic Dismissal	Notation added regarding violation of Professional Ethics	1/24/11, 3/21/11
6. "M" Grade	Removal of "MF" Option	4/18/11, 5/16/11
7. Dual Degree Program	Clarification of policy	4/16/11
8. Change of Program	Clarification of policy	5/18/11

References:

USF Tampa 2012-2013 Graduate Catalog online - <http://www.grad.usf.edu/catalog.php>  
Catalog Policies and Procedures page - <http://www.grad.usf.edu/policies.php>

### Summary of Revisions:

#### (1) Doctoral Minimum Hours

Because the doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation, the Graduate School does not specify any minimum number of courses or credit hours that must be completed for award of the degree. However, programs 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 ~~enrollment~~~~residency~~ requirements. Up to six (6) hours of 4000-level courses may be taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate College Dean. Lower level undergraduate course may not be used to satisfy doctoral course requirements but may be taken to meet specific prerequisites. Students enrolled in undergraduate courses as part of a planned graduate degree program are expected to demonstrate a superior level of performance in these courses. 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. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements. ~~No An undergraduate courses may not be used to satisfy the gradable minimal course requirement. for the doctoral course requirements with the exception of courses included in the master's degree.~~

**(2) Master's Minimum Hours**

A minimum of thirty (30) hours is required for a master's degree, at least sixteen (16) hours of which must be at the 6000 level. At least twenty (20) hours must be in formal, regularly scheduled course work, ten (10) of which must be at the 6000 level. Up to six (6) hours of 4000-level courses may be taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate College Dean. [Lower level undergraduate course may not be used to satisfy master's course requirements but may be taken to meet specific prerequisites.](#) Students enrolled in undergraduate courses as part of a planned degree program are expected to demonstrate a superior level of performance [in these courses.](#) [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.

**(3) Graduate Certificate Policies**

**Student Eligibility and Admission Criteria**

Student must apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate. The prerequisites and general criteria of eligibility for admission to any graduate certificate area of study include:

1. An earned baccalaureate degree or its equivalent from a regionally accredited college or university or enrollment in a USF five-year academic program is required. Students in five-year academic programs may be admitted upon completion of 120 semester hours.
2. Each graduate area of study sets the requirements for admission, including minimum grade point average, standardized test scores, and other similar criteria as part of the application. However, prospective non-degree seeking graduate certificate students must meet University graduate admissions grade point average requirements.

Students who wish to pursue a graduate certificate must apply to the Graduate Certificate Office ([www.gradcerts.usf.edu](http://www.gradcerts.usf.edu)) and be admitted to the certificate area. Students are encouraged to contact the coordinator prior to applying.

• **Non-Degree Seeking Students**

All [non-degree seeking](#) students who wish to pursue approved graduate certificates [should apply for admission to the certificate through the Graduate Certificate Office \(\[www.gradcerts.usf.edu\]\(http://www.gradcerts.usf.edu\)\) as soon as possible for maximum benefit, but](#) must apply to the certificate and complete required coursework within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.

• **Degree Seeking Students**

- All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the certificate through the Graduate Certificate Office ([www.gradcerts.usf.edu](http://www.gradcerts.usf.edu)). The application must be received prior to conferral of the degree that includes the same coursework. Students who have completed all coursework must apply for admission to the certificate and submit a Completion Form prior to the deadline to apply for graduation by the fourth week of the semester in which the student plans to graduate.
- Degree seeking students who are pursuing a Graduate Certificate in a discipline outside of their graduate degree program (major) must apply for admission to the certificate through the Graduate Certificate Office ([www.gradcerts.usf.edu](http://www.gradcerts.usf.edu)). The application must be received prior to the deadline to apply for graduation (by the fourth week of the semester) in which the student plans to graduate. Required coursework for the certificate must be completed within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.

3. Certificate-seeking-students not currently enrolled in a degree-granting graduate program, will be admitted into a separate classification within the University, and will be classified as "Graduate Certificate Students." This separate classification will permit the University to monitor statistical and enrollment data for certificate areas of study, and

will allow inclusion of such efforts in the annual reports and academic planning. The Graduate Certificate Office will note successful completion of a certificate on the student's transcript upon completion.

4. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in "good standing".
5. All graduate certificate students may apply one graduate course to two graduate certificates.
6. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, up to twelve (12) hours of USF credit earned as a graduate certificate student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. *See the Transfer of Credit Policy for more information.*
7. For information on transfer of credit policies pertaining to Graduate Certificates, refer to the transfer of credit policy in Section 7, Academic Policies, of this catalog.

### Certificate Requirements

To receive a graduate certif

1. Students must successfully complete certificate requirements as established by the university. [Graduate Certificate students will be held to the academic standards for all graduate students as specified in the Graduate Catalog, unless otherwise noted in the section in the Graduate Catalog regarding Graduate Certificates.](#)
2. Students must submit a completion form. Degree-seeking students must submit this form before graduating from their degree program. Non-degree-seeking students must submit this form no later than one semester after completing their certificate course work.
3. Students must have been awarded a bachelor's or higher degree.

### (4) Transfer of Credit Policies

*The following will replace the current Transfer of Credit Policy in its entirety*

[Students may, with the approval of their graduate degree program, transfer credits from any regionally accredited institution into their graduate degree program, as long as the majority of the credits are earned at the institution granting the degree. Credits obtained from USF System Institutions will be calculated into the GPA at USF and will be noted on the transcript as the grade earned. Credits from other regionally accredited universities are not calculated into the GPA at USF.](#)

- [Only credits with a grade of B or better may be transferred.](#)
- [Credit for coursework expires seven \(7\) years after receiving the credit.](#)
- [There is no time limitation for courses from a completed master's degree or professional degree applied toward a doctoral degree.](#)
- [The graduate degree program / department will be responsible for evaluating, approving, and initiating the transfer as soon as possible at the time of admission.](#)

[Note - Students taking courses at USF System Institutions other than their home USF institution should seek the approval of their graduate program director prior to taking the courses to ensure that the courses are eligible for transfer.](#)

See table on the next page

Transfer of Credit:

	<u>To Graduate Certificates</u>	<u>To Masters or Ed.S. Degree</u>	<u>To Doctoral Degree**</u>
<u>Courses (4000 and above) taken as an undergraduate but not applied to completed undergraduate degrees</u>	<u>Discretion of the Graduate Degree Program, if taken at USF System. Up to one course if not taken at a USF System Institution.</u>	<u>Discretion of the Graduate Degree Program, if taken at USF. Up to 12 credits if not taken at USF System Institution.</u>	
<u>Graduate Courses applied to undergraduate degrees</u>	<u>None</u>	<u>None</u> <u>(Discretion of the Program for approved USF Accelerated Degree Programs)</u>	<u>None</u>
<u>Non-degree Seeking Status</u>	<u>Up to one graduate course</u>	<u>Up to 12 graduate hours*</u>	
<u>Certificate Coursework (Graduate Degree Seeking Students)</u>	<u>Up to one graduate course (1 course may be applied to up to 2 certificates)</u>	<u>Up to 12 graduate hours*</u>	
<u>Uncompleted Master's or Ed.S. Degree</u>	<u>Discretion of the Graduate Degree Program, if taken at a USF System Institution</u> <u>For transfers from non-USF Institutions, up to 49% of required credits may be transferred in at the discretion of the Graduate Degree or Certificate Program.</u>		
<u>Completed Master's or Ed.S. Degree</u>	<u>Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.</u>		<u>Courses from a completed Master's or Ed.S. Degree may not be transferred to a new graduate degree program.</u>  <u>A completed Master's or Ed.S. Degree may be applied to the Master's or Ed.S. component requirement for a doctoral program, with Graduate Degree Program Approval.</u>  <u>For non-USF Institutions, Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.</u>
<u>Uncompleted Doctoral or completed Professional Degree</u>	<u>Discretion of the Program</u>	<u>Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.</u>	<u>Up to 49% of the doctoral program requirement for total course hours (excluding dissertation hours)</u>
<u>Completed Doctoral Degree</u>	<u>Courses from a completed doctoral Degree may not be transferred to a Graduate Certificate or a Master's Program.</u>		<u>Specific course requirements in common across both degree programs may be</u>

	<p><a href="#">For USF and non-USF system Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.</a></p>	<p><a href="#">waived with the substitution of other approved coursework at the discretion of the program.</a></p>
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[\\*a maximum of twelve \(12\) USF System Institution credits can be transferred to a degree regardless of the source\(s\)](#)

[\\*\\*Programs that wish to transfer credit from a completed doctoral program to a professional program must submit the proposal to the Graduate School for approval.](#)

**(5) Academic Dismissal**

Students may be academically dismissed from the graduate degree program for a variety of reasons....Some of the reasons for academic dismissal include:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
- 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 for more information.](#)

**(6) "M" Grade**

The University policy is to issue an **M** grade automatically when the instructor does not submit any grade for a graduate student ~~(undergraduate rules apply to undergraduate and non-degree seeking students)~~. Until it is removed, the **M** is not computed in the GPA. ~~An M grade which is not cleared within the next academic semester (including summer semester) will be converted to MF or MU, whichever is appropriate. MF grades are calculated in the GPA and if applicable, the student will be placed on academic probation or academically dismissed.~~ 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 degree program requirements.](#) Students [with an M grade will not](#) ~~cannot~~ be admitted to doctoral candidacy ~~or certified for graduation until the M grade is resolved with an M grade.~~ -

**(7) Dual Degree and Interdisciplinary Programs**

**Dual Degree Programs**

A student ~~may wish to~~ pursue two [graduate](#) degrees simultaneously [as part of an approved Dual Degree Program.](#) [\(Students pursuing a combined bachelor's and graduate degree are considered to be in an Accelerated Program -see catalog section for information.\)](#)

[A Dual Degree program - is defined as a student pursuing two graduate degrees simultaneously. Up to 15% of the total combined credit hours for the two degree programs may be shared, with Graduate School approval.](#)

[Example: A student is enrolled in two master's programs, each requiring 30 credits minimum. The student may share 9 hours \(equal to or less than 15%\) across the combined 60 total minimum credit hours required.](#)

[The degrees may be conferred simultaneously or independently.](#)

[Procedures for applying for a Dual Degree Program are available on the Graduate School website. Dual Degree Programs are formalized through the College, Graduate School, and Graduate Council. For information contact the Graduate School.](#)

**Interdisciplinary Degree Programs**

[An Interdisciplinary Degree Program – is defined as a student pursuing a single stand-alone graduate degree, which is offered across two or more graduate degree programs. A single degree is conferred. Interdisciplinary Degree Programs are](#)

formalized through the College, Graduate School, and Graduate Council and must follow the University requirements for new degree program development, including notation on the Workplan. For information contact the Graduate School. Procedures for developing an Interdisciplinary Degree Program are available on the Graduate School website.

~~Upon approval by the appropriate College Dean(s) and Dean of the Graduate School, a prescribed number of courses (generally no more than nine (9) hours of core or basic courses) required for one degree may be applied to another degree that requires the same courses, without repetition or alternative courses. Procedures for applying for a Dual degree program are available on the Graduate School website.~~

**(8) Change of Program Policy**

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

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

Students not in good academic standing must consult with the Graduate School prior to initiating a Change of Graduate Program Application. Students may view the procedures and obtain the Change of Graduate Program Application form at <http://www.grad.usf.edu/student-forms.asp>. ~~This form must be signed both by the current program and the new program, after which it must be submitted to the Graduate School for approval. If approved by the Graduate School, the change of program form is then sent to the Registrar for processing. NOTE: Some programs may require another application to be submitted because the Change of Program Request Form does not contain sufficient information for them to make a decision. You must should~~ consult~~check~~ with the new program and Graduate School before completing any paperwork.

**(9) Graduate Admissions – Changes to Deadlines and Admission Requirements**

**Admission Application Deadlines**

~~The University deadlines for admission follow below. Colleges and programs may have earlier deadlines or may continue to process applications after the deadline if space exists within the program. Admission applications and supporting materials must be received by the program and university deadlines as posted in the Graduate Catalog and online at: <http://www.grad.usf.edu/programs/programs.asp> Note: Professional programs may have deadlines later than the University deadline if approved by Graduate Council.~~

Each graduate program sets its own deadline for applying for admission to the program. In addition, some programs may have a priority application deadline for applicants who want to be considered for a department assistantship or other types of financial support; and applicants are encouraged to apply as early as possible. In some cases, programs are willing to accept applications beyond their published deadline if space is available.

Applicants who want to be considered for Graduate School fellowships must have all application documents on file at USF prior to the program's application deadline OR February 15, whichever comes first.

**Deadlines for Domestic Applicants and International Students Applying from Within the United States**

Admission applications and supporting materials must be received by the application deadlines as posted online at: <http://www.grad.usf.edu/programs/programs.asp>

**~~Domestic Application Deadlines~~**

~~Spring Admission~~ \_\_\_\_\_ ~~October 15~~  
~~Summer Admission~~ \_\_\_\_\_ ~~February 15~~  
~~Fall Admission~~ \_\_\_\_\_ ~~February 15~~  
~~Fall Admission to Professional Programs~~ \_\_\_\_\_ ~~June 1~~

In addition to meeting the application deadline for the program of interest (see above), all application and immigration documents must be on file at USF no later than the following deadlines:

**International Applicants Applying from Within the US:**

~~Fall Semester admission – May~~ June 1  
~~Spring Semester admission – September~~ October 15  
~~Summer sessions admission – January~~ February 15

**International Applicants Applying from Outside the US:**

~~Fall Semester admission – May~~ 1  
~~Spring Semester admission – September~~ 15  
~~Summer sessions admission – January~~ 15

**International Application Deadlines**

**Living inside the United States**

~~Spring Admission~~ \_\_\_\_\_ ~~refer to Domestic Deadlines~~  
~~Summer Admission~~ \_\_\_\_\_ ~~refer to Domestic Deadlines~~  
~~Fall Admission~~ \_\_\_\_\_ ~~refer to Domestic Deadlines~~

**Living outside the United States**

~~Spring Admission~~ \_\_\_\_\_ ~~June 1~~  
~~Summer Admission~~ \_\_\_\_\_ ~~January 2~~  
~~Fall Admission~~ \_\_\_\_\_ ~~January 2~~

Foreign applicants who are outside the US are required to apply for a visa. Depending on the country of origin, this may take a few months. So the deadlines for these international applicants may be earlier than the program deadline; are early and these applicants must apply prior to both deadlines. They are strongly encouraged to apply as early as possible. Foreign applicants who are in the U.S. are currently on a visa and may use the domestic application deadline dates.

**Admission Requirements**

Each applicant to a graduate program at the University of South Florida is required to meet the following minimum requirements:

1. An applicant must have **one** of the following:
  - a. A bachelor's degree from a regionally accredited institution and satisfying at least one of the following criteria:
    - i. "B" average or better in all work attempted while registered as an undergraduate student working for a degree, **or**
    - ii. "B" average or better ~~average~~ in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
  - b. A bachelor's degree with a "B" average or better from a regionally accredited institution and a previous graduate degree with a "B" average or better from a regionally accredited institution.
  - c. The equivalent bachelors and/or graduate degrees from a foreign institution.
2. Submission of standardized test scores is at the discretion of if required by the graduate program.
3. Applicants from countries where English is not the official language must also demonstrate proficiency in English in one of the following ways:
  - ~~(10)~~ A. By providing acceptable a scores of 79 or higher on the Test of English as a Foreign Language (TOEFL<sup>®</sup>BT)
  - ~~(11)~~ b. By providing a score of 6.5 or higher on ~~or the~~ International English Lang Testing System (IELTS).
  - ~~(12)~~ c. By Earning a score of 500 (or equivalent) on the GRE-Verbal exam
  - ~~(13)~~ d. By earning a baccalaureate or higher degree at a regionally accredited institution in the US

b.e. By earning a degree at a foreign institution where English is the language of instruction (must be documented on the transcript).

~~(14)~~4. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.

The Program Chair and College Dean must approve any exceptions to these requirements with information copies to the Graduate School.

#### **Readmission Policy**

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

Eligibility for readmission:

- Students who have been Academically Dismissed from the University for Academic Dishonesty may not apply to *any* graduate program at USF.
- Deadlines: The readmission application and all supporting materials must be submitted by the application deadline.

Additional Requirements:

- **Graduate Application:** In order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials.
- **Test Scores:** The Department may require new Test scores (GRE/GMAT/TOEFL) and transcripts.
- **Catalog Year:** Students who are readmitted must meet the admission standards and degree requirements and policies in the Graduate Catalog in effect at the time of readmission.
- **Prior Coursework taken at USF:** Coursework taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department. However, all coursework taken when previously enrolled as a graduate student is included in the overall GPA. Refer to the Time Limit Policy for time limits on coursework applied toward the degree. Students who completed required coursework and were previously in doctoral candidacy do not have to retake courses that are out of compliance with the time limit requirement older than eight years unless determined necessary by the program. Students may be required to take new coursework at the program's discretion. The decision to accept courses previously transferred to USF and applied toward the degree is at the discretion of the program. There is no time limitation for waived hours from a completed master's degree used toward a doctoral degree.
- **Enrollment:** Students must enroll for the semester in which their readmission is effective.
- **Doctoral Candidacy:** Students who are readmitted to a doctoral program who were previously admitted to doctoral candidacy may retain their candidacy status at the discretion of the Department, College, and Graduate School. Students must file an approved request for Readmission to Doctoral Candidacy Form through Graduate School procedures. Once approved, the Candidacy date is effective as of the semester of readmission.
- **Dissertation Hours:** Students must enroll for two hours of dissertation per the enrollment policy, plus an additional three dissertation hours for a total of five dissertation hours in their first semester. Programs may require additional hours.

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