UNIVERSITY OF SOUTH FLORIDA
ST. PETERSBURG

USF

Office of Graduate Studies

GRADUATE CATALOG
2010-2011

2010-2011 Graduate Catalog Updates to Note

Admissions Requirements	minor revisions to test score requirements
Variance in Course Levels	clarified differences in graduate course levels
Institutional Residency	revised; title: Institutional Enrollment Requirement
Thesis Format Options	additional format options with multiple publications
Thesis Submission to Proquest	now requires theses to be submitted for archiving approval

Regulations and USF Policies
The following regulations and policies were updated since the Catalog was last prolulgated.
Reference: http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf for the final approved copy.

Grievance Procedures Revision	Recommended 9/21/09 (pending promulgation)
USF 10.005 SP Testing and Final Exams	Recommend with minor revision 9/21/09(pending

promulgation) http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-005-SP.pdf

Other Items to note:

Graduate Admissions	Clarification on foreign transcripts noted
Graduate Assistant Information	Section revised to provide a more succinct summary with

reference and links to the GA Handbook and website.

Detail regarding the updates above follows below:

UNIVERSITY OF SOUTH FLORIDA REGULATION NUMBER: USF3.008
SUBJECT: ADMISSION TO GRADUATE SCHOOL

Information regarding admission to graduate studies is provided in the Univeristy of South Florida St. Petersburg Graduate Catalog, at http:www.stpete.usf.edu/spgrad, incorporated in Regulaation USF 1.009. Also see USF Regulation USF3-018: Admission to the University of South Florida; http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.018.pdf

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

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

Admission Requirements
Each applicant to a 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" or better average in all work attempted while registered as an upper division undergraduate student working for a
bachelor's degree.
  b. A bachelor's degree from a regionally accredited institution and a previous graduate degree 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 the graduate program.

3. 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.

REFERENCE INFORMATION:
BOG Regulation 6.003 – Approved 6/19/08: **6.003 Adission of Graduate and Post-baccalaureate Professional Students**

(1) Each university board of trustees shall adopt regulations for the admission of graduate and post-baccalaureate professional students. Such regulations shall be consistent with the university mission and Board of Governors regulations.

(2) Institutions are expected to periodically review university regulations for admission of graduate and post-baccalaureate professional students to minimize unnecessary impediments to access, while maintaining academic quality and integrity.

Authority: Section 7(d_, Art. IX Fla. Const., Hisotry – Formerly 6C-2.43, 11-18-70, Amended 11-20-70, Amended and Renumbered 12-17-74, Amended 1-24-77, 2-28-78, 8-11-85, Formerly 6C-6.03, 9-19-00, 6-19-08.

[1]Adapted from the GRE "Guide to the Use of Scores" 2003-2003

Variance in Course Levels

Current Policy:

Graduate Course Information

A level code, which roughly corresponds to the year in college the course is normally taken (i.e., masters, doctoral, etc.), is place between the course prefix and the course number. The level is recommended by the institution according to its own policies and the policies of the State of Florida, and approved by the faculty committee. **The level digit does not affect course equivalency – course equivalency is determined by the prefix and the last three digits.** The following are the level definitions.

> 0 PSAV, college pre, vocational prep
> 1-2 Lower-level undergraduate
> 3-4 Upper-level undergraduate
> **5-9 Gradute and Professional**

Courses are numbered based on content, rather than by department or program. This means that a single program may have courses in several different disciplines and may consist of courses having several different prefixes.

Proposed Revisions

It is expected that the 5000-6000-7000 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.

5000-5999	Typically Introductory Graduate Level Courses
6000-6999	Typically Master's Level Courses
7000-7999	Typically Doctoral Level Courses

Academic Residency/Institutional Residency

Institutional Enrollment Requirement

The majority of credits toward a graduate degree must be earned through instruction offered by the institution (e.g. USF Tampa, USF St. Petersburg, USF Polytechnic, 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 program listing and the Transfer of Credit Policy.

Thesis Format Options

Revised policy to allow for alternative format options as specified below.

THESIS SECTION
Format
The Thesis must conform to one of two formats:
Option 1 – a traditional format[2] 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[3]
　　　　Appendices Title Page
　　　　Appendix Section

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.
　　　　Part I: Preliminary Pages
　　　　　　Title Page
　　　　　　Dedication (optional page)
　　　　　　Acknowledgments and copyright permission (if applicable)
　　　　　　Table of Contents
　　　　　　Abstract
　　　　　　Introduction Chapter Overview

　　　　Part II: Collection of Articles/Papers

　　　　Part III: References/Bibliography[4]
　　　　　　Appendices Title Page
　　　　　　Appendix Sections (if applicable)

NOTE: The full policy change includes new format options for Dissertations as well. However, USF St. Petersburg does not offer doctoral programs so the section as been excluded.

[2]Deviations from the available format are acceptable if approved in advance by the Supervisory Committee and the Office of Graduate Studies.
[3]Include either References or Bibliography, as specified by your style guide.
[4]Include either References or Bibliography, as specified by your style guide.

Thesis Submission to Proquest

Current requirements
There are no current requirements for theses to be submiotted to Proquest for microfilming and archiving.

Proposed Requirements
All theses will be submitted to Proquest for microfilming and archiving effective Fall 2010.

Curriculum Activity

PROGRAMS

COLLEGE OF BUSINESS

Masters of Business Administration
Change GEB 6930 course name from "Creating Community Leaders and Partners" to "Leadership and Corporate Accountability." Currently offered under selected topics course number while awaiting new number from SCNS system in Tallahassee – approved by USF SP Graduate Council on 11/13/08.

MBA students will now be expected to complete at least eighteen hours of the MBA (including Managerial Analysis and Financial Analysis) before enrolling in the formal exit course, Organizational Strategies for the 21st Century – approved by USF SP Graduate Council on 11/13/08.

Global Economic Environment will be replaced by Financial Analysis as a requirement, but students are still expected to complete at least one course with an international perspective – approved by USF SP Graduate Council on 11/13/08.

Modification to the MBA program's admissions criteria to provide for flexibility in making early admissions decisions when prospective students who meet other admissions criteria and have a score of 1250 or higher when using the following formula: (200 X GPA in last 60 hours of degree seeking course work) + GMAT score – approved by USF SP Graduate Council on 3/12/09.

COLLEGE OF EDUCATION

Graduate Practicum focusing on K-5 teachers has been offered using a selected topics course (EDG 6931). USF Tampa received an approved course number (EDG 5940) from the SCNS system for the same course. USF SP College of Education to begin using the approved SCNS course number EDG 5940 – approved by the USF SP Graduate Council on 11/13/08.

Reading Education, M.A.
Reduction in prerequisites after course audits revealed some redundancy. For certified students in Secondary Education, undergraduate pre- or co-requisites would still include Foundations of Differentiated Reading Instruction (RED 5240). However, under this change Adolescent Literature (LAE 4464) will replace the older requirements of either Linking Literacy Assessment (RED 4511) or Literature and the Learner (LAE 6415). Non-certified students would also continue to have RED 5240 as a pre- or co-requisite and take either LAE 4464 or Literature in Childhood Education (LAE 4414), and all will continue to take RED 5240 – approved by the USF SP Graduate Council on 4/16/09.

Elementary Education: Literacy/Curriculum, M.A.
Proposed for suspension. Small program with only seven active students. The small size reduces the cohort effect and makes planning and record keeping costly in terms of faculty time. In addition the program is no longer relevant for today's teacher. The seven active students in the program may continue to pursue completion of their degree as all courses in the program are used with other programs of study and will continue to be offered. Scheduled for review by the USF SP Graduate Council on 1/21/10.

Elementary Education: Math/Science Emphasis, M.A.
Additional admission requirements to include "an appropriate background in undergraduate mathematics and science content and methodology is required for acceptance into the program, as is K-5 teaching experience." The following criteria will be used to judge the appropriateness of the candidate's background:
   o   Six hours of math methods and 3 hours of science methods courses taken as an undergraduate, or three years of elementary teaching with in-service components that are math or science related, and
   o   A minimum of two years of K-5 teaching experience in math/science or its equivalent under a full-time contract (include documentation with application) prior to admittance to the program.
Undergraduate methods courses at USF SP that can be taken to fulfill credentials are MAE 4326 and SCE 4310 (or their equivalents). Scheduled for review by the USF SP Graduate Council on 1/21/10.

Elementary Education: Dual Track, M.A.
The requirement for a comprehensive exam (or equivalent) is being replaced with a Comprehensive Project, the Teacher Work Sample (TWS). The graduate version of the TWS includes the requirement of a literature review as a foundation for their internship project. The literature review and development of a foundational justification for the internship project or TWS will be assessed by full-time faculty who teach in the program – scheduled for review by the USF SP Graduate Council on 1/21/10.;

COLLEGE OF ARTS AND SCIENCES

Journalism and Media Studies

SCNS course number changes are reflected. MMC 6401 to MMC 6400 – Mass Communications Theory and MMC 6208 to MMC 6206 – Mass Communications Ethics.

USF UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

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GRADUATE CATALOG
2010-2011

The policies and procedures herein have been approved, as appropriate,
by the USF St. Petersburg Graduate Council,
a Standing Committee of the USF St. Petersburg Faculty Senate and appropriate USF system policy approval councils.

The policies, procedures, and requirements herein are applicable to students admitted to a graduate degree program
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 St. Petersburg Office of Graduate Studies, 140 Seventh Avenue South, BAY 204
St. Petersburg, FL 33701 ~ *www.stpete.usf.edu/spgrad*

Archives online:
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Section 1
Welcome to Graduate School!

A MESSAGE FROM THE PRESIDENT

Dear Students and Friends,

Thank you for your interest in graduate education at USF St. Petersburg. Here you'll find programs that provide the rigorous intellectual opportunity that will prepare you to make meaningful contributions to a challenging world. In a small-class environment, you will learn from nationally recognized professors who are passionate about their fields of study and their students' success. And you will feel welcome in a warm and inviting atmosphere — all on beautiful Bayboro Harbor.

The commitment to the discovery and application of knowledge is strong here at USF St. Petersburg. Opportunities for interdisciplinary research focused on real solutions to global issues are plentiful. You will be part of an engaged university where students put knowledge into action.

USF St. Petersburg graduate programs have earned national and international accreditations from the Association to Advance Collegiate Schools of Business International, the National Council for Teacher Education and Accrediting Council on Education in Journalism and Mass Communications. These external accreditations increase the power of your degree upon graduation.

Welcome to the USF St. Petersburg community of scholars.

Judy Genshaft
President, University of South Florida

Section 1- Welcome to Graduate School!

Dear Students and Friends,

Welcome to USF St. Petersburg, a premier graduate urban institution recognized for its vibrant community of scholars who engage and improve their community and the world.

Our location on beautiful Bayboro Harbor is just one of the many reasons students appreciate USF St. Petersburg. They tell us that they value our close-knit learning community of professors and students that offers research opportunities not typically available at larger universities. Students also appreciate our selection of program offerings that include programs of study unique to the USF system.

In Arts and Sciences, the Master of Liberal Arts with a concentration in Florida Studies is a one-of-a-kind program offering a multi-disciplinary approach that allows students to sample a broad array of subject areas and is taught by award-winning authors and scholars. Students preparing for careers in the news and media benefit from the national reputation of the faculty and the prestigious accreditation by the Accrediting Council on Education in Journalism and Mass Communications. The Environmental Science and Policy program brings interdisciplinary expertise in the social and natural sciences together with advanced technologies, such as remote sensing and geographic information systems, to prepare students to effectively address complex environmental problems.

The College of Business is accredited in both business and accounting by AACSB International – The Association to Advance Collegiate Schools of Business and provides a range of undergraduate and graduate courses incorporating social responsibility, e-commerce, financial investments, taxation, cross-cultural management, forensic accounting, business strategy and much more. With the business coursework, our professors help develop effective communication, team working, decision-making and leadership skills that enable students to excel in their careers. The College's nationally ranked Master of Business Administration program is well recognized for preparing graduates for socially responsible business leadership in the global environment of the 21st Century.

The College of Education prepares teachers for graduate degrees in eight specializations, including the Master of Arts degree in Elementary Education/English SOL which was cited by the Florida Department of Education as a model for the State of Florida. The College is fully accredited y the Florida Department of Education and by the National Council for the Accreditation of Teacher Education.

Regardless of your aspirations, your work and scholarship at USF St. Petersburg will change your life. It is a pleasure to welcome you to our institution.

Sincerely,

Margaret Sullivan, Ph.D.
Regional Chancellor

Graduate Studies

A MESSAGE FROM THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS:

As Vice Chancellor for Academic Affairs at the University of South Florida St. Petersburg, I extend my warmest welcome to you.

Ours is a growing, separately accredited university with small class sizes, close contact between faculty and students and fully accredited bachelors and masters programs in a variety of topic areas in three Colleges, Arts and Science, Business and Education.

Located on the waterfront in one of America's most livable cities, and surrounded by museums and other attractions, USF St. Petersburg enjoys a well deserved reputation as one of the most beautiful and accessible university campuses in the nation. Research and scholarship are highly valued, and so too is superlative teaching. The Nelson Poynter Library is staffed by friendly and capable research librarians, and is a excellent resource for our students, faculty and staff. Our faculty is first-rate, our facilities are excellent, and we are in a wonderful place to live, study and work.

Please consider the University of South Florida St. Petersburg as you make your plans to extend your horizons and continue on with your graduate studies. My staff and I are glad to be available to you and can answer any questions you might have.

Norine A. Noonan, Ph.D.
Regional Vice Chancellor for Academic Affairs

Section 2
USF: Florida's Leading Metropolitan Research University

USF Vision. Mission, Goals, Values, and Accreditation

USF System Strategic Plan: http://www.ie.usf.edu/StrategicPlan/strategies.asp

Vision

The University of South Florida envisions itself as a pre-eminent research university with state, national and global impact, and positioned for membership in the Association of American Universities (AAU).

Mission

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

- Student access and success in an engaged, and interdisciplinary, learner-centered environment,
- Research and scientific discovery, including the generation, dissemination, and translation of new knowledge across disciplines; to strengthen the economy; to promote civic culture and the arts; and to design and build sustainable, healthy communities, and
- Embracing innovation, and supporting scholarly and artistic engagement to build a community of learners together with significant and sustainable university-community partnerships and collaborations.

Goals and Strategies

Goal I

Expanding world-class interdisciplinary research, creative, and scholarly endeavors.

- Promote nationally and internationally distinctive and prominent research and graduate programs,
- Strengthen the University's research support infrastructure to enhance contracts and grants workflow and output – through critically examining the applicability of alternative models of F&A indirect cost distribution, and other innovative mechanisms,
- Focus on increasing the amount and proportional share of competitive federal research awards,
- Enhance and expand the talent pool of world-class, competitively-funded faculty members, postdoctoral fellows, and graduate students,
- Establish a salary enhancement program that rewards highly productive faculty in the areas of teaching and learning; scholarship, research and creative endeavors; and service and engagement, and

- Strengthen and support integrated and synergistic interdisciplinary research across disciplinary, departmental, college and campus boundaries.

Goal II

Promoting globally competitive undergraduate, graduate and professional programs that support interdisciplinary inquiry, intellectual development, knowledge and skill acquisition, and student success through a diverse, fully-engaged, learner-centered campus environment.

- Create and support globally competitive, relevant and distinctive academic programs that address the changing needs of the region, state and nation through innovative approaches to curriculum development and delivery,
- Provide increased access to excellence in higher education for students who demonstrate the aptitude to succeed,
- Enhance and expand the talent pool by shaping the enrollment profile of USF's undergraduate and graduate student body to reflect that found at a pre-eminent research university,
- Improve year-to-year retention and time-to-graduation; demonstrated acquisition of knowledge; communication and critical thinking skills; and competency to synthesize and apply new knowledge; together with providing an optimal college experience for all students,
- Build a sustainable campus environment at US that meets the criteria for Carnegie classification as a "primarily residential" campus, and
- Improve and promote cultural and global literacy, foreign language proficiency, and the international competitiveness of USF graduates through significant growth in study abroad participation, an increase in fee-paying international students, and cross-cultural curriculum development.

Goal III

- Expanding local and global engagement initiatives to strengthen and sustain healthy communities and to improve the quality of life.
- Establish a unified institutional structure to facilitate and promote community engagement, social enterprise, and global collaborations in education, research and service learning, including mechanisms for managing fiscal and human resources for student exchange, study abroad and international field placement programs, and faculty research, teaching,

outreach and professional development opportunities,

- Develop an up-to-date clearinghouse of information about all the engagement currently occurring at USF and develop institutional systems to measure community engagement,
- Encourage and reward faculty effort in community engagement – require an annual faculty impact statement and explicitly introduce community engagement into USF's promotion and tenure guidelines, and
- Encourage and reward student engagement in the community and explore the feasibility of acknowledging community engagement and other co-curricular activities on the official transcript.

Goal IV
Enhancing all sources of revenue, and maximizing effectiveness in business practices and financial management to establish a strong and sustainable economic base in support of USF's growth.

- Refine business practices to ensure a strong and sustainable economic foundation at USF,
- Promote and sustain a positive working environment, significantly improve service quality, and improve staff support through providing competitive salary structures, expanding professional development opportunities, and building cross-functional teams,
- Build USF's fundraising enterprise and endowment to level commensurate with that found at a pre-eminent research university by completing a comprehensive campaign to support capital projects, endowed professorships and scholarships, and to supplement operating needs,
- Expand USF's national identity through developing and implementing a comprehensive , cutting-edge branding campaign grounded in discovery and dissemination of new knowledge; interdisciplinary collaboration; commercialization and economic development; and global engagement,
- Expand the commercialization of emerging technologies to enhance regional and state economic development, and
- Build a sustainable environment to support an expanded and improved teaching and research mission, a more engaged residential community, and a university-based global village.

Values

- The University of South Florida values: Excellence in teaching and learning; scholarship and research (both basic and applied/translational); together with community engagement and public service based on the highest standards of discovery, creativity and intellectual attainment,

- Outstanding research and scientific discovery, including the application of new knowledge to solve state, national and global problems,
- Recruitment and retention of world-class faculty and high potential undergraduate and graduate students,
- Access to a world-class, globally relevant and affordable education, including utilization of alternative modes of delivery,
- Student competitiveness, success and academic achievement through knowledge, communication and critical thinking skill acquisition,
- Cultural and ethnic diversity and inclusion along with an enhanced global experience, understanding, and appreciation,
- Integrated, interdisciplinary inquiry and collaboration across departmental, college and campus boundaries,
- Facilitating the optimal development of personal and professional potential of students, faculty, and staff, and enriching the quality of an engaged campus community,
- Shared governance structures that empower all USF stakeholders, campuses and entities to reach their full potential,
- The creation and support of a premier university system that adds value to the region, state and nation while ensuring necessary levels of autonomy and preserving the distinctive regional and strategic identities of all member campuses and entities,
- An environment of collegiality based on the principles of academic freedom, respect, integrity, civility, the freedom to engage in debate, the exchange of ideas and intellectual discovery, and professional responsibility,
- Mutually beneficial partnerships and community engagement that increase the understanding of, and present solutions, to, local and global challenges, with a mind to strengthening the economy and building sustainable healthy communities,
- An entrepreneurial spirit and innovation with a focus on defining, informing and generating "next best practices,"
- The utility of proven and emerging technologies to enhance instruction, learning, research and engagement, and to improve service quality and efficiencies in institutional business practices,
- Build USF's fundraising enterprise and endowment to a level commensurate with that found at a pre-eminent research university by completing a comprehensive campaign to support capital projects, endowed professorships and scholarships, and to supplement operating needs,
- Expand USF's national identity through developing and implementing a comprehensive, cutting-edge branding campaign grounded in the discovery and dissemination of new knowledge; interdisciplinary collaboration;

commercialization and economic development; and global engagement,

- Expand the commercialization of emerging technologies to enhance regional and state economic development, and
- Build a sustainable environment to support an expanded and improved teaching and research mission, a more engaged residential community, and a university-based global village.

Accreditation
SACS

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate and master's levels. 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 St. Petersburg.

Section 2
USF St. Petersburg Mission, Values, Vision, Goals and Accreditation

USF St. Petersburg Strategic Plan (2003-2008):
http://www.stpt.usf.edu/academics/documents/Strategic_Plan.pdf

Points of Focus approved by USF St. Petersburg Campus Board on January 26, 2010 and by the USF System Board of Trustees on June 24, 2010. To access USF St. Petersburg's Points of Focus, please visit:
http://www.stpete.usf.edu/strategicplanning/documents/StrategicPlan2009-2013.pdf

Mission
The University of South Florida St. Petersburg offers distinctive graduate and undergraduate programs in the arts and sciences, business and education within a close-knit, student-centered learning community that welcomes individuals from the region, state, nation and world. We conduct wide-ranging, collaborative research to meet society's needs and engage in service projects and partnerships to enhance the university and the community's social, economic and intellectual life. As an integral and complementary part of a multi-institutional system, USF St. Petersburg retains a separate identity and mission while contributing to and benefiting from the associations, cooperation and shared resources of a premier national research university.

Values

Whereas our mission and vision are plans for the future, our values will help guide us to success at the University of South Florida St. Petersburg.

- We value a collegial, inviting, and safe learning environment that stresses excellent teaching, encourages growth and rewards academic achievement.

- We value an education rich in theory and practical experience that enables our graduates to pursue careers and professions with competence and confidence.

- We value collaboration throughout the campus community in scholarship, research and service.

- We value individuals, respect their diversity and varied perspectives and commit ourselves to tolerance of divergent views.

- We value academic freedom and responsibility, creative expression and the unfettered pursuit of truth.

- We value deliberative dialogue in making decisions and solving problems.

- We value shared governance and shared responsibility in the operation of the university and the allocation of its resources.

- We value honesty, integrity and openness while promoting ethical behavior.

- We value lifelong learning and recognize our responsibility to contribute to civic well being.

- We value longstanding, continuing partnerships that unite and benefit both the campus and community.

- We value efficient, trustworthy and able stewardship of our university.

Vision
- The University of South Florida St. Petersburg will be a premier masters urban university recognized for its vibrant community of scholars who engage and improve its community and the world.

Goals:

- **Academic Performance**
  Support and enhance programs that prepare students to be knowledgeable, reflective, and engaged citizen scholars in a global society.

- **Student Engagement**
  Enhance learning and achievement and promote retention through active engagement in curricular and co-curricular programs.

- **Diversity and Inclusion**
  Create a vibrant, inviting, and enriching university community that values and respects all individuals and whose students, faculty, and staff represent the diversity of its region.

- **Research and Creative Activities**
  Support faculty research and creative activities, and engage students in local, national and international scholarship.

- **Environmental Stewardship**
  Foster stewardship of the environment and embody the values of sustainability.

- **Administration and Financial Stewardship**

Enhance revenue and provide effective and efficient financial management and ensure institutional sustainability.

Accreditation

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate and master's levels. 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 St. Petersburg.

Section 2
University Administration

University of South Florida Board of Trustees

The USF Board of Trustees was created in 2001 and is responsible for cost-effective policy decisions appropriate to the USF 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, USF Sarasota-Manatee and USF Polytechnic. The members of each Campus Board are appointed by the USF Board of Trustees.

The 13 trustees include distinguished figure 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 Faculty Senate President and Student Body President also serve as trustees. The University of South Florida System 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.

Board of Trustees:

Rhea F. Law, Chair	Kiran C. Patel, M.D.
John B. Ramil	Debbie Nye Sembler
Lee E. Arnold, Jr.	Robert L. Soran
Laurence G. Branch	Juan Soltero
Margarita R. Cancio, M.D.	Sherrill Tomasino
Gene Engle	
Sonja W. Garcia	

USF St. Petersburg Campus Board

USF St. Petersburg Campus Board

The USF St. Petersburg Campus Board was established by the Legislature in 2001. Members are appointed by the University of South Florida Board of Trustees upon recommendation by the University of South Florida System President. One member of the USF St. Petersburg Campus Board serves jointly on the University of South Florida Board of Trustees. The USF St. Petersburg Campus Board consists of five members residing in Pinellas County. Campus Board members serve staggered 4-year terms. Information about each Campus Board member is available online at http://www.stpt.usf.edu/board/biographies.htm.

Campus Board:

Debbie Nye Sembler, Chair
Stephanie Goforth
Bill Habermeyer
Susan Hough Henry
Roy Binger

Section 2
USF St. Petersburg Administration

Regional Chancellor	Margaret Sullivan, Ph.D.
Vice Chancellor for Academic Affairs	Norine Noonan, Ph.D.
Vice Chancellor for Student Affairs	Kent Kelso, Ph.D.
Vice Chancellor for Administrative and Financial Services	Ashok K Dhingra, Ph.D.
Dean, College of Arts and Sciences	Frank Biafora, Ph.D.
Dean, College of Business	Maling Ebrahimpour, Ph.D.
Dean, College of Education	Vivian Fueyo, Ph.D.

Office of Graduate Studies	Phone Number
Assistant Director, Donna Knudsen	(727) 873-4567
Admissions	
Admissions Officer, Eric Douthirt	(727) 873-4567

Graduate Programs Contacts	Phone Number
College of Arts and Sciences	
Environmental Science and Policy (MS)	
Faculty Advisor: Chris Meindl	(727) 873-4961
Florida Studies (MLA)	
Graduate Coordinator: Ray Arsenault	(727) 873-4555
Director: Gary Mormino	
Journalism and Media Studies (MA)	
Faculty Advisor: Deni Elliott	(727) 873-4857
Director: Robert Dardenne	(727) 873-4613
College of Business	
Masters of Business Administration (MBA)	
Graduate Coordinator: Rosemary Trukenbrod	(727) 873-4MBA
Faculty Advisor: Alison Watkins	
College of Education	
Graduate Coordinator and Associate Dean: Deanna Michael	(727) 873-4577
Educational Leadership (MEd)	
Faculty Advisor: Olivia Hodges	(727) 873-4947
Elementary Education: Dual Track (MA)	
Faculty Advisor: Deanna Michael	(727) 873-4577
Elementary Education: Math/Science (MA)	
Faculty Advisor: Malcolm Butler	(727) 873-4058
English Education (MA)	
Faculty Advisor: Cynthia Leung	(727) 873-4051
Reading Education (MA)	
Faculty Advisor: Deanna Michael	(727) 873-4577
Varying Exceptionalities ESOL (Special Education) (MA, MAT)	
Faculty Advisor: Kim Stoddard	(727) 873-4573
Hosted Programs	
Social Work	
Faculty Advisor: Marsha Marley	(813) 974-2063

Section 2
Academic Calendar

August 2010-July 2011

Academic Calendar   http://www.stpete.usf.edu/records/calendar.htm

Registrar's Calendar   http://www.registrar.usf.edu
Thesis Deadlines   http://www.grad.usf.edu/thesis.asp

For information on important religious and cultural dates that may impact class attendance refer to:
Cultural and Diversity Calendar   http://usfweb2.usf.edu/eoa/deo_calendar/default.asp
 Attendance Policy for the Observance of Religious Days http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

August 6	Summer B, last day of classes
August 23	Fall, first day of classes
September 6	Labor Day
November 11	Veteran's Day
November 25 & 26	Thanksgiving Holiday
December 3	Fall, last day of classes
December 4- 10	Final Exam Week
December 12	Fall Commencement, USF St. Petersburg
December 24	Christmas Holiday
December 31	New Year's Holiday
	2011
January 10	Spring, first day of classes
January 17	Martin Luther King, Jr.
March 14-19	USF Spring Break
April 29	Spring, last day of classes
April 30 - May 6	Spring Final Exams
May 9	Spring Commencement, USF St. Petersburg
May 16	Summer A & C, first day of classes
May 30	Memorial Day
June 24	Summer A, last day of classes
June 27	Summer B, first day of classes
July 4	Independence Day Holiday
July 22	Summer C, last day of classes

Section 3
Graduate Admissions

Office of Graduate Admissions

University of South Florida St. Petersburg
Office of Graduate Studies
140 Seventh Avenue South, BAY 204
St. Petersburg, FL 33701

Website: http://www.stpete.usf.edu/spgrad

Phone: 727-873-4567
Fax: 727-873-4889
E-mail: applygrad@stpt.usf.edu

Assistant Director: Donna Knudsen
Admissions Officer: Eric Douthirt

University Admissions Criteria and Policies

Also see USF Regulation USF3-018: Admission to the University of South Florida;
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.018.pdf

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

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

Admission Requirements
Each applicant to a graduate program at the University of South Florida St. Petersburg 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" 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 from a regionally accredited institution and a previous graduate degree 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 the graduate program.

3. 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 College Dean must approve any exceptions to these requirements with information copies to the Office of Graduate Studies.

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[1] *Adapted from the GRE "Guide to the Use of Scores" 2003-2003*

Application Process
Graduate applicants are urged to submit accurate and complete information as early as possible. Applications and supporting documents received after the application deadline will be processed for the next available term.

Both the Office of Graduate Studies and the graduate program for which the application is submitted review applications for admission to the program. Once the graduate program determines an applicant's eligibility, the decision is forwarded to the Office of Graduate Studies which will issue an official decision.

For foreign applicants, the Office of Graduate Studies will work with International Admissions to review financial statements once the student has been admitted to determine the student's eligibility for a student visa.

Each of these offices may request additional documents to make an admissions decision.

For a complete list of USF St. Petersburg graduate programs and application deadlines please visit the Office of Graduate Studies' website at http://www.stpete.usf.edu/spgrad.

Admission Application Deadlines
The deadlines for submitting an application vary by USF St. Petersburg program. A complete list of deadlines are available at: http://www.stpete.usf.edu/spgrad/Graduate_Admissions/graduate_application.htm and are listed on the graduate program pages in Sections 10, 11 and 12 of this Graduate Catalog.

Application Checklist

1. Graduate Application
2. Application Fee
3. Transcripts (including evaluations for foreign transcripts)
4. Test Scores
5. Conduct Clearance Policy (Legal Disclosure Statement)
6. Residency Affidavit
7. Any additional materials requested by the specific program.

1. **Graduate Application:**

Graduate applications to USF St. Petersburg can be submitted online through FACTS.org. To apply online, follow the steps found on the USF St. Petersburg Office of Graduate Studies website: http://www.stpete.usf.edu/spgrad.

2.   Application Fee

All applicants are required to submit an application fee of **$30.00** for **EACH** graduate program (see USF Regulation USF4-0107: Special Fees, Fines and Penalties) http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf.   Former USF degree seeking students or USF non-degree seeking students are also required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, Visa) or by e-Check (personal checking/savings account) through FACTS.org or by check made payable to USF and submitted to the USF St. Petersburg cashier in person with the receipt submitted to the Office of Graduate Studies. **ALL APPLICATION FEES SUBMITTED ARE NON-REFUNDABLE.**

3.   *Transcripts*

One (1) official transcript from all institutions of higher learning where the applicant has earned a degree is required. However, unofficial transcripts are acceptable to begin the application process. Any admissions decision made using 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 from the institutions previously attended. All transcripts must be in English; it is the applicant's responsibility to have transcripts translated and evaluated* before submitting them as part of the graduate application packet. If applying while still completing an undergraduate degree, the applicant must submit transcripts of at least six (6) semesters of completed undergraduate work. Final transcripts showing the award of a bachelor's degree will be required if an applicant is admitted and enrolls. Applicants who received their bachelor's degree from any USF institution or campus are not required to submit an official transcript.

*All foreign transcripts require a **course by course** evaluation from a foreign transcript evaluation service. Refer to the USF St. Petersburg Graduate Studies website for a list of acceptable evaluation services.

4.   *Test Scores*

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

All applicants to programs requiring the GRE* must submit GRE test scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Educational Testing Service. However, applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any admission granted using unofficial scores 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 may be waived at the discretion of individual graduate programs. Please contact your program of interest directly for additional information.

GMAT (Graduate Management Aptitude Test):
http://www.gmac.com

Applicants to programs in the College of Business should submit GMAT scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Pearson VUE Testing Service. However, applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any admission granted using unofficial scores will not be finalized until official scores from Pearson VUE are received. The following is the institution code for USF St. Petersburg administered by Pearson VUE:

VP9-M4-25 M.B.A., USF St. Petersburg

TOEFL (Test of English as a Foreign Language):
http://www.ets.org/toefl

Applicants whose native language is not English or who have not earned a degree in the United States must also submit TOEFL scores earned within two (2) years of the desired term of entry. A minimum total score of 79 on the internet-based test, or 550 on the paper-based test are required. Applications submitted with TOEFL scores that do not meet the minimum requirements will be denied.

The TOEFL requirement may be waived if the applicant meets one of the following conditions:

- The applicant's native language is English, or
- Has scored 500 or higher on the GRE Verbal Test, or

- Has earned a college degree at a U.S. institution of higher learning, or

- Has earned a college degree from an institution whose language of instruction is English (must be noted on the transcript), or

- Has scored 6.5 on International English Language Testing System (IELTS) http://www.ielts.org/

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 and cleared by the Vice Chancellor of Student Affairs or his/her designee, if warranted.

5.   *Residency Policy*

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. **Applicants who submit incomplete or unsigned forms will be classified as non-Florida residents.** The Office of Graduate Studies will classify applicants as Florida residents if they have provided documentation that verifies they began living in Florida at least twelve months prior to the first day of classes of their admitted term of entry. Additional documentation other than what is required may be requested in some cases. All documentation is subject to verification. The student is responsible for checking their residency classification when admitted to the University of South Florida St. Petersburg. The residency classification is noted on the official acceptance letter. If the student feels that his/her initial classification is in error, they have until the end of the fifth day of classes of the semester that reclassification is to be considered to submit a Request for Reclassification.

Independent Student:
A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:
1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
2. The student is married;

3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student;
5. The student is a veteran of the United States armed forces or is currently serving on active duty in the United States armed forces for purposes other than training;
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution; or
8. The student is classified as an independent by the financial aid office at the institution.

Evidence that the student meets one of these criteria will be requested by the higher education institution.

Florida residency statutes require at least two documents, dated 12 months prior to the first day of class for the entry term sought, to validate a claim for Florida residency for tuition purposes. Documents are classified in two tiers – at least one of the required documents must be from the First Tier.

FIRST TIER DOCUMENTATION (at least one of the two documents submitted must be from this list)

1. Florida Driver's License (driver's licenses from others states must be relinquished) **or** a State of Florida ID card (if there is no evidence of ties to another state)
2. Florida Voter's Registration card
3. Florida Vehicle Registration (proof of previous registration can be obtained from the local tag office)
4. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of the Circuit Court)
5. Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
6. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period – letter from employer on official letterhead required)
7. Benefit histories from Florida agencies or public assistance programs

SECOND TIER DOCUMENTATION (may be used in conjunction with one document from First Tier)

1. Florida professional or occupational license
2. Florida incorporation
3. Proof of membership in Florida-based charitable or professional organizations
4. Utility bills and proof of 12 consecutive months of payments
5. Lease agreement and proof of 12 consecutive months of payments
6. State or court documents evidencing legal ties to Florida

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 Studies 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 Vice Chancellor for Academic Affairs..

Once admitted and enrolled during the term of admission, students may request access to their student file at the Office of Graduate Studies. 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 are referred to the Office of the Registrar.

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

Additional Requirements of Programs
(If applicable)

Some graduate programs require additional application materials such as resumes, writing samples, or letters of recommendation. These materials will be forwarded to the appropriate program but DO NOT become part of the applicant's permanent file; therefore, the Office of Graduate Studies does not track them.

Final Admission Criteria
Applicants accepted for admission whose official documents (transcripts and/or test scores) have been received by the Office of Graduate Studies are admitted as "Final." The admission file is complete.

Provisional Admission Criteria
Applicants accepted for admission whose official documents (transcripts and/or test scores) have not been received by the Office of Graduate Studies are admitted provisionally pending receipt of these missing items. The required transcripts and/or test scores must be received before a third semester registration is permitted. If the missing documents are not provided by the end of the second semester of attendance, the Office of Graduate Studies will place a registration hold on the student's file.

Exception Admission Criteria
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, an applicant should present evidence that their academic preparation was such that it might account for less than the minimal University and/or program requirements, and evidence of potential for academic success such as excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in his/her discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the program and college to accept exception application requests.

Conditional Admission Criteria
A program and/or college may admit students conditionally upon satisfaction of requirements separate from University minimum requirements. These conditions may include attendance in specific core or remedial courses and/or required earned GPA of 3.0 for those courses. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program.

Deferment of Admission Request
A student's acceptance is granted for the semester and the particular graduate program specified in the official acceptance notification. The student must validate acceptance by enrolling in classes in the semester of initial acceptance. Students who fail to validate their admission may contact the Graduate Program Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date.

If a request for Deferment of Admission is not received in the specified time, a new application and fee must be submitted. Deferment requests must also be received no later than the program or University application deadline for the semester desired, whichever is earlier. Students 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 Studies. International students must also provide a new financial statement dated no earlier than 6 months before the requested date of entry.

Update of Admission Request
If admission has not been granted because of a late application or missing credentials, the student or graduate program may request that the Office of Graduate Studies update the application for a future semester and specify the new enrollment date. This request must be made in writing within 12 months of the initial requested entry date and must be received no later than the program or University application deadline for the semester desired, whichever is earlier. 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.

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

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 non-degree seeking (i.e. 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 Graduate Program may require new test scores (GRE/GMAT/TOEL) and transcripts.

- **Catalog year**: students who are readmitted must meet the 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 Graduate Program. However, all coursework taken when previously enrolled 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 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.

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

- 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.

Change of Program Request

Change of Program Requests will NOT be considered for graduate students in their first semester of study. Only a continuing graduate student enrolled for study in a particular program who wishes to change to another program at the same or lower level must complete the Change of Program Request.   It is at the discretion of the student's original program to determine if a Change of Program is appropriate and will be granted. Students may obtain the form at http://www.stpete.usf.edu/spgrad/Faculty_&_Staff/graduateforms.htm. This form must be signed both by the current program and the new program, after which it must be submitted to the USF St. Petersburg Office of Graduate Studies for approval. If approved by the USF St. Petersburg Office of Graduate Studies, 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 to make a decision. Students should check with the new program before completing any paperwork.

Students with Disabilities Policy
Students with disabilities apply for admission under the same guidelines as other students. Applicants believing that a disability has had an impact on grades, course choice, or standardized admission test scores, should request consideration during the admissions process. Students requesting substitution of program guidelines will need to contact the appropriate graduate program advisor. Supporting documentation should be submitted when requesting a disability exception. Students 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 (727) 873-4837 or visit the website at .
http://www.stpete.usf.edu/disability/index.htm.

Section4
Registration and General Information

Office of Records and Registration

Phone: 727-873-4645
E-mail: admissions@stpt.usf.edu
Website:
http://www.stpete.usf.edu/records/index.htm

The Office of the Registrar of the USF system maintains the official academic records for all students and course registrations for currently enrolled students. The Office of Records and Registration provides similar services to USF St. Petersburg students. Students are encouraged to contact the Office of Records and Registration with 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://generalcounsel.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 program for registration.
OASIS:
http://www.stpete.usf.edu/sp_oasis/index.htm.

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
University Immunization Policy:
http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf.

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

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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 (located at USF Tampa). Please refer to http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx.   for further information about these diseases. 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 declaration of HEPATITIS B proof. Refer to http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx. to access the form.

According to Florida Administrative Code Rule 6C-6.001(4) "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). Refer to: http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx.

New admits are provided a Medical History / Immunization Form with their admissions letter. Upon request, Student Health Services will mail or fax a Medical History/Immunization Form, or forms may be downloaded from the Student Health Services Forms page and printed on a **laser or inkjet** printer. In order to register, this form 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 for failure to meet obligations to the University. When a student is placed 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 Cashier's Office. Each student placed on administrative hold should determine from the Office of the Registration and Records which office placed the student on administrative hold and clear the obligation with that respective office.

Cancellation of Registration for Non-Payment
USF Regulation USF4-010, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.010.pdf.

Equal Opportunity Policy

Diversity and Equal Opportunity: Discrimination and Harassment Policy
http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf

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

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, Human Resources, BAY 206, or by calling 727-873-4684. 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.

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.

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 Master's Degree Program
6A - Graduate student admitted to Specialist Degree Program
6D - Graduate student admitted to 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 program (M.D.) or post-doctoral status

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

Student Definitions

Degree Seeking Students are students who have been accepted into a degree program

Non-Degree Seeking Students are students who have not been accepted into a degree program. 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.

Should a student be accepted into a graduate degree program, no more than 12 hours of USF credit earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program 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 program. *For more information, refer to the Transfer of Credit policy in the Academic Policies Section*. Prior to completing 12 hours in a specific degree program it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the degree program to continue taking courses in the program. Programs may have additional requirements, so students should check with the program of interest for more information.

Transient Student References:

Transient Student Policy
http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf

Transient Student Form:
http://www.registrar.usf.edu/forms/TransientStudentForm2009-02-11_15_02_38.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 Office of Registration and Records at (727) 873-4645..

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 degree program;
- Maintain an overall minimum grade point average (GPA) **and** degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.

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 Graduate School enrollment requirements to retain their assistantship as stated in the USF St. Petersburg Graduate Catalog at http://www.stpete.usf.edu/spgrad.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Academic Policies Section and also the Graduate Assistants Policies and Guidelines Handbook 2008-2011, available online at: http://www.grad.usf.edu/newsite/ga/GA_Policies_Guidelines_Handbook_2008_2011.pdf.

Student Identification Card (USFCard) Policy
Reference: USF 0.517 –
http://generalcounsel.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 located in the Nelson Poynter Memorial Library. 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 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: USF 2.0021
http://generalcounsel.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 Rule 6C4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF 2.0021, may be obtained from the USF St. Petersburg Office of Registration and Records or the USF Office of 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 Vice Chancellor for Academic Affairs. In cases where a member of the immediate family of a faculty member is enrolled in a graduate degree program, 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

Availability of Courses

USF St. Petersburg does not commit itself to offer all the courses, programs, and majors 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. Also refer to USF Regulation USF3-017,
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.017.pdf.

Course Attendance at First Class Meeting – Policy for Graduate Students

For structured courses, 5000 and above, the College Dean will set the first-day course attendance requirement. Check with the College for specific information.

This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), 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://generalcounsel.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://generalcounsel.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 Descriptions

For a listing of the most current, approved course descriptions refer to the Search-a-Bull Database available online at

http://www.ugs.usf.edu/sab/sabs.cfm 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 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
A student may drop a course(s) during the following times:

1. **During regular registration and the drop/add periods (first five days of classes).** No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

2. **Between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates).** Registration fees and tuition must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s).

3. **Following the tenth week deadline *if* the request meets one of the following exceptions:**

   a) Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).

   b) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student's relationship to the deceased.

   c) Involuntary call to active military duty as confirmed by military orders.

   d) A situation in which the University is in error as confirmed by an appropriate University official.

   e) Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Courses may not be dropped after the last day of classes except in cases of University Administrative error.

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 listed above. 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 Vice Chancellor for Academic Affairs 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 Vice Chancellor for Academic Affairs.

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 Office of Admissions and Records. 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 Registration and Records 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.

Withdrawal
A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registration and Records. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with "W" grades assigned to the courses.

Withdrawal deadlines for the summer sessions are listed in the **Academic Calendar**
http://www.stpete.usf.edu/records/calendar.htm

and are published in the *Schedule of Classes* for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the **Academic Calendar** may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

Voluntary Withdrawal (from the program)
A student may voluntarily withdraw from their graduate degree program. 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. 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 Office at (727) 873-4128. 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 Graduate School Petition.

Academic Dismissal
Students may be academically dismissed from their graduate degree program 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 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 program.

- Receiving an "FF" grade

- Failure to maintain "good standing"

- Failure to make satisfactory progress.

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 program at USF.

Parking Information and Campus Maps

For information on USF St. Petersburg Parking Services, policies, and regulations, refer to:
http://www.stpete.usf.edu/parking_services/index.htm

USF Regulations: 4.00210 through 4-00219 and 4-0023 through 4-0029, FAC, available at:
http://generalcounsel.usf.edu/regulations/current-regulations.asp

Campus maps are available online at:

http://www.stpt.usf.edu/aboutusf/map/CAMPUSMAP300.pdf

Section 5
Tuition, Fees, and Financial Information

Tuition Information

For tuition information refer to the link
http://usfweb2.usf.edu/uco/cashaccounting/Current_Tuition_with_Differential.asp.

All 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.

Tuition Waivers, Non-Resident
See USF Regulation USF4-3.024, at
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.024.pdf.

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:
http://www.stpt.usf.edu/finaid/Financial_Aid_and_Veterans_Services/Veterans_Services.htm

For more information contact USF St. Petersburg Veteran's Services: at (727) 873-4128 or
va@stpete.usf.edu.

Financial Aid

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact
http://www.stpete.usf.edu/finaid/index.htm 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 3-0121 and USF 6-012.
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.0121.pdf

http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.012.pdf

Office of Financial Aid Policy on Refunds and Repayments

USF Policy 30-013 at
http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-013.pdf

Special Fees, Fines, and Penalties

USF Regulation USF 4-017, at
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf.

Section 6
Academic Policies and Regulations

Academic Policy Information

For USF System Regulations refer to
http://generalcounsel.usf.edu/regulations/current-regulations2.asp

For USF System Policies refer to
http://generalcounsel.usf.edu/policies-and-procedures/policy-procedures.asp

For USF St. Petersburg Policies refer to
http://www.stpete.usf.edu/adminservices/USFSP_policy/index.htm

Student Responsibilities

USF St. Petersburg, the Colleges, and the degree programs 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. Students should check with College Graduate Program Advisors or Program Directors for more information.

Courses, programs 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 Search-A-Bull database online at http://www.ugs.usf.edu/sab/sabs.cfm.

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 St. Petersburg 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 USF 6.0021, Student Code of Conduct at** http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

Academic Integrity of Students

Reference: USF Regulation USF 3.027 - The following is the portion of the Regulation pertaining to graduate students. To read the entire regulation, go to:
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.027.pdf

1. Fundamental Principles

Academic integrity is the foundation of the University of South Florida system's (University/USF) commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students.

2. General Policies

The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation

allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

3. Violations of Academic Integrity: Undergraduate and Graduate
Behaviors that violate academic integrity are listed below, and are not intended to be all inclusive.

(a) Cheating

Definition: *Cheating* is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1. Students completing any type of examination or evaluations are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

(b) Plagiarism

Definition: *Plagiarism* is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

(C) Fabrication, Forgery and Obstruction

Definitions:

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

Forgery is the imitating or counterfeiting of images, documents, signatures and the like.

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.

2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.

3. Students may nor furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.

4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.

5.   Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

(d) Multiple Submissions

Definition: *Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification:

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.

2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.

4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

(e) Complicity

Definition: *Complicity* is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.

2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.

3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

(f) Misconduct in Research and Creative Endeavors

Definition: *Misconduct in research* is serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification:

1. Students may not invent or counterfeit information.

2. Students may not report results dishonestly, whether by altering data, by improperly revising data,

by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.

3. Students may not represent another person's ideas, writing or data as their own.

4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.

5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.

6. Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.

7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

8. Students must abide by the University's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

(g) Computer Misuse

Definition: *Misuse of computers* includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

Clarification:

1. Students may not use the University computer systems in support of any act of plagiarism.

2. Students may not monitor or tamper with another person's electronic communications.

(h) Misuse of Intellectual Property

Definition: *Misuse of Intellectual Property* is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification:

Students may not violate state or federal laws concerning the fair use of copies.

(4) Violations and Sanctions for Graduate Students: <u>Undergraduate Students should refer to the Undergraduate Catalog.</u>

The Office of Graduate Studies holds academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- An "F" or "Zero" grade on the subject paper, lab report, etc.

- An "F" in the course or activity in which credit may be earned.

- An "FF" in the course (leading to expulsion from the University).

- Academic Dismissal for any violations of academic dishonesty policies or regulations.

- Possible revocation of the degree or Graduate Certificate following a thorough investigation.

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 program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Office of Graduate Studies' website: http://www.stpete.usf.edu/spgrad.

(5) Additional Graduate Guidelines for Academic Dishonesty

1. If a graduate student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.

2. Any assigned grade maybe changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.

3. Notification to the graduate student of the "FF" grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains

with the instructor and/or department chair (refer to the University Academic Grievance Procedures).

4. A graduate student who has been dismissed for reasons of academic dishonesty will have this reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.

5. More serious violations of academic integrity may be referred to the Office of Student Affairs as a student conduct violation.

(6) Appeals

Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor's decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida's student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the department and college levels, the respective committees will consider all evidence available to determine if the instructor's decision was correct. The student's ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors History-New 12-11-08.

Disruption of Academic Process

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

(1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida (University/USF) Student Code of Conduct, the purpose of this regulation is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant academic officers may take in response to disruptive conduct; and the authority of the Office of Student Affairs to initiate separate disciplinary proceedings against students for disruptive conduct.

(2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor:

(a) Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or

(B) Presents a danger to health, safety or well-being of self or other persons.

References to classroom or academic area include all academic settings (live or online, and including field experiences) and references to Instructor include the course instructor, USF faculty, administrators, and staff.

Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.

Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

The following applies to all institutions and campuses of the University of South Florida system; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus and separately accredited institution are permitted. Information concerning these procedures is available through the Student Affairs office at each institution and campus.

(3) Procedures for Handling Disruption of Academic Process.

(a) General Guidelines for Instructor:

1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the Instructor, who will discuss the incident with the student whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor

as the primary means of settling disputes that may arise.

2. The Instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary. If the Instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to
(a.) the department chair,
(b.) the Assistant/Associate Dean of the College (as determined by the College),
(c.) the Office of Student Affairs, and
(d.) the student.

If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, Student Affairs and other authorities as soon as possible. Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.

3. An Instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the Instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must:
(a.) inform the student of the exclusion, and
(b.) inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department.

If such academic exclusion occurs, and if the student requests a review, the Chair of the Department shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific class and/or any academic setting. This decision may be appealed in writing by the student within two days to the Vice Chancellor for Academic Affairs or the institutional designee (as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the University.

Each academic decision or sanction must be communicated to the Office of Student Affairs as soon as possible.

(b) Possible Academic Sanctions and Grading Guidelines:

Authority of an Instructor and the appropriate Chair or Assistant/Associate Dean's office may result in any of the following sanctions:

  o   Warning to the student
  o   Voluntary withdrawal by the student from the class(es)
  o   Temporary exclusion and/or permanent dismissal from the instructor's classroom or academic area, program, or college, pending an expedited appeal.

  o   Academic sanction, including assignment of a final grade – if the final determination is a dismissal from class, the grade assigned for the class will depend on the student's status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of "W" will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of "F" will be assigned for the course. These grades will become a part of the student's permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.

(c) Documentation and Academic Disruption Incident Report:

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Affairs or designated office require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

The Academic Disruption Incident Report must be submitted by hardcopy (not email) simultaneously within 48 hours to
(a.) the department chair,
(b.) the Assistant/Associate Dean of the College (as determined by the College),
(c.) the Office of Student Affairs and
(d.) the student.

The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:

  o   Date of report

o   Student's name
o   USF Student ID number
o   Instructor's name
o   Instructor's phone number
o   Instructor's email
o   Title of course, course number and section
o   Date/time/location of incident
o   Detailed summary of the incident, including a description of the disruptive behavior
o   Witnesses
o   Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
o   Recommended course of action and reasons for this recommendation
o   Instructor's signature

(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:

Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):

o   Educational sanctions to include but not limited to educational programs/classes and written assignments
o   Disciplinary probation
o   Provisional suspension
o   Suspension
o   Restriction from certain or all class(es), program, college, residence hall, or any part of all of USF campuses
o   Expulsion

When an incident is being reviewed by Student Affairs for possible disciplinary sanctions, current provisions affecting the student's academic status (temporary or otherwise) will be communicated by the Office of Student Affairs to the Instructor and appropriate academic administrators/instructors responsible for the student's current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

(e) Resources:

University Police   (727) 873-4140
Advocacy Program   (727) 873-4857

Counseling Center   (727) 873-4422
General Counsel   (813) 974-2131
Office of Student Affairs   (727) 873-4162
Disabilities Services   (727) 873-4990

Specific Authority: Art. IX, Section 7, Fla. Constitution and Resolutions issued by the FL Board of Governors, 1006.60, 1006.61 F.S. History – New 12-11-08.

Student Academic Grievance Procedure

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

I.   Introduction (Purpose and Intent)

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida system (University/USF) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures), however, as individual USF institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.

In the case of grade appeals, the University reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Vice-Chancellor for Academic Affairs may file an administrative grade change. The term "incorrect" means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the University

reserves the right to determine the final outcome based on the procedures detailed herein.

In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

II.   Terms and Guidelines

An *"academic grievance"* is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.

"Instructor" shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.

"Department Chair/Director" shall mean the academic head of a college department or the director of a program—or in all cases a "Department's designee" appointed to handle academic grievances.

"Dean" shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School, or the equivalent as indicated—or in all cases a "Dean's designee" appointed to handle academic grievances for the unit.

"Time" shall mean *"academic time,"* that is, periods when University classes are in session. *The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause.* Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit's procedures will govern the process and no additional notice of time extension is needed.

"Written communication" shall mean communication by hard copy to the recipient's address of record.

The *"burden of proof"* shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

Neither party shall be entitled to bring *"legal representation"* to any actual grievance proceeding as this is an internal review of an academic decision.

As some Colleges may not have departments or some institutions or campuses may use different titles, the next level that applies to that College shall be substituted. If the incident giving rise to a grievance occurs at USF St. Petersburg, the approved policy of that institution shall govern.

III.   Statement of Policy

A.   Resolution at the Department Level

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.

2. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student's opinion, University policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor.

3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance

procedure,*[2] it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.

4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request within three weeks to advance the grievance to the College Level. The instructor may file a written response to the grievance petition. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level (which may include additional responsive or final statements by the student). Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

B. Resolution at the College Level

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:

> a. Three (3) faculty members and two (2) students (undergraduate or graduate as

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[2] *Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these University procedures.*

appropriate to the case) shall be selected from the college by the Dean.

> b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student's major department. The student or faculty may address the committee. However, if requested by the committee; faculty or students from the department involved with the grievance or from the student's major department may provide expert or other relevant testimony in the proceedings.

2. The Committee will operate in the following manner:

a. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.

b. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.

c. In Committee reviews involving Academic Integrity, the following *Academic Integrity Review Process* shall be followed:

1)The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.

2)The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.

3)The student or instructor may request to attend a Committee meeting as designated by the Chairperson to present any final statement to the Committee and either may be present during the other's final statement. Neither the student nor instructor may be present during the deliberations.

The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.

4) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.

d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.

e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the student, instructor, department Chairperson/Director or Program Director, and College Dean a report of the findings and a recommended resolution.

f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties.

g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or the Office of Graduate Studies (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean's decision is final and not subject to further appeal within the University.

C. Resolution at the University Level

The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to redelegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice

President in all academic grievance appeals involving graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or there is cause to think a procedural violation of these University Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean/Vice Chancellor for Academic Affairs in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the University Undergraduate Council or Graduate Council (as appropriate), and two students, undergraduate or graduate (as appropriate).

2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Undergraduate/Graduate Dean/Vice Chancellor for Academic Affairs, etc.).

3.   Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean/Vice Chancellor for Academic Affairs a report of the findings of the Committee and a recommended resolution.

4. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean/Vice Chancellor for Academic Affairs shall provide a decision in writing to all parties.

5. If the Undergraduate/Graduate Dean/Vice Chancellor's decision is that a grade change is merited, the Undergraduate/Graduate Dean/Vice Chancellor shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean/Vice Chancellor's decision is final and not subject to further appeal within the University.

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

Graduate Catalog
USF Regulation USF1.009,
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf1.009.pdf

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

Student's Program Degree Requirements
To graduate, students must meet all requirements specified in the USF St. Petersburg (or USF system catalog if admitted prior to Fall 2008) Catalog of their choice, except as noted below. As the University is dynamic, changes and updates to the catalog are anticipated. In contract to program 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 St. Petersburg (or USF system catalog if entry term is prior to Fall 2008) 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 St. Petersburg Catalog (or USF system catalog if prior to Fall 2008 term of entry) 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 program makes fundamental changes to the program 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 St. Petersburg does not commit itself to offer all the courses, programs, and majors 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 program to ensure that the student is not penalized.

Student's Program of Study
It is recommended that the department or college establish a program of study for the student at the time of admission into the graduate program, outlining the requirements for the degree sought. In the event state mandates, accreditation requirements, etc., make changes to the degree requirements necessary, it is recommended that the program provide an addendum to the program of study outlining what is required for degree completion.

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.

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

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) and degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.

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 Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at http://www.stpete.usf.edu/spgrad.
For specific regarding Graduate Assistantship requirements, quidelines, and policies, refer to the Graduate Assistants Policies and Guidelines Handbook 2008-2011, available online at
http://www.grad.usf.edu/newsite/GA_Policies_Guidelines_ Handbook_2008_2011.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 nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid.

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. Colleges and programs 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. 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 degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed. *Refer to the Readmission Policy in the Graduate Admissions Section for more information.*

Enrollment during Comprehensive Exams
 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.

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 Graduate School, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis approved and therefore may not be certified for graduation.

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 Vice Chancellor for Academic Affairs.

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 Graduate Studies website. The LOA must be approved by the Major Professor, the Program, the College, and 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.

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 programs.

No grade of **C-** or below will be accepted toward a graduate degree. 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, Q** 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 degree program 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 Academic Affairs.

Letter grade = number of grade points

A+	4.00
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[3]
IA	Incomplete, grade points not applicable
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
MF	Missing grade changed to F, 0.00 grade points
MU	Missing grade changed to U, 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 2008. 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.

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 a 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:

- 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 and "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 and 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 the Office of Graduate Studies 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.

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 is 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:
Current Semester

- 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 zero for the missed work, would be a "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 student completes the work as agreed upon in the contract by the noted deadline:

- Instructor submits a change of grade
- 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 (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 college dean. Students cannot be admitted to doctoral candidacy or certified for graduation with an **M** grade.

Continuing Registration Grades (Z)
The **Z** grade shall be used to indicate continuing registration in multi-semester internship or thesis courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis. Upon satisfactory completion of a multi-semester internship or thesis, the final grade assigned will be an **S**. The Graduate School submits the change of grade for the last registration of thesis courses once the thesis 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 program may also place students on probation for other reasons as designated by the college or program. Notification of probation shall be made to the student in writing by the Office of Graduate Studies, 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 degree program.

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 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.

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 degree program 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

USF has two degree-granting institutions: USF Tampa (which includes USF Polytechnic and USF Sarasota-Manatee) and USF St. Petersburg. Students may, with the approval of their graduate program, take credits at any of the USF institutions or regional campuses. However, the majority of credits needed for a degree must be earned through instruction offered by the institution granting the degree. Students may request a transfer of credit toward their degree program. There are two types of transfer credit:

Internal Institution Transfer of Credit
  Credits earned from USF St. Petersburg

External Institution Transfer of Credit:
  Credits earned from USF Tampa, USF Polytechnic, USF Sarasota-Manatee or other regionally accredited institutions.

Requirements for Transfer of Credit:
  Hours: Credits may be transferred as indicated on the appropriate tables below.
  GPA: Credits transferred in must have a grade of B or better
  o For internal institution credits, the grade of the transferred course(s)
    • Are calculated in the GPA at USF
    • Are noted on the transcript as the grade earned
  o For external institution credits, the grade of the transferred course(s)
    • Are not calculated in the GPA at USF
    • Are noted on the transcript by a T if from a non-USF institution
    • Are noted on the transcript by a N/A if from a USF Regionally accredited institution*

  Evaluation/Approval: The graduate program/department will be responsible for evaluating, approving, and initiating the transfer as soon as possible following admission.

  Time Limits: All coursework transferred into a graduate program can be no older than
    o Seven (7) years at the time of graduation for a master's program
    o For readmission, refer to the Readmission Policy.

  *USF accepts credits from all regionally accredited institutions in the nation.

INTERNAL INSTITUTION (Courses taken at USF St. Petersburg)	To Masters Degree
Courses (4000 and above) taken as an undergraduate but not applied to undergraduate degree	Discretion of the program
Graduate Courses applied to Undergraduate Degrees	None (Discretion of the Program for approved Accelerated Degree programs)
Uncompleted Certificate (Graduate Degree Seeking Students)	Up to 12 graduate hours*
Completed Certificate	Up to 12 graduate hours*

Uncompleted Master's/Ed.S. Degree	Discretion of the Program
Completed Master's/Ed.S. Degree	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.
Uncompleted Professional Degrees	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.
Completed Doctoral	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.

EXTERNAL INSTITUTION	To Masters
Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees	Up to 12 hours
Graduate Courses applied to undergraduate degrees	None
Non-degree Seeking Status	Up to 12 graduate hours*
Uncompleted Certificate (Graduate Degree Seeking Students)	Up to 12 graduate hours*
Completed Certificate	Up to 12 graduate hours*
Uncompleted Master's	Up to 40% of the USF program
Completed Master's or Ed.S Degree	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.
Uncompleted Doctoral or completed Professional Degree	Up to 40% of the USF program
Completed Doctoral	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 maximum of twelve (12) credits can be transferred to a degree

Change of Graduate Degree Program

Students who wish to change from one degree program to another (at the same level) must obtain a Graduate Change of Program Application from the Office of Graduate Studies or their college advising office. The new department will consider the Change of Program request as a new application. The Deans of the Colleges involved and the Vice Chancellor for Academic Affairs, or designee, must approve the Change of Degree. The new department may elect to accept all, some, or none of the graduate courses previously taken by the student and only those courses accepted will be computed in the GPA. Students desiring to change program levels (e.g. from a Master's program to Doctoral program) must submit a new application for admission.

Accelerated Program Guidelines

Programs who desire to offer Accelerated Degree Programs must establish guidelines that define the following. The guidelines must then be submitted and approved by the USF St. Petersburg Graduate Council. These guidelines are used in the development of a new accelerated program.

In clearly defined written policy, programs will:
- Define the number of shared credits: No more than ½ of the required graduate program credits can be completed while in undergraduate status.

- Develop a program of study in which shared coursework and the degree requirements for both degrees are clearly stated.

- Define when the student will receive the bachelor's degree: either at the completion of 120 credits earned or at the completion of the 5 year program.

- Formally admit students into accelerated 5 year programs through a defined admission process. Students should be admitted into a 5 year program at the beginning of the senior year.

- Advise students about the financial aid implications of the 5 year program and will refer students to the Office of Financial Aid for advice.

- Review the student's academic record prior to entering graduate status in the 5 year program. Students must receive a grade of B or above in graduate level courses taken while in undergraduate status.

- Permit students to formally withdraw from the 5 year program and receive the bachelor's degree, as long as the student has met the undergraduate requirements for the specified program.

Acceptance into the 5 year program is contingent upon final approval by the Vice Chancellor for Academic Affairs.

Dual Degree Programs

A student may wish to pursue two degrees simultaneously. Upon approval by the appropriate College Dean(s) and the Vice Chancellor for Academic Affairs, 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 Studies website.

Off-Campus Courses and Programs

Graduate courses and programs are offered at locations other than USF Tampa, USF Sarasota-Manatee, USF St. Petersburg, and USF Polytechnic. Information on course enrollment procedures for off-campus courses and programs may be obtained from the college in which the courses or programs are offered.

Section 7
University Degree Requirements

Degree Requirements

The following sections describe the University requirements established by the Graduate School for the Master's, Education Specialist, and Doctoral degrees. However, individual programs and colleges may establish additional or *more stringent* requirements. **Note: Educational Specialist programs and Doctoral programs are not offered at USF St. Petersburg.**

Student Responsibilities

The University of South Florida, and all institutions, campuses, Colleges, departments and 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. Faculty and graduate program 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, programs, 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.

Graduate Faculty is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who hold a terminal degree or equivalent in their discipline. Graduate faculty members are eligible to teach graduate courses and may direct and serve on master's, 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 Vice Chancellor for Academic Affairs 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 teach graduate courses, to serve on master's, 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. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and the Vice Chancellor for Academic Affairs.

For a current list of Graduate Faculty and Affiliate Graduate Faculty in any program contact the program director or coordinator.

Graduate Study Requirements

See USF Regulation 3.011, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.011.pdf
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. 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. Students enrolled in undergraduate courses as part of a planned degree program are expected to demonstrate a superior level of performance. Graduate students may not enroll for

more than 18 hours in any semester without written permission from the College Dean.

Institutional Residency
The majority of credits toward a master's degree must be earned through instruction offered by the institution granting the degree. Students at USF St. Petersburg are expected to complete the majority of the required credits at USF St. Petersburg. Deviations from this rule must be recommended by the student's committee and approved by the College Dean and the Associate Vice Provost for Research and Dean of the Graduate School (Tampa) or the Vice Chancellor for Academic Affairs (USF St. Petersburg). For information about the minimum number of credit hours required for the degree refer to the degree requirements in the program listing and the Transfer of Credit Policy.

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 St. Petersburg graduate program, for example as non-degree seeking or from other institutions that were transferred in, can be no older than seven years at the time of graduation. Master and Ed.S. degrees (including dual degree programs) that require course work in excess of 50 credit hours may be granted a longer statute of limitations by the University of South Florida St. Petersburg Graduate Council.

Time Limit Extension
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 Graduate Studies website:
 http://www.stpete.usf.edu/spgrad. Requests must include:
- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, graduate program, and College Dean or designee,
- a detailed plan of study and timeline for the remaining requirements for the degree

prior to submission to the Office of Graduate Studies for approval. If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition at the time limit extension. 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 program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave (see the section on *Leave of Absence* in the *Enrollment Requirements* section.)

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 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 program. 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 Program Director for available options (including converting to a non-thesis program if available). If no other options exist the student may be requested to voluntarily withdraw from the program 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, signed by the student and professor, must be maintained in the student's department file.

Major Professors must be regular graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.

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 to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the committee and another faculty is 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.

In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.), the Major Professor shall coordinate with the Program 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

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 the major professor and at least two other members or co-major professors and at least one other member of the department or area of interest in which the degree is sought. (Colleges and Programs 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 Masters Thesis committee. Persons desiring to serve on a Masters 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 the Office of Graduate Studies for each committee.

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 program/college before graduation may be certified. Committee forms need to be processed as early in the program 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 program 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/newsite/thesis.asp for complete information about requirements, procedures, and deadlines. *For enrollment*

requirements, refer to the Academic Policies section in the Catalog.

The Thesis must conform to one of two formats:
Option 1- a traditional format[4] 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[5]
        Appendices Title Page
        Appendix Sections (if applicable)

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.

        Part I: Preliminary Pages
            Title Page
            Dedication (optional page)
            Acknowledgements and copyright
            permission (if applicable)
            Table of Contents
            Abstract
            Introduction Chapter Review

        Part II: Collection of Articles/Papers

        Part III: References/Bibliography[6]
            Appendices Title Page
            Appendix Sections (if applicable)

[4]Deviations from the available format are acceptable if approved in advance by the Supervisory Committee and Graduate School
[5]Include either References or a Bibliography, as specified by your style guide.
[6]Include either References or a Bibliography, as specified by your style guide.

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

Manuscript Processing Fee
Students participating in the thesis process are required to pay a processing fee. More information is

available on the Thesis and Dissertation website. See USF Regulation USF4-0107, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf

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 Graduate School 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 program has taken thesis credits but elects to change to non-thesis track or program, 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 Program. Contact the College and Program 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/newsite/thesis.asp 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 USF Tampa Graduate School 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 USF Tampa Graduate School website
 http://www.grad.usf.edu/newsite/thesis.asp

Submission to Proquest
All theses will be submitted to Proquest for microfilming and archiving, effective Fall 2010.

Changes after Publication

Once a thesis is approved and accepted by the USF Tampa Graduate School 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..."[7]

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 Tampa Graduate School. 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 USF Tampa Graduate School 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://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-300.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 USF Tampa Graduate School 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.

Section 8
Graduation Information

Application for Degree (Graduation)

To graduate, a student must submit the Application for Degree to the Office of the Registrar. 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 available online at http://www.registrar.usf.edu/forms/Graduate_Degree _Application2009-01-08_13_07_28.pdf.
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 as specified in the Degree Requirements section of this publication, as well as any College and Program 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 programs based from USF Tampa (despite location, i.e. may be located in USF St. Petersburg, USF Sarasota-Manatee, USF Polytechnic, etc., such as students in Marine Science) participate in commencement exercises at USF 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 Registration and Records office. Questions regarding diplomas and degree certification should be directed to the Registration and Records Office at 727-873-4545.

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 social security number, name of degree program and official name of the degree. The Major Professor, the College Dean (or designee), the Vice Chancellor for Academic Affairs, and the Registrar must sign the Letter of Certification. A template for the Certification Letter is available on the USF Tampa Graduate School website at http://www.grad.usf.edu/newsite/forms/grad_forms.a sp .

Posthumous Degrees or Degrees in Memoriam

The University may award a posthumous master's or doctoral (and medical) degree to a student who was in good standing at the University at the time of his or her death and who had completed all substantive requirements for the degree. The University may also award masters, doctoral and medical degrees in memoriam to a student who was in good standing at the University at the time of his or her death.

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 the student is 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 requirements (e.g., grade point average, tests, etc.) must have been satisfied as well.

To award a thesis degree, all courses must be completed as described above and the thesis must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student's record.

Procedures for Award of Posthumous Degrees or Degrees in Memoriam

The Program Director or Department Chairperson, on his or her own initiative or upon the request of the family of the student, may recommend a posthumous degree, or a degree in memoriam, by forwarding the recommendation to the respective dean of the College. If approved by the Dean, the recommendation with supporting documentation will be forwarded to the Vice Chancellor for Academic Affairs for approval. If the Vice Chancellor for

Academic Affairs approves the recommendation, the Office of Registration and Records will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student's family in an appropriate setting.

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 (Tampa) or the Office of Registration and Records (USF St. Petersburg). 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 Registration and Records website at http://www.stpt.usf.edu/records/forms.htm.
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.

Section 9
Degrees, Programs, and Concentrations

New graduate degrees, programs and concentrations are continually under development and may now be approved and available. For the most current list of authorized degrees, programs and concentrations, Accelerated Degree Programs, and Dual Degree Programs for the institutions and campuses throughout the USF system, go to http://www.grad.usf.edu/programs/programs.asp. For a list of the authorized degree programs for USF St. Petersburg, please visit: http://www.stpete.usf.edu/spgrad/Graduate_Programs.htm.

As of the date of this publication, the University of South Florida System is authorized to offer:

134	Master's programs
213	Concentrations at the master's level
2	Education Specialist programs
15	Concentrations at the specialist level
43	Doctoral programs (including the Ed.D., Au.D., D.N.P., M.D. and D.P.T.)
104	Concentrations at the doctoral level
22	Accelerated programs
15	Formalized Dual Degree programs

How to understand Degrees, versus Programs, versus Concentrations.
The University of South Florida St. Petersburg offers a number of degrees (e.g. M.A., M.S., M.B.A, M.L.A. etc.) under which various programs (a.k.a. majors) are offered – for example *Elementary Education*. Concentrations are formalized areas of study available within the program – for example *Math and Science Education*.

Some programs are offered as the area of study presented. Other programs are offered through a variety of concentrations within the program.   The degree is awarded in the program, e.g. M.S. In Environmental Science and Policy. Currently the diploma lists only the degree (Master of Science). However, program and concentration designations are both noted on the transcript.

Elementary Education (Math and Science Education)	M.A.	Education

Would translate to: M.A. in Elementary Education with a Concentration in Math and Science Education

M.A.	= the name of the degree - "Master of Arts in Elementary Education"
Elementary Education	= the name of the program of study the degree is awarded in.
Math and Science Education	= the name of the concentration within the program.

To learn more about the program or concentration, refer to the corresponding college section of the catalog.

Questions about degrees and concentrations may be directed to the USF St. Petersburg Office of Graduate Studies.

Section 10

*College of Arts and Sciences at
USF St. Petersburg*

University of South Florida
St. Petersburg - College of Arts and Sciences
140 Seventh Avenue S, DAV 100
St. Petersburg, FL 33701

Web address: www.stpt.usf.edu/coas/index.htm

Email: Jennifer Woroner
                woroner@mail.usf.edu

Phone: 727-873-4156
Fax: 727-873-4526

College Dean: Frank Biafora
Associate Deans: Mark Pezzo

Accreditation:
Contact College for Information.

Mission Statement:
The faculty of the College of Arts and Sciences at USF
St. Petersburg devotes itself to leading students and the
broader community to understand the social and physical
environment of the past, the present and the future. Our
mission consists in teaching people to think critically by
analyzing and synthesizing ideas and information
throughout a wide spectrum of disciplines that range
from the literacy to the scientific. The college seeks to
understand and establish connections among diverse
disciplines, cultures, and peoples.

Its members, including faculty, staff and students, seek to
nurture learning both within and beyond the classroom in
time and space. They do so by acquiring and extending
knowledge by honing skills that will serve them and their

society throughout their lives: the ability to research,
reason. Read, and write. By learning how to learn, our
students will provide the intellectual capital needed by
society now and in the future.

Major Research Areas:

See individual departments.

Types of Degrees Offered:

Master of Arts (M.A.)
Master of Liberal Arts (M.L.A.)
Master of Science (M.S.)
Master of Social Work (M.S.W.)*
*USF Tampa hosted program hosted by USF St.
Petersburg

Name of Programs Offered:
Master of Arts (M.A.) -
          Journalism and Media Studies

Master of Liberal Arts (M.L.A.) -
          Liberal Arts (Concentration in Florida Studies)

Master of Science (M.S.) –
           Environmental Science and Policy

Concentrations:
Master of Liberal Arts (M.L.A.)
 Concentration in Florida Studies

Graduate Certificates Offered: n/a

College Requirements: Contact Graduate Program for
Program Requirements.

LIBERAL ARTS PROGRAM AT USF ST. PETERSBURG

Master of Liberal Arts (M.L.A.) Degree in the Liberal Arts Program
With a Concentration in Florida Studies (FST)

DEGREE INFORMATION

This is a concentration offered under the MLA degree in the Liberal Arts Program and offered only at USF St. Petersburg.

Program Admission Deadlines:
  Fall: August 1
  Spring: December 1
  Summer: not offered

Minimum Total Hours: 33
Program Level: Masters
CIP Code: 24.0101
Dept Code: HUM
Program (Major/College): MLA AP
Concentration Code: FST

CONTACT INFORMATION

College: Arts and Sciences at
         USF St. Petersburg

Program Director: Dr. Gary Mormino
         (727) 873-4855

Graduate Program
Director: Dr. Ray Arsenault
         (727) 873-4555 and
         Dr. Gary Mormino
         (727) 873-4855

Program Website:
www.stpete.usf.edu/coas/florida_studies/index.htm

Graduate Studies Website:
www.stpete.usf.edu/spgrad

PROGRAM INFORMATION

The Florida Studies concentration of the Master of Liberal Arts Program allows students to sample a broad array of interdisciplinary classes. Florida-based classes may be taken in the fields of History, English, Marine Science, Geology, Geography, Political Science, Journalism and Media Studies.

ACCREDITATION:
Accredited by the Commission on Colleges of the Southern Association of College and Schools.

ADMISSION INFORMATION
Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS
Undergraduate GPA of 3.0 or better or cumulative undergraduate GPA of 3.0 or better **and** a GRE score (minimum 1000) is required. Please submit a writing sample (an undergraduate term paper, book review, or essay) or evidence of artistic work and two letters of recommendation.

DEGREE PROGRAM REQUIREMENTS

Florida Studies Concentration (USF St. Petersburg)
A 3 credit-hour class, Introduction to Florida Studies (AMS 6934), a 4-credit hour seminar on the History of Modern Florida (HIS 6939), a 3 credit-hour class in Florida Literature and a 3 credit-hour seminar on Florida Politics are the program's required courses. All other classes must be approved; each semester the program will circulate a list of approved courses.

Each student must pass an oral examination covering Florida Studies and a written examination covering three fields or concentrations.

Students in the Florida Studies Program can choose either Option I: Thesis track, or Option II Non-Thesis track:

Option I: Thesis track: 27 hours of coursework; at least 23 hours must be at the 6000 level. Four hours may be at the 4000 level. After completion of the coursework students will complete a 80 to 120 page thesis Students must enroll in at least 6 hours of thesis credit. An oral defense of the thesis completes the process (*Editor's Note: the thesis process is not completed until the thesis has been accepted and approved by the UFS SP Office of Graduate Studies. For more information refer to the University Degree Requirements section or visit the Office of Graduate Studies' webpage: www.stpete.usf.edu/spgrad.*) The defense is open to all faculty and graduate students.

Option II: Non-Thesis track: 30 hours of coursework; at least 26 hours must be at the 6000 level. Four hours may be at the 4000 level. After completion of the coursework, students will register for AMS 6901 (3 credits) and write a 25-30 page essay appropriate for submission to a professional journal.

COURSES - See http://www.ugs.usf.edu/sab/sabs.cfm

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JOURNALISM AND MEDIA STUDIES AT USF ST. PETERSBURG
Master of Arts (M.A.) Degree in Journalism and Media Studies

DEGREE INFORMATION

Program Admission Deadlines:
    Fall: June 1
     (for best consideration,: March 1)
    Spring: October 15
    Summer: March 1

Minimum Total Hours: 36
Program Level: Masters
CIP Code: 09.0401
Dept Code: JMS
Program (Major/College):   MJM AP
Concentration Code: n/a

CONTACT INFORMATION

Contact Information:

JMS Director: Dr. Robert Dardenne

**Graduate Program
Director:**   Dr. Deni Elliott
                   (727) 873-4857

Program Website: www.stpete.usf.edu/journalism

Graduate Studies Website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION

The M.A. degree program: Journalism and Media Studies is designed for students who are seeking advanced studies in preparation for professional and academic careers in mass communications.

Journalism and Media Studies emphasizes advanced practice and study in writing, reporting, ethics, and theoretical issues.

Accreditation:
Journalism and Media Studies is accredited by the Commission on Colleges of the Southern Association of College and Schools (SACS) and the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)

ADMISSION INFORMATION

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

Program Admission Requirements
1. A baccalaureate degree from a regionally accredited institution, with a grade point average (GPA) of 3.00 or better in the last two years (60 hours) of undergraduate work or a cumulative GPA of 3.00 or better in undergraduate work.

2. A Graduate Record Examination (GRE), Miller Analogies Test, LSAT, or GMAT score is required.

3. A detailed statement of intent for seeking an M.A. in journalism, including discussion of: your background, especially the academic and professional aspects; the specific scholarly, policy, or professional issues in which you have an interest; how your background has prepared you to excel in the journalism M.A. program; and how you intend to apply your education when you complete our M.A. program.

4. Three letters of recommendation from qualified people who are familiar with the nature of the work required of graduate students in the social sciences, and who can address your ability to excel in this type of work.

5. Three examples of professional or academic writing.

DEGREE PROGRAM REQUIREMENTS

Journalism and Media Studies –
Requires 36 hours of course work, including either a thesis for 6 credit hours or a professional applied research project for 3 credit hours. As an option, students may designate an area of specialization and take up to 12 hours through other departments of the university. Students are also eligible to participate for academic credit in certain seminars offered by the Poynter Institute, adjacent to the campus of USF St. Petersburg

COURSES
Required Courses:
MMC 6400 (3)   Mass Communications Theory
MMC 6612 (3)   Law and the Mass Media
MMC 6206 (3)   Mass Communication Ethics

Those who elect the thesis option must also take:
MMC 6421 (3)   Research Methods in Mass
                          Communications

Electives:

The academic advisors will help students decide on elective courses in journalism and media studies, or outside the department, taking into consideration their academic goals and professional experience.

Area of specialization:

As an option, students may take up to 12 hours of the 36-hour requirement in an area of specialization through other departments of the university. An advisor or advisory committee helps students plan a specialization, such as criminology, urban anthropology, ethics or religious studies. The offerings of USF's four-campus system present a range of options.

Practicum

Students in the journalism program are eligible to apply for a professional practicum (internship) with a news organization after completing 12 hours in journalism/mass communications. Typically, a practicum would come in the final semester of study, but there are exceptions.

See http://www.ugs.usf.edu/sab/sabs.cfm and www.stpete.usf.edu/journalism/

ENVIRONMENTAL SCIENCE AND POLICY PROGRAM AT USF ST. PETERSBURG

Master of Science (M.S.) Degree in Environmental Science and Policy

DEGREE INFORMATION

The M.S. program in Environmental Science and Policy is designed for students who are seeking advanced studies in preparation for professional and academic careers in the environmental field.

Program Admission Deadlines:

Fall:	June 30*
Spring:	October 15
Summer:	March 1

*Applicants wishing to be considered to financial assistance from the program should submit their completed applications no later than March 15.

Minimum Total Hours:	36
Program Level:	Masters
CIP Code:	03.0103
Dept Code:	ESP
Program (Major/College):	ESP AP

CONTACT INFORMATION

College:	Arts and Sciences at St. Petersburg
Graduate Coordinator:	Dr. Chris Meindl (727) 873-4961

Program website:
http://www.stpete.usf.edu/coas/espg/gradprogram/index.htm

Graduate Studies website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION

The M.S. in Environmental Science and Policy program in the College of Arts and Sciences at USF St. Petersburg offers an interdisciplinary and multidisciplinary program. The program provides advanced training, education and research opportunities to post-baccalaureate students interested in applied environmental science and/or in the interactions of society and the environment. Graduates of the program are trained to serve as environmental professionals in local, state, and federal environmental resource agencies; in the private sector, as environmental consultants; or are prepared to enter doctoral programs in environmental science and/or related fields.

ACCREDITATION:

Accredited by the Commission on Colleges of the Southern Association of College and Schools.

ADMISSION INFORMATION

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS

Applicants must have earned a baccalaureate degree from a regionally accredited undergraduate institution with a minimum undergraduate GPA of 3.0 on a 4.0 scale and be able to demonstrate an appropriate underground background in the disciplines supporting the applied environmental sciences. The program's Graduate

Committee will review all applications to determine adequacy of undergraduate backgrounds. Applicants must submit scores from the Graduate Record Examination (GRE) with a combined score of at least 1000 from the verbal and mathematical sections and a score of 4 or better on the writing section. Applicants should include three letters of recommendation from people qualified to assess their potential for graduate study. In addition, applicants should include a statement of their goals, objectives and reasons for applying to the program.

DEGREE PROGRAM REQUIREMENTS

Requires 30 hours of graduate coursework, 6 hours of thesis research, completion of the comprehensive examination, and thesis defense.

Required Courses:

EVR 6936	Seminar in Environmental Science
EVR 6937	Seminar in Environmental Policy
STA 5166	Statistical Methods I
GEO 6116	Perspectives on Environmental Thought

And one from the following:

GLY 5932	Environmental Geology
PCB 6933	Seminar in Ecology
GHM 6938	Environmental Chemistry

COURSES - See http://www.ugs.usf.edu/sab/sabs.cfm

Section 11

College of Business at USF St. Petersburg

College of Business, USF-St. Petersburg
140 Seventh Avenue South - COB 318
St. Petersburg, FL 33701

Web address: http://www.stpetemba.com
Email: mba@stpt.usf.edu
Phone: 727-873-4MBA
Fax: 727-873-4192

College Dean: Dr. Maling Ebrahimpour
Associate Deans:
Undergraduate Programs: Dr.William Jackson
Graduate Programs: Dr. Alison Watkins

Accreditation:
The M.B.A. in the College of Business is accredited by the Association for the Advancement of Collegiate Schools of Business (AACSB)

Mission Statement:
The College of Business at the University of South Florida St. Petersburg offers a unique MBA program designed to prepare graduates for a leadership role in the 21st century. Our program emphasizes socially responsible management in a global business community.

We welcome students from diverse educational and business backgrounds. We offer intensive sessions of MBA Essentials for students without a recent undergraduate degree in business. Successful completion of these sessions prepares students for the MBA program core courses and a selection of two specialized concentrations for greater expertise in key areas of business. Students with a background in accounting may earn credit toward requirements for the CPA exam while choosing MBA concentrations in forensic accounting and/or taxation.

Leadership skills, taught with a combination of traditional and interdisciplinary approaches along with opportunities for experiential learning and study abroad, prepare our graduates to meet the complex challenges of our changing business environment.

Major Research Areas:
See individual departments.

Types of Degrees Offered:
Master of Business Administration (M.B.A.)

Name of Programs Offered:
Master of Business Administration (M.B.A.)

Concentrations:
Optional Application Tracks: Finance, Forensic Accounting, International Business, Managing Knowledge Resources, Management, Marketing Strategy, Corporate Social Responsibility and Taxation.

Graduate Certificates Offered: n/a

BUSINESS ADMINISTRATION PROGRAM AT USF ST. PETERSBURG

Master of Business Administration (M.B.A.) Degree

DEGREE INFORMATION

Program Admission Deadlines*:
Fall:	July 1
Spring:	October 15
Summer:	March 15

*International Students should review International Admissions deadlines on the Graduate Studies website at http://www.stpete.usf.edu.

Minimum Total Hours:	36
Program Level:	Masters
Program Status:	Active
CIP Code:	52.0101
Dept Code:	DEA
Program (Major/College):	BUS BP

Optional Application Tracks:
Finance
Forensic Accounting

International Business
Managing Knowledge Resources
Management
Marketing Strategy
Corporate Social Responsibility
Taxation

CONTACT INFORMATION

College:	USF St. Petersburg College of Business

Contact Information:

Association Dean:	Dr. Alison Watkins
Office Contact:	Ms. Rosemary Trukenbrod (727) 873-4MBA

Program Website:
www.usfstpetemba.com

Graduate Studies Website: www.stpete.usf.edu/spgrad

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PROGRAM INFORMATION
The intent of this program is to prepare students for a lifetime of opportunities, not just their next job. We understand that the right preparation involves more than just functional business knowledge. Effective leaders must also understand how to improve, redesign and integrate complex systems for the creation of customer value. With this in mind, our program is taught through a participative and experientially based curriculum. In addition to traditional business fundamentals, it also stresses:

Social Responsibility
Effective Corporate Reporting
Leadership and Teamwork
Cultural Diversity and Ethics
Entrepreneurship
Communication
International Perspective
Professional Development

ACCREDITATION:
The M.B.A. is accredited by the American Assembly of Collegiate Schools of Business (AACSB).

Major Research Areas:
Contact Coordinator for department

ADMISSION INFORMATION

Must meet University requirements (see Graduate Admissions) as well as requirements listed below. Confirm requirements with the Associate Dean noted above.

PROGRAM ADMISSION REQUIREMENTS
Admission to the MBA program is open to all qualified people holding a four-year bachelor's degree from an accredited institution in the United States or from a foreign country. The admissions decision is based on the following minimum requirements:

Graduate Management Admission Test (GMAT) of 500* or better taken within the last five years; **and**

GPA of 2.5 or better in the last 60 semester hours of degree-seeking coursework; **and**
Total score of 1,100 or better using the following formula:
(200 X GPA in the last 60 semester hours of degree seeking coursework) + GMAT score
Eg: GPA=2.8, GMAT=570 (200 X 2.8) + 570 = 1130
*500 is the *minimum* GMAT score required for admission into the MBA program.

DEGREE PROGRAM REQUIREMENTS

The program is 36 credits. The 18 hours of required courses consist of six 3-credit-hour courses:

Managerial Analysis
Regulatory and Reporting Environments of Business
Business Enterprise
Organizational Strategies for the 21st Century
Financial Analysis
Leadership and Corporate Accountability

Students must complete at least eighteen (18) housrs of the masters program (including Managerial Analysis) before enrolling in the formal exit course, Organizational Strategies for the 21st Century.

Students are expected to complete at least one course with an international perspective.

Application Track Courses
The Application Track areas encourage the development of market driven competencies and provide students with distinctive sets of knowledge and skills. The integration courses allow students to position themselves in the marketplace by choosing concentrations that match their career goals. Students may select two application tracks to develop detailed business plans for building their individual competencies and resumes or may select any six elective courses.

Application Tracks include:
  Corporate Social Responsibility
  Finance
  Forensic Accounting
  International Business
  Managing Knowledge Resources
  Management
  Marketing Strategy
  Taxation

Track Area Guidelines:

- A student may study up two two areas of concentration (tracks) consisting of three courses each.
- The maximum number of semester hours allowed in one functional discipline (for degree purposes) is 15. Students must pursue two elective concentration areas (tracks).
- No courses outside of the USF St. Petersburg College of Business may be taken for degree credit unless prior approval is received. A maximum of 6 semester hours may be approved for coursework outside of the college. All courses must be graduate level.
- Concentration areas (tracks) may be discipline specific or interdisciplinary.
- A student may study up to two areas of concentration (tracks) consisting of three courses each.

- One concentration area (track) may be custom designed based on the student's interest.
- Custom-designed concentration areas (tracks) may not have more than two courses from the same discipline.

COURSES
See http://www.ugs.usf.edu/sab/sabs.cfm

Section 12

College of Education
USF St. Petersburg

USF St. Petersburg
College of Education
140 Seventh Avenue South - COQ 201
St. Petersburg, FL 33701

Web address: http://www.stpete.usf.edu/coe/index.htm

Phone: 727-873-4155
Fax: 727-873-4191
Email: walkerj@mail.usf.edu

College Dean: Vivian Fueyo
Associate Dean: Deanna Michael

Accreditation:
Commission on Colleges, Southern Association of Colleges and Schools (SACS), National Council for Accreditation of Teacher Education (NCATE)

Mission Statement:
The College of Education at USF St. Petersburg offers graduate and undergraduate degree programs recognized for accomplishing defined learning outcomes, supported by a foundation of applied research, and committed to meeting the needs of the community and the students it serves. In pursuit of this mission, faculty in the College of Education are guided by a respect for evidence, creating and extending knowledge by supporting research, and by the pursuit of scholarship. The College of Education seeks to prepare exemplary teachers and other educational personnel for roles in a diverse and changing society. It promotes life long learning , is committed to stewardship that reflects the ethics of community responsibility, and continually strives to meet the educational needs of all learners.

Types of Degrees Offered:

Master of Arts (M.A.)
Master of Arts in Teaching (M.A.T.)
Master of Education (M.Ed.)

Name of Programs Offered:

Educational Leadership (M.Ed.)
Elementary Education (M.A.)*
  *The Elementary Education M.A. without Dual Track/ESOL does not lead to teacher certification. Applicants seeking teacher certification should consider the Elementary Education/ESOL Dual Track program listed below.
English Education (M.A.)
Reading Education (M.A.)
Special Education, Varying Exceptionalities (M.A., M.A.T.)**
  **The M.A. program is for applicants with teacher certification. Applicants seeking teacher certification should consider the M.A.T. program.

Concentrations:
Science and Mathematics

Tracks:
Elementary Education /ESOL: Dual Track

COLLEGE REQUIREMENTS

Contact college for information.

EDUCATIONAL LEADERSHIP PROGRAM AT USF ST. PETERSBURG

Master of Education (M.Ed.) Degree

DEGREE INFORMATION

Program Admission Deadlines:

Fall:	June 1
Spring:	October 15
Summer:	March 1

Minimum Total Hours:	36
Program Level:	Masters
CIP Code:	13.0401
Dept Code:	LEA
Program (Major/College):	CAS EP

CONTACT INFORMATION

College:	College of Education USF St. Petersburg
Contact Information:	
Graduate Advisor:	Dr. Olivia Hodges ohodges@mail.usf.edu (727) 873-4947

Program Website: http://www.stpete.usf.edu/coe/Graduate-EducationalLeadershipMED.htm

Office of Graduate Studies Website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION

The Educational Leadership program at USF St. Petersburg brings together faculty expertise in educational leadership development and the latest research on standards-based leadership to create a model program for preparing school leaders who can drive the instructional improvement agendas in schools. The program is designed to prepare instructional leaders to be change agents and problem solvers focused on action leadership to improve student learning. The curriculum is grounded in the research on best practices and critical inquiry emphasizing rich and varied field experiences, active coaching and mentoring by practicing administrators, and standards based outcome assessment to ensure success in building the requisite skills and knowledge that will enable graduates to have a positive impact on schools. In partnership with local school divisions, this program pairs experienced and less experienced leaders in a junior-colleague mentorship model that serves as a pipeline for the continual preparation of educational leaders for Florida's school districts.

ACCREDITATION:

Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

ADMISSION INFORMATION

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS

Applicants must satisfy the following:
- A. Present satisfactory evidence of a bachelor's degree or equivalent from a regionally accredited institution (include official, original and unsealed, transcripts with application).
- B. Hold a professional teaching certificate (include a copy with application).
- C. Have completed at least two years of teaching (include documentation with application).
- D. Meet at least one of the following:
    - a. Shall have earned a graduate degree from a regionally accredited institution, or
    - b. Shall have earned a "B" (3.0 on a 4.0 scale) or better in all work attempted while registered as an undergraduate student, or as an upper division undergraduate student working for a baccalaureate degree, or

c.   Shall submit a GRE General Test score, taken within five years preceding application.
E.   Complete a letter of intent, briefly stating goals for degree (include letter with application).
F.   Submit documentation of completion of 60 hours of English for Speakers of Other Languages (ESOL) or written plan to complete 60 hours before graduation.
G.   Submit three letters of recommendation (professional references, at least two from current administrators) with applications.

The applicant is expected to provide a letter of application, three letters of professional reference, and a copy of his/her teaching certificate at the time of application.

DEGREE PROGRAM REQUIREMENTS

Required Courses in Sequence
Area A:
EDA 6061   Principles of Education Administration (3)
EDG 6931   Technology and Data Analysis (3)
EDG 6627   Foundations of Curriculum and Instruction (3)
EDF 6492   Applied Educational Program Evaluation (3)

Area B:
EDG 6285   School Curriculum Improvement (3)
EDA 6232   School Law (3)
EDS 6050   Principles & Practices of Educational Supervision (3)
EDA 6242   School Finance (3)

Area C:
EDA 6106   Administrative Analysis and Change (3)
EDA 6503   The Principalship (3)
EDA 6192   Educational Leadership (3)
EDA 6945   Administrative Practicum (3)*
               Total credit hours: 36
*For admission to EDA 6945 students must reach "Bridging" in all ten Florida Principal Leadership Standards in the Collaborative Digital Network (CDN).

GRADUATION REQUIREMENTS
Successful completion of the Florida Educational Leadership Examination.
Must reach "fulfilled" in all ten Florida Principal Leadership Standards in the Collaborative Digital Network (CDN).
Documentation of 60 hours of English Speakers of Other Languages (ESOL).
At graduation all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education's Graduate Studies Office.

COURSES: http://www.ugs.usf.edu/sab/sabs.cfm

ELEMENTARY EDUCATION PROGRAM AT USF ST. PETERSBURG

Master of Arts (M.A.) Degree in the Elementary Education Program
With a concentration in Science and Mathematics

DEGREE INFORMATION

This is a concentration offered under the M.A. degree in the Elementary Education Program and is only offered at USF St. Petersburg.

Program Admission Deadlines:

Fall:	June 1
Spring:	October 15
Summer:	March 1

Minimum Total Hours:	31
Program Level:	Masters
CIP Code:	13.1202
Dept Code:	EDR
Program (Major/College):	AEE EP
Concentration Code:	MSM

CONTACT INFORMATION

College:	College of Education
	USF St. Petersburg
Graduate Faculty Advisor:	
	Dr. Malcolm Butler
	mbbutler@stpt.usf.edu
	(727) 873-4058

Program Website: http://www.stpete.usf.edu/coe/Graduate-ElementaryEducationMathScience.htm

Office of Graduate Studies Website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION

This program is intended for certified, practicing elementary classroom teachers who have a strong interest in, and preparation for, teaching K-5 mathematics and science. We prepare elementary teachers for leadership roles in mathematics and science in their respective schools and districts.

ACCREDITATION:
Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

ADMISSION INFORMATION

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS
Applicants must have at least a 2.5 GPA for their four-year undergraduate degree and for the last two years of their undergraduate degree. In addition, applicants must have a 3.0 GPA or higher for the last two years of their undergraduate degree or submission of GRE score.

Additional admission requirements to include "an appropriate background in undergraduate mathematics and science content and methodology is required for acceptance into the program, as is K-5 teaching experience." The following criteria will be used to judge the appropriateness of the candidate's background:

- o Six hours of math methods and 3 hours of science methods courses taken as an undergraduate, or three years of elementary teaching with in-service components that are math or science related, and
- o A minimum of two years of K-5 teaching experience in math/science or its equivalent under a full-time contract (include documentation with application) prior to admittance to the program.

Undergraduate methods courses at USF SP that can be taken to fulfill credentials are MAE 4326 and SCE 4310

DEGREE PROGRAM REQUIREMENTS
PROGRAM OF STUDY

Core Courses (13 credit hours)
EDF 6481   Foundations of Educational Research
EDF 6125   Child Development
or

EDF 6215   Learning Principles Applied to
                    Instruction
EDG 6931   Current Trends in Math/Science
                    Assessment
EDG 6935   Seminar in Curriculum Research

Emphasis Courses (18 credit hours)*

*Currently, Pinellas County School District pays the tuition for five of the six emphasis courses in this program for its practicing teachers. This practice is dependent upon annual funding.

MAE 6334   Problem Solving for Elementary Teachers
MAE 6316   Geometry and Measurement for Elementary Teachers
EDG 6315   Algebraic Thinking for Elementary
                    Teachers
SCE 6616   Trends in Science Education
SCE 5937   Selected Topics in Life Science
SCE 5937   Selected Topics in Physical/Earth Science Education

ELEMENTARY EDUCATION PROGRAM

AT USF ST. PETERSBURG

**Master of Arts (M.A.) Degree in the Elementary Education Program
With ESOL Endorsement (Dual Track)**

DEGREE INFORMATION

This is an application track offered under the M.A. degree in the Elementary Education Program and is only offered at USF St. Petersburg.

Program Admission Deadlines:

Fall:	March 15
Spring:	October 15
Summer:	March 1

Minimum Total Hours:	31
Program Level:	Masters
CIP Code:	13.1202
Dept Code:	EDR
Program (Major/College):	AEE EP

CONTACT INFORMATION

College:	College of Education
	USF St. Petersburg
Graduate Faculty Advisor:	
	Dr. Deanna Michael
	dmichael@mail.usf.edu
	(727) 873-4155

Program Website: http://www.stpete.usf.edu/coe/DualTrack-ElementaryEducationESOL.htm

Office of Graduate Studies Website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION

This program is for those who hold a bachelor's degree in a field outside of education who want to become an elementary teacher (grade K-6). Completion of the entire program (coursework and internships) leads to initial certification in Elementary Education with ESOL endorsement and a Master of Arts degree in Elementary Education.

ACCREDITATION: Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

ADMISSION INFORMATION

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS

Applicants must have:

1. A 3.0 grade point average for their upper-level courses of the undergraduate degree or

2. At least a 2.5 grade point average for the four-year undergraduate degree and for the upper-level courses of the undergraduate degree and a GRE score of 1000 or better.

3. Successful completion of all portions of the CLAST, the Praxis I, the General Knowledge Test of the Florida Teacher Certification Examination (FTCE), or a GRE score. The General Knowledge Test is recommended for those with a grade point average of 3.0 or higher.
4. A graduate degree from an accredited university.

DEGREE PROGRAM REQUIREMENTS
Program of Study
RED 5240 Foundations of Differentiated Reading Instruction
EDF 6120 Child Development
FLE 5345 Teaching ELLs K-12
MAE 4310 Teaching Elementary School
              Mathematics I
EEX 4070 Integrating Exceptional Students
              in the Regular Classroom
EDE 4301 Classroom Management, Safety, Ethics,
              School Law
EDG 4012 Introduction to Standards Based Education
EDF 4430 Measurement
EDF 3604 Social Foundations of Education
EDE 4223 Creative Experiences for the Child
HLP 4722 Health and Physical Education for
              the Child
MAE 4326 Teaching Elementary School
              Mathematics II
SCE 4310 Teaching Elementary Science
SSE 4313 Teaching Elementary Social Studies
FLE 5145 Language Principals, Acquisition and Teaching
LAE 6316 Literature in a Diverse Society
LAE 6616 Trends in Language Arts
RED 6544 Cognition, Comprehension,
              Remediation, And Content Area Reading
EDG 5940 Practicum in Elementary Education
EDF 6481 Foundations of Educational Research

FLE 5940   ESOL Practicum
EDG 6947 Final Internship*

*Qualifications for EDG 6947
Special requirements for enrollment in the final internship are:
1. Documentation of passing scores on all portions of the Florida Teacher Certification Examinations (General Knowledge Test, Subject Area Exam and Professional Education).
2. Completion of an application for the final internship by the deadlines noted. Applications for final internship are made through the College of Education website (www.stpete.usf.edu/coe). Applications for Fall Semester are due the preceding January 15. Applications for Spring Semester are due the preceding June 15.
3. Completion of all course work in program of study excluding EDG 6947.
4. Overall grade point average of 3.0.
5. Students must receive evaluations at the Fulfilled Level for at least six of the FEAPs or 12 at the level of bridging.
6. Students must complete all other requirements as prescribed by the program.

GRADUATION REQUIREMENTS
Successful completion of Teacher Work Sample Project (TWS)
Successful completion of Florida Teacher Certification Exam: General Knowledge Test,
Elementary Education K-6 Subject Area Exam, Professional Knowledge Exam, and
Successful completion of the Final Internship
Completion at the "fulfilled" level of the twelve Florida Educator Accomplished Practices (FEAPs) and five ESOL clusters in the Collaborative Digital Network (CDN).

At graduation all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education's Graduate Studies Office.

ELEMENTARY EDUCATION
PROGRAM AT USF ST. PETERSBURG

Master of Arts (M.A.) Degree in the Elementary Education Program
With an Application Track for Curriculum/Literacy

PROGRAM SUSPENDED: APPLICATIONS ARE NO LONGER BEING ACCEPTED FOR THIS TRACK OF THE ELEMENTARY EDUCATION MASTER OF ARTS.

DEGREE INFORMATION
This is an application track offered under the M.A. degree in the Elementary Education Program.

Program Admission Deadlines:
Fall:	March 15
Spring:	October 15
Summer:	March 1

Minimum Total Hours:	34
Program Level:	Masters
CIP Code:	13.1202
Dept Code:	EDR
Program (Major/College):	AEE EP

CONTACT INFORMATION
College: College of Education
USF St. Petersburg

Graduate Faculty Advisor:
Gwyn Senokossoff
gsenokos@stpt.usf.edu
(727) 873-4057

Program Website:
http://www.stpete.usf.edu/coe/Graduate-EnglishEducation.htm

Office of Graduate Studies Website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION
The Literacy and Curriculum Program is intended for certified, practicing classroom teachers who have a strong interest in teaching literacy in grades K-6. This program provides an in-depth view of reading and writing research, theories, and the application of theory to the classroom teaching. In addition, an emphasis is placed on curriculum design in an effort to prepare elementary teachers for leadership roles in their respective schools and districts.

ACCREDITATION:
Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

ADMISSION INFORMATION:
Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

ADMISSION REQUIREMENTS:
Applicants must have:
1. A bachelor's degree or equivalent from a regionally accredited university and teacher certification in an appropriate area.
2. A 3.0 grade point average for their upper-level courses of the undergraduate degree or
3. At least a 2.5 grade point average for the four-year undergraduate degree and for the upper-level courses of the undergraduate degree and a GRE score of 1000 or better.
4. A graduate degree from a regionally accredited university.
5. A teaching certificate in elementary education.

DEGREE PROGRAM REQUIREMENTS
Program of Study:

Process Core:

EDG 6481 Foundations of Educational Research
EDF 6215 Learning Principles Applied to Instruction **or**

EDF 6120 Child Development
LAE 6316 Trends in Literature in a Diverse Society
EDG 6935 Seminar in Curriculum Research

Current Trends in Specialization
LAE 6616 Trends in Language Arts

Contents Specialization
RED 6544 Cognition, Comprehension and Content Reading
RED 6545 Remediation of Reading and Vocabulary Problems
LAE 6315 Teaching Writing in the Elementary Classroom
EDG 6285 School Curriculum Improvement
EDG 6627 Foundations of Curriculum and Instruction
EDS 6050 Principles and Practices of Educational Supervision

Graduation Requirements
Comprehensive Exam or equivalent.
At graduation, all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and the College of Education's Graduate Studies office.

ENGLISH EDUCATION PROGRAM
AT USF ST. PETERSBURG

Master of Arts (M.A.) Degree

DEGREE INFORMATION

Program Admission Deadlines:

Fall:	March 15
Spring:	October 15
Summer:	March 1

Program Level:	Masters
CIP Code:	13.1305
Dept Code:	EDI
Program (Major/College):	AEN JP

Minimum Total Hours: 33

CONTACT INFORMATION

College:	College of Education USF St. Petersburg

Graduate Faculty Advisor: Cynthia Leung
Leung@stpt.usf.edu
(727) 873-4051

Program Website: http://www.stpete.usf.edu/coe/Graduate-EnglishEducation.htm

Office of Graduate Studies Website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION
The English Education master's program is designed to provide specialized studies in educational theories and teaching methods, as well as English subject knowledge. The program does not lead to Florida teaching certification. The program is geared towards certified teachers of English, those seeking alternative certification in secondary English, and those preparing to teach at community colleges. The completion of the program and degree meets requirements to teach English at the community college level.

ACCREDITATION:
Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

ADMISSION INFORMATION
Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS
Applicants must have at least a 3.0 grade point average for their four-year undergraduate degree,
and for the last two years of their undergraduate degree.

Successful completion of all portions of the CLAST, or the Praxis I, or the General Knowledge Test, or a GRE score.

DEGREE PROGRAM REQUIREMENTS
Select one of the following:

EDF 6432   Foundations of Measurement
or
EDF 6481   Foundations of Educational Research
or
EDG 6931   Current Trends in Assessment **and**

LAE 6637   Current Trends in English Education
18 Hours of Graduate (6000 level) English Electives
9 Hours of Graduate Electives in Education
Comprehensive Papers
<u>Optional</u>: Three courses (9 credit hours) towards the Florida Reading Endorsement can be taken as graduate education electives.

COURSES: http://www.ugs.usf.edu/sab/sabs.cfm

READING EDUCATION PROGRAM
AT USF ST. PETERSBURG

Master of Arts (M.A.) Degree

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DEGREE INFORMATION

Program Admission Deadlines:
    Fall: June 1
    Spring: October 15
    Summer: March 1

Minimum Total Hours: 36
Program Level: Masters
CIP Code: 13.1305
Dept Code: EDR
Program (Major/College): ARD EP

CONTACT INFORMATION

College: College of Education
St. Petersburg
Contact Information:

Graduate Faculty Advisor: Michael Sampson
sampson@mail.usf.edu
(727) 873-4586

Program Website:
http://www.stpete.usf.edu/coe/Graduate-ReadingEducation.htm

Office of Graduate Studies Website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION
The initial certification Reading Education Program is designed to prepare teachers, clinicians, supervisors, directors and coordinators of reading for school systems. The program provides an in-depth view of reading research, theories, and the application of theory to classroom teaching. Methods and theories studies in the program are based on sound and current scientific research.

ACCREDITATION:
Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

ADMISSION INFORMATION
Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS
Applicants must have:

1. A 3.0 grade point average for their upper-level course of the undergraduate degree or
2. At least a 2.5 grade point average for the four-year undergraduate degree and for the upper-level course of the undergraduate degree and a GRE score of 1000 or better,.
3. Successful completion of all portions of the CLAST, the praxis I, the General Knowledge Test, or a GRE score.
4. A graduate degree from an accredited university.

DEGREE PROGRAM REQUIREMENTS

For certified teachers in Elementary, ESE, Early Childhood:

<u>Process Core:</u>
EDF 6481   Foundations of Educational Research

<u>Current Trends in Specialization:</u>
LAE 6316   Trends in Literature in a Diverse Society

<u>Content Specialization:</u>
RED 6545   Issues in Vocabulary and Word Study
RED 6116   Current Trends in Elementary Reading Instruction
LAE 6315   Writing and Writers: Trends and Issues
RED 6544   Cognition, Comprehension and Content
             Area Reading: Remediation of Reading Problems
RED 6247   District and School Level Supervision
             in Reading
RED 6540   Assessment in Literacy
RED 6846   Practicum in Reading
RED 6449   Literacy and Technology
EDG 6935   Seminar in Curriculum Research

ESOL:
FLE 5345 Teaching ELLs K-12

For certified students (Secondary):

RED 5240 Foundations of Differentiated Reading Instruction
LAE 4464 Adolescent Literature

<u>Process Core:</u>
EDF 6481 Foundations of Educational Research
EDG 4620 Curriculum and Instruction

<u>Current Trends in Specialization:</u>
LAE 6316 Trends in Literature in a Diverse Society

<u>Content Specialization</u>
RED 6545 Issues in Vocabulary and Word Study
RED 6116 Current Trends in Elementary Reading Instruction
LAE 6315 Writing and Writers: Trends and Issues
RED 6544 Cognition, Comprehension, and Content Area
Reading: Remediation of Reading Problems
RED 6247 District and School Level Supervision in Reading
RED 6540 Assessment in Literacy
RED 6846 Practicum in Reading
RED 6449 Literacy and Technology
EDG 6935 Seminar in Curriculum Research

<u>ESOL</u>
FLE 5345 Teaching ELLS K-12

For non-certified students:

<u>Undergraduate Pre- or Co- Requisites:</u>
RED 5240 Foundations of Differentiated Reading Instruction
LAE 4464 Adolescent Literature <u>or</u>
LAE 4414 Literature in Childhood Education

<u>Process Core:</u>
EDF 6481 Foundations of Educational Research\
EDF 4430 Measurement for Teachers
EDG 4620 Curriculum and Instruction
EDF 3122 Learning and Developing Child <u>or</u>
EDF 3214 Human Development and Learning
EDF 3604 Social Foundations of Education

<u>Current Trends in Specialization:</u>
LAE 6316 Trends in Literature in a Diverse Society

<u>Content Specialization</u>
RED 6545 Issues in Vocabulary and Word Study
Red 6116 Current Trends in Elementary Reading Instruction
LAE 6315 Writing and Writers: Trends and Issues
RED 6544 Cognition, Comprehension, and Content Area
Reading: Remediation of Reading Problems
RED 6247 District and School Level Supervision in Reading
RED 6449 Literacy and Technology
EDG 6935 Seminar in Curriculum Research
EDG 6947 Internship

Graduation Requirements:
Comprehensive exam or equivalent
Successful completion of Florida Teacher Certification Exam: General Knowledge Test, Reading K-12 Subject Area Exam, Professional Knowledge Exam
Successful completion of the Final Internship (for non-certified students)
Completion at the "fulfilled" level of the twelve Florida Educator Accomplished Practices (FEAPs) and five ESOL clusters in the Collaborative Digital Network (CDN)
Action Research Project

At graduation all credits used to satisfy requirements for the Master's degrees must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education's Graduate Studies Office.

COURSES: http://www.ugs.usf.edu/sab/sabs.cfm

EXCEPTIONAL STUDENT EDUCATION PROGRAM AT USF ST. PETERSBURG

Master of Arts (M.A.) Degree

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DEGREE INFORMATION

Program Admission Deadlines:
    Fall: June 1
    Spring: October 15
    Summer: March 1

Minimum Total Hours: 36
Program Level: Masters
CIP Code: 13.1001
Dept Code: EDS
Program (Major/College):   AVE EP

CONTACT INFORMATION

College: College of Education
                      USF St. Petersburg

Graduate Faculty Advisor: Kim Stoddard
                                Stoddard@mail.usf.edu
                                (727) 873-4573

Program Website:
http://www.stpete.usf.edu/coe/Graduate-ExceptionalStudentEducation.htm

Office of Graduate Studies Website: www.stpete.usf.edu

PROGRAM INFORMATION
The Master's of Arts in Exceptional Student Education provides an in-depth view of research, theories, and the application of theory to classroom teaching in Exceptional Student Education. The program does not lead to Florida Teaching Certification.

ACCREDITATION:
Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

ADMISSION INFORMATION
Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS
Applicants must have:
1. A bachelor's degree or equivalent form a regionally accredited university and teacher certification in an appropriate area.
2. A 3.0 grade point average for their upper-level courses of the undergraduate degree or
3. At least a 2.5 grade point average for the four-year undergraduate degree and for the upper-level courses of the undergraduate degree and a GRE score of 1000 or better.
4. A graduate degree from a regionally accredited university
5. A teaching certificate in exceptional student education

DEGREE PROGRAM REQUIREMENTS

EEX 6612 Management and Motivational Strategies
EEX 6222 Advanced Psychoeducational Assessment
EEX 6245 Transitional Programming for Adol/Adult
EEX 6481 Foundations of Educational Research
EEX 6732 Consultation and Collaboration
EEC 4408 Child, Family and School Relations
EEX 6248 Instructional Approaches for Exceptional Students
EEX 6939 Advanced Seminar in Special Education
EED 6215 Advanced Theories/Practices in Specific Learning Disabilities
EMR 6052 Advanced Theories/Practices in Mental Retardation
EEX 4941 Practicum

GRADUATION REQUIREMENTS:
Successful completion of all requirements listed on the student's planned program. At graduation, all credits used to satisfy requirements for the master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program.

COURSES:
http://www.ugs.usf.edu/sab/sabs.cfm

EXCEPTIONAL STUDENT EDUCATION PROGRAM AT USF ST. PETERSBURG

Master of Arts in Teaching (M.A.T.) Degree

DEGREE INFORMATION

Program Admission Deadlines:
Fall:	June 1
Spring:	October 15
Summer:	March 1

Minimum Total Hours:	36-48
Program Level:	Masters
CIP Code:	13.1001
Dept Code:	EDS
Program (Major/College):	TVE EP

CONTACT INFORMATION

College:	College of Education USF St. Petersburg

Graduate Faculty Advisor: Kim Stoddard
Stoddard@mail.usf.edu
(727) 873-4573

Program Website:
http://www.stpete.usf.edu/coe/Graduate-ExceptionalStudentEducation.htm

Office of Graduate Studies Website: www.stpete.usf.edu/spgrad

PROGRAM INFORMATION
This program will lead to a MAT degree and certification in Exceptional Student Education as well as ESOL endorsement. Although this program is specifically designed for those who do not hold a professional certificate in teaching, the program can be adjusted to allow those students who are certified in elementary and secondary education to complete the degree and receive Exceptional Student Education certification. The MAT in Special Education is highlighted by:

An Integrated Curriculum: The MAT curriculum will be introduced, taught, and mastered in a series of instructional blocks that integrate content in a spiraling manner.

An accelerated pace: the program may be completed in 2 summers and 3 academic semesters.

Action Research: students investigate how they may more effectively use research-based interventions, link theory and practice, and develop an inquiring approach to teaching.

ACCREDITATION:
Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

ADMISSION INFORMATION
Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

PROGRAM ADMISSION REQUIREMENTS
1. Successful completion of all portions of the CLAST, or the Praxis I, or the General Knowledge Test, or a GRE score. The General Knowledge Test is recommended if none have been taken.

2. At least a 2.5 grade point average for the four-year undergraduate degree, and for the upper-level courses of the undergraduate degree.
3. At least a 3.0 grade point average for the upper-level courses of the undergraduate degree.
4. OR a score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record Exam (GRE).

DEGREE PROGRAM REQUIREMENTS

EEX 6051   Creating Positive Learning Environment for Students with Disabilities

EEX 6225   Developing Individualized Education Programs for Students with Disabilities

EEX 6247   Implementing and Evaluating Program For Students with Disabilities

EDG 6947   Internship and Classroom Research

EDG 6931 (RED 5147) Reading Process in Elementary School

RED 6544 Cognitive Content and Comprehension

EDG 4909 Math for all Students
EDG 4012 Introduction to Standards Based Education
EDG 6931 Foundations of Differentiated Reading Instruction

FLE 5345 Teaching ELLs K-12

FLE 5145 Language Principles, Acquisition and Teaching

FLE 5940 ESOL Practicum

EDF 6125 Child Development or
EDF 6215 Principles of Learning

EDF 6432 Foundations of Measurement or
EDG 6931 Current Trends in Assessment
RED 6540 Assessment in Literacy

Graduation Requirements:
Completion at the "fulfilled" level of the twelve Florida Educator Accomplished Practices (FEAPs) in the Collaborative Digital Network (CDN).
Action Research presentation
Successful completion of Florida Teacher Certification Exams (FTCE): General Knowledge Test, Exceptional Education K-12, Professional Knowledge Exam
Successful completion of final internship

At graduation, all credits used to satisfy requirements for the master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program.

COURSES: http://www.ugs.usf.edu/sab/sabs.cfm

Section 13
Graduate Course Information

To view the Course Listing with Course Descriptions, see Section 14.

Courses offered for credit by the University of South Florida are listed with the program or college that offers them. The first line of each description includes the State Common Course prefix and number (see below), title of the course, and number of credits.

Florida's Statewide Course Numbering System
Courses in this catalog are identified by prefixes and numbers were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course details."

Courses are created using the State Coursewide Numbering System (SCNS). The following information is from the SCNS Handbook. For more information visit their website at: http://scns.fldoe.org/scns/public/pb_index.jsp#

The SCNS uses a course designation which consists of a three-letter prefix and a four digit number and, when necessary, a one-letter laboratory (L) or lecture/laboratory (C) suffix.

Example: SCNS COURSE ID

AML	**6**	**017**	**-**
Prefix	Level	Denotes Content	Laboratory Suffix

Explanation: AML 6017, Studies in American Literature to 1860

American Studies course taught at the graduate level (no lab).

A level code, which roughly corresponds to the year in college the course is normally taken (i.e., masters, doctoral, etc.), is placed between the course prefix and the course number. The level is recommended by the institution according to its own policies and the policies of the State of Florida, and approved by the faculty committee. **The level digit does not affect course equivalency – course equivalency is determined by the prefix and the last three digits**. The following are the level definitions:

> 0 PSAV, college prep, vocational prep
>
> 1-2 Lower-level undergraduate
>
> 3-4 Upper-level undergraduate
>
> **5-9 Graduate and Professional**

Courses are numbered based on content, rather than by department or program. This means that a single program may have courses in several different disciplines and may consist of courses having several different prefixes.

Glossary of Course Description Terms
Credits separated by a colon indicate concurrent lecture and laboratory courses taught as a unit:

     PHY 3040, 3040L PHYSICS AND LAB (3:1)

Credits separated by a comma indicate unified courses offered in different semesters:

     AMH 2010, 2020 AMERICAN HISTORY I, II (4, 4)

Credits separated by a hyphen indicate variable credit:

     MAT 7912 DIRECTED RESEARCH Var.

The following abbreviations are used in various course descriptions:

G	Graduate
PR	Prerequisite
CI	With the consent of the instructor
CC	With the consent of the chairperson of the department or program
CR	Co-requisite
Lec	Lecture
Lab	Laboratory
Dem	Demonstration
Pro	Problem
Dis	Discussion
ML	Master's Level
GS	Graduate Standing
Rpt	May be repeated
UL	Upper level
S/U	No grade, Satisfactory/Unsatisfactory Only

Course Level Definitions:

5000-5999	Graduate Level
6000	Graduate Level
7000	Doctoral Level
8000	Professional

The University reserves the right to substitute, not offer, and add courses and programs that are listed in this catalog.

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No lab in this course

General Rule for Course Equivalencies
Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 34 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students

normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which may meet at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college while the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university upon transfer. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction
of requirements on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix
The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the prefix designation.

Authority for Acceptance of Equivalent Courses
State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency
The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- Courses in the *900*-999 series(e.g., HUM 2905)
- Internships, practica, clinical experiences, and study abroad courses
- Performance or studio courses in Art, Dance, Theater, and Music
- Skills courses in Criminal Justice
- Graduate courses
- Courses not offered by the receiving institution
- College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Undergraduate Studies (for questions pertaining to graduate and undergraduate courses) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 245-0427 or SunCom 205-0427.

To view the course listing with descriptions, see the Search-a-Bull Database online at: http://www.ugs.usf.edu/sab/sabs.cfm
or refer to the Graduate Catalog Appendix.