# UNIVERSITY OF SOUTH FLORIDA
## ST. PETERSBURG

**USF**

**Office of Graduate Studies**

# GRADUATE CATALOG
# 2008-2009

# *2008-2009 Graduate Catalog Updates to Note*

**Policy Updates Approved by Graduate Council on date noted:**

➢ **Cross listing 4000/6000 courses**.  Approved 4/19/07 - Clarifies expectation for course work level variance between 4000 and 6000 level cross-listed courses

➢ **Course Attendance at First Class.**  Approved 6/18/07 - Changes policy so that graduate students who do not attend the first class meeting and have not made arrangements with the instructor to miss the meeting, will be automatically dropped from the class.

➢ **Graduate Faculty Definition: Affiliate Faculty.**  Approved 3/19/07 - Clarification of Graduate Faculty vs. Affiliate Graduate Faculty

➢ **Incomplete Grades.**  Approved 6/18/07 - Changes policy so that graduate students will not receive an "I- Incomplete" grade. Instead, the grade earned at the end of the semester will be noted on the student-faculty agreement before grades are posted. Once the missing work is submitted, a change of grade may be recorded.

➢ **Graduate Catalog.**  Approved 9/17/07  - Further clarifies policy for catalog choice and policy updates

➢ **Graduate Certificate Policies.**  Approved 9/17/07 - Clarifies coursework that may be transferred in and point of admission deadlines

➢ **Institutional Residency (aka Academic Residency).**  Approved 10/15/07 - Clarification of policy to comply with SACS requirements that the majority of degree requirements be completed at the institution awarding the degree.


*Questions about these updates may be directed to the Office of Graduate Studies at  knudsen@stpt..usf.edu*

UNIVERSITY OF
SOUTH FLORIDA
ST. PETERSBURG

**Office of Graduate Studies**

# GRADUATE CATALOG
## 2008-2009

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.stpt..usf.edu/spgrad*

# USF's Graduate School Administration Policy

For information on the University's Policy on the Graduate School Administration, refer to USF Policy 11-001, at
http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc11-001.htm

Archives online:
2007-2008 PDF Version
2006-2007 PDF Version
2005-2006 PDF Version
2004-2005 PDF Version
2003-2004 PDF Version
2001-2003 Catalog and PDF Version
2001-2003 Updates
1999-2001 Catalog
1999-2001 PDF Version

# *Table of Contents*

# *Section 1*
# *Welcome to Graduate School!*

**A MESSAGE FROM THE PRESIDENT**

Thank you for your interest in graduate education at the University of South Florida. USF is a top-tier, metropolitan research university, distinguished by its excellent research and graduate education and its location in the beautiful Tampa Bay region. USF St. Petersburg is a separately accredited institution within the four-campus USF system offering twelve masters programs:

In the College of 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 allowing students to sample a broad array of subject areas. The Journalism and Media Studies program is nationally accredited by the prestigious Accrediting Council on Education in Journalism and Mass Communications, or ACEJMC,, which assures the highest standards of classroom instruction for educating journalists. The Environmental Science and Policy Program offers an interdisciplinary curriculum leading to the M.S. degree.
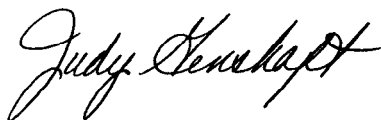
Students in the College of Business's MBA program receive degrees accredited in Business and in Accounting by AACSB International, the premier global accrediting body for business schools, an honor enjoyed by less than ten percent of business schools worldwide.

The College of Education prepares teachers for masters degrees in: Educational Leadership, Elementary Education/ESOL: Dual Track, Elementary Education: Math/Science Emphasis, Elementary Education: Literacy/Curriculum Emphasis, English Education, Exceptional Student Education/ESOL and Reading Education (K-12), and at Pasco Community College, General Elementary Education/ESOL. The College is fully accredited by the Florida Department of Education and by the National Council for Accreditation of Teacher Education (NCATE).

USF St. Petersburg shares its campus with USF's College of Marine Science which offers masters and doctoral degrees in the Marine Sciences.

I congratulate you on your choice to pursue your master's education at USF St. Petersburg and wish you the very best in your journey in pursuit of your graduate degree.

Sincerely yours,

Judy Genshaft
President
Office of the President - http://isis.fastmail.usf.edu/president/index.html

# *Section 1*
# *Welcome to Graduate School!*

Dear Students, Families, and Friends,

Welcome to USF St. Petersburg. This is your university and I hope you will discover and learn about our active commitment to excellence in research and teaching, faculty-student research collaboration, interdisciplinary perspectives, university-community partnerships, and a student-centered environment supportive of diversity.

USF St. Petersburg is a separately accredited, fiscally autonomous, urban campus of the University of South Florida. Nearly 5,000 students are enrolled in 38 undergraduate and graduate degree programs through the colleges of Arts and Sciences, Business and Education.  USF St. Petersburg retains a separate identity and mission while contributing to and benefiting from the associations, cooperation and resources of a premier national research university system.

The college experience is an exciting time for students and families alike, and we welcome you as new members of the University of South Florida St. Petersburg community. Our faculty, staff, and students look forward to helping you along your journey of academic discovery and personal growth. It all begins today!

Warm regards,

*Karen A. White*
Regional Chancellor

### A MESSAGE FROM THE ASSOCIATE VICE CHANCELLOR  FOR RESEARCH AND GRADUATE STUDIES

Thank you for choosing USF St. Petersburg to pursue your graduate education goals. We are a beautiful, small university on a bay near the heart of St. Petersburg offering a big university education in a small university setting.

Our graduate programs in Arts & Sciences, Business, and Education provide our students with opportunities to grow and learn in a nurturing environment, to contribute to and make a difference in the classroom, and to work closely with full-time, tenured or tenure-earning faculty with outstanding teaching and research achievements. And, to graduate from the university with better, stronger minds and more ready to meet whatever challenges and opportunities come their way.

Our students have the opportunity to get to know not only faculty in their chosen area of study, but to meet with and learn from faculty members in other areas. Generally, faculty members and administrators welcome and encourage opportunities to meet and talk with our graduate students on a wide variety of issues. We in the Office of Graduate Studies, look forward to meeting, talking to, and serving our growing and diverse graduate student population.

As a small fully-accredited institution (about 5,000 students), our graduate programs reflect the needs of our students and the expertise of our faculty. USF St. Petersburg faculty is comprised of active researchers who regularly contribute books, book chapters, articles, and papers in their fields.  In addition, they present papers, lecture, and teach throughout the United States and the world.

Our graduate students often take part in research activities both in and out of the classroom.  The masters' classes are mostly seminars, where professors and students read, explore a vast range of literature, discuss and learn together.  Professors routinely advise and talk with students about their direction in school, their classroom experiences, and their careers.  We as faculty and administrators value our time with students in and out of the classroom.

Students usually find a diverse and wide range of classmates in graduate classes with different reasons for being here and different ideas about the subject matter. That's what makes classes exciting.

We are pleased to teach and learn in an intellectual environment in which the university community values and contributes to diverse ideas, high quality scholarship, meaningful service, and intimate and exciting classroom experiences. And, we enjoy all of this a short walk from downtown St. Petersburg, Tropicana Field (home of the Rays American League baseball team), the Dali Museum, the Poynter Institute for Media Studies, a children's hospital and research complex, the USF College of Marine Science, a U.S. Coast Guard station, a marina, a small city airport, and a number of state and federal environmental agencies and organizations.

We're glad that you've become part of our university community, joining us in exploring this vast array of ideas and learning what we need to know not just to succeed in this world, but to make it better.

*Robert Dardenne*

Robert Dardenne, Ph.D.
Interim Associate Vice Chancellor for Research and Graduate Studies

# *Section 2*
# *USF: A Multi-Campus National Research Institution*

## USF Mission, Goals, Values, Vision, Accreditation

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

**USF Mission**
The University of South Florida is a multi-campus national research university that supports the development of the metropolitan Tampa Bay Region, Florida, the United States and the world. Building upon unique strengths inherent in Florida's population, location, and natural resources, the university is dedicated to excellence in:

- Teaching and lifelong learning in a student-centered environment
- Research to advance knowledge and promote social, cultural, economic, educational, health, and technological development
- Service based on academic excellence and the ethic of community responsibility
- Community engagement to build university-community partnerships and collaborations

**Goals**
The University of South Florida will continue to expand its influence as a premier research university through:
- Strengthened research, creative, and scholarly endeavors
- Improved undergraduate and graduate academic programs that promote intellectual development and student success through a diverse, student-centered environment
- Engaged service that strengthens cultural and community life, and promotes lifelong learning and economic opportunity
- Increased fiscal self-sufficiency and appropriate state support

**Values**
The University of South Florida values:
- Teaching, research and service based on the highest standards of discovery, creativity, and intellectual attainment

- Development of the personal and professional potential of students, faculty, and staff, and enriching the quality of campus life
- An ethic of collegiality based on integrity, civility, academic freedom, professional responsibility, and collaboration among disciplines and units
- Access to an excellent education
- University/community engagement that increases the understanding of urban issues and advances community development
- Cultural and ethnic diversity and global understanding

**Vision**
The University of South Florida envisions itself as a premier national research university that serves the metropolitan Tampa Bay Region, Florida, and the nation through:
- Excellent undergraduate and graduate instruction in a student-centered environment
- Creative, innovative, engaged scholarly endeavors, and the furthering of advanced knowledge
- Education that promotes freedom, unity, democracy, and understanding in the presence of our Nation's historical diversity
- Generation and dissemination of knowledge to strengthen our society and the environment
- Greater fiscal self-reliance.

**Accreditation**
The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404-679-4500) to award degrees at the baccalaureate, master's, specialist, and doctoral levels, including the Doctor of Medicine.

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

**USF St. Petersburg Strategic Plan:**
http://www.stpt.usf.edu/academics/documents/Strategic_Plan.pdf

**Mission**
USF 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-campus university, 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**
- We value a collegial, inviting, and safe learning environment that stresses excellent teaching, encourages intellectual growth and rewards academic achievement.

- We value an education rich in both 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 insist on 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 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**
Guided by its mission and values, USF St. Petersburg commits itself to leadership in education, research and outreach on behalf of the people and communities it serves.

USF St. Petersburg will develop academic programs known for excellence and distinctiveness that focus on interdisciplinary study, creativity and exploration. We will provide the means and environment to ensure that our graduates acquire the skills and aptitudes for lifelong learning and achievement.

USF St. Petersburg will move aggressively and strategically to enhance existing academic programs and anticipate and address future needs by developing new initiatives determined by the community-based educational priorities.

Our vision includes:

- Graduate and undergraduate degree programs known for accomplishing defined learning outcomes that strive to meet the highest of academic standard;

- Academic, student and support operations that are caring, personal and service-oriented;

- Enhanced opportunities for community-based research, service and learning;

- Campus and community participation in decision-making and planning;

- First-class, up-to-date learning facilities and technology; and

- Increased external support for scholarships, grants and academic initiatives.

**Goals:**

- Strengthen governance structures and processes, achieve academic autonomy and earn separate institutional and program accreditations that signify the campus meets the highest standards of higher education.

- Establish a national and international academic reputation by developing distinctive programs; by enhancing established, existing academic programs; and by establishing new initiatives based on educational priorities.

- Create a campus life that challenges, supports and encourages student involvement in activities and programs that will enrich and enhance students' university experience and empower them for lifelong success.

- Promote, strengthen and support research as a pathway to learning, discovery, solving problems and contributing to the public good.

- Create a campus culture that in its composition, attitudes and actions, respects, encourages and embodies diversity.

- Increase the enrollment of students with the credentials and commitment to excel, and provide them with the instructional support and services to allow them to realize their fullest potential.

- Provide for new and enhanced facilities and technology that support the campus's mission and that advance teaching, learning and discovery.

- Increase individual, corporate, and foundation support to accomplish strategic goals for the benefit of both students and the community.

**Accreditation**

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia  30033-4097; telephone 404-679-4500) to award degrees at the baccalaureate, master's, specialist, and doctoral levels.

# Section 2
# USF Board of Trustees

**University of South Florida Board of Trustees**

The USF Board of Trustees was established by the Legislature in 2001.  The 13 trustees include distinguished figure in the law, commerce, medicine, education, philanthropy and public policy leadership.  Six trustees are appointed by the governor and five trustees are appointed by the Board of Governors.  The Faculty Senate President and Student Body President also serve as trustees.  The President of the University serves as Corporate Secretary.  Information about each Trustee is available online at: http://usfweb2.usf.edu/board/members.html

**Board of Trustees:**

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John B. Ramil, Vice Chair
Lee E. Arnold, Jr.
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Richard A. "Dick" Beard, III
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Kiran C. Patel, M.D.
Debbie Nye Sembler
Jan E. Smith
Robert L. Soran
Sherrill Tomasino

# 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 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/index.htm.

**Campus Board:**

Debbie Nye Sembler, Chair
Stephanie Goforth
Bill Habermeyer
Larry Morgan
Roy Binger

# *Section 2*
# *USF St. Petersburg Administration*

| | |
|---|---|
| **Regional Chancellor** | Karen A. White, Ph.D. |
| **Interim Vice Chancellor for Academic Affairs** | Christopher F. D'Elia, Ph.D. |
| **Interim Associate Vice Chancellor for Research and Graduate Studies** | Robert Dardenne, 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** | Geralyn Franklin, 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: James Gore | (727) 873-4825 |
| Florida Studies (MLA) | |
|    Graduate Coordinator:  Greta Scheid-Wells | (727) 873-4872 |
|    Faculty Advisors:  Gary Mormino and Ray Arsenault | |
| Journalism and Media Studies (MA) | |
|    Graduate Coordinator: Bridget Nickens | (727) 873-4850 |
|    Faculty Advisor: Deni Elliott | |
| **College of Business** | |
| Masters of Business Administration (MBA) | |
|    Graduate Coordinator: Jennifer Burns | (727) 873-4MBA |
|    Faculty Advisor: Ryan Langan | |
| **College of Education** | |
|    Graduate Coordinator:  Inna Ruefle | (727) 873-4269 |
| Educational Leadership (MEd) | |
|    Faculty Advisor:  Rory Morris-Richardson | (727) 873-4273 |
| Elementary Education: Dual Track (MA) | |
|    Faculty Advisor:  Deanna Michael | (727) 873-4577 |
| Elementary Education: Curriculum/Literacy (MA) | |
|    Faculty Advisor: Gwyn Senokosoff | (727) 873-4574 |
| Elementary Education: Math/Science (MA) | |
|    Faculty Advisor: Andy Reeves | (727) 873-4530 |
| English Education (MA) | |
|    Faculty Advisor: Cynthia Leung | (727) 873-4051 |
| Reading Education (MA) | |
|    Faculty Advisor:  Margaret Hewitt | (727) 873-4531 |
| 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 2008-July 2009

The Academic Calendar is available online at:  http://www.registrar.usf.edu/enroll/regist/calendt.php#0708

The Registrar's Calendar is available online at: http://www.registrar.usf.edu for semester begin/end dates, registration dates, graduation application deadlines, etc.   Refer to the Cultural and Diversity Calendar at http://usfweb2.usf.edu/eoa/deo_calendar/default.asp for important religious and cultural dates to remember that may impact class attendance.  Also refer to the USF Attendance Policy for the Observance of Religious Days by Students, at http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-045.htm.

| | |
|---|---|
| August 8 | Summer B, last day of classes |
| August 9 | Summer Commencement, Tampa |
| August 25 | Fall, first day of classes |
| September 1 | Labor Day |
| November 11 | Veteran's Day |
| November 27 & 28 | Thanksgiving Holiday |
| December 5 | Fall, last day of classes |
| December 6- 12 | Final Exam Week |
| December 14 | Fall Commencement, USF St. Petersburg |
| December 25 | Christmas Holiday |
| 2009 | |
| January 1 | New Year's Holiday |
| January 5 | Spring, first day of classes |
| January 19 | Martin Luther King, Jr. |
| March 16- 21 | USF Spring Break |
| April 24 | Spring, last day of classes |
| April 25 - May 1 | Spring Final Exams |
| May 3 | Spring Commencement, USF St. Petersburg |
| May 11 | Summer A & C, first day of classes |
| May 25 | Memorial Day |
| June 19 | Summer A, last day of classes |
| June 29 | Summer B, first day of classes |
| July 3 | Independence Day Holiday |
| July 17 | 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.stpt.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://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

**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 a GRE/GMAT score is required unless specifically waived by the University.

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.

The Office of Graduate Studies and the graduate program to which you are applying review your application for admission to the program.  Once the graduate program determines your eligibility, the decision is forwarded to the Office of Graduate Studies to return an official decision..

If you are a foreign graduate applicant, the Office of Graduate Studies will work with International Admissions to review your financial statement after you are admitted to determine your eligibility for a student visa.

Each of these offices may request additional documents from you to make a 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.stpt.usf.edu/spgrad.

**Application Checklist**

1. Graduate Application
2. Application Fee
3. Transcripts (including evaluations for foreign transcripts)
4. Test Scores
5. Conduct Questions Answered (and Legal Disclosure Statement for applicants with prior conduct issues)
6. Residency Affidavit

1.   **Graduate Application:**

Graduate applications can be submitted online through FACTS.org or via hard copy.  Hard copy applications should be mailed to:

USF St. Petersburg Office of Graduate Studies
140 Seventh Avenue South, BAY 204
St. Petersburg, FL  33701-5016

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://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm   . If you attended USF as a former degree seeking student or non-degree seeking student, you will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, Visa) through FACTS.org or by check made payable to USF and submitted to the USF St. Petersburg cashier. **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 or photocopies 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 their 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 and official transcript.

*All foreign transcripts require a **course by course** evaluation from a foreign transcript evaluation service. Refer to the USF St. Petersburg International Admissions website for a list of evaluation services (http://www.stpt.usf.edu/international).

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, but 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, but 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.toefl.org

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, 213 on the computer-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 with no exceptions.

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

- Has scored 500 or higher on the GRE Verbal Test

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

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

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

5.  **Conduct Clearance Policy**  (Legal Disclosure Statement)

All graduate applicants are required to answer the Conduct Clearance questions of the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received and cleared by the Vice Chancellor of Student Affairs or his/her designee.

6.  **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. **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 their initial classification is in error, they have until the last day of the term to contact the appropriate admissions office and request a re-evaluation. After the student has completed their first semester of study they may seek to have their residency reconsidered.  A Request for Reclassification Form must be filed with the Office of Graduate Studies no later than the fifth day of classes for the term being requested.

**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

*Revised February 2007*

***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 Associate Vice Chancellor for Research and Graduate Studies.

Applicants once admitted and enrolled during the term of admission 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 items may be sent as part of the overall graduate application packet or directly to the appropriate department/program. These materials will be forwarded to the appropriate program if sent with the application packet 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 that semester and the particular program specified in the official acceptance notification. The student must validate that acceptance by enrolling for that semester. 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 must 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.

**Reinstatement of Admission Request**
A graduate student who has not been in attendance for at least one semester during the past 12 months must apply for Reinstatement of Admissions by contacting the Graduate Program Director of his/her degree-seeking program. Students may obtain the form at http://www.stpt.usf.edu/spgrad. Requests for reinstatement must be received no later than the program's admissions deadline date. Students requesting reinstatement must submit a completed Reinstatement of Admission Request Form and Residency Form directly to the program to which reinstatement is sought. An application and an application fee are NOT required when seeking a reinstatement.
The reinstatement 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 Form #USF 2085. It is up to 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.stpt.usf.edu/spgrad. This form must be signed both by the current program and the new program, after which it must be submitted to the Office of Graduate Studies for approval. If approved by the 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 for them to make a decision. You 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 of this during the admissions process. Students requesting substitution of program guidelines will need to contact the appropriate graduate program advisor. Please submit supporting documentation 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) 873-4990.

# *Section4*
# *Registration and General Information*

## Office of Admissions and Records

Phone:   727-873-4142
E-mail:  admissions@stpt.usf.edu
Website:
http://www.stpt.usf.edu/admissions.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 Admissions and Records provides similar services to USF St. Petersburg students.   Students are encouraged to contact the Office of Admissions and Records about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

## Registration Information

Also see USF Regulation USF4-0101,
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

**To register for classes**, students must login to OASIS – http://usfonline.admin.usf.edu/.  Per Florida Statutes, students must submit a Medical History Form required for all students, regardless of age and degree seeking status, available at the website: http://shsweb.shs.usf.edul.    Questions may be directed to Student Health Services by phone at 813-974-2331. Additional information on all registration requirements and procedures may be found in the Schedule of Classes at
http://usfweb.usf.edu/ssearch/search.htm or at the Registrar's office website at:
 http://www.registrar.usf.edu/index.php

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
Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students.    According to BOG Regulation 6.001(9) "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)

http://shsweb.shs.usf.edu/RegMedReqs.html#proof

New admits will be provided a Medical History / Immunization Form with their admissions letter. Upon request, Student Health Services will mail or fax a Medical History/Immunization Form to you, or you may download a form from the Student Health Services Forms page and print it 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 Registrar which office placed the student on administrative hold and clear the obligation with that respective office.

**Cancellation of Registration for Non-Payment**
See USF Regulation USF4-010,
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

# Equal Opportunity Policy

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. Unlawful discrimination, harassment and retaliation are prohibited in the USF System. Behavior that constitutes unlawful discrimination, harassment or retaliation is unacceptable. (http://usfweb2.usf.edu/usfgc/gc_pp/genadm/gc007.htm)

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, ADM 172, or by calling 974-4373 or 813-974-1510 (TDD). It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

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

# 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 the student should check with the program of interest for more information.

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

**Student Identification Card (USFCard) Policy**
University policy requires all students obtain and carry the USFCard while on campus.  For more information refer to the Student Handbook at: http://www.sa.usf.edu/handbook/rights/USFIdentificationCard.htm

**Student Records Policy**
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, (see http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm) 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 Rule 6C4-2.0021, may be obtained from the Office of the Registrar or the General Counsel.

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

**Release of Student Information**
Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of USF (according to USF policy):

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.  The University Directory, published annually by the University, contains only the following information, however: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff.

Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms.  Notification to the University of

refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.
http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-002.htm

### 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://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

### Course Attendance at First Class Meeting – Policy for Graduate Students
Students are required to attend the first class meeting of structured courses, 5000 and above, for which they registered prior to the first day of the term

Names of students who register prior to the first day of the term are printed on the first class roll for each course section. **The first class roll is used by professors to drop students who do not attend the first day of class (either online or in person)**. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the college **prior** to the end of the first class meeting to request a waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes will **not** be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor. Please note that the Registrar's Office does not add students whose names are handwritten on the first day class rolls to courses, and these students are required to add the course by OASIS. **To avoid fee liability and academic penalty, the student is responsible for ensuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.**

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 6C4-4.0101,
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm)

### 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://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-045.htm

### 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 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 following exceptional circumstances.  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.

1. 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.).

2. 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.

3. Involuntary call to active military duty as confirmed by military orders.

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

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

## 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 Associate Vice Chancellor for Research and Graduate Studies 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 Associate Vice Chancellor for Research and Graduate Studies.

### Retroactive Actions

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

### Auditing Privileges and Fees

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student's status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered, with the 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.  Also refer to USF Regulation USF4-017,
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

### Cancellation of Registration before First Class Meeting

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

### 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 Registrar. 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** 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

# Parking Information and Campus Maps

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

http://www.stpt.usf.edu/parking_services/index.htm

USF Regulations:  6C4-4.00210 through 6C4-00219 and  6C4-0023 through 6C4-0029, FAC, available at:
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

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://www.usf.edu/pfs/tuition_cost.htm. 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 USF6C4-3.024, at
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

## 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://usfweb2.usf.edu/vetserve/reminders.htm

For more information contact USF St. Petersburg Veteran's Services: at (727) 873-4128 or http://www.stpt.usf.edu/finaid/index.htm.

## Financial Aid

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact http://www.stpt.usf.edu/finaid/index 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 USF6C4-6-0121 and USF6-6C4-6-012.

## Office of Financial Aid Policy on Refunds and Repayments

Refer to USF Policy 30-013 at
http://usfweb2.usf.edu/usfgc/gc_pp/studaf/gc30-013.htm

## Special Fees, Fines, and Penalties

See USF Regulation USF4-017, at
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

# *Section 6*
# *Academic Policies and Regulations*

## Academic Policy Information

For USF Regulations refer to
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

For USF Policies refer to
http://usfweb2.usf.edu/usfgc/gc_pp/pp.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. Check with your College Graduate Coordinator or your Program Director 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 respects 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 and offense as outline in the University Code of Student Conduct Code.  These are described in detail on the following website: http://www.sa.usf.edu/handbook/rights/StudentCodeofConduct.htm.

## Academic Dishonesty and Disruption of Academic Process

Refer to USF Regulation USF 3-0015, at http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm.

### Examples of Proper Citation and Plagiarism
In addition to examples below, information on plagiarism may be found on the Center for Teaching Excellence website at: http://www.cte.usf.edu/plagiarism/index.html, in the Student Handbook at: http://www.sa.usf.edu/handbook/academics/ImportantAcademicPolicies.htm and on the USF Library website at: http://www.lib.usf.edu/services/plagiarism.html.

### *Proper Citation*
Examples of proper citation (footnote format) are as follows [Footnoting/citation styles will depend upon those used by different academic disciplines. Many disciplines in the Natural Science areas, for example, will cite the sources within the body of the text.]

"Plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." [1][Direct quotation] [1]Harry Shaw, Concise Dictionary of Literary Terms (McGraw-Hill, 1972), pp. 209-210.

As Harry Shaw states in his Concise Dictionary of Literary Terms, "Plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." [1][Direct quotation with an introductory statement citing the source.] [1](McGraw-Hill, 1972), pp. 209-210.

Plagiarism is literary theft. To emphasize that point, Harry Shaw states that the root of the word comes from the Latin word meaning "kidnapping." 1[Paraphrasing] 1Concise Dictionary of Literary Terms (McGraw-Hill, 1972), pp. 209-210.

In defining plagiarism, "Strategies for Teaching with Online Tools" suggests that visibility makes intellectual theft less probable. 1[Paraphrasing a Web site] 1
http://bedfordstmartins.com/technotes/hccworkshop/plagiarism.htm

Examples of proper citation (in body of text):

Shaw (1972) states that the root of the word comes from the Latin word meaning "kidnapping." [Paraphrasing; complete information about source will be cited in a section at the close of the text.]

Shaw (1972) was correct when he stated that "plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." [Quotation; complete information about source will be cited in a section at the close of the text.]

Plagiarism.org suggests that a searchable database of papers might assuage what Shaw called a "kidnapping" of intellectual content. [Paraphrasing of a Web site; the complete information on the Web site will appear in the works cited section.]

### *Plagiarism*
The following are examples of plagiarism because sources are not cited and appropriate quotation marks are not used:

Plagiarism, from a Latin word meaning "kidnapping," ranges from inept paraphrasing to outright theft.

Plagiarism comes from a Latin word meaning "kidnapping" and ranges from paraphrasing to theft.
Plagiarism ranges from inept paraphrasing to outright theft.
Visibility online makes plagiarism much more difficult for the would-be thief.

### Graduate School Policy on Academic Integrity
The Office of Graduate Studies holds academic integrity in the highest regard. Students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly.

Per the USF Regulation 3-0015 on Academic Dishonesty, available online at:
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm, students who committee Academic Dishonesty may receive an "F" on the assignment, an "F" in the course, or an "FF" in the course. Refer to the regulation for the exact requirement.

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 for filing an academic dismissal are available on the Graduate Studies Website at http://www.stpt.usf.edu/spgrad.

# Standards and Discipline

Any action or the aiding, abetting, or inciting of any action which is in violation of the University's Student Conduct Code and/or University Policy constitutes an offense for which students may be subject up to and including dismissal. Students are responsible for compliance with all public laws as well as University Rules and Regulations. Students should also familiarize themselves with the University's Administrative Policies as defined in the Student Handbook:
http://www.sa.usf.edu/sjs/code3-28-03.htm

These include: the Equal Opportunity Policy; the Policy on Sexual Harassment; the policy on Sexual Assault and Battery; the Alcohol Beverage Policy; the Policy on the Illegal Use of Controlled Substances and Alcohol; and the Policy on Hazing. Any act that will constitute a violation of public laws at the University will establish cause for additional legal action.

### Due Process Rights
University disciplinary procedures afford students all rights of due process required for disciplinary matters. These include: being informed in writing of the formal charges; being given three working days to respond to the charges; having the choice of asking for an informal hearing; being provided a copy of the hearing procedures; being permitted to present evidence; and being given the opportunity to cross-

examine any witness.  For more information refer to Student Judicial Services http://www.sa.usf.edu/sjs/

# University Academic Grievance Procedures

To assure students the right to redress of academic grievances, any student may file a question or complaint in the Office of Graduate Studies.

May 7, 2004; Revised and approved by UGC on Oct. 11, 2004; Revised and approved by GC in Nov. 2004. Approved by Faculty Senate on November 17, 2004. USF Policy:
http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-002.htm

**University Academic Grievance Procedures**

**I.  Purpose-**
The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida 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 Colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each college or campus for levels of authority and titles in the process.

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 Dean or 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.

**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 Associate Vice Chancellor for Research and Graduate Studies, 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 Vice Chancellor for Academic Affairs, 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 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 campuses may use different titles, the next level that applies to that College shall be substituted.

### III.  Resolution at the Department Level

A.  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.

B.  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 or Program 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 or Program Director shall provide a copy of this statement to the instructor.

C.  The department Chairperson or Program 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,[4] it should be applied at this point. If the grievance can be resolved, the Chairperson or Program Director shall provide a statement to that effect to the

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[4] 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.

student and the instructor with a copy to the College Dean.

D.  If the grievance cannot be resolved, the department Chair or Program 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 or Program 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.   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 or Program Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

### IV.  Resolution at the College Level

A.  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:

1.  Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.

2.  Wherever practical, the Committee shall include neither members of the faculty nor students of the department directly involved with the grievance, nor faculty nor students of the student's major department.  However, if requested by the department, committee, or participants, 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.

A. The Committee will operate in the following manner:

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

    2.    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.

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

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

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

    6.    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 Associate Vice Chancellor for Research and 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.

## V.  Resolution at the University Level

The Vice Chancellor for Academic Affairs has delegated authority to the Associate Vice Chancellor for Research and Graduate Studies to act in place of the Vice Chancellor for Academic Affairs in all academic grievance appeals involving graduate students.

A. 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 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 Associate Vice Chancellor for Research and Graduate Studies 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).

B. 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 Associate Vice Chancellor for Research and Graduate Studies 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 Associate Vice Chancellor for Research and Graduate Studies, etc.).

C. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Associate Vice Chancellor for Research and Graduate Studies a report of the findings of the Committee and a recommended resolution.

D. Within three weeks of receipt of the Committee recommendation, the Associate Vice Chancellor for Research and Graduate Studies shall provide a decision in writing to all parties.

E. If the Associate Vice Chancellor for Research and Graduate Studies' decision is that a grade change is merited, the Associate Vice Chancellor for Research and Graduate Studies shall initiate the grade change on the authority of the Vice

Chancellor for Academic Affairs and so inform all parties. In all academic grievance appeals, the Associate Vice Chancellor for Research and Graduate Studies' decision is final and not subject to further appeal within the University.

*These procedures shall take effect commencing Fall Semester, 2005, and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.*

# Appeals

Degree-seeking graduate students may appeal actions regarding their academic status or academic performance. Reports of actions and appeals will be maintained in the student's permanent file. For all appeals, the student must appeal in writing first to the department through the Major Professor or Graduate Program Director, then to the College Dean or representative, and then to the Associate Vice Chancellor for Research and Graduate Studies, if necessary.

## Graduate Catalog

The USF St. Petersburg Graduate Catalog, including college and program requirements, and program and course descriptions, is available on the web at http://www.stpt.usf.edu/spgrad. Each Catalog is published and in effect for the academic term(s) noted on the title page. Also see USF Regulation USF1-009, http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

**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 if reinstated) 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 reinstatement/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.

# 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 (i.e. two (2) hours Spring/ two (2) Summer/ two (2) Fall; OR, three (3) Fall/ zero (0) spring/ three (3) Summer; OR six (6) Fall/ zero (0) Spring/ zero (0) Summer; etc.). 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.

**Reinstatement Following Non-enrollment**
Degree-seeking graduate students who have not been continuously enrolled are automatically dropped from the system and changed to a non-degree seeking status.  These students must apply for reinstatement of admission and may be subject to the admission criteria in effect at the time of reinstatement. Procedures for reinstatement are available on the Graduate Studies website at: http://www.stpt.usf.edu/spgrad.
Students reinstated to the program may be subject to the catalog criteria, including program degree requirements, in effect at the time of reinstatement. Reinstated students must enroll in the requested term of re-entry.  Students may be required to complete the minimum hours for continuous enrollment that were not previously met.

**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/dissertation 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 Associate Vice Chancellor for Research and Graduate Studies.

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

Students with an approved LOA must be enrolled in the first semester after the leave expires.  To request an LOA, the student must complete the form available from the 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. A student will not be certified to graduate if an IF or MF is on the transcript, unless the student requests to "accept" the IF or MF grade and the request is signed and approved by the student, program, college and Graduate School. IF or MF grades that are "accepted" will never be changed.

**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 the Provost.

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[5] |
| I | Incomplete, grade points not applicable |
| IF | Incomplete grade changed to F, 0.00 grade points |
| IU | Incomplete grade changed to U, 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 |

*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

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

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)
An **I** grade indicates incomplete coursework and may be awarded to graduate students at the discretion of the instructor, only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade.

The course instructor and student must draft and sign a contract that describes the work to be completed, the date it is due, and the grade earned including the zero for the incomplete portion.  The instructor must file a copy of the contract in the department before 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 two successive academic semesters (including summer semester) will rever 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 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.

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

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

### Probation
Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester.  The college or 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 department, with a copy to the College Dean.  At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

> 1. Removal of probation
> 2. Continued probation; OR
> 3. Dismissal from the 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 Associate Vice Chancellor of Research and Graduate Studies in cases of academic dismissal.  To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time.    For information on the Automated Probation Process go to
http://download.grad.usf.edu/Automated_Academic_Probation.pdf

### 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.

# Institution Based Credit

USF has two degree-granting institutions: USF-Tampa (which includes Lakeland and Sarasota) and USF-St. Petersburg.  Students may, with the approval of their graduate program, take credits at any of the USF campuses.  However, the majority of credits needed for a degree must be earned through instruction offered by the institution granting the degree.

In order to apply credits taken at USF-St. Petersburg to a USF-Tampa program, or to apply credits taken at USF-Tampa to a USF-St. Petersburg program, the credits must have a grade of B or better.  However, these grades are not calculated in the overall GPA.

Credits may be approved for application as noted in the table below:

| INSTITUTION BASED | To Certificates | To Masters | To Doctoral |
|---|---|---|---|
| Graduate Courses applied to undergraduate degrees | None | None (Discretion of the Program for approved Accelerated Degree Programs) | None |
| Non-degree Seeking Status | Up to one graduate course | Up to 12 graduate hours | Up to 12 graduate hours |
| Uncompleted Certificate (Graduate Degree Seeking Students) | Discretion of the Program | Up to 12 graduate hours | Up to 12 graduate hours |
| Completed Certificate | Up to one graduate course (1 course may be applied to up to 2 certificates) | Up to 12 graduate hours | Up to 12 graduate hours |
| Uncompleted Master's | Discretion of the Program | Discretion of the Program | Discretion of the Program |
| Completed Master's Degree | Discretion of the Program | 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. | Up to 50% of the doctoral program requirement for total course hours (excluding dissertation hours) |
| Uncompleted Doctoral | Discretion of the Program | Discretion of the Program | Discretion of the Program |
| Completed Doctoral | Discretion of the Program | 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. | 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. |

**Transfer of Credits from Non-USF Regionally Accredited\* Institutions**
Students may, with the approval of their graduate program, transfer in credits taken at Non-USF Regionally Accredited\* Institutions and apply them to their degree program requirements.  The majority of credits needed for a degree must be earned through instruction offered by the institution (USF-Tampa or USF-St. Petersburg) granting the degree.  All credits transferred in must have grades of B or better.

Grades from transfer credit from non-USF institutions are not calculated in the GPA but are noted on the transcript by a **T.**  Grades transferred from USF Regionally accredited institutions that are not calculated in the GPA will be noted on the transcript with an **N/A**.  The graduate program/ department will be responsible for evaluating, approving, and initiating the transfer as soon as possible following admission.  Credits may be approved for transfer as noted in the table below:

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

| EXTERNAL BASED | To Certificates | To Masters | To Doctoral |
|---|---|---|---|
| Graduate Courses applied to undergraduate degrees | None | None | None |
| Non-degree Seeking Status | Up to one graduate course | Up to 12 graduate hours | Up to 12 graduate hours |
| Uncompleted Certificate (Graduate Degree Seeking Students) | Up to one graduate course | Up to 12 graduate hours | Up to 12 graduate hours |
| Completed Certificate | Up to one graduate course | Up to 12 graduate hours | Up to 12 graduate hours |
| Uncompleted Master's | Up to one graduate course | Up to 40% of the USF program | Up to 40% of the USF program |
| Completed Master's Degree | Up to one graduate course. Specific course requirements in common across both programs may be waived with the substitution of other coursework at the discretion of the program. | 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. | Up to 40% of the USF doctoral program requirement for total course hours (excluding dissertation hours) |
| Uncompleted Doctoral | Up to one graduate course | Up to 40% of the USF program | Up to 40% of the USF doctoral program requirement for total course hours (excluding dissertation hours) |
| Completed Doctoral | Up to one graduate course. Specific course requirements in common across both programs may be waived with the substitution of other coursework at the discretion of the program. | 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. | 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. |

# 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 Associate Vice Chancellor for Research and Graduate Studies 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.

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 Associate Vice Chancellor for Research and Graduate Studies.

# Dual Degree Programs

A student may wish to pursue two degrees simultaneously. Upon approval by the appropriate College Dean(s) and Associate Vice Chancellor for Research and Graduate Studies, 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 the Tampa, Sarasota, St. Petersburg, and Lakeland campuses. 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*

## University 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, the Colleges, and the degree programsprograms 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 Associate Vice Chancellor for Research and Graduate Studies 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 Associate Vice Chancellor for Research and Graduate Studies.

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 6C4-3.011,
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

## 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 Regional Associate Vice Chancellor for Research and Graduate Studies (USF St. Petersburg).

**Time Limitations**
All requirements for master's degrees must be completed within five (5) calendar years from the student's date of admission for graduate study. Master 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 Graduate Council.

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.stpt.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, prior to submission to the Office of Graduate Studies for approval.    Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved.
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**
A major professor will be appointed as soon as possible but no later than the time the student has completed 50% of the program. 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 meet the following requirement:

- 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/dissertation.

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**
Available  on  the  Graduate  School  Website: http://www.grad.usf.edu/newsite/policies.asp

**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.*

### *Format*

The Thesis must conform to a traditional format[6] inclusive of:
>   Part I: Preliminary Pages
>>         Title Page
>>         Note to Reader (if applicable)
>>         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[7]
>>         Appendices Title Page
>>         Appendix Sections (if applicable)

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[6] Deviations from the traditional format are acceptable if approved in advance by the Supervisory Committee and USF Tampa Graduate School
[7] Include either References or a Bibliography, as specified by your style guide

Part IV:  About the Author (required for
dissertations)

### Directed Research

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

### Manuscript Processing Fee

Students participating in the thesis/dissertation process are required to pay a processing fee.  If the student fails to complete the process within the semester, they are required to go through the process again and subsequently pay the Manuscript Processing Fee again.  More information is available on the Thesis and Dissertation website.
See USF Regulation USF4-0107,
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

### 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, submit their manuscript for processing again, and pay the manuscript processing fee again.  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

### 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..."[8]

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

1.  The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.

2.  In support of academic discourse and the mission to promote and share academic

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

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*

The complete policy regarding Duty to Disclose New Inventions and Works may be viewed at:

http://www.research.usf.edu/pl/0_300_INVENTIONS_WORKS.pdf

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

USF Regulation 6C4-10.012,
http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm

### *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 from the Office of the Registrar (http://www.registrar.usf.edu/search.php) or the student's college advising office. The application must first be certified (signed or stamped in the section, "Office Use Only") by the student's college. The college retains one copy, and the student must submit the remaining copies to the Office of the Registrar 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 the Tampa campus (despite location, i.e. may be located in St. Petersburg, Sarasota, Lakeland, etc., such as students in Marine Science) participate in commencement exercises on the Tampa campus.

## Diplomas

Diplomas are mailed to the student's permanent address approximately six (6) weeks after commencement. Students with a change of address need to fill out a change of address form at the Registrar's office. Questions regarding diplomas and degree certification should be directed to the Admissions and Records Office at 727-873-4142.

## 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 Associate Vice Chancellor for Research and Graduate Studes, 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.asp .

# 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 Admissions 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 Admissions 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 Registrar's website at http://www.registrar.usf.edu/.  Degree statements are posted approximately five weeks after the graduation ceremony.  Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

# Section 9
# Degrees and Concentrations

For the current list of authorized degree programs and concentrations, Accelerated Degree Programs, and Dual Degree Programs for the campuses throughout the USF system, go to www.grad.usf.edu

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

| | |
|---|---|
| 131 | Master's programs |
| 2 | Education Specialist programs |
| 39 | Doctoral programs (including the Ed.D., Au.D., D.N.P., M.D. and D.P.T.) |
| 16 | Accelerated programs  (see table below) |
| 9 | Formalized Dual Degree programs (see table below) |
| 234 | Concentrations at the master's level |
| 16 | Concentrations at the specialist level |
| 107 | Concentrations at the doctoral level |

New graduate programs and concentrations are constantly under development and may now be approved and available.  Check the website for recently approved programs and for information on which programs are currently accepting applications and which are currently closed for admission.

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**How to understand Degrees, versus Programs, versus Concentrations.**
The University offers a number of degrees (e.g. M.A., M.S., E.S., Ph.D., etc.) under which various programs (a.k.a. majors) are offered – for example *Biology*.  Concentrations are formalized areas of study available within the program  – for example *Conservation Biology*.

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 Nursing.  Currently the diploma lists only the degree (Master of Science).  However, program and concentration designations are both noted on the transcript. USF offers over 350 Concentrations within the 170+ Programs that are authorized.  For example:

> Adult Education
> (Curriculum and Instruction)     M.Ed.                    Education

  Would translate to:  M.Ed. in Curriculum and Instruction with a Concentration in Adult Education

M.Ed.                             = the name of the degree - "Master of Education"
Curriculum and Instruction        = the name of the program of study the degree is awarded in.
Adult 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. Depending on the college, the information may be listed under the concentration name (as is the case for the College of Education) or the program name (as is the case for the College of Arts and Sciences).

> Questions about degrees and concentrations may be directed to the Graduate School.

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# 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:**    Patricia White-Butcher
    pewhite@stpt.usf.edu

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

**College Dean**:    Frank Biafora
**Associate Deans:**    Mark Pezzo
    Lisa Starks

**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.) -
    Mass Communication (Concentration in Journalism and Medial Studies)

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

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

**Concentrations:**
n/a

**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 |

**Also offered as:**
Concentrations in:
Africana Studies (Offered in Tampa)
Humanities (Offered in Tampa)
Liberal Studies (Offered in Tampa)
Social and Political Thought (Offered in Tampa)

## CONTACT INFORMATION

| | |
|---|---|
| **College:** | Arts and Sciences at USF St. Petersburg |
| **Contact Information:** | Greta Scheid-Wells gscheidw@stpt.usf.edu (727) 873-4872 |
| **Program Director:** | Dr. Gary Mormino (727) 873-4872 |
| **Graduate Program Director:** | Dr. Ray Arsenault (727) 873-4555 |

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

**Graduate Studies Website:**
www.stpt.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, Fine Arts and Anthropology.

### 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 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 a comprehensive oral examination and a written examination covering three fields or concentrations.

All students in the Florida Studies Program will complete a thesis, generally 75 to 150 pages in length. Candidates will select topics with the approval of a thesis advisor. The thesis committee consists of the thesis advisor and two faculty members. 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 USF system Graduate School. For more information refer to the University Degree Requirements section or go to www.grad.usf.edu*). The defense is open to all faculty and graduate students.

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

# JOURNALISM AND MEDIA STUDIES AT USF ST. PETERSBURG

**Master of Arts (M.A.) Degree in Mass Communications with a Concentration in Journalism and Media Studies**

## DEGREE INFORMATION

**Program Admission Deadlines:**
|  |  |
|---|---|
| **Fall:** | March 15 |
| **Spring:** | October 15 |
| **Summer:** | March 15 |

| | |
|---|---|
| **Minimum Total Hours:** | 36 |
| **Program Level:** | Masters |
| **CIP Code:** | 09.0401 |
| **Dept Code:** | MCM |
| **Program (Major/College):** | COM AP |
| **Concentration Code:** | JOS |

## CONTACT INFORMATION

**Contact Information:**

| | |
|---|---|
| **Program Director:** | Dr. Tony Silvia |
| **Graduate Program Director:** | Dr. Deni Elliott |
| **Office Contact:** | Ms. Bridget Nickens (727) 873-4850 |

**Program Website:** www.stpt.usf.edu/journalism

**Graduate Studies Website:** www.stpt.usf.edu/spgrad

## PROGRAM INFORMATION

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

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

**Accreditation:**
Journalism 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) 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 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
See http://www.ugs.usf.edu/sab/sabs.cfm and www.stpt.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.A. degree program in Mass Communications: Journalism  is designed for students who are seeking advanced studies in preparation for professional and academic careers in mass communications.

**Program Admission Deadlines:**
| | |
|---|---|
| **Fall:** | March 15 |
| **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 |
| **Program Director:** | Dr. James Gore (727) 873-4825 |

**Program website:**
www.stpt.usf.edu/coas/espg/USFSP_ESPG_Home.asp

**Graduate Studies website:** www.spt.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 Graduate Program Advisory 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.

**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 348
St. Petersburg, FL 33701

**Web address:**
http://www.stpt.usf.edu/cob/index.htm
**Email:**          mba@stpt.usf.edu
**Phone:**          727-873-4MBA
**Fax:**            727-873-4192

**College Dean**:          Geralyn Franklin
**Associate Deans:**       James Strachan
                          Scott Geiger
**Graduate Director:**     Ryan Langan

**Accreditation:**
The M.B.A. in the College of Business is accredited
by the American Assembly 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 theses 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:**
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**

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## DEGREE INFORMATION

**Program Admission Deadlines\*:**
    **Fall:**       July 1
    **Spring:**   December 1
    **Summer:**  no admit

\*International Students should review International Admissions deadlines:
http://www.stpt.usf.edu/International/index.htm

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

**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:**

**Program Director:**  Mr. Ryan Langan
**Office Contact:**     Ms. Jennifer Burns
                    (727) 873-4MBA

**Program Website:**

www.stpt.usf.edu/cob/graduate_studies/index.htm

**Graduate Studies Website:**
www.stpt.usf.edu/spgrad

## 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 creations 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
      Technology and Innovation
      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 Program Director 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:**

Dynamics of Individuals and Technology in Organizations

Regulatory and Reporting Environments of Business

The Living Enterprise

Organizational Strategies for the 21$^{st}$ Century

The Evolving Global Economic Enviroment

Creating Community Leaders and Partners

**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 select two application tracks to develop detailed business plans for building their individual competencies and resumes.

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

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

# *Section 12*

## *College of Education*
## *USF St. Petersburg*

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

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

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

**College Dean**: Vivian Fueyo

**Accreditation:**
Commission on Colleges, Southern Association of Colleges and Schools, National Council for Accreditation of Teacher Education.

**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 not needing teacher certification. Students requiring teacher certification should consider the M.A.T. program.

**Concentrations:**
Elementary Education, Science and Mathematics

**Tracks:**
Elementary Education /ESOL: Dual Track
Elementary Education, Literacy and Curriculum

**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:** | Rory Morris Richardson rorym@stpt.usf.edu (727) 873-4273 |
| **Graduate Coordinator:** | Inna Ruefle inna@stpt.usf.edu (727) 873-4269 |

**Program Website:**
www.stpt.usf.edu/coe/leadership/index.htm

**Graduate Studies Website:** www.stpt.usf.edu/spgrad

### PROGRAM INFORMATION

The *Leadership for Results* 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 emphasizes 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.

### 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.
- B. Hold a professional teaching certificate.
- C. Have completed at least two years of teaching.
- 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 upper division student working for a baccalaureate degree, or
    - c. Shall submit a GRE General Test score.

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
EDG 6931  Technology and Data Analysis
EDG 6627  Foundations of Curriculum and Instruction
EDF 6492  Applied Educational Program Evaluation

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

**Area C:**
EDA 6106   Administrative Analysis and Change
EDA 6503   The Principalship
EDA 6192   Educational Leadership
EDA 6945   Administrative Practicum
                       Total credit hours

**Outcome Assessment Portfolio**
Students will create a portfolio developed from performance tasks across all courses in the program of study.  Program faculty will evaluate the portfolio.  Satisfactory completion of the portfolio is a degree requirement.  Effective Spring 2007, candidates will be expected to take and pass the Florida Educational Leadership Examination (FELE) before they are graduated.

**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 |

## 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 hope to 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.

## 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.

## CONTACT INFORMATION
| | |
|---|---|
| **College:** | College of Education USF St. Petersburg |
| **Contact Information:** | |
| **Graduate Faculty Advisor:** | |
| | Andy Reeves |
| | areeves@stpt.usf.edu |
| | (727) 873-4530 |
| **Graduate Coordinator:** | Inna Ruefle |
| | inna@stpt.usf.edu |
| | (727) 873-4269 |

**Program Website:** www.stpt.usf.edu/coe/dual/index.htm
**Graduate Studies Website:** www.stpt.usf.edu/spgrad

## DEGREE PROGRAM REQUIREMENTS
## PROGRAM OF STUDY

Core Courses (13 credit hours)
EDF 6481    Foundations of Educational Research
EDF 6120    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.

EDG 6931   Problem Solving for Elementary Teachers
EDG 3931   Geometry for Elementary Teachers
EDG 6931   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 an Application Track for ESOL (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:**

Deanna Michael
dmichael@stpt.usf.edu
(727) 873-4577

**Graduate Coordinator:** Inna Ruefle
inna@stpt.usf.edu
(727) 873-4269

**Program Website:**
http://www.stpt.usf.edu/coe/EnglishEducation.htm

**Graduate Studies Website:** www.stpt.usf.edu/spgrad

## PROGRAM INFORMATION

The *Leadership for Results* 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 emphasizes 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.

## 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 a GRE score. Must  meet  University  requirements  (see  Graduate Admissions) as well as requirements listed below.

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

**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
FLS 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 6931   Practicum in Elementary Education
EDF 6481   Foundations of Educational Research

FLE 5940   ESOL Practicum
EDG 6947   Final Internship

## GRADUATION REQUIREMENTS

Comprehensive Exam
Certification Exams: General Knowledge Test,
Elementary Education
K-6, Professional Education
Completion at the "fulfilled" level of the twelve Florida
Educator Accomplished Practices (FEAPs) in the
Collaborative Digital Network (CDN).

At graduation all credits used to satisfy requirements for
the Master's Degree must have been completed within 7
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.

# 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**

## 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
**Graduate Coordinator:**   Inna Ruefle
                      inna@stpt.usf.edu
                      (727) 873-4269

**Program Website:**
http://www.stpt.usf.edu/coe/EnglishEducation.htm

**Graduate Studies Website:** www.stpt.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.

## ADMISSION INFORMATION:

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

## ADMISSION REQUIREMENTS:

Applicants must have a bachelor's degree or equivalent from a regionally accredited university and teacher certification in an appropriate area.

At least a 2/5 grade point average for the four-year undergraduate degree, and for the last two years of the undergraduate degree, **and**

A grade point average of 3.0 or greater for the last two years of the undergraduate degree, **or**

A score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record Exam (GRE), **or**

A previous graduate degree from a regionally accredited university.

## 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 4
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: Action Research Project

# 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

**Graduate Coordinator:** Inna Ruefle
inna@stpt.usf.edu
(727) 873-4269

**Program Website:** www.stpt.usf.edu/coe/Graduate-EnglishEducation.htm

**Graduate Studies Website:** www.stpt.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 from Comprehensive Papers
Optional:  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

### 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:** | Margaret Hewitt Hewitt@stpt.usf.edu (727) 873-4531 |
| **Graduate Coordinator:** | Inna Ruefle inna@stpt.usf.edu (727) 873-4269 |

**Program Website:**
http://www.stpt.usf.edu/coe/reading/ReadingEd
**Graduate Studies Website:** www.stpt.usf.edu/spgrad

### PROGRAM INFORMATION

The 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. Successful completion on all sections of the CLAST (prior to June 30, 2002), or the General Knowledge Test, or a Florida Professional Educator Certificate is an entrance requirement for this program. Successful completion of the Professional Education exam or a Florida Professional Educator Certificate is necessary for 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.

### 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 grade point average for the last two years of their undergraduate degree.

A GRE score. Applicants with a grade point average of 3.0 or greater for the upper-level undergraduate courses need not submit GRE scores.

Successful completion of all portions of the CLAST taken before July 2002, General Knowledge test after July 2002 or a GRE score of 1000 or greater.

### DEGREE PROGRAM REQUIREMENTS

**Leads to initial certification (for teachers certified in Elementary, ESE, Early Childhood):**

Process Core:
EDF 6481   Foundations of Educational Research

Current Trends in Specialization:
LAE 6316   Trends in Literature in a Diverse Society

Content Specialization:
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):**

Undergraduate Pre- or Co-Requisites:
RED 5240  Foundations of Differentiated Reading
Instruction
RED 4511 Linking Literacy in Childhood Education or
LAE 6415 Literature and the Learner

Process Core:
EDF 6481 Foundations of Educational Research
EDG 4620 Curriculum and Instruction

Current Trends in Specialization:
LAE 6316 Trends in Literature in a Diverse Society

Content Specialization
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 non-certified students:**

Undergraduate Pre- or Co- Requisites:
RED 5240  Foundations of Differentiated Reading
Instruction
RED 4511 Literature in Childhood Education or
LAE 6415 Literature and the Learner

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

Current Trends in Specialization:
LAE 6316 Trends in Literature in a Diverse Society

Content Specialization
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 action research project
Candidates must take and pass all sections of the Florida
Teacher Certification Exam in Reading.

**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@stpt.usf.edu
(727) 873-4573

**Graduate Coordinator:** Inna Ruefle
inna@stpt.usf.edu
(727) 873-4269

**Program Website:**
www.stpt.usf.edu/coe/special/mat.htm

**Graduate Studies Website:** www.stpt.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
Contact the academic program advisor for the Teacher for All Children (TAC) program.

## 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

## 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**

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## 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@stpt.usf.edu
(727) 873-4573
**Graduate Coordinator:** Inna Ruefle
inna@stpt.usf.edu
(727) 873-4269

**Program Website:**
www.stpt.usf.edu/coe/special/mat.htm

**Graduate Studies Website:** www.stpt.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 where in the program may be completed in 2 summers and 3 academic semesters.
Action Research: Where 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.

## 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).

5. A letter of application that addresses why the candidate desires to pursue a master's degree in special education.

6. At least two (2) letters of recommendation, one from a person who has seen the candidate teach and/or work with children and you and the other from an administrator or supervisor.

## 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 6931 Teaching Mathematics in Special Education Programs
EDG 4012 Introduction to Standards Based  Education
RED 5240 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

**Graduation Requirements:**
Completion at the "fulfilled" level of the twelve Florida Educator Accomplished Practices (FEAPs) in the Collaborative Digital Network (CDN).

Students must take and pass all sections of the FCTE before graduation.

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

# *Section 13*
# *Graduate Course Information*

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<span style="color:red">**To view the Course Listing with Course Descriptions, see Section 14.**</span>

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              Laboratory
                                      Content              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.