Graduate Student Handbook – Doctoral

Revised for 2023 – 2024

Graduate Support Office – EDU 320

College of Education

University of South Florida

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Preface

The purpose of the College of Education Graduate Handbook is to assist graduate students to better understand the processes associated with graduate education in the College. This handbook does not replace University requirements delineated in the USF Graduate Catalog. It is intended to complement the Catalog.

Graduate students should be knowledgeable about requirements stipulated in the USF Graduate Catalog as well as the College of Education (COEDU) Graduate Handbook. Individual programs may have requirements that exceed those listed in these documents. Students are required to meet all University, College and specific program requirements.

Please note: While COEDU program advisors, directors, Department Chairs and Deans are available to help the student meet these requirements, it is the student's responsibility to make sure that they have met all degree requirements as specified in the Degree Requirements section of the Graduate Catalog, as well as any College and Program requirements for the degree. The USF Graduate Catalog is available online at the USF Office of Graduate Studies website: https://www.usf.edu/graduate-studies/

More information about College of Education policies and procedures can be found online on the COEDU Graduate Degree Programs website: https://www.usf.edu/education/graduate/index.aspx. Many departments also have handbooks that outline policies and procedures unique to the program. Please refer to these documents for program-specific information. Please note that University, College of Education, and individual program requirements are stated always as minimum requirements.

Students should always review official university documents and collaborate with an assigned program coordinator or advisor prior to making academic decisions, as program and/or course requirements are subject to change for numerous reasons including state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

In addition to the University's regional accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), the College is accredited by the Council for the Accreditation of Educator Preparation (CAEP) for the preparation of P-12 educators. The College of Education's initial teaching certification programs are approved by the Florida Department of Education to confer state licensure/endorsement. Additionally, the School Psychology Program is accredited by the American Psychological Association Committee and is recognized by the National Association of School Psychologists, and the Counselor Education Master's Program is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

College of Education Mission, Vision & Values

COEDU Mission

To provide exemplary academic, economic, and socially just experiences that transform lives and educational systems.

COEDU Vision

Transforming our complex global society through innovative education and groundbreaking research.

Our values:

- Equity and justice are guideposts in our communications and commitments to communities historically and/or currently under-served by education, educators, and educational systems
- Healing and sustaining global and planetary wellbeing are within our purview as educational transformation occurs within these broader educational contexts
- Diversity of backgrounds and perspectives are gathered, respected, and utilized to inform our decisions
- Learning with regional, national, and international partners

Student Rights & Responsibilities

Student Rights

- You have the right to considerate and respectful attention with appreciation for individual dignity, protection of privacy and appropriate confidentiality of information.
- You have the right to a prompt and reasonable response to questions.
- You have the right to know what student support services are available in the college and university.
- You have the right to know what rules and regulations apply to you as a student in the College of Education at USF.
- You have the right to obtain accurate and current information concerning your educational status.
- You have the right to be informed about the grievance protocols in the College of Education.

Student Responsibilities

- You are responsible for upholding the ethical standards of the University of South Florida and following the rules and regulations regarding student conduct as published in the university documents, catalogs, and handbooks.

- You are responsible for being aware of the information published in the USF and College of Education handbooks and catalogs.
- You are responsible for treating your peers, support staff and faculty with courtesy and respect.
- You are responsible for meeting all deadlines.
- You are responsible for providing accurate and complete information and reporting unexpected changes in your status or intentions regarding your planned program.
- You are responsible for seeing that all needed documents and transcripts are received by the Registrar's Office.
- You are responsible for making it known if a course of action or expectation is not understood.
- You are responsible for consequences that may result if you do not follow your recommended program of study.

Most Frequently Used Links:

University of South Florida Websites

2023-2024 USF Graduate Catalog

2023-2024 Important Dates and Deadlines

Catalog - General Academic Policies and Procedures – Includes student enrollment requirements, grading system, probation/withdrawal information, and more.

USF Graduate Admissions

Office of Graduate Studies Homepage

Graduate Student Forms – All student forms that are submitted to the Office of Graduate Studies and/or the Registrar's Office. Course transfer forms, change of major/concentration forms, graduate petitions, fee adjustment forms, etc.

Electronic Thesis & Dissertation Resource Center – All students completing a thesis or dissertation will be required to submit their work through the USF ETD website. Includes submission deadlines for the current semester, details about each step of the ETD submission process, and more.

Graduate Certificate List

USF Financial Aid Services and Scholarships

USF College of Education Websites

College of Education Homepage

COEDU Graduate Degree Programs – Links to the homepage of every graduate program within the college.

COEDU Graduate Student Resources – Information for graduate students separated by program level, along with general enrollment information.

Graduate Support Office Homepage

College of Education Scholarships and Grants

Graduate Admissions Information

Please consult the Admissions and General Information sections of the current USF Graduate Catalog for University requirements for admission to graduate programs. Check also with your prospective program for additional admissions requirements and more information on College of Education policies and procedures.

Prospective students who want to learn more about the College of Education's graduate programs, pathways to state teaching certification, and career opportunities in the greater Tampa area should contact the COEDU Graduate Recruiter Joycelin Bruno at joycelin@usf.edu.

Time Limitations

Doctoral degrees must be completed within seven (7) years from the student's date of admission for graduate study. All courses applied to the doctoral degree must be completed within ten (10) years, including courses taken prior to admission to the doctoral major, as non-degree seeking, or from other institutions. There is no time limitation for courses from a completed master's degree used toward a doctoral degree. Doctoral students will typically reach candidacy within four years, but this may vary by discipline.

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified above but needs more time to complete the degree, the student may submit a request for an extension using the Time Limit Extension Request Form, also available on the Office of Graduate Studies website.

Requests must include

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

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

If approved, the time limit extension applies to the catalog year curriculum requirements used to meet the degree, with the exception of those transferred in or from completed degree programs. As stated above, coursework ten years or older at the time of graduation will require course currency. However, majors may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

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

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

Course Currency

All courses, except for those approved for Transfer of Credit, should meet the time limit specified for the degree and be academically relevant as determined by the faculty in the graduate major. Courses used for the graduate degree requirements can be no more than ten (10) years old at the time the degree is conferred.

In the event that course currency is required, a Course Currency Form should be submitted (including original and current syllabi for the course in question) for each course in need of currency. Any Course Currency forms must be submitted to the Graduate Support Office to certify students for graduation.

Academic Policies and Regulations

Please be advised that minimum requirements for initial admission and registration in a graduate program may change from one Catalog year to the next. Students will be held to the most recent academic standards and requirements for admission and registration; see the Catalog website for the most up-to-date information.

Registration Information

To register for classes, students must first login to the MyUSF portal using their Net ID and password (https://netid.usf.edu) and choose OASIS from the Resource menu. Current course offerings and registration requirements are listed in the Student Schedule Search. Note that some courses may require permits from the department/college for registration.

On-Time Registration and Tuition Payments

Students must register for the upcoming term by 5:00 pm the Friday before the semester starts in order for their registration to be considered on time. Registering after this point will result in a $100 Late Registration Fee.

Tuition payments for graduate-level courses are due by the fifth day of the term for students that have not been given a deferment. Students who do not have a tuition deferment and fail to pay by the end of add/drop week (first week of classes) will be considered overdue and will be assessed a $100 Late Payment Fee. Students have until the deadlines listed on the Registrar's website to pay all tuition and fees or they will be cancelled from classes.

If cancelled, students are removed from class rosters, lose Canvas access, and a Late Registration Fee of $100 will be assessed. Students who have a Financial Aid Tuition Deferment, Veteran's Deferment, Florida Prepaid Plan, or a graduate assistant tuition waiver will not be subject to cancellation. See the Late Registration section for details on how to re-register for any cancelled classes.

Medical Requirements for Registration

See University Immunization Policy, USF Regulation 33-002: https://usf.app.box.com/v/usfpolicy33-002

Blank forms and requirements for registration can be found on the Student Health Services website: http://www.usf.edu/student-affairs/student-health-services/immunizations/index.aspx

Per USF Policy 33-002, it is mandatory for USF students to submit all required immunization documentation and/or the completed Medical History Form prior to course registration. Course registration will be restricted until you have fulfilled this requirement.

1. Measles & Rubella Immunity (Required)
    - Submit proof of 2 MMRs given after 1st birthday, or
    - IgG quantitative lab report (performed within last 5 years). Lab report must include the results and reference range.
2. Hepatitis B Immunity (Recommended):
    - Show proof of immunity to Hepatitis B by providing 3 vaccine dates or
    - Quantitative Lab report or

- Waive this recommended vaccine through your student OASIS or MyBullsPath account or on the USF Medical History form.

3. Meningitis Immunity (Recommended):
    - Submit proof of Meningitis vaccination administered after 16th birthday or
    - Waive this recommended vaccine through your student OASIS account or MyBullsPath or on the USF Medical History form.
4. TB Screening: Per USF Policy 33-003, Tuberculosis Screening is required for all students who use an international address at the time of application. Screening must be done within 6 months prior to the 1st semester you physically attend classes on any of the USF campuses.

If you are missing any vaccine and/or labs, please contact your current healthcare provider or schedule an Immunization Compliance Appointment by clicking here.

Document Upload (vaccination records, minor consent forms)

Contact Student Health Services here or at 813-974-4056, Monday through Friday from 10:00 am to 4:30pm.

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, the student may not be allowed to register for courses, receive a transcript, or receive their diploma. A list of current holds and how to resolve them is available on the Office of the Registrar's website (https://www.usf.edu/registrar/services/holds.aspx). Students placed on administrative hold should review their hold in OASIS to determine which office placed them on hold status and how to clear obligations with each respective office. To clear any financial obligations and related holds, please visit the University Cashier's Office.

Mandatory First-Day Attendance Policy

All students are required to attend class the first day a class meets, for both online and in person courses. Students unable to attend must contact the instructor prior to the first day to ensure they are not dropped from the course. This policy is not applicable to courses in the following categories: Educational Outreach, FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as directed research hours, thesis/dissertation hours, internships, etc.).

Please note that graduate students are not dropped automatically for non-attendance on the first day. If you do not formally withdraw in OASIS, you could be charged for the class. Students are responsible for dropping any undesired courses by the end of the fifth day of classes to avoid fee liability and academic penalty.

Late Registration

Degree-seeking students who do not register prior to the first day of classes may register late the first week of the semester. A Late Registration Fee of $100 is charged during this week (refer to the Registrar's Important Dates and Deadlines page for specific dates). To avoid cancellation of registration, fees and tuition are due and payable for all registered courses on the fifth day of classes (the end of drop/add week). Students are responsible for verifying the accuracy of their course registration before the end of the drop/add period. 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 students are dropped from courses after drop/add week for financial reasons (non-payment of tuition) and do not wish to make changes to their registration, they may submit a Re-Add Request to the Registrar's office. Students will have to pay both the $100 Late Registration Fee and $100 Late Payment Fee in OASIS before submitting the Re-Add Request. Once all outstanding balances are cleared and the form is approved, students will be added back to their courses. Some courses require instructor approval for students to be re-added. See the Registrar's website for more details. If students need to add/drop credit hours or change their registration in any other way, they will need to file a Graduate Petition.

Graduate Petition

Any changes to the student's registration made after the end of Add/Drop Week will require the use of the Office of Graduate Studies Graduate Petition. This includes adding or dropping courses as well as changing the number of credit hours a student is registered for a course. Graduate petitions will not be processed if an administrative hold exists on the student's account.

Students will need to complete the petition form with their course and degree information along with a justification statement for their request. The student must obtain signatures from the instructors of courses they are trying to add and/or drop and the Department Chair of the course(s) in question. Once the Department Chair has signed, the Graduate Petition must be submitted to the Graduate Support Office (EDU 320) for the college's approval and signature. After the Graduate Support Office has processed the petition, it will be forwarded on to either the Registrar's Office or the Office of Graduate Studies as applicable for processing. Students should check their OASIS account for updates on the status of their petition, including final approval or denial by the Registrar's Office.

If students are filing a petition to add or drop individual courses after Add/Drop Week, the petition should be submitted as soon as possible, but no later than the end of the tenth week of classes. After the end of the semester, students may only file a petition if they need to completely withdraw from all coursework in that

semester. Students cannot join or withdraw from individual courses after the ten-week deadline. Graduate petitions for complete withdrawal must be submitted within six (6) months of the end of the semester in question.

The student's academic record will reflect a W grade for any course(s) withdrawn between the second and tenth week of the semester. Filing a petition may result in late registration and/or late payment fees and students will still have financial liability for any courses dropped or added. After the Graduate Petition is formally approved, students may file for reimbursement using the forms listed below:

- Students may file a Fee Adjustment Form if they need to have tuition and fees reimbursed after withdrawing from courses during the semester. Criteria for a tuition refund are listed on the form and students must provide appropriate documentation when they submit the request. Students must apply within six (6) months from the end of a semester to be eligible for a refund. See the Academic Standards and Grades section for more information about voluntary withdrawal.
- A Late Registration Fee Waiver Request is used if a student registers late for courses due to extenuating circumstances and wishes to appeal the Late Registration fee. Similar to the Fee Adjustment process, students must meet specific criteria and provide appropriate documentation when they submit a Late Registration fee waiver. The request must be submitted within six (6) months of the semester in question.
- Fee Adjustment and Late Registration forms can be sent directly to the Registrar's Office for processing; students do not need to route them through the Graduate Support Office.
- Students may have courses deleted from their transcripts only if they were enrolled in the class through documented University error. Fees are automatically reimbursed upon approval of a course deletion; however, approval is granted only when a university error can be clearly documented.

Retroactive Actions

Requests for retroactive action (making changes to enrollment after the end of a semester) will not be considered for approval. This includes petitions to drop a course after the last day of classes in the current semester. Except in cases of administrative error, the student's academic record is locked once their final semester has ended.

Academic Integrity

USF Regulation 3.027: To read the entire Regulation, go to https://usf.app.box.com/v/usfregulation3027. Please note the sections that specifically pertain to graduate students.

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

Graduate students will be held to the standards provided for Graduate Studies if those students are admitted to a graduate degree program or certificate, or for any student taking graduate level courses. The final decision on an academic integrity violation and related academic sanction at any USF System member institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution.

Disruption of the Academic Process

Reference USF Regulation 3.025: https://usf.app.box.com/v/usfregulation3025

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida (USF) Student Code of Conduct, any person may make a direct referral regarding student conduct to Student Conduct and Ethical Development (SCED) at any time for a conduct review and possible university-wide sanction. This Academic Disruption Regulation provides the steps an Instructor may take to immediately address a student disrupting a class or academic setting including restricting a student from class, assigning an academic sanction or other immediate sanction. This is considered an Academic process and provides for academic sanctions. An Instructor may/must make additional referrals to SCED for a more comprehensive review and additional conduct sanctions which are considered separate from the Academic process.

Student Academic Grievances

Reference 10.002 USF Student Academic Grievance Procedure: https://usf.app.box.com/v/usfpolicy10-002. For matters that are not academic in nature, reference USF 30-053 Student Concern Processes Policy: https://usf.app.box.com/v/usfpolicy30-053

The purpose of this Policy setting forth an Academic Grievance Process (AGP) 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.

Review of the facts and events pertinent to the cause of the academic grievance 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. Students must be advised of the Triggering Academic Decision and have a right of at least one level of review to ensure the Triggering Academic Decision did not violate a USF Regulation or Policy. This process may be used by Colleges from inception to final university decision or to supplement a College's internal processes.

In the case of Academic Integrity violations, the appeal or grievance of a decision or academic action regarding Academic Integrity is contained in USF Regulation 3.027 (Academic Integrity of Students) and that Regulation has a review process that may be followed in place of the AGP at the discretion of the Academic Unit Representative. In the event it is unclear which review process is most applicable, the Academic Unit will determine the process and advise the student accordingly.

When a student and an instructor cannot agree on a final grade on an individual assignment or in a course, the student may take the issue to the program coordinator and department chair. If meeting with the department chair yields no resolution, it is within the student's rights to seek a formal grievance with the College of Education. Faculty from the College of Education will follow procedures outlined in the Academic Grievance policy linked above.

Graduate Catalog

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

Student's Major Degree Requirements

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

- Students cannot choose a USF Catalog published prior to admission (or readmission) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of Catalog is limited to the USF Catalog in effect at the time of readmission or any one Catalog published during their continuous re-enrollment.

- Students who change majors must meet the degree requirements of the Graduate Catalog in effect at the time of the change to the new Major, except for allocations to choose a later catalog, as provided in this policy.
- If state law or certification requirements change, the student must comply with the most current standard or criteria.
- If the College, School, or Department makes fundamental changes to the major that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Office of Graduate Studies.
- USF policies and procedures not related to degree requirements such as academic grievance procedures, student conduct code and other procedural processes and definitions may be updated each year, and the student will be held to the most current catalog and procedures available.
- USF does not commit itself to offer all the courses 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 major to ensure that the student is not penalized. Core courses and required courses for the Major should not be substituted, and may only be substituted with approval from the College and Dean or Designee of the Office of Graduate Studies.

Student Status

USF Full-Time Student Definition:

Students taking a minimum of nine (9) hours toward their degree in the fall or spring semester, or taking a minimum of six (6) hours in the summer semester, will be classified as Full-Time students for academic purposes. Students may not take more than eighteen (18) graduate hours per semester without prior written approval by the College.

- Students receiving financial aid should confirm enrollment requirements with the Office of Financial Aid at https://www.usf.edu/financial-aid/enrollment-status.aspx. Students receiving Veteran's Administration benefits should confirm their enrollment requirements with the Office of Veteran's Success or the Veteran's Coordinator.

Enrollment Requirements

Please be advised that minimum requirements for enrollment may change from one Catalog year to the next. Students will be held to the most recent academic standards and requirements; see the Catalog for the most up-to-date information.

Validation of Admission

Graduate students must validate their admission by registering for at least one course during the semester in which they are formally admitted to the University and maintaining that registration through the first week of classes. Students who do not validate their admission may contact the Graduate Director and request a Deferment of Admission. A deferment request must be made in writing within twelve (12) months of the initial requested entry date and before the major's application deadline for the new term. If a request for Deferment of Admission is not activated within the 12 months, students must submit a new admissions application and fee for future consideration.

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 six (6) hours of graduate credit every three (3) continuous semesters. Courses that receive a "W" grade do not fulfill continuous enrollment requirements. Colleges and majors may have additional requirements. Students on an approved Leave of Absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been Admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement. See also the Time Limitations Policy. *Note: the six hours may be taken as 2/2/2, or 3/0/3, or 6/0/0, etc. Take any three sequential semesters and the total for the three must add up to six hours.*

Enrollment during Qualifying Exams and Admission to Candidacy

During the term in which students take the Doctoral Qualifying Exam, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of two (2) hours of graduate coursework in the semester of admission to doctoral candidacy.

Dissertation Hours

To maintain active student status, students working on a dissertation must enroll for a minimum of two (2) hours of dissertation work every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies. Dissertation hours may apply to the Continuous Enrollment Requirement. Receipt of financial aid or a fellowship/scholarship will require full-time enrollment*. Colleges and majors may have additional requirements. *Note: students cannot be enrolled in thesis and dissertation at the same time.*

** Refer to the Financial Aid Enrollment policy for more information.*

Enrollment during Semester of Final Dissertation Defense

Students must be enrolled for a minimum of two (2) thesis/dissertation hours during the semester that the dissertation is defended and in the semester in which the dissertation is submitted for the format check, usually the semester the student intends to graduate.

Enrollment during Semester of Dissertation Submission

Students must be enrolled for a minimum of two (2) thesis/dissertation hours during the semester that the dissertation is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have their dissertation approved and therefore may not be certified for graduation.

Enrollment during Semester of Completion of Degree Requirements

Students must be enrolled for a minimum of two (2) graduate hours during the semester they complete their degree requirements. *Note: Students who complete all degree requirements within their last semester, but who did not apply for graduation, please contact the Office of Graduate Studies - grad-liaisonmail@usf.edu - for instructions on how to proceed.*

Enrollment for Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Dean of the Office of Graduate Studies. Students on an approved Leave of Absence are not permitted to serve as a Teaching or Research Assistant while on leave.

Reinstatement and Re-application for Admission Policies

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period (3 consecutive semesters) is automatically placed in non-degree seeking/inactive status (refer to the Continuous Enrollment Policy). Students must be reinstated or re-admitted to the Major to continue their studies. Both of these are at the discretion of the Major and are not guaranteed. These policies do not apply to students who have been academically dismissed from the University for Academic Dishonesty.

For students that have gone inactive due to non-continuous enrollment, there are two options for re-enrollment: Reinstatement and Readmission.

Reinstatement

Students who have not exceeded their time limit for degree completion may apply for reinstatement, using the Graduate Major Reinstatement Form. A Program of Study, including benchmark information, must be submitted with the request.

Requests for Reinstatement should be submitted at least one semester prior to the semester the student intends to return and must be within the original admission term time limit to degree completion.

- Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
- Students who were in Doctoral Candidacy will need to submit a Readmission to Candidacy form with their Reinstatement request to remain in candidacy status. See Doctoral Candidacy section on the next page for more details.
- Students who are reinstated may choose the original or any subsequent Graduate Catalog.
- Students may be reinstated in any semester.
- Students must enroll in the first semester after the reinstatement is approved (no specific credit hour requirement).

If students are nearing the end of their time limit for degree completion, they may be required to file a Time Limit Extension request once their application for Reinstatement has been approved. Time Limit Extensions are valid for a maximum of two (2) years from the date of the request.

Re-application for Admission

Students who have exceeded their time limit for degree completion and/or course currency limits (i.e., ten years from their initial admission date in the graduate major) must re-apply for admission. This will require completion of all degree requirements as posted in the Graduate Catalog in effect at the semester of re-admission, including elements such as the qualifying exam, admission to candidacy, and dissertation work. Students who have been Academically Dismissed from the University for academic dishonesty may not re-apply to any USF graduate program.

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

- Graduate Application: in order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials by the application deadline for the major.
- Admission Requirements: Students must meet the Admission Requirements posted in the Graduate Catalog for the Major to which they are reapplying.
- Test Scores: The College may require new test scores (GRE, GMAT, TOEFL, etc.) and official academic transcripts.
- Catalog Year: Students who are readmitted must meet the admission standards, degree requirements, and policies in the Graduate Catalog in effect at the time of readmission.
- Prior Coursework taken at USF: Coursework taken at USF prior to readmission may be accepted toward the degree requirements at the

discretion of the Department or College. Refer to the Course Currency Policy for time limits on coursework applied toward the degree. Students may be required to take new coursework. The decision to accept courses previously transferred to USF and applied toward the degree is at the discretion of the Department and/or College.

- Enrollment: A decision to readmit is only applicable to the semester for which it is effective. Students who do not enroll for that term will have to resubmit an application for any future semester. The readmission policy does NOT apply to inactive students wishing to enroll in a Major other than the original admitting Major. These students must submit an application for the new major of interest. Transcripts of any work completed while not attending a USF Institution may be required.

Program advisors in the new Major/Program will evaluate the student's transcript to determine if any of their previous coursework may be transferred in as part of the readmission process (note: only structured courses may be considered for transfer; see Transfer of Credit Policy). Any transfer credits will require documentation of course currency through a syllabus-by-syllabus comparison.

Doctoral Candidacy: Students reapplying or reinstating to a doctoral major who were previously admitted to doctoral candidacy will be required to retake the Doctoral Qualifying Exam and be formally re-admitted to Candidacy. Students who are readmitted to their program must be enrolled one semester before the Candidacy status can be reactivated. In the first semester following readmission, the student should complete and submit the Readmission to Doctoral Candidacy Form to the Office of Graduate Studies to be returned to candidacy status. Once Candidacy is established, the student must begin to register for dissertation hours, as specified in the Enrollment Policy.

Leave 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 a minimum of three (3) consecutive semesters up to a maximum of six (6) consecutive semesters (2 academic years). Students requiring less than 3 consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

To request a Leave of Absence, the student must complete the Graduate Leave of Absence Form available from the Office of Graduate Studies website. The LOA request must be approved by the Major Professor, the Graduate Director, the College, and the Office of Graduate Studies, and is noted in the student's record. Leave of Absence requests should be submitted no later than the semester prior to the requested leave; students cannot have leave applied to the semester they are currently enrolled in. If the LOA is granted, the time absent does not count against

the student's time limit to obtain the degree. Students with an approved LOA must be enrolled in the first semester after the approved LOA expires.

Students returning from approved leave must reactivate their status by contacting the Office of Graduate Studies for procedures. While on an approved Leave of Absence, students are not permitted to use any University student services, conduct dissertation research, or serve as a USF instructor or teaching assistant.

Auditing of Courses

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 a Course Audit Form with a date-stamped permit from the college/department on the campus where the course is being offered. Audit forms should be submitted to the Office of the Registrar. IN-STATE fees are assessed for all audit courses. The form for requesting to audit is available on the Office of the Registrar's website (http://www.registrar.usf.edu/).

Note: Audited courses **cannot** be used to satisfy degree requirements.

Transfer of Credit (From Institutions External to USF)

With the approval of the graduate major, college, and Office of Graduate Studies, students may transfer into their graduate major graduate-level structured coursework taken at other institutions of higher learning. Individual Graduate Majors may have more restrictive requirements.

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail or Satisfactory/ Unsatisfactory grades are not eligible for transfer. Grades from courses taken at other institutions are not calculated in the USF GPA, although the courses are listed on the transcript and the credit hours are reflected in the total hours earned.
- Dissertation work, Directed Research, Independent Study, and other courses taught one-on-one may not be transferred in, but must be completed at USF.
- May transfer in up to 50% of a given graduate major's total minimum hours as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. Note – the 50% maximum transfer limit includes **both** external Transfer of Credit and Internal Application of credit.
- Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in

common across both majors may be waived with the substitution of other approved coursework at the discretion of the graduate advisor. For students entering a doctorate after completion of a master's degree, departments may count up to 50% of the structured graduate credits from the master's toward the post-baccalaureate requirements for the doctorate. The courses must be individually evaluated and transferred in. Block transfers are not permitted.
- Transferred courses must not be older than ten years at the time of graduation or course currency is required.
- External course transfer requests must include an **official** transcript from the student's prior institution. Any unofficial transcripts will not be accepted.

Application of USF Credit (Internal Transfer)

Up to 50% of graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better taken as a student at USF may be applied toward a Doctoral degree, provided the courses are required for the major and have not been applied to any other graduate degree. Department approval is required. Other standards for internal credit transfer are as follows:

- The 50% transfer limit is calculated based on the total minimum hours of the major as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major.
- Courses must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the major.
- Unstructured courses and courses with Satisfactory/Unsatisfactory (S/U) grades (such as thesis/dissertation hours, independent study or research, etc.) are not eligible for application of credit. Grades from all courses taken at USF are calculated in the GPA and are noted on the transcript (even if they are not being applied to a current graduate degree).
- Courses must not be older than ten years at the time of graduation or course currency is required.
- Internal course transfer requests must include a copy of the student's unofficial USF transcript.

Any coursework completed at USF that is applicable to the student's major may be applied in the following situations, pending approval of the graduate major, College, and Office of Graduate Studies.
Only structured graduate courses, with a grade of B (3.00) or better and are applicable to the major, will be transferred in when taken as

- an undergraduate student, and were not used as part of the undergraduate degree requirements

- a non-degree seeking student, including courses used for a Graduate Certificate (with department approval)
- a degree-seeking student, where the student is approved for a Change of Major to another graduate major. Any coursework that the student wants counted towards the new major must be listed on the Change of Graduate Major Application or it will not be transferred.

Students in an existing major who drop to non-degree seeking status and seek readmission to the same major do not qualify for course transfer eligibility.

Approval Process and Deadlines for Transfer of Credit

The Graduate Course Transfer Form is used to transfer both external and internal graduate coursework into a student's degree-seeking program. Acceptance of transferred credit hours requires submission of the Graduate Course Transfer form (with required transcripts) and approval of the:

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

The Graduate Major/Department will be responsible for evaluating, approving, and initiating the transfer using established criteria to ensure academic integrity of the coursework. The department Academic Program Specialist will send the Course Transfer request to the Graduate Support Office (EDU 320) for review before it is submitted to the Office of Graduate Studies for approval. Any Course Transfer forms must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.

Academic Standards and Grades

Please be advised that the minimum University requirements for degree completion, including the graduate grading scale, may change from one Catalog year to the next. Students will be held to the most recent academic standards and requirements; see the Catalog website for the most up-to-date information.

Minimum University Requirements

In Good Standing - To be considered a student “in good standing”, graduate students must:

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

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

Grade Point Average (GPA)

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

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

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

Graduate Grading System

Plus/Minus Grading: 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 at: https://usf.app.box.com/v/usfpolicy11-008

Letter grade = number of grade points

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

D+	1.33
D	1.00
D-	.67
F	0.00
E	Course repeated, not included in GPA
FF	Failure due to academic dishonesty (Graduate Students who receive an FF will be subject to academic sanctions, including possible Suspension, Dismissal, or Expulsion from the University and depending on the status, will not be eligible to apply to any graduate program at USF. See section on Academic Integrity of Students for more information.) *
IB	Incomplete, grade points not applicable
IC	Incomplete, grade points not applicable
ID	Incomplete, grade points not applicable
IF	Incomplete, grade points not applicable
M	Missing grade/no grade reported by instructor, grade points not applicable
N	Audit, grade points not applicable
S/U	Satisfactory/Unsatisfactory, grade points not applicable
W	Withdrawal or drop from course without penalty, grade points not applicable
WC	Withdrawal for extenuating circumstances
Z	Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable

** FF grades appear on the unofficial transcript only; on the official transcript, they display as "F."*

Satisfactory/Unsatisfactory (S/U) Grades

Graduate students may not take courses in the major on an S/U (satisfactory/ unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on an S/U basis with prior approval of the course professor, major professor or program 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 courses taken outside of the major for S/U credit toward a graduate degree. Courses with a final grade of S or U will not be factored into the GPA even if students have successfully completed all course requirements. Directed Research and Thesis/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 involved, setting forth in detail the requirements of the course.

Incomplete (I)

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

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

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

The student must request consideration for an incomplete grade and obtain an "I" Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course. The instructor must file a copy of the "I" Grade Contract in the department that offered the course and submit the initial I grade through e-Grades by the date grades are due.

The instructor must not require students to either re-register for the course or audit the course in order to complete the "I" grade. Students may register to audit the course, with the instructor's approval, but cannot re-take the course for credit until the I grade is cleared. The instructor will be required to complete the "I" Grade Contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar.

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

Example:

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

Deadline Agreed Upon in Contract (e.g., two weeks):*
If the student completes the work as agreed upon in the Contract by the noted deadline:

- the instructor of record will submit a change of grade in e-Grades
- student earns final grade comprised of all completed coursework

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

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

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

Missing (M)

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

Continuing Registration Grades (Z)

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

Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be processed after the student has graduated

except in the case of university error. Procedures requiring petitions are processed through the Office of Graduate Studies.

Academic Probation

Any student who is not in good academic standing at the end of a semester shall be considered on probation as of the following semester. The College or Major may also place students on probation for other reasons as designated by the College or Major. The academic probation process is automated in Banner; if a student's GPA falls below 3.00 at the end of the term, the student is automatically placed on Academic Probation P1 once final grades are posted. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation, OR
3. Dismissal from the Major (See Academic Dismissal Policy)

Students on probation may only enroll in graduate courses (6000-7000 level) that are part of the approved major requirements as specified in the Graduate Catalog. Students with a GPA below 3.00 for two consecutive semesters (Academic Probation P2) will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time.

Voluntary Withdrawal

A student may withdraw from their Major/Program and all current coursework without grade penalty by the semester deadline for withdrawals, available on the Registrar's Important Dates and Deadlines page. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the last day of the last class that the student attended. Students who wish to withdraw must submit a Voluntary Withdrawal Form, available from the Office of Graduate Studies website. Once processed, the student's status will be changed from Graduate Degree-Seeking to Inactive. Students who withdraw may not continue to attend classes.

The student will remain financially and academically responsible for any course(s) for which they have registered for the semester in which they withdraw from the Major. If the student meets the requirements for a Fee Adjustment, they can file a Fee Adjustment Request for a tuition refund once they withdraw from coursework. See the Graduate Petition section for more about Fee Adjustment Requests.

Academic Renewal

Academic renewal is the process whereby degree-seeking students admitted to a new major/program may request that previously completed courses not be counted in the calculation of their cumulative USF grade point average (GPA). At the graduate level, academic renewal may apply when a student changes majors or degree levels, with the exception that specific graduate programs require every course attempted and grade assigned to the student to be considered in the application process. Only courses that have not been used for a completed degree and have been approved for internal transfer of credit may count toward the requirements of the new major. Non-degree seeking students are not eligible for Academic Renewal.

Academic Renewal will only be applied to the degree-seeking student's record one time per degree level at USF and may affect the student's financial aid, Tuition Assistance, use of Veterans Educational Benefits, or student visa status. The entire academic record will continue to be reflected on the official transcripts even though courses selected for Renewal are not counted in the USF GPA. Academic Renewal is not an option for students to use to eliminate a poor grade in a course. Refer to USF Policy 10-075 for full and specific information.

Please note: in the College of Education, Academic Renewal cannot be applied if a student is only changing their degree concentration (e.g., changing concentrations within a Curriculum & Instruction program). Students must completely change their major or switch to a lower degree level to be eligible for Academic Renewal.

Academic Dismissal

Students may be academically dismissed from their graduate major for a variety of reasons. Once processed, the student's status will be changed from Graduate Degree Seeking to Inactive. A change to inactive status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be the last day of the term in which the student is academically dismissed, except in cases of academic dismissal due to academic dishonesty or disruption of academic process. Some of the reasons for academic dismissal include*:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the major.
- Receiving an "FF" grade (Failure due to academic dishonesty)
- Failure to maintain "good standing"
- Failure to make satisfactory progress
- Failure to satisfy clinical or professional standards

**Students may be dismissed for other reasons, such as violations of student conduct. Refer to the USF Policy – 6.0021 Code of Student Conduct for more information.*

Students dismissed for lack of academic progress may be considered for readmission to the original Major or any other Major offered. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Approval of readmission is contingent on Department approval and availability. Graduate students who are assigned an "FF" grade or dismissed for failure to satisfy clinical or professional standards will be academically dismissed from the University and will not be eligible to apply to any graduate major at USF.

Offices and Organizations for Governing Graduate Study

University of South Florida Graduate Studies

The development of University policies for graduate work is the responsibility of the USF Dean of Graduate Studies with the assistance and guidance of the University Graduate Council. The USF Graduate Council is an official body of the USF Faculty Senate and works closely with the Office of Graduate Studies. The membership of the Graduate Council consists of faculty members who represent the various colleges, two graduate students, and the Dean and Associate Dean of Graduate Studies. Faculty members serve three-year staggered terms; students serve for one year.

The USF Dean of Graduate Studies and University Graduate Council exercise the right of inquiry and review to ensure the development and maintenance of high academic standards in all graduate programs; review all new graduate courses and programs, as well as modifications to existing courses and programs; and review/recommend policies and procedures pertaining to graduate financial aid.

College of Education

The Dean of the College is responsible for all graduate programs. In fulfilling this responsibility, the Dean is assisted by the Associate Dean for Academic and Student Affairs, the Graduate Support Office team, and the Graduate Programs Committee (GPC). R. Anthony Rolle, PhD, serves as Dean of the University of South Florida College of Education.

Associate Dean for Academic and Student Affairs

The Associate Dean for Academic and Student Affairs serves as the primary liaison between the Office of Graduate Studies and the College regarding graduate policies, procedures and practice. Dr. Ann Cranston-Gingras (cranston@usf.edu) serves as the Associate Dean for Academic and Student Affairs in the College of Education. The Associate Dean is responsible for program development and review and serves as the quality control officer for graduate programs within the College of Education. Additionally, the Associate Dean is responsible for implementing policies related to credentialing of graduate faculty, appointment of thesis/dissertation committees,

allocation of graduate tuition waivers, and exceptions to graduate admission criteria. The Associate Dean serves as an ex-officio member of the Graduate Programs Committee and of the COEDU Faculty Council, and coordinates the ongoing revisions of the COEDU sections of the University Graduate Catalog.

Graduate Support Office

Graduate Support Office Website

The Graduate Support Office's mission is to provide advising and academic support to the College of Education's graduate community and its partners to foster an environment of student success and academic excellence. Enrollment Services Team members within the Graduate Support Office provide information to prospective and current graduate students and maintain files for all active graduate students in the College of Education. The Enrollment Services Team Administrator serves as the graduate certifying officer for the College of Education, reports to the College Associate Dean for Academic and Student Affairs, and is responsible for developing procedures to ensure the implementation of graduate policies within the College. Krystal Baehr (kbaehr@usf.edu) serves as the COEDU Enrollment Services Team Administrator.

Graduate Program Committee (GPC)

The Graduate Program Committee is comprised of faculty members in the College of Education who are elected to represent the academic departments. The Committee acts for faculty members in matters related to graduate education and advises the COEDU Faculty Policy Council, Dean, and designees on policy matters. The GPC is responsible for the review of new graduate-level courses and programs, the development of new College policies and procedures, and the systematic review of policies and procedures that govern the implementation of advanced graduate programs. Recommendations on new and revised programs, courses, and policies are forwarded from the Graduate Program Committee to the COEDU Faculty Council for approval at the College level. New and revised programs and courses are submitted to the University Graduate Council for university approval after they have been approved by the COEDU Faculty Council.

Credentialed Graduate Faculty

All tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who hold a terminal degree or equivalent in their discipline, are considered to be fully credentialed Graduate Faculty and are eligible to serve on thesis and dissertation committees. Credentialed faculty may serve as Major Professor, Outside Chair, or as a member of a dissertation committee granted they meet criteria developed by the academic program. Credentialed faculty also provide general guidance to doctoral students throughout earlier stages of their program, including the qualifying exam and admission to candidacy. New recommendations for credentialing are made by COEDU departments to the Associate Dean for Academic and Student Affairs and submitted through Curriculog.

College of Education Graduate Student Council

The USF College of Education Graduate Student Council is an interdepartmental and interdisciplinary group of graduate students whose mission is to enrich the graduate student experience through fostering college-wide collaboration, promoting excellence in educational research, and advocacy. The council represents the interests of all graduate students in the college, assists in addressing student concerns, and disseminates essential information for graduate students.

Resources for Funding and Financial Assistance

Financial assistance is available through the Office of University Scholarships and Financial Aid Services. Students requiring such assistance should visit the USF Office of Financial Aid website at https://www.usf.edu/financial-aid/ for information about the different kinds of aid available and for important forms and submission deadlines. Students eligible for tuition waivers (through assistantships, employee benefits, etc.) should directly contact the department and/or college providing the waiver for information.

Fellowships, grants, and scholarships are funds distributed by the University to students for which no work or repayment is required.

Research, teaching, or graduate assistantships are awarded by the individual departments to degree-seeking students enrolled each semester for the number of credit hours specified by the department.

College of Education Financial Aid Information

College of Education Scholarships Homepage

2023-2024 COEDU Graduate Scholarship Information Guide

The USF College of Education awards more than $400,000 in scholarships to students across all three campuses each year through private funding. With this funding, the College is able to provide students with the opportunity to finance their education and leave USF with not only a promising career in education, but also with as little student debt as possible.

To qualify for a scholarship from the College of Education, students must:

- Be fully admitted to USF and the College of Education for each semester the scholarship will be dispersed.
- Meet minimum qualifications regarding GPA and part or full-time enrollment at USF. These vary by scholarship type and are noted in the university scholarship database system.
- Any scholarship that mentions enrollment in a specific major as a condition for eligibility requires that students be admitted to that major to qualify. Intended majors are not considered.

Interested students should apply for College of Education scholarships through the AwardSpring scholarship database. AwardSpring allows students to apply for USF scholarships by completing a brief questionnaire that shows a list of scholarship(s) they may qualify for. To begin using AwardSpring, students must activate their USF NetID and email to login to the scholarship application and begin applying for scholarships.

Many scholarships require that students have demonstrated financial need at the time the scholarship is awarded. The Free Application for Federal Student Aid (FAFSA) must be completed and on file with University Scholarships & Financial Aid Services by the required deadlines for each academic year. If you need to fill out a FAFSA application, please log in at https://studentaid.gov/h/apply-for-aid/fafsa. You must do this before your scholarship eligibility can be determined.

Additionally, limited funds are available in the USF Office of Graduate Studies (ALN 226) to assist graduate students in special circumstances. Typically, these funds are used to support travel for students who have papers accepted at conferences, to provide research support for out of the ordinary expenses related to the thesis/ dissertation, and emergency tuition assistance. For travel and research costs, the USF Office of Graduate Studies requests students to first contact their department or college for assistance. The Office of Graduate Studies will then attempt to match the amounts. Please contact the Office of Graduate Studies (ALN 226) for additional information and application forms.

Graduate Certificates

The College of Education offers a wide variety of graduate certificates in a variety of areas. Graduate certificates are designed to provide students with valuable educational experience in a more accessible, focused format than traditional graduate degree programs.

A certificate is a specialized graduate-level credential reflecting knowledge of the most up-to-date research in your selected field. Once completed, the certificate is notated on your transcripts and a USF certificate of completion is awarded. Certificate completion increases your competitiveness, enhances your performance, and helps prepare you for the changing nature of your field of specialization.

Certificates consist of 12-15 credit hours and typically take one to two years to complete, depending on course load per semester and course schedule offerings. Some certificates can be used to meet some of the requirements of a graduate program, depending on the policies of the degree program and the University. Completion of a certificate does not imply admission to a related program. If a student is going to complete a graduate certificate while in a graduate program, they must apply separately to the certificate and be accepted in order to earn it. Taking classes for a certificate program does not automatically admit the student to that certificate program.

Current USF graduate students may apply for a certificate using the Graduate Certificate Approval Form, ideally as soon they begin taking elective coursework for the certificate. International and non-degree seeking students should not use this form as they must first apply for admission to the University. All students pursuing a certificate must submit their Graduate Certificate Completion Form to the Certificate Program by the deadline to apply for graduation (the fourth week) of the semester in which they will complete the final courses for their Graduate Certificate. The Office of Graduate Certificates will certify the student for their Graduate Certificate once all requirements are successfully completed. See the Office of Graduate Certificates website for more information about certificate programs.

Certificate programs offered by the College of Education include:

Fully Online

- Academic Advising
- Autism Spectrum Disorder (*Provides State Endorsement* in Autism Spectrum Disorders*)
- Big Data and Learning Analytics
- Career and Technical Education
- Critical Global Literacies
- Digital & Transdisciplinary Literacies
- Disabilities Education: Severe/Profound (*Provides State Endorsement* in Severe or Profound Disabilities*)
- ESOL Endorsement (*Provides State Endorsement**)
- Evaluation (online **or** on-campus)
- Exceptional Student Education
- Gifted Education (*Provides State Endorsement* in Gifted Education*)
- Instructional Technology: Web Design
- Online Teaching and Learning
- Reading Endorsement (*Provides State Endorsement**)
- Teacher Leadership for Student Learning

Hybrid/Partially Online

- Adult Learning and Development
- eLearning Design and Development
- Game Design for Learning
- Post Master's Leadership in Higher Education

On Campus

- College Teaching
- Diversity in Education
- Evaluation (online **or** on-campus)
- Foreign Language Education: Culture and Content

- Foreign Language Education: Professional
- Teaching of Digitally-Enhanced Middle Grades Mathematics Education
- Qualitative Research

*Please note that students may only receive State Endorsement if they already hold a valid Florida Teaching Certificate. Graduate certificate programs are not intended to provide initial state teaching certification.

Doctoral Degree Options

The College of Education offers several advanced graduate degree programs that lead to the Doctor of Education (Ed.D.) degree and the Doctor of Philosophy (Ph.D.) degree. The Ph.D. program requires a minimum of 59 hours beyond the master's degree and the Ed.D. requires a minimum of 54 hours.

Please be advised that program and course requirements are subject to change per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

Degree Programs and Concentrations

Doctor of Education (Ed.D.)

- Ed.D. in Educational Program Development – Educational Innovation

Doctor of Philosophy (Ph.D.)

- Ph.D. in Curriculum & Instruction: Career and Workforce Education
- Ph.D. in Curriculum & Instruction: Counselor Education (Open to Admissions beginning Fall 2023)
- Ph.D. in Curriculum & Instruction: Early Childhood Education
- Ph.D. in Curriculum & Instruction: Educational Psychology
- Ph.D. in Curriculum & Instruction: Elementary Education
- Ph.D. in Curriculum & Instruction: English Education
- Ph.D. in Curriculum & Instruction: Higher Education Administration
- Ph.D. in Curriculum & Instruction: Instructional Technology
- Ph.D. in Curriculum & Instruction: Interdisciplinary Education
- Ph.D. in Curriculum & Instruction: Literacy Studies
- Ph.D. in Curriculum & Instruction: Mathematics Education
- Ph.D. in Curriculum & Instruction: Measurement & Evaluation
- Ph.D. in Curriculum & Instruction: Science Education
- Ph.D. in Curriculum & Instruction: Social Science Education
- Ph.D. in Curriculum & Instruction: Special Education
- Ph.D. in Curriculum & Instruction: Teacher Education

- Ph.D. in Educational Leadership
- Ph.D. in School Psychology
- Ph.D. in Technology in Education and Second Language Acquisition (TESLA)

Note: not all concentrations are available to begin every semester. Prior to submitting the admission application, check with the Graduate Director to confirm if the concentration of interest is available for a given semester.

Concurrent/Dual Concentrations

If a student wants to pursue concentrations in two areas within a Doctoral degree, they must first be admitted as a degree-seeking student to a doctoral program which will serve as the primary concentration. A request to add a second concentration must be made in writing to the Graduate Support Office when the student submits their planned program of study, and the course requirements for both concentrations should be listed. The additional concentration must contain at least 18 additional credit hours in addition to those listed in the primary concentration. Once a student pursuing a concurrent concentration enters doctoral candidacy, the student will complete dissertation credit hours appropriate to their primary concentration.

Concurrent concentrations may share between 0% and 15% of the total combined minimum credit hours. Only structured graduate coursework may be shared and courses may only be shared across two concentrations - a course that has already been shared cannot be shared again with additional concentrations. Should additional courses overlap, the student pursuing the concurrent concentrations must take additional coursework to meet the hours required for each concentration.

Concurrent Degrees

- Students pursuing a Concurrent (Dual) Degree must apply for admission to the first major and validate admission through enrollment. In the semester following that enrollment, the student must apply for admission to the second major and receive concurrent degree approval by submitting the Application for Concurrent Degree Form to the Office of Graduate Studies.
- May share between 0% and 15% of the total combined minimum credit hours. Only structured graduate coursework may be shared.
- Will meet all other separate degree requirements (e.g., two qualifying exams, two dissertations, etc.), unless the Concurrent Degree was approved with a combined requirement by Graduate Council through the formal Concurrent Degree Curriculum Approval.
- Must have a minimum of 102 total combined graduate hours for two concurrent doctoral degrees, or a concurrent master’s/doctorate degree.

- Degrees may be conferred sequentially or concurrently, as specified in the approved Major requirements.
- Both Degrees must be conferred within five (5) years initial admission for two (2) master's degrees and within seven (7) years of initial admission for a combined master's/doctoral degree or professional/doctoral degree.

The Application for Concurrent Degrees can be found here or on the Office of Graduate Studies website. Several concurrent degree programs have already been formalized by the Office of Graduate Studies and are listed in the Graduate Catalog. A new concurrent degree program may be developed by an individual student who receives approval from both majors of interest. Any approved Concurrent Degrees must meet the minimum accreditation requirements.

Interdisciplinary Degrees

For doctoral students interested in one unified degree covering several academic areas, the College of Education offers a Ph.D. in Curriculum & Instruction – Interdisciplinary Education. The Interdisciplinary Education program is designed to foster research that approaches dilemmas in education from interdisciplinary perspectives and to allow students who have academic backgrounds and interests spanning multiple disciplines to construct an individualized program of study.

Students pursuing the Interdisciplinary Education concentration will select courses and complete a planned program of study with the guidance of their Major Professor and/or program advisor. All coursework should be at the 7000 level and distributed across two or three disciplines chosen by the student (one area may be external to the College of Education). The planned program must be approved by the student's supervisory committee and submitted to the Graduate Support Office. For more information and additional program requirements, please visit the Interdisciplinary Education homepage.

Change of Major/Concentration

Change of Graduate Major

A change of graduate major allows a student to withdraw from their current major/degree program and enter into a different graduate major. A change of graduate major:

- will NOT be considered for graduate students in their first semester of study
- is permissible only for a continuing graduate student enrolled for study in a particular major who wishes to change to another major at the same or lower degree level. This includes changing from one master's degree program to a different one (e.g., M.A. to M.Ed.) or changing from a doctoral program to a lower graduate degree program (e.g., Ph.D. to Ed.S.).

- requires a student to be in good academic standing OR new major approves a GPA below 3.00.*
- is up to the discretion of the student's new major (note: some majors may require another admission application to be submitted and reviewed)
- may affect the student's financial aid status
- will exclude courses taken from the previous major/degree program unless the new program approves the course(s) for application of internal credit toward the requirements for the new major. The GPA will automatically reflect the courses applied to the new major/program. Only courses that have not been used to meet the requirements of a completed degree are eligible for application of internal credit (see Transfer of Credit section for more information).
- restarts the degree completion time limit with the admission to the new graduate major.
- restarts the Catalog year. Students changing majors must meet the degree requirements of the Graduate Catalog in effect at the time of the change to the new Major. Students who change majors may choose a later catalog as stipulated in the Student's Major Degree Requirements policy.
- requires the submission of a Change of Graduate Major Application and approval by the Office of Graduate Studies.

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

When requesting acceptance into a major of higher level, e.g., from a Master's-level major to a Doctoral-level major, a student must initiate a new admissions application through the Office of Admissions (the Change of Graduate Major form cannot be used).

Students may view the procedures and obtain the Change of Graduate Major Application Form at https://usf.app.box.com/file/401428582744?v=change-of-graduate-major. Students must consult with the new major and Office of Graduate Studies before completing any paperwork.

Application Instructions

Students applying for a Change of Major must fill out the Change of Graduate Major Application and receive formal approval from faculty in both their current and new programs. A copy of the application must also be sent to the Graduate Support Office (EDU 320). Contact information for Graduate Program Directors and other program advisors can be found on the Graduate Major Contact Information page.

Students should complete Section I of the Change of Graduate Major Application before sending the application to the Graduate Director or other program advisor in

their current Major. The Graduate Director (or designee) will complete Section II before sending the application to the new program's Graduate Director or advisor. If the Change of Major application is approved by both departments, the new program will submit the application to the Graduate Support Office, who will forward it to the Office of Graduate Studies for final approval.

Once a Change of Graduate Major request is approved, a new planned program of study for the new program must be approved and submitted to the Graduate Support Office. Students who change degree programs must meet the Graduate Catalog requirements that are in place at the time the change is approved. Please note that courses from the previous major are not automatically transferred to the new major; transferred coursework must be listed on the Change of Graduate Major Application for it to count towards the new program.

Change of Concentration

For students enrolled in graduate majors that contain concentrations, a change to a new concentration within the major requires a Change of Graduate Concentration Form. A change of graduate concentration:

- is NOT possible for graduate students in their first semester of study.
- is permissible only for a continuing graduate student enrolled in a major who wishes to change to another concentration within the same major.
- requires the student to be in good academic standing.
- is up to the discretion of the student's major and concentration (NOTE: some concentrations have additional requirements for admission and for degree completion).
- may affect the student's financial aid status.

To process the Change of Graduate Concentration form, course registration is required during the semester/term for which the change becomes effective.

Students applying for a Change of Concentration should fill out the form with their degree information, including their current and desired concentrations. They will need to obtain signatures from program advisors or other designees in both their current and new concentration programs. The Change of Concentration form must be signed and approved by both the current and the new concentration, after which it must be submitted through the Graduate Support Office (EDU 320) to the Office of Graduate Studies for approval. If approved by the Office of Graduate Studies, the Change of Concentration form is forwarded to the Registrar for processing.

If a Change of Concentration request is approved, a new planned program of study for the new concentration must be submitted and approved. Students who change concentrations must meet the requirements that are in place at the time the change is approved. This includes the time limits on coursework to be used in the new program to fulfill degree requirements. As the major is not changing, all

coursework will remain on the transcript. Although previous coursework may be used to complete core and concentration specific requirements, in most cases additional coursework will be needed to complete the concentration requirements.

Faculty Advisors

Upon admission to a Doctoral program, students should meet with the Graduate Program Coordinator in their chosen discipline to discuss the process for identifying a major professor and faculty committee, and to develop a planned program of study. Doctoral students may take longer to complete and submit their program of study than other graduate students, to allow additional time for introductions to faculty members who can serve on their committee. The program of study is unofficial, however, until all appropriate signatures have been obtained approving the proposed plan of study. A program of study should be completed and filed by the time the student has completed eighteen (18) hours of coursework.

Planned Program of Study

The Planned Program of Study is a document that lists all of the courses that students must take to complete their degree program. This form is also used to approve students for the Doctoral Qualifying Examination, to admit students to doctoral candidacy, and to certify students for graduation. If courses completed and listed on the student's transcript are not consistent with those listed on the Program of Study, those courses will not be counted towards their degree requirements.

A Planned Program of Study form should be completed by the student in collaboration with their Major Professor and/or program advisors. The form should be signed by the student, Program Advisor or Major Professor (if they have already selected one), and the Department Chair.

Once these signatures are secured, the Academic Program Specialist for the department should forward the form to the Graduate Support Office (EDU 320) as soon as possible, but no later than when the student has earned 18 credit hours in their program. The Graduate Support Office reviews the Planned Program of Study for compliance with College and University requirements. When the program is approved, a signed copy will be emailed to the department Academic Program Specialist, the Major Professor, and to the student.

Changes to Course Requirements on an Approved Planned Program

If courses completed and listed on the student's transcript are not consistent with those listed on the Planned Program of Study form, the courses will not be counted as satisfying degree requirements unless an approved request for Course Substitution is completed by the program advisor or Major Professor and submitted to the Graduate Support Office. Only graduate coursework at the 6000 level or

above may be applied to a doctoral program and any substitutions for COEDU foundational courses must be approved by the Department Chair and/or advisor.

Please note: the request for course substitution is used when a course on the approved planned program of study is being replaced with a different course taken at USF. To apply courses completed at another institution to the planned program of study, please use the Graduate Course Transfer Form. If substitutions are requested for more than 4-5 courses, students should instead complete a new planned program.

Appointment of the Doctoral Committee

Upon admission to a doctoral program, the student is required to meet with the department's Graduate Program Coordinator or assigned program advisor during the first semester of study to select a Major Professor and form a doctoral supervisory committee. The program coordinator/advisor will help the student identify a Major Professor, who must be a fully credentialed member of the College of Education's graduate faculty with knowledge and interest in the area of study chosen by the student. If co-major professors are desired, at least one must be a faculty member in the College of Education who is credentialed to serve as a major professor; the second co-major professor may be a faculty member in the College of Education or a similarly qualified and special-credentialed faculty member from another USF college.

Major Professor

The role of the Major Professor is to serve as an academic mentor, an advocate for the student, and a representative of the academic institution. As chairperson of the doctoral committee, the major professor is the executive and accountable officer of that group. In that capacity, the major professor has the responsibility and authority to make decisions on academic, logistical, technical, and interpersonal issues that may surface during the life of the committee.

The Major Professor must be a fully credentialed faculty member of the College of Education from the student's program or department. Doctoral students must identify a Major Professor from their academic area and receive the instructor's formal agreement to serve as Major Professor. The selection of the Major Professor must be approved as soon as possible, and students must have a Major Professor to maintain Satisfactory Academic Progress. If a Major Professor cannot be identified, or in the event a Major Professor is unable to continue serving on the student's committee, the student is responsible for finding another Major Professor from the department/college. Students who are unable to find a replacement Major Professor should confer with the COEDU Associate Dean for available options.

Major Professors must meet the following requirements:

- Be graduate faculty*, as defined by the University, from the student's home academic area
- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements
- Be active in scholarly pursuits as evidenced by at least one refereed publication in the last three years
- Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor.

**Affiliate Members of Graduate Faculty may serve as a Co-Major Professor with a graduate faculty member from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Affiliate Member of Graduate Faculty. In some instances, the Affiliate Member of Graduate Faculty may also serve as the Major Professor, if approved by the Office of Graduate Studies as part of the Affiliate Member of Graduate Faculty Approval process.*

(Co-)Major Professors of the Graduate Student Committee Responsibilities

- Supervising the planning of the student's program of study.
- Supervising the design and evaluation of the Doctoral Qualifying Exam.
- Approving and submitting the Advanced Graduate Student Supervisory Committee Form to the Program, and if necessary, the College.
- Approving and submitting the Admission to Doctoral Candidacy Form.
- Specifying the style manual to be used for the dissertation before the student begins writing the manuscript. The style manual should be appropriate to the discipline (College of Education typically uses APA).
- Convening and chairing the doctoral committee meetings and conducting committee affairs consistent with COEDU and University policies.
- Reading and approving the final copy of the dissertation for content and format prior to signing the Certificate of Approval.
- Verifying, by signing the Request for the Ph.D./Ed.D. Final Oral Examination Form, that the student is ready to defend the dissertation.
- Verifying, by signing the Successful Defense of the Ph.D./Ed.D. Form, that the doctoral student has successfully defended the dissertation.
- Verifying, by signing the Certificate of Approval, that the student's dissertation is ready to be submitted to the OGS for publication.

Establishing a Doctoral Committee

Doctoral students will need to complete an appointment form for the Advanced Graduate Student Supervisory Committee which names the members of the student's committee. The Doctoral Committee is comprised of at least four (4) members (a minimum of three members in addition to the Major Professor).

Committee members must be credentialed as Associate or Full Members of the College of Education graduate faculty. In special cases, a member(s) outside of the College of Education with special expertise in the academic area in which the major work of the degree will be done and whose academic record meets the criteria for credentialing in the College of Education may serve on the doctoral committee.

Doctoral committees must consist of at least four members. At least two (2) committee members (the Major Professor and one other) must be fully credentialed by the College of Education. The Major Professor and two other committee members (3 total) should come from the student's general academic area. A faculty member from one of the COEDU foundation areas (Psychological & Social Foundations, Educational Measurement & Research, or Curriculum & Instruction) may be counted toward the three-member minimum requirement. The committee must also have one (1) member external to the student's discipline; the outside member may come from the College of Education as long as they are outside of the student's major. The external committee member may serve as the Outside Chair during the dissertation defense process. Below is a list of Credentialed USF Faculty across all Colleges.

Credentialed Faculty List

Note: The list of Credentialed Faculty will change throughout the year as new instructors receive credentialing. Please contact advisors in your program or department for the most up-to-date list of credentialed COEDU instructors.

Credentialing Non-College of Education Faculty

There will be times when a student may choose to have a faculty member outside the College of Education who is a specialist in their field serve on their supervisory committee. These instances include faculty from other colleges at USF and faculty from other institutions outside of USF. In these instances, these faculty members require special credentialing to serve on the supervisory committee. Faculty can be special credentialed for the following purposes:

- Serving on the doctoral committee of a student
- Serving as a Major Professor
- Serving as an Outside Chair

If you need to obtain special credentialing for a member of your doctoral committee, please contact your Major Professor and Department Chair for required forms and procedures.

Committee Approval

Once the committee has been determined, an Advanced Graduate Student Supervisory Committee Appointment Form needs to be completed by the student and submitted to the Committee Members for original signatures. Credentialed faculty members in the College of Education do not need to provide a Curriculum

Vitae (CV); only special-credentialed committee members will need to submit a CV along with the committee appointment form. Once all members have signed, the committee form and any additional paperwork should be submitted to the Graduate Support Office for final approval. An approved and current committee appointment form must be on file in the College before graduation may be certified. Additionally, students must have an approved committee form on file to be cleared for the Qualifying Exam and both the proposal and final defenses. Doctoral committee forms need to be processed and approved as early as possible, preferably before the student has completed 50% of their program's required coursework.

Changes to the Committee

Any changes made to the Doctoral Supervisory Committee must be recorded on a Change of Committee Form and submitted to the Graduate Support Office. Committee members leaving or being added to the Committee should be listed and the form signed by the (Co-) Major Professor(s) and all committee members. The form must also be signed by the Department Chair. No changes may be made to the committee within six (6) weeks of the final dissertation defense, except in extenuating circumstances where a committee member can no longer serve.

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. Any non-faculty being added to a committee must submit a CV for approval. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a committee are official only once approved and filed by the major and college.

Doctoral Qualifying Examination Information

The purpose of the Doctoral Qualifying Examination is to evaluate the student's ability to apply and synthesize the skills and knowledge acquired during graduate study. This exam is an important benchmark in a doctoral student's progress towards candidacy. The Qualifying Exam is required for all doctoral students (both Ph.D. and Ed.D. programs). Doctoral students will have two (2) attempts at passing the qualifying exam. If a student fails on both attempts, they will be dismissed from their program and the College of Education.

Students must be in active degree-seeking status and enrolled in a minimum of two (2) hours of graduate credit at the time they take the Qualifying Examination. If the Exam is taken between semesters, students must be enrolled for a minimum of 2 hours of graduate credit in the semester immediately before or after the Exam.

Qualifying Exam Eligibility

All students, regardless of the Qualifying Exam option chosen (College Wide or Program Specific), must meet the eligibility criteria below and must follow the procedures outlined for applying to take the Qualifying Examination.

To be eligible for the qualifying exam:

- The student must have an approved Planned Program of Study on file in the Graduate Support Office (EDU 320).
- The student must have an approved Advanced Graduate Student Supervisory Committee form on file. Any changes made to the committee must be formally approved and recorded on a Change of Committee form.
- The student must have no more than nine (9) hours of coursework left to complete by the start of the semester in which the qualifying examination will be taken.
- The student cannot have any "I" or "M" grades on their transcript.
- All coursework must have a grade of "C" or better. Any coursework with a grade of "C-" or lower cannot be used for degree completion.
- The student must be registered for a minimum of two (2) graduate credit hours in the semester(s) in which the exam will be taken. Students may choose to enroll in Directed Research credit hours in preparation for their dissertation; see "Using Directed Research Hours" section for details.
- The student must submit the Application for Doctoral Qualifying Exam to the Graduate Support Office by the published deadline for the semester in which they plan to take the qualifying exam. (See link below)

Qualifying Exam Clearance

Current Qualifying Exam Schedule/Deadlines

Students must apply to take the Qualifying Exam before the semester deadline using the Application for Doctoral Qualifying Exam. (Note: The Qualifying Exam Application is NOT supported in the Mozilla Firefox or Apple Safari web browsers.)

Once a student's Application for Doctoral Qualifying Exam has been received by the Graduate Support Office by the semester deadline in which the student plans to take the exam, the clearance process will begin. The Graduate Support Office will check the student's records for all items listed in the exam eligibility section above. If it is determined that there are outstanding items that need addressing, the student, their Major Professor(s), and their department Academic Program Specialist will be notified of the issue.

Once a student has been cleared and their Application for Doctoral Qualifying Exam has been approved, the student will receive an email from the Graduate Support Office with instructions specific to the type of qualifying examination they are taking. For College Wide exam applicants, the email will provide the dates, time, and location of the College Wide Exam, as well as information about any materials

students may or may not bring to the exam. For Program Specific applicants, the email will provide directions to contact their department for dates, times, locations, and guidelines regarding their qualifying exam.

Qualifying Examination Options

There are five approved examination formats available for the Doctoral Qualifying Examination. Programs have chosen from these options to identify the examination format most appropriate for their program goals and student needs. See the Exam Options table on the next page for exam formats available in your program.

College Wide

The College Wide exam option is taken over the course of three days (Monday-Wednesday) from 9:00am to 1:00 pm. Please see the exam schedule link on the previous page for the current academic year's College Wide exam dates. The student's supervisory committee will provide three days' worth of questions covering the student's work in their specialization area, cognate area, and foundations area. The Major Professor will submit the three days of questions in individual envelopes marked for each day with a new/blank flash-drive (provided by the student) in the day one envelope. Students will be allowed to print once at the end of each day of the exam.

Program Specific

There are four Program Specific options (exam is administered by the program/department) available in the College of Education. Each program has an approved list of what options they have available. The student in consultation with their Major Professor will select an option from their program's approved list when they fill out the Qualifying Exam Application. See table below for more information on each Program Specific option. The Qualifying Exam Application will also provide more details about each exam option available in your chosen program.

Option and Description	Format	Programs Approved to Use This Option
Option 1: College Wide Comprehensive/Summative Administered through the Graduate Support Office 3 questions: - Specialization - Cognate - Research, measurement, or foundation	Administered in-class without notes over three consecutive days. This option will be administered on the following dates: Fall 2023 – October 2, 3, and 4 Spring 2023 – February 19, 20, and 21 Summer 2024 – June 3, 4, and 5	Career & Workforce Education Early Childhood Education Educational Leadership Elementary Education English Education Instructional Technology Interdisciplinary Education Literacy Studies Mathematics Education Measurement & Research School Psychology Social Science Education Special Education
Option 2: Program Administered Comprehensive 3 questions; focus may vary.	Three-day administration. Location may vary. Test takers may or may not use notes and other resources (e.g., knowledge of questions beforehand)	Counselor Education Early Childhood Education Elementary Education English Education Interdisciplinary Education Literacy Studies Mathematics Education Special Education Technology in Education & Second Language Acquisition (TESLA)
Option 3: Catalyst for Dissertation Possible formats: - Comprehensive literature review - A pilot study for dissertation research - A conceptual or analytical paper	Three-to-six-week take-home option. Administered through programs with specific guidelines, including timeline for submission.	Career & Workforce Education Counselor Education Early Childhood Education Educational Leadership Educational Program Development: Educational Innovation Educational Psychology Elementary Education English Education Higher Education Administration Instructional Technology Interdisciplinary Education Literacy Studies Mathematics Education Science Education Special Education Teacher Education Technology in Education & Second Language Acquisition

(Table continued on next page)

Option and Description	Format	Programs Approved to Use This Option
Option 4: Scholarly Paper for Journal Submission 1-3 scholarly papers related to the student's research interests that committee determines is suitable to be submitted to peer review journals.	One semester take-home option. Administered through programs with specific guidelines, including timeline for submission.	Career & Workforce Education Counselor Education English Education Interdisciplinary Education Literacy Studies Mathematics Education Measurement & Research Technology in Education & Second Language Acquisition
Option 5: Scholarly Portfolio Examples may vary, but this option can include a combination of: - 2-3 publication ready scholarly manuscripts and 2-5 conference presentations - Teaching evidence (syllabus and student product samples) - 2-5 professional products or services - An oral defense	Built up throughout program and submitted upon or after course completion. Administered through programs with specific guidelines, including timeline for submission.	Counselor Education English Education Interdisciplinary Education Literacy Studies Mathematics Education

Verification of Qualifying Exam Results

Once the student has completed the Doctoral Qualifying Examination, their Major Professor will alert the student of their exam results approximately 3-6 weeks after the College Wide exam date for the semester in which the exam was taken. This timeframe applies to all students, regardless of the type of Qualifying Exam completed. The Major Professor will complete the Verification of Qualifying Exam Results Form, stating whether the student passed or failed the exam, and obtain signatures from the student's entire supervisory committee. Once signed, the Major Professor will submit the Verification of Qualifying Exam Results form to the Graduate Support Office (EDU 320).

Using Directed Research Hours to Reduce Dissertation Hours

Each doctoral program has a minimum number of dissertation hours required for degree completion. While awaiting results of the Qualifying Exam and/or admission to candidacy, students can register for Directed Research hours (xxx 7910), which may reduce the total number of dissertation hours required for their program. Directed Research hours can also be used to fulfill the 2 hour registration requirement in the semester students take the Qualifying Exam. Students who wish to use this coursework to decrease the overall number of dissertation hours required should have their (Co-) Major Professor(s) submit a request in writing to

the Graduate Support Office. This request must be sent during the semester in which the Directed Research hours will be taken. No more than 50% of the total number of dissertation hours required may be reduced in this way.

Admission to Doctoral Candidacy

Students apply for Doctoral Candidacy following the successful completion of the Qualifying Exam and all other program requirements. Doctoral candidacy status indicates that the program has approved the student for dissertation research. The Admission to Candidacy form is to be submitted for approval during the semester in which the qualifying exam is completed, but no later than the semester following the successful completion of the exam.

Admission to Doctoral Candidacy Form

Admission to Candidacy Requirements/Checklist

To be admitted to candidacy, students must meet the following requirements:

- Appointment and approval of a Doctoral Committee.
- Proof of successful completion of the Qualifying Exam by submitting the Verification of Qualifying Exam Results Form.
- Enrolled in a minimum of two (2) graduate credits in the semester the qualifying exam was taken.
- Enrolled in a minimum of two (2) graduate credits in the semester that the Admission to Doctoral Candidacy form is submitted.
- No "I" or "M" grades are present on the student's transcript (all I and M grades must be cleared before the Admission to Doctoral Candidacy form will be approved, so that an accurate GPA can be determined).
- Overall graduate GPA of at least 3.00. An unofficial transcript must be submitted with the Admission to Doctoral Candidacy form to verify the student's GPA.

The Admission to Doctoral Candidacy form should be signed by the student, the student's entire supervisory committee, and the Graduate Program Director or Department Chair. Once these signatures have been obtained, the Admission to Doctoral Candidacy form is submitted to the Graduate Support Office along with the Verification of Qualifying Exam Results for processing.

The Graduate Support Office will check that all points on the checklist have been met before obtaining the College Associate Dean's signature. Once signed by the Associate Dean, the Admission for Doctoral Candidacy form will be submitted to the Office of Graduate Studies for processing and final approval. The Office of Graduate Studies will forward the form to the Registrar's Office, and the student's records will be updated in the following semester to reflect their status as a Doctoral Candidate (Student Status 6C).

Once candidacy status is approved, students will be eligible to enroll in dissertation hours (xxx 7980) in the semester immediately after their Candidacy form was submitted and approved. For example, students approved during the Fall approval window may enroll in the Spring, students approved during the Spring may enroll in the Summer, etc. **Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy.** Before being admitted to candidacy, with College/Department approval, students can apply Directed Research (xxx 7910) hours toward their total number of dissertation hours required.

- Note: Students that take and pass the Qualifying Exam in the summer may schedule their dissertation proposal defense for the following fall semester. This allows students to conduct their initial defense while waiting for formal admission to candidacy, IF they have met all other requirements for candidacy (verification of qualifying exam results, GPA of at least 3.00, etc.). This exception only applies to students who complete the qualifying exam in the summer semester. Any research hours taken while awaiting formal admission to Candidacy should be taken as Directed Research.
- If students have incomplete or missing grade(s) or are completing coursework during the semester in which they sit and successfully complete the doctoral qualifying examination, their admission to candidacy will be delayed until the grades are cleared. Once the Admission to Candidacy form has been filed within the college, and while students are awaiting official notification of admission to candidacy, they may enroll in Directed Research hours to reduce their required dissertation hours. Directed Research hours taken during a semester when other required coursework is being completed may not be applied toward dissertation requirements. See "Using Directed Research Hours" section above for other requirements.

Permission to Conduct Research Involving Human Beings

For both ethical and legal reasons, the USF Human Research Protection Program (HRPP) requires all researchers (including students) who conduct studies involving participation of human beings to have their projects reviewed and approved by an Institutional Review Board (IRB) for the Protection of Human Subjects prior to the start of their studies. Virtually all research studies in the College of Education will require approval by the IRB as these studies involve the use of human subjects. All doctoral students completing a dissertation must complete the required IRB training and submit an application for approval of their study by the IRB.

Certification to conduct human subjects research must take place every three years from the date of initial certification through the CITI Refresher Course, or another USF IRB-approved program listed on the IRB website. Please visit the USF Research Integrity & Compliance website to access IRB training and for more information about conducting research.

Enrollment in Dissertation Hours

Students may not register for dissertation hours until the semester immediately following the semester of formal admission to candidacy by the Office of Graduate Studies. This requirement is strictly enforced at USF. Students who obtain an override and register for dissertation hours will be dis-enrolled by the Office of Graduate Studies. For the specific course prefix and section of dissertation hours to register for, students should consult their Major Professor and Department.

Continuous Enrollment Requirement

Beginning with the semester immediately following the semester of formal admission to candidacy, a doctoral student must be enrolled for a minimum of two (2) hours of dissertation coursework (xxx 7980) each semester, including summer semester, until the dissertation has been defended successfully and the student graduates. This includes the semester during which the dissertation is defended, the semester in which final submission of the dissertation is made, and the semester the student applies for graduation.

Unless a written exception has been submitted to the Graduate Support Office and approved by the USF Office of Graduate Studies, failure to enroll as specified may result in dismissal of the student from the program, or students may be required to register retroactively for hours that were not formally taken.

Re-admission to Candidacy Following Non-Enrollment

Students whose status reverts to non-degree seeking due to non-continuous enrollment after admission to candidacy must reapply/reinstate to the program **and** to doctoral candidacy. Another application fee is required for students who reapply. Students who are admitted after non-continuous enrollment must adhere to the catalog policies at the time of their new admission and will be required to file a timeline for completion of degree and other documentation. Admission for students who reapply/reinstate is at the discretion of the program and is not guaranteed. See the Re-application for Admission section for more information.

Co-Listing Dissertation Hours for Concurrent Degrees/Concentrations

In cases where a student has co-major professors on the committee or concurrent concentrations/programs, the department should establish a section of dissertation hours co-listing both major professors as instructors. The appropriate dissertation hours for the student with co-major professors are those for the program to which the student was originally admitted (the primary concentration).

Dissertation Process

Proposal Defense

Presently, the College of Education requires that doctoral candidates make a formal presentation of their dissertation proposal to their supervisory committee. Proposal defenses can be scheduled any time during the academic semester as long as the supervisory committee is present. The proposal session is open to the public and is announced to faculty via email, to COEDU doctoral students via the Graduate Support Office Canvas group, and to the wider university community via the Graduate Support Office webpage. Proposal defenses may be held virtually or face-to-face; virtual defenses should be hosted through Microsoft Teams if possible.

Request for Proposal Defense Forms

- Request for Ph.D./Ed.D. Proposal Defense
- Dissertation Proposal Defense Guidelines Questionnaire

Title Page Formats

- Ph.D. in Curriculum & Instruction – All Concentrations
- Ph.D. in Curriculum & Instruction – Interdisciplinary Education
- Ph.D. in Educational Leadership
- Ph.D. in School Psychology
- Ph.D. in TESLA
- Ed.D. in Educational Program Development

Note: For links to title page templates in Box Drive, select Download and the file will load into Microsoft Word for editing. You can also check the Proposal Defense section of the COEDU Dissertation Process webpage for links to all forms.

Request for Proposal Defense Checklist

The following information should be included on the Request for Proposal Defense form linked above:

- The name of the student's Outside Chairperson
- Date of the proposal defense
- Time of the proposal defense
- Location of the proposal defense - may be held face-to-face or virtually.
    - For Face-to-face defenses, please include the building and room number.
    - For virtual defenses, please include the link for the Microsoft Teams meeting for the defense.

IMPORTANT: Microsoft Teams is the only University-supported platform for conducting virtual defenses.

This form should be signed by the full supervisory committee and the student's department chair. The following must also be submitted with the form:

- The Dissertation Proposal Defense Guidelines Questionnaire (linked above), completed by the student while preparing for the defense
- A copy of the proposal with the correct title page from the list above.

Requests for Proposal Defense should be routed through the department Academic Program Specialist for necessary signatures. The Academic Program Specialist will send the signed request for proposal defense and all required documentation to the Graduate Support Office (EDU 320). Completed requests for proposal defense should be submitted with all signatures mentioned above to the Graduate Support Office **at least ten (10) calendar days** prior to the defense date for the Associate Dean for Academic and Student Affairs' approval. Once approved by the COEDU Associate Dean, the formal announcement will be sent out via email to the college and posted to the website and Canvas group.

Please note that a student **may not** defend their final dissertation in the same semester in which they successfully defended their proposal.

After the Proposal Defense

Once the student has successfully completed their Proposal Defense, their Outside Chairperson will submit the following paperwork to the Graduate Support Office:

- Signed Proposal Title Page
- Signed Outside Chairperson’s Report (including a list of any necessary changes for the student to make)

Final Dissertation Defense

Doctoral candidates are required to present their final dissertation research at a public defense session. The final dissertation defense is open to the public and is announced to faculty via email, to COEDU doctoral students via the Graduate Support Office Canvas group, and to the wider university community via the Graduate Support Office webpage.

Requests for Final Dissertation Defense should be submitted approximately two (2) weeks prior to the actual defense date. The Office of Graduate Studies Electronic Thesis & Dissertation website provides a list of current ETD Dates and Deadlines (related to dissertation submission) for each semester. All dissertation deadlines can also be found on the Graduate Support Office’s Dates and Deadlines page along with additional resources for COEDU doctoral candidates. Please note that students **may not** defend their final dissertation in the same semester or within 90 calendar days of the date in which they successfully defended their proposal.

Request for Final Defense Forms

- Request for Final Dissertation Defense
- Dissertation Final Defense Guidelines Questionnaire
- Office of Graduate Studies ETD Certificate of Approval
- Successful Defense of the Ph.D./Ed.D. Dissertation

Title Page Formats

Ph.D. Students

For all Curriculum & Instruction students except Interdisciplinary Education:

- Format for Students with One Major Professor
- Format for Students with Co-Major Professors

For the Ph.D. in Curriculum & Instruction – Interdisciplinary Education:

- Format for Students with One Major Professor
- Format for Students with Co-Major Professors

For Non-Curriculum & Instruction students:

- Format for Students with One Major Professor
- Format for Students with Co-Major Professors

Ed.D. Students

For the Ed.D. in Educational Program Development – Educational Innovation:

- Format for Students with One Major Professor
- Format for Students with Co-Major Professors

Request for Final Defense Checklist

The following information should be included on the Request for Final Dissertation Defense Form linked above:

- The name of the student's Outside Chairperson
- Date of the final dissertation defense
- Time of the final dissertation defense
- Location of the final dissertation defense - Defenses may be held face-to-face or virtually.
    - For Face-to-face defenses, please include the building and room number.
    - For virtual defenses, please include the link for the Microsoft Teams meeting for the defense.

IMPORTANT: Microsoft Teams is the only University-supported platform for conducting virtual defenses.

This form should be signed by the full supervisory committee and the student's department chair. The following should also be submitted with the form:

- The Dissertation Final Defense Guidelines Questionnaire, completed by the student while preparing for the defense
- A copy of the Final Dissertation with the correct title page for their program (see links above for formatting)
- The Successful Defense Form, filled out but not signed
- The ETD Certificate of Approval, filled out but not signed

Students are required to submit their dissertation in an electronic format (ETD). Registration for ETD opens on the first day of each semester. It is recommended that students complete ETD registration as soon as possible to avoid delays when submitting the final dissertation and Certificate of Approval (COA) packet.

Requests for Final Dissertation Defense should be routed through the department Academic Program Specialist for necessary signatures. The Academic Program Specialist will send the signed request for final dissertation defense and all required documentation to the Graduate Support Office. Completed requests for final defense should be submitted with all signatures mentioned above to the Graduate Support Office **at least ten (10) calendar days** prior to the defense date for the Associate Dean for Academic and Student Affairs' approval. Once approved by the COEDU Associate Dean, the formal announcement will be sent out via email to the college and posted to the website and Canvas group.

Dissertation announcements for the current semester can be found here.

Final Dissertation Defense Procedures

Per graduate policy, it is desirable for all members of the dissertation defense committee to be present during the entire defense. If more than one member of the committee will not be present (regardless of defense format), the student must receive approval from the Office of Graduate Studies before submitting their request for the final defense. The Committee has three options for a defense format: face-to-face, online, or a hybrid model. Many students find the virtual format most convenient for them and their committee members. If students choose the virtual format, Microsoft Teams is the University’s preferred platform for hosting dissertation defense sessions.

A minimum of three members, including the Major Professor and Doctoral Dissertation Outside Chair, are required to be present to proceed with the defense. The other members and interested faculty/students may attend either in person or virtually. If an unforeseeable situation arises that would prevent compliance with this requirement, the Major Professor or Outside Chair should contact the Office of Graduate Studies for guidance and approval to proceed with the defense.

The Final Dissertation Defense will be presided by the Doctoral Dissertation Outside Chair. In the College of Education, the Outside Chair can be a fully credentialed non-committee member OR a committee member outside of the student's major/program. The Outside Chair may be COEDU faculty as long as they are not from the student's primary major/program. The Outside Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process. The Final Dissertation Defense should be conducted within a timeline to allow for the student to make any necessary corrections following the defense and still meet the final copy deadline for turning in the dissertation to the Office of Graduate Studies. The length of the examination period will generally not exceed three hours. Throughout this time, the Outside Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention.

1. The Doctoral Dissertation Outside Chair will open the proceedings by introducing the candidate and the Doctoral Dissertation Committee. The defense should begin with a presentation by the candidate designed to summarize the dissertation.
2. Following the presentation, the Defense may be moved to a different physical/virtual setting for the main examination. The examination will consist of questions about the research by the Outside Chair and the Doctoral Dissertation Committee. Candidates should expect to receive several rounds of questioning from the committee members, as well as questions from the general audience at the end of the session.
3. Following the completion of these proceedings, the Outside Chair will ask the candidate and all visitors to leave and will reconvene the Doctoral Dissertation Committee only. The Outside Chair is responsible for tallying the votes of the committee and informing the candidate of the final decision. Voting is limited to pass and fail votes only. The vote of the Doctoral Dissertation Committee must be unanimous. Once the committee reaches their decision, the Outside Chair will record the vote on the Successful Defense Form to be sent to the student's department/college.

All committee members must approve the final version of the dissertation via the Certificate of Approval Form. If the Committee is unable to **unanimously** approve a final draft of the dissertation, the student's Department Chair and College Dean will work with the Doctoral Dissertation Committee to seek an equitable resolution.

After the Final Dissertation Defense

Once the student has successfully completed their Final Dissertation Defense, they will need to submit the following paperwork to the Graduate Support Office:

- Signed Successful Defense Form (This is internal to COEDU and does not need to be submitted to ETD)
- Signed ETD Certificate of Approval
- Page 1 of the Plagiarism Check (This is conducted by the Major Professor and shows the citation match percentages)
- Certificate of Completion of the Survey of Earned Doctorates

The Office of Graduate Studies requires all doctoral students to submit a Certificate of Approval packet to the ETD office containing the documents listed above. Students must fill out the ETD Certificate of Approval form and obtain signatures from all committee members before sending it to the Graduate Support Office along with the other documents listed above. If all information is accurate, the Graduate Support Office will obtain the signature of the COEDU Associate Dean and return the COA paperwork to the student.

Once the COA Form, Plagiarism Check, and Survey of Earned Doctorates are signed and approved by the College, students will need to combine all required documents into a single PDF for ETD review. The Certificate of Approval packet should be submitted to this Microsoft Form on the ETD website by the semester deadline, along with submitting the final dissertation to ProQuest.

Students will need to pay an ETD manuscript fee to be cleared for graduation and receive their diploma. Fees will be assessed after the ETD has been approved (usually at the end of the semester) and will appear in OASIS as a Graduate Manuscript Processing Fee. ETD packets submitted earlier in the semester (2 weeks or more before the deadline) have a discounted processing fee. Final transcripts and/or the diploma will not be released until all holds and fees related to the dissertation are cleared.

For additional information about the final dissertation submission process, visit the Electronic Thesis & Dissertation website at http://www.grad.usf.edu/ETD-res-main.php. Students who fail to submit the final copy of a dissertation by the posted submission deadline will not be cleared for graduation. The student may be considered for graduation in the following semester by applying for graduation by the posted deadline, enrolling in a minimum of two (2) dissertation hours for that subsequent semester, and meeting the submission requirements as posted on the ETD website.

Graduation Requirements

General Information

When a student has completed the majority of their degree requirements, they must apply for graduation by submitting the Application for Degree online through OASIS. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar; please see the Registrar's website for

current semester deadlines. 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.

It is recommended that students submit their application after they have consulted with their program advisor and have met the following requirements:

- Will have completed all degree requirements by the end of the semester, including the removal of all incomplete (I), missing (M), and continuing (Z) grades. Students must be in good academic standing (GPA of at least 3.0).
- All students must be registered for at least two (2) graduate credit hours during the semester in which they have applied for graduation.
- Must provide course currency statements for any courses that have exceeded the University's stated time limits.
- All applicable state test scores must be submitted for all degree programs requiring them (e.g., Florida Teacher Certification Exam, Florida Educational Leadership Examination, etc.).
- Must have a current, approved Doctoral Committee form on file.
- Doctoral students must provide verification of their qualifying exam results and their formal admission to candidacy. (These documents should have previously been submitted before students begin the dissertation process.)
- Doctoral students must successfully defend their final dissertation and submit all relevant ETD paperwork (Certificate of Approval packet, Plagiarism Check, Survey of Earned Doctorates) by the ETD semester deadline. See the College of Education Dates and Deadlines page for all graduation deadlines.

In addition, students must have all financial obligations and/or holds paid and cleared from their account in order to receive their final diploma and to participate in the Commencement ceremony. This includes ETD processing fees for doctoral students completing their dissertation. You will not be able to receive your final transcript and diploma until all financial obligations have been cleared. Check your OASIS account and/or the Cashier’s Office to clear any balances or fees.

Applying for Graduation

Students apply for graduation via the Student Tab in their OASIS account, which can be accessed via the MyUSF portal. When applying, as long as the information regarding your Curriculum Information/Current Program section is correct (in particular, your college, degree and major), you can submit the application. Check your USF email for confirmation that you have successfully completed your graduation survey and application.

You must apply for graduation regardless of whether or not you plan to participate in Commencement. In order to ensure that your name appears in the Commencement brochure, you must apply on or before the priority graduation deadline date. Late applicants may not have their names listed in the Commencement brochure. Certification of degrees begins once final grades are posted and typically takes around six (6) weeks to be completed.

Please note: If you are applying for graduation, make sure your personal information (i.e., name, address, phone number, etc.) is up to date with the Registrar's office. The information that they have on file is what will be used when diplomas are generated and mailed. If you need to update your diploma address, please complete the Diploma Address Change Request and email it to graduation@usf.edu. If you have changed your name while enrolled and want a different name on your diploma, you must submit a Name Change Request to the Registrar. No personal information can be updated at Commencement.

Registering for Commencement

Commencement is the formal ceremony where students walk across the stage in their commencement regalia (cap, gown, hood). Participation in Commencement requires a formal RSVP, which can be done after you officially apply for graduation. Graduate students may not participate in commencement exercises until all requirements for their degree have been fulfilled and any outstanding financial obligations have been cleared. For more information regarding the commencement ceremonies and to register for this semester's ceremony, please visit the USF Commencement website.

Late Graduation

Students who need to file for graduation after the published University deadline for the current semester will be considered late applicants. Late applicants must complete the online Application for Degree via their Oasis account, and complete and submit the Late Graduation Application Form to the Graduate Support Office (EDU 320). Please note that applying late may require your application to be moved to the following term, even if all degree requirements are met.

Late applicants who want to participate in the graduation exercises should contact the University Commencement Office (see the Commencement section above) regarding requirements to participate in the commencement ceremony. However, late graduation applicants should be aware that:

- Their names may not appear in the Commencement program
- Academic regalia for participation in the graduation ceremony may not be available to them
- They may not receive their diplomas with those who filed their applications by the stated deadlines
- They may experience a delay in receiving their final transcripts showing degree completion from the Registrar’s Office

Withdrawal from Graduation

A student who has applied for graduation in the current semester and needs to delay degree completion should complete and submit the Graduation Application Withdrawal Request to the Graduate Support Office as soon as possible before the end of the current semester. This action removes the student's name from the

official graduation list and the student will not be certified for the final degree in that semester. Once withdrawn, the student must re-apply for graduation for the next term.

Certifying Degree Completion

Participating in the formal commencement ceremony does not guarantee that students will be certified for their degree. Once final grades for the semester are received, the Graduate Support Office will certify completion of the earned degree by conducting a final review of the applicants' degree requirements and final transcripts to ensure that all graduation requirements are met. A list of graduation applicants and their final graduation status (i.e., whether they have successfully earned the degrees or were denied) will be forwarded to the Registrar's Office approximately 4-6 weeks after the graduation ceremony. Diplomas are mailed to the student's permanent address approximately 8 weeks after commencement and the conclusion of the student's final semester.

Denial of Degree

In the event that a student does not meet the requirements for their degree program and is denied graduation, the Graduate Support Office will send the student and appropriate department faculty and/or advisors a notice identifying the issues which prevented graduation. The student must submit a new online graduation application for the new term of graduation by the application deadline for that term. The student should work with the academic department to successfully reconcile the issues which prevented the previous term's graduation. In addition, the student must be registered for two (2) graduate hours in the semester of re-application for graduation.

Letters of Completion

If students need verification that they have successfully completed all degree requirements prior to receiving their diploma (often for employment purposes), they may request a Letter of Completion. This letter specifies that the student has finished all the requirements for the degree and lists the date the degree will be conferred on. Students may complete the Request for Letter of Completion form and submit it to the Graduate Support Office. The Letter of Completion is signed by the student's Department Chair, the College Dean, the COEDU Graduate Support Office, the University Office of Graduate Studies, and the University Registrar and receives the university's seal.

Letter of completion requests are processed and completed once the final certification process is completed for the student. The Graduate Support Office will complete the final certification process approximately 4-6 weeks after final grades are released by the Registrar (typically the Friday after commencement). To be certified for their degree, doctoral students must have completed all degree requirements listed in the General Information section above, which includes successfully defending the final dissertation and submitting all ETD paperwork to

the Office of Graduate Studies. Once the Letter of Completion has been fully processed, it will be mailed to the student at the address provided on the form with an additional (unofficial) copy emailed to the student. Students may also pick up the letter in person from the Graduate Support Office. Please allow 6-10 business days for a request for Letter of Completion to be processed once the final certification is complete for the student.

Note: Once transcripts reflect the degree earned, a Letter of Completion will longer be available. The final transcript and/or diploma serve as proof of completion.

Ordering Transcripts

Students may order official transcripts reflecting their academic record and final degree through the Registrar's Office. A student's academic record can only be released upon authorization of the student. Students that still have access to MyUSF after graduation can order transcripts directly through MyUSF. Former students and alumni can use the Transcript Request Form or visit the Office of the Registrar's website. If students prefer to pick up their transcript in person, they may bring a completed Transcript Request form to the Registrar's Office.

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. Please note that if you are ordering a transcript prior to the completion of the final degree certification process, you must check the box asking that your transcript be delayed until the final degree has been posted.