Graduate Student Handbook – Master's

Revised for 2023 – 2024

Graduate Support Office – EDU 320

College of Education

University of South Florida

Table of Contents

Preface 4
College of Education Mission, Vision & Values 5
COEDU Mission 5
COEDU Vision 5
Our values: 5
Student Rights & Responsibilities 5
Student Rights 5
Student Responsibilities 5
Most Frequently Used Links: 6
University of South Florida Websites 6
USF College of Education Websites 6
Graduate Admissions Information 7
Time Limitations 7
Time Limit Extensions 7
Course Currency 8
Academic Policies and Regulations 8
Registration Information 9
On-Time Registration and Tuition Payments 9
Medical Requirements for Registration 9
Administrative Holds 10
Mandatory First-Day Attendance Policy 10
Late Registration 11
Graduate Petition 11
Retroactive Actions 12
Academic Integrity 12
Disruption of the Academic Process 13
Student Academic Grievances 13
Graduate Catalog 14
Student's Major Degree Requirements 14
Student Status 15
Enrollment Requirements 15
Validation of Admission 16
Continuous Enrollment for All Graduate Students 16
Enrollment during Comprehensive Exams 16
Enrollment during Semester of Thesis Defense 16
Enrollment during Semester of Thesis Submission 16

Enrollment during Semester of Completion of Degree Requirements 17
Enrollment for Graduate Teaching and Research Assistants 17
Reinstatement and Re-application for Admission Policies 17
Reinstatement 17
Re-application for Admission 18
Leave of Absence (LOA) 19
Auditing of Courses 19
Transfer of Credit (From Institutions External to USF) 20
Application of USF Credit (Internal Transfer) 20
Approval Process and Deadlines for Transfer of Credit 21
Academic Standards and Grades 22
Minimum University Requirements 22
Grade Point Average (GPA) 22
Graduate Grading System 23
Satisfactory/Unsatisfactory (S/U) Grades 24
Incomplete (I) 24
Missing (M) 26
Voluntary Withdrawal 27
Academic Renewal 27
Academic Dismissal 28
Offices and Organizations for Governing Graduate Study 28
University of South Florida Graduate Studies 28
College of Education 29
Associate Dean for Academic and Student Affairs 29
Graduate Support Office 29
Graduate Program Committee (GPC) 29
Credentialed Graduate Faculty 30
College of Education Graduate Student Council 30
Resources for Funding and Financial Assistance 30
College of Education Financial Aid Information 31
Graduate Certificates 32
Certificate programs offered by the College of Education include: 32
Master's Degree Options 33
Initial Certification Information 33
Degree Programs and Concentrations 34
Master of Arts (M.A.) 34
Master of Arts in Teaching (M.A.T.) 34

Master of Education (M.Ed.) 35
Master of Science (M.S.) 35
Concurrent/Dual Concentrations 35
Concurrent Degrees 36
Concurrent Degree Curriculum Approval 36
Change of Major/Concentration 37
Change of Graduate Major 37
Change of Concentration 38
Faculty Advisors 39
Planned Program of Study 39
Changes to Course Requirements on an Approved Planned Program 40
Comprehensive Exam 40
Registration Requirements 41
Application and Clearance to take the Comprehensive Exam 41
Submission of Comprehensive Exam Results 41
Master's Thesis/Project 41
Master's Thesis Requirements 42
Major Professor 42
(Co-)Major Professors of the Graduate Student Committee Responsibilities 42
Thesis Committee 43
Permission to Conduct Research Involving Human Beings 44
Electronic Thesis and Dissertation Information 44
Master's Project Information 45
Graduation Requirements 45
General Information 45
Applying for Graduation 46
Registering for Commencement 46
Late Graduation 47
Withdrawal from Graduation 47
Certifying Degree Completion 47
Denial of Degree 48
Letters of Completion 48
Ordering Transcripts 48

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

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

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified above but 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 online 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 Comprehensive Exams

During the term in which students take the master's comprehensive 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.

Enrollment during Semester of Thesis Defense

Students must be enrolled for a minimum of two (2) thesis/dissertation hours during the semester that the thesis is defended and in the semester in which the thesis is submitted for the format check, usually the semester the student intends to graduate. *Note: students cannot be enrolled in thesis and dissertation at the same time.*

Enrollment during Semester of Thesis Submission

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

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 thesis/dissertation work, 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.
- Thesis, Independent Study, Directed Research, 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 graduate-level 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 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 also 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 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 (5000-7000 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 transcript 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 thesis/dissertation committee granted they meet criteria developed by the academic program. Credentialed faculty may also serve as program advisors for master's students and assist students throughout their program. 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.

Master's Degree Options

The College of Education offers four degree types at the Master's level. For more information about our Master's programs and their core requirements, please visit the College of Education Graduate Degree Programs webpage or the current USF Graduate Catalog.

Initial Certification Information

Students seeking initial certification (state teacher certification, school counseling, school psychology, etc.) must be admitted to one of the degree programs offered in the College of Education. For students that do not have current State Teacher

Certification (that hold a bachelor's outside of education), a Master of Arts in Teaching (MAT) degree is the best option for obtaining initial teaching certification. Other master's programs offer routes for advanced certification in various specializations such as Reading, ESOL instruction, and School Counseling. Students pursuing state certification are required to complete and pass certification exams including the General Knowledge Test (GKT), Subject Area Exam(s) in their chosen area, and the Professional Education Exam.

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

Master of Arts (M.A.)

- Career & Technical Education
- Counselor Education: School Counseling (Provides Florida State Certification in School Counseling)
- Educational Studies
- Elementary Education: STEM
- Elementary Education: Teacher Leadership
- Exceptional Student Education
- Physical Education
- Reading Education (Optional pathway to Florida Reading Certification)
- School Psychology (Not a terminal M.A. - Admission only through Ed.S. or Ph.D. program)
- Secondary English Education: Teaching Secondary ELLs (Provides Florida Reading Endorsement)
- Secondary English Education: Teaching Secondary Reading (Provides Florida Reading Endorsement)
- Secondary English Education: Teaching Secondary Writing
- Secondary English Education: Teaching Young Adult Literature
- Urban Educational Leadership

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

- Elementary Education (ESOL and Reading Endorsements)
- Exceptional Student Education (ESOL and Reading Endorsements; State Certification in Exceptional Student Education)
- Foreign Language Education/ESOL (Closed to Admissions after Fall 2023)
- Mathematics Education: Middle Grades Mathematics (5-9)
- Mathematics Education: Secondary Mathematics (6-12)
- Science Education: Biology
- Science Education: Chemistry
- Science Education: Earth and Space Science

- Science Education: Physics
- Secondary English Education (ESOL and Reading Endorsements)
- Social Science Education

Master of Education (M.Ed.)

- Curriculum & Instruction: College Student Affairs
- Curriculum & Instruction: Early Childhood Education
- Curriculum & Instruction: Measurement & Evaluation
- Curriculum & Instruction: Secondary Education Biology
- Curriculum & Instruction: Secondary Education Chemistry
- Curriculum & Instruction: Secondary Education Mathematics
- Curriculum & Instruction: Secondary Education Physics
- Curriculum & Instruction: Secondary Education Social Science
- Curriculum & Instruction: Secondary Education TESOL
- Educational Leadership: K-12 Public School Leadership (Provides Florida Level 1 Educational Leadership Certification)
- Educational Leadership: Curriculum Leadership
- Foreign Language Education (Closed to Admissions after Fall 2023)

Master of Science (M.S.)

- Exercise Science
- Exercise Science: Health & Wellness
- Exercise Science: Strength & Conditioning
- Learning Design and Technology
- Learning Design and Technology: Big Data and Learning Analytics
- Learning Design and Technology: Cybersecurity Education
- Learning Design and Technology: E-Learning Design and Development
- Learning Design and Technology: Game-Based Learning and Analytics
- Secondary STEM Education

Concurrent/Dual Concentrations

If a student wants to pursue concentrations in two areas within a graduate degree, they must first be admitted as a degree-seeking student to a Master's program which will serve as their 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.

Concurrent concentrations may share between 0% and 15% of the total combined minimum credit hours. Only structured graduate coursework may be shared and courses that are shared 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. The minimum hours for the major must still be met and all concentrations must be completed prior to degree conferral.

Concurrent Degrees

Students interested in Concurrent Degrees:

- Must apply for admission to the first major and validate admission through enrollment. In the semester following that enrollment, the student must apply for admission to the second major and receive concurrent degree approval by submitting the Application for Concurrent Degree Form from 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 theses or final projects, comprehensive exams, etc.), unless the Concurrent Degree was approved with a combined requirement by Graduate Council through the formal Concurrent Degree Curriculum Approval.
- Must have a minimum of 60 total combined graduate hours after the shared hours are applied for concurrent master's majors, or a minimum of 102 total combined graduate hours for a concurrent master's/doctorate program.
- 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.

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

The Application for Concurrent Degrees can be found here or on the Office of Graduate Studies website.

Concurrent Degree Curriculum Approval

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 (e.g., 60 hours combined after sharing hours between

two Master's degrees). For procedures and the necessary forms, refer to the Office of Graduate Studies website.

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 should 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; transfer 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.
- may affect the student's financial aid status.
- is up to the discretion of the student's major and concentration (NOTE: some concentrations have additional requirements for admission and for degree completion).

Additional requirements for adding/changing concurrent concentrations:

- May share between 0% - 15% of total combined minimum credit hours.
- Structured courses only (no S/U grades)
- Coursework may only be shared between a maximum of two concentrations. If additional coursework overlaps, the student must meet the hours required for each concentration by taking additional coursework.
- See Concurrent Concentration section above for more information.

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 the master's degree program, the student is assigned a faculty advisor in their chosen specialization. Graduate faculty advisors assist students in determining an academic course of action by creating and completing the planned program of study. Students should meet with their advisors to plan an individual program of study that meets University, College, and, if appropriate, State Department of Education certification requirements.

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 programs. This form is also used to approve students for the master's Comprehensive Examination 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 the program advisor. The form should be signed by the student, program advisor in their discipline, 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) by the end of the first semester after the student's admission to the program, or before 12 hours of graduate coursework have been completed, whichever occurs first. The Graduate Support Office reviews the Planned Program of Study for compliance with College, University, and applicable State of Florida Department of Education requirements. When the program is approved and signed by the Graduate Support Office, a signed copy will be emailed to the department Academic Program Specialist, the student, and their program advisor.

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 5000 level or above may be applied and any substitutions for COEDU foundational courses must be approved by the Department Chair and/or program 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.

Comprehensive Exam

When the substantial majority of the program coursework is completed, graduate students must pass a Comprehensive Examination covering the subject matter in the Major and related fields. The comprehensive examination at the master's level is designed to assess the student's general knowledge, understanding and skills in the domain of study, and their ability to synthesize and apply critical components of this domain. The Comprehensive Exam, or designated alternative method, must be completed while in residency (i.e., current active student) at USF, administered by USF faculty, and covering content for the USF major. The format used to satisfy the comprehensive examination requirement may vary by department or program.

Please check with your program advisor to determine the requirements needed in your chosen program to fulfill this requirement.

Registration Requirements

Students must be degree-seeking and enrolled for a minimum of two (2) hours of graduate credit during the semester when the Comprehensive Examination is taken. If the exam is taken between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

Application and Clearance to take the Comprehensive Exam

Each graduate program has their own form of Comprehensive Examination. The student's department will determine the type of comprehensive exam, the dates for taking the exam, and what the eligibility requirements are. Students should check with their program advisor for details regarding their eligibility and timeline for taking the comprehensive exam.

Submission of Comprehensive Exam Results

The student's faculty advisor or Academic Program Specialist must submit the results of the Comprehensive Examination to the Graduate Support Office (or Student Academic Services for MAT students) no later than the deadline for submission of term grades for the student to meet graduation requirements for that semester. All master's students applying for graduation need to have formal verification of their comprehensive exam results on file regardless of the exam format (traditional examination, portfolio submission, completed thesis, etc.).

Verification of Comprehensive Exam Results Form

Master's Thesis/Project

Certain master's programs require the completion of a thesis or project in order for students to graduate. The number of credit hours of thesis or project enrollment required for master's students will be determined by their program. Discussion with the Major Professor and/or faculty advisors will help the student determine whether the thesis or project option is most appropriate. Students are required to enroll for a minimum of two (2) semester hours in the xxx-6971 thesis course or EDG 6975 project course each semester while working on the master's thesis/project and for 2 semester hours in the thesis or project course during the semester of graduation.

Note: Once a student has decided to complete a thesis or project, they must continue to register in those hours until their work is complete. Students cannot flip back and forth between thesis hours and project hours as there is a specific process tied to each course.

Master's students who plan to complete a thesis will need to complete and submit an Advanced Graduate Student Supervisory Committee Appointment form. Master's students must have a minimum of three (3) credentialed faculty members on their committee. Below is a list of Credentialed USF Faculty across all Colleges.

Advanced Graduate Student Supervisory Committee Appointment Form

Credentialed Faculty List

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

Master's Thesis Requirements

Major Professor

The Major Professor serves as the student's advisor and mentor throughout the thesis process. Master's students completing a thesis must identify a Major Professor from their academic area, approved by the student's department/college, and receive that person's agreement to serve as Major Professor. The selection of the Major Professor must be approved and appointed as soon as possible. Students must have a major professor in order to maintain Satisfactory Academic Progress.

If a Major Professor cannot be identified or in the event a Major Professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another professor from the Department/College. Students who are unable to find a replacement should confer with the Graduate Director for available options (including converting to a non-thesis/project option if available.)

Major Professors must meet the following requirements:

- Be graduate faculty*, as defined by the University, from the student's academic area.
- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements
- Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor

**Affiliate 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.*

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

- Approving and submitting the Graduate Student Supervisory Committee Form to the Program, and if necessary, the College.

- Specifying the style manual to be used for the thesis before the student begins writing the manuscript. The style manual should be appropriate to the discipline (College of Education typically uses APA).
- Referring students to the Thesis and Dissertation Guidelines (http://www.grad.usf.edu/ETD-res-main.php) to obtain information on University Format Requirements.
- Reading and approving the final copy of the thesis for content and format prior to signing the Certificate of Approval.
- Verifying, by signing the Certificate of Approval, that the student's thesis is ready to be submitted to the Office of Graduate Studies for publication.

Thesis Committee

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

The master's thesis committee is comprised of a minimum of three members (the Major Professor and two other members, or two Co-Major Professors and one other member). The members must be credentialed as Associate or Full Members of the College of Education's Graduate Faculty. Committee members should be from the general research area in which the degree is sought. One member must be from outside the student's discipline; the one outside member may be chosen, if appropriate, from faculty of other USF Colleges. Persons desiring to serve on a Graduate Committee who are not defined as Graduate Faculty (i.e., visiting faculty, professionals, etc.) must submit a curriculum vitae (CV) and be approved by the Department, College, and, as needed, the Office of Graduate Studies.

Once a committee has been determined, an Advanced Graduate Student Committee Appointment Form needs to be completed by the student and submitted to the Committee Members for original signatures. The original appointment form should be submitted to the Graduate Support Office for approval. An approved and current committee appointment form must be on file in the college or department before graduation may be certified. Committee forms need to be processed as early in the major as possible, but no later than the semester prior to graduation.

Changes to a Supervisory Committee must be recorded on a Change of Committee Form and submitted to the Graduate Support Office. 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. The form must also be signed by the Department Chair. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. Change of Committee Forms should be submitted for approval as soon as the change takes place and are official only once approved and filed by the major and college.

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. Master's students who have chosen the thesis option 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.

Electronic Thesis and Dissertation Information

Master's students do not have a formalized thesis defense session like the doctoral dissertation defense; rather, students will conduct an informal defense within their individual program or department. Please contact your program advisor or department to learn more about master's thesis defense procedures.

Once the thesis is successfully defended and approved by the committee, students will need to submit their completed thesis to the Electronic Thesis & Dissertation (ETD) office. The ETD Resource Center is designed to help graduate students navigate the ETD Process. It is essential that all students who are submitting a master's thesis become familiar with the registration process, the submission process, and the ETD formatting requirements.

ETD Registration 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 their thesis and Certificate of Approval (COA) packet. Students must be registered for at least 2 hours of thesis credit (xxx 6971) in the semester they submit the thesis to ETD. Students must also apply to graduate, which is done online through OASIS. Check the Office of Graduate Studies' and Registrar's websites for all deadlines.

Students will need to submit a Certificate of Approval packet to the ETD office upon completing their thesis. This packet should be reviewed and signed by all committee members, then sent to the Graduate Support Office to certify students for graduation. The Certificate of Approval packet should include:

- Certificate of Approval Form, with all appropriate signatures (Major Professor, Committee members, and the Academic Program Specialist. The Graduate

Support Office will obtain the COEDU Associate Dean's signature.) Note that all information should be typed.
- Page 1 of the Plagiarism Check

The complete Certificate of Approval packet should be submitted to this Microsoft Form on the ETD website by the semester deadline (all deadlines can be found on the ETD website). The Office of Graduate Studies will review the thesis submission and notify students of any necessary revisions needed before publication.

Master's Project Information

Students who are required to submit a non-thesis project must meet all of the requirements as specified by the College of Education and their chosen graduate program. A project does not need to meet the requirements of a thesis and is not submitted to the Office of Graduate Studies for approval and archiving.

Students completing a project will register for a minimum of 2 credit hours in EDG 6975 (with their chosen Major Professor) during each semester of project work. Once complete, the student's Major Professor submits one hard copy of the student's project and the signed Record of Ed.S. or Master's Project Completion Form to the Graduate Support Office (EDU 320) three weeks before the end of the semester in which the student is graduating.

Record of Ed.S. or Master's Project Completion Form (Link at bottom of page)

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.).
- Master's students must pass the comprehensive exam or its equivalent OR have been cleared to take it in the application semester.
- Master's students who are required to complete a thesis or project must submit all related paperwork (ETD paperwork, record of project completion, etc.) by the semester deadline. See the College of Education Dates and Deadlines page for current 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 graduate students completing a thesis or 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 (which is typically the Friday after commencement). To be certified for their degree, students must have completed all degree requirements listed in the General Information section above, including the final submission of 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.