

OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

NOTICE: PROPOSED AMENDED REGULATION

DATE: February 9, 2009

NUMBER & TITLE:	USF 1.009 Graduate Catalog of the University of South Florida
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The Graduate catalog includes information on admissions, articulation, degree requirements, curricula offerings, and facilities. The 2009-10, proposed amendments to the catalog have been reviewed and approved by the respective programs and colleges; the Graduate Council; and Graduate School. Following are Regulation USF 1.009 and a summary of the major proposed revisions to the Graduate catalog. To obtain full text of the proposed amendments to the catalog and curricular changes: HTTP://USFWEB2.USF.EDU/ACE/FEBRUARY%2026%202009/GRADUATE_CATALOG_2009-2010_REV_1_23_09.PDF or contact Dee Brown at USFLEGAL@ADMIN.USF.EDU.

REGULATION REVISIONS:

University of South Florida system Regulation
Number: USF1.009

**SUBJECT: GRADUATE CATALOG OF THE UNIVERSITY OF SOUTH
FLORIDA**

(1) The University of South Florida system publishes the Graduate Catalog (~~2008-2009~~ 2009-2010) incorporated by reference herein. The Graduate Catalog

establishes and reflects admission and degree requirements within the USF system as well as provides general information regarding the USF system, University community, curricular offerings and facilities available to students, faculty and staff of the USF system. In addition, the Catalog contains the academic calendar as set by the USF system within the general guidelines of the Board of Trustees.

(2) In the event of conflict between any provisions of the Graduate Catalog and any regulations or policies of the USF system, the document most currently revised or adopted by the USF system shall prevail.

(3) At no charge, a copy of the USF Graduate Catalog is available online at WWW.GRAD.USF.EDU.

(4) A copy of the USF St. Petersburg Graduate Catalog is available online at WWW.STPT.USF.EDU/SPGRAD.

(5) The following applications for admission (including International Admissions) to the USF system are available on-line and by contacting the Offices of: Graduate Admissions or Undergraduate Admissions.

a) Graduate Application for Admission; Office of Graduate Admissions, University of South Florida.

~~—— (b) Undergraduate Application for Admission; Office of Undergraduate Admissions, University of South Florida.~~

~~—— (c) USF International Undergraduate Application and International Application to USF Graduate Studies; Office of International Admissions, University of South Florida.~~

Name of University Official Initiating Proposed Regulation Revision: Ralph Wilcox, Provost and Senior V.P. for Academic Affairs; Karen Liller Interim Dean of the Graduate School and Associate Vice President for Research and Innovation.

Specific Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors. History-New 7-5-06, Amended 5-3-07, 3-20-08, _____

SUMMARY OF MAJOR 2009-2010 GRADUATE CATALOG REVISIONS:

Date noted reflects the approval date by the University Graduate Council (GC). This list only includes approved proposals and does not include any proposals that were reviewed and subsequently disapproved or withdrawn.

Policy Revisions

A	Admission to Doctoral Candidacy (12/17/07)
B	First Course Attendance (9/15/08)
C	Incomplete Grades (11/17/08)
D	Readmission (12/15/08) (1/12/09)
E	Transfer of Credit (4/17/08) (12/15/08) and (1/12/09)
F	Doctoral Hours (12/15/08)
G	Graduate Certificate Policies (12/15/08)
H	Time Limitations (1/12/09)
I	Major Professors (MP) (1/12/09) (1/26/09)

A. Admission to Doctoral Candidacy

Doctoral ~~Comprehensive~~ Qualifying Examination

As soon as the substantial majority of the course work is completed, the student must pass a written ~~comprehensive~~ qualifying examination covering the subject matter in the major and related fields. This examination may be supplemented by an oral examination. Students must be enrolled for a minimum of two (2) hours of graduate credit in their discipline at the time they take the ~~comprehensive~~ qualifying examinations. If the exam is taken between semesters, students must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

Admission to Candidacy

In order to be admitted to doctoral candidacy, students must meet the following requirements at USF

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1. admission to a doctoral program
2. appointment of a Doctoral Committee,
3. attainment of an overall and degree program Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. (All “T” and “M” grades, including “IF” and “MF”, must be cleared before candidacy may be finalized.)
4. successful completion of a qualifying examination
5. certification by the Doctoral Committee that the above qualifications have been successfully completed.

The Admission to Candidacy form should be submitted for approval no later than the semester following the successful completion of the exam. The form will be approved by the Dean of the College and forwarded to the Dean of the Graduate School for final approval. Doctoral Candidacy is effective as of the day that the Graduate School

approves of the request and changes the student's status. As long as the Candidacy request is received between the first and last day of class during the fall and spring semesters or between the first day of class and one week before the last day of class in Session B during the summer semester, and the Candidacy is cleared for approval, the Candidacy will be effective as of that semester. ~~Students must have an overall and degree program Grade Point Average (GPA) of 3.00 at the time of candidacy for candidacy to be approved. Candidacy will not be approved if there are any "I" (Incomplete) or "M" (Missing) grades on the transcript. All "I" and "M" grades, including "IF" and "MI", must be cleared before candidacy may be finalized.~~

B. MANDATORY FIRST COURSE ATTENDANCE (Rescinded and reverted to previous policy)

Course Attendance at First Class Meeting – Policy for Graduate Students

For structured courses, 6000 and above, the College/Campus Dean will set the first-day course attendance requirement. Check with the College for specific information. This policy is not applicable to courses in the following categories: Educational Outreach, Open University (IV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading, or study, individual research, thesis, dissertation, internship, practicum's, etc.). **Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.** (See USF Regulation 6C4-4.0101, [HTTP://USFWEB2.USF.EDU/USFGC/OGC%20WEB/CURRENTREG.HTM](http://USFWEB2.USF.EDU/USFGC/OGC%20WEB/CURRENTREG.HTM))

Students are required to attend the first class meeting of structured courses, 5000 and above, for which they registered prior to the first day of the term. Names of students who register prior to the first day of the term are printed on the first class roll for each course section. **The first class roll is used by professors to drop students who do not attend the first day of class (either online or in person).** Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department **prior** to the end of the first class meeting to request a waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes will **not** be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor. Please note that the Registrar's Office does not add students whose names are handwritten on the first day class rolls to courses, and these students are required to add the course by OASIS. **To avoid fee liability and academic penalty, the student is responsible for ensuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.**

C. **Incomplete Grades** (Revised to further clarify policy, reduced to one semester)

Incomplete (I)

Definition: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to

illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U). Students may only be eligible for an “I” when:

- majority of the student’s work for a course has been completed before the end of the semester
- the work that has been completed must be qualitatively satisfactory
- + the student has requested consideration for an “I” grade as soon as possible but no later than the last day of finals week ~~An I grade indicates incomplete coursework and may be awarded to graduate students, at the discretion of the instructor, only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade. The course instructor and student must draft and sign a contract that describes the work to be completed, the date it is due, and the grade earned including the zero for the incomplete portion.~~

The 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 the Graduate School by before the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the I grade. Students may register to audit the course, with the instructor’s approval, but cannot re-take the course for credit until the I grade is cleared. An I grade not cleared within the next ~~two successive~~ academic semesters (including summer semester) will 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 Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an I grade. Example:

Current Semester

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

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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

- instructor submits a change of grade
- student earns final grade comprised of all completed course work

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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.

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

D. **Readmission** (Revised and clarified policy; eliminated “reinstatement”)

Definitions:

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Admission – used for a student to apply to a graduate program

Readmission – used for a student to submit a new application for a graduate program to which they were previously admitted, but have been dropped as degree-seeking

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A graduate student who is not registered and enrolled has not been in attendance for for a minimum of six (6) credits at least one semester during the past in a 12 months period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed.

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Eligibility for readmission:

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

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Additional Requirements

- **Graduate Application:** In order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials.
- **Test Scores:** The Department may require new Test scores (GRE/GMAT/TOEFL) and transcripts.
- **Catalog Year:** students who are readmitted must meet the degree requirements and policies in the Graduate Catalog in effect at the time of readmission.
- **Prior Coursework taken at USF:** coursework taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department. However, all coursework taken when previously enrolled as a graduate student is included in the overall GPA. Refer to the Time Limit Policy for time limits on coursework applied toward the degree. Students who completed required coursework and were previously in doctoral candidacy do not have to retake courses older than eight years unless determined by the program. Students may be required to take new coursework at the program's discretion. The decision to accept courses previously transferred to USF and applied toward the degree is at the discretion of the program. There is no time limitation for waived hours from a completed master's degree used toward a doctoral degree.
- **Enrollment:** Students must enroll for the semester in which their readmission is effective.
- **Doctoral Candidacy:** Students who are readmitted to a doctoral program who were previously admitted to doctoral candidacy may retain their candidacy

status at the discretion of the Department, College, and Graduate School. Students must file an approved request for Readmission to Doctoral Candidacy Form through Graduate School procedures. Once approved, the Candidacy date is effective as of the semester of readmission.

- **Dissertation Hours:** Students must enroll for two hours of dissertation per the enrollment policy, plus an additional three dissertation hours for a total of five dissertation hours in their first semester. Programs may require additional hours.

~~The readmission ~~reinstatement~~ policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending USF may be required. ~~must apply for Reinstatement of Admissions by contacting the Graduate Program Director of his/her degree seeking program. Students may obtain the form at WWW.GRAD.USF.EDU (Click on Graduate School Forms.) Requests for reinstatement must be received no later than the program's admissions deadline date. Students requesting reinstatement must submit a completed Reinstatement of Admission Request Form and Residency Form directly to the program to which reinstatement is sought. An application and an application fee are NOT required when seeking a reinstatement.~~~~

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- E. **Transfer of Credit** (Clarified policy for GPA and time limits, professional degrees, etc.)
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Transfer of Credit

Institution Based Credit

USF has two degree-granting institutions: USF (~~Tampa~~, USF Polytechnic and USF Sarasota-Manatee) and USF-St. Petersburg. Students may, with the approval of their graduate program, ~~take-earn~~ credits at any of the USF institutions ~~campuses~~.

However, the majority of credits needed for a degree must be earned through instruction offered by the institution granting the degree. Students may request a transfer of credit toward their degree program. There are two types of transfer of credit:

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Internal Institution Transfer of Credit

Credits earned from USF Tampa, USF Polytechnic, or USF Sarasota-Manatee.

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External Institution Transfer of Credit

Credits earned from USF-St. Petersburg or other regionally accredited institutions

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Requirements for Transfer of Credit:

- Hours: Credits may be transferred as indicated on the appropriate tables below

- **GPA:** Credits transferred in must have a grade of B or better
 - For Internal Institution Credits, the grade of the transferred course(s)
 - Are calculated in the GPA at USF
 - Are noted on the transcript as the grade earned
 - For External Institution Credits, the grade of the transferred course(s)
 - Are not calculated in the GPA at USF
 - Are noted on the transcript by a **T** if from a non-USF institution
 - Are noted on the transcript by a **N/A** if from a USF Regionally accredited institution*
 - **Evaluation/Approval:** The graduate program / department will be responsible for evaluating, approving, and initiating the transfer as soon as possible following admission.
 - **Time Limits:** All coursework transferred into a graduate program can be no older than
 - seven (7) years at the time of graduation for a master's and Ed.S. program
 - eight (8) years at the time of graduation for a doctoral program.
 - There is no time limitation for courses from a completed master's degree used toward a doctoral degree
 - For readmission, refer to the Readmission Policy .
 - *USF accepts credits from all regionally accredited institutions in the nation.
- ~~1. In order to apply credits taken at USF-St. Petersburg to a USF-Tampa program, or to apply credits taken at USF-Tampa to a USF-St. Petersburg program, the credits must have a grade of B or better. However, these~~

grades are not calculated in the overall GPA. Credits may be approved for application as noted in the table below:

<u>INTERNAL</u> <u>INSTITUTION</u> <u>BASED</u> (Tampa / Sarasota- Manatee/ Polytechnic)	<u>To</u> <u>Graduate</u> <u>Certificates</u>	<u>To</u> <u>Masters</u> <u>/ Ed.S.</u> <u>Degree</u>	<u>To</u> <u>Doctoral</u> <u>Degree</u>
<u>Courses</u> (4000 and above) <u>taken as an</u> <u>undergraduate</u> <u>but not</u> <u>applied to</u> <u>undergraduate</u> <u>degrees</u>	<u>Discretion</u> <u>of</u> <u>the</u> <u>Program</u>	<u>Discretion</u> <u>of</u> <u>the</u> <u>Program</u>	<u>Discretion</u> <u>of</u> <u>the</u> <u>Program</u>
Graduate Courses applied to undergraduate degrees	None	None (Discretion of the Program for approved Accelerated Degree Programs)	None
Non-degree Seeking Status	Up to one graduate credit	Up to 12 graduate hours	Up to 12 graduate hours

	course		
Uncompleted Certificate (Graduate Degree Seeking Students)	Discretion of the Program	Up to 12 graduate hours	Up to 12 graduate hours
Completed Certificate	Up to one graduate course (1 course may be applied to up to 2 certificates)	Up to 12 graduate hours	Up to 12 graduate hours
Uncompleted Master's/ <u>E</u> <u>d.S. Degree</u>	Discretion of the Program	Discretion of the Program	Discretion of the Program
Completed Master's/ <u>E</u> <u>d.S. Degree</u>	Discretion of the Program	Specific course requirements in common across both degree programs may be waived with the substitution of other	Up to 50% of the doctoral program requirement for total course hours (excluding dissertation hours)

		approve d coursew ork at the discretio n of the program .	
Uncomplet ed Doctoral or completed Professiona l Degree	Discret ion of the Progra m	Discreti on of the Program	Discreti on of the Program
Completed Doctoral <u>Degree</u>	Discret ion of the Progra m	Specific course requirem ents in commo n across both degree program s may be waived with the substitut ion of other approve d coursew ork at the discretio n of the program .	Specific course requirem ents in commo n across both degree program s may be waived with the substitut ion of other approve d coursew ork at the discretio n of the program .

EXTERN AL INSTITU TION BASED	To Graduat e Certifica tes	To Masters/ Ed.S. Degree	To Doctora l Degree
<u>Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees</u>	<u>Up to one graduate course</u>	<u>Up to 12 hours</u>	<u>Up to 12 hours</u>
Graduate Courses applied to undergraduate degrees	None	None	None
Non-degree Seeking Status	Up to one graduate course	Up to 12 graduate hours	Up to 12 graduate hours
Uncompleted Certificate (Graduate Degree Seeking Students)	Up to one graduate course	Up to 12 graduate hours	Up to 12 graduate hours
Completed Certificate	Up to one graduate course	Up to 12 graduate hours	Up to 12 graduate hours
Uncompleted Master's/ <u>E</u>	Up to one graduate	Up to 40% of the USF	Up to 40% of the USF

<u>d.S. Degree</u>	course	program	program
Completed Master's/ <u>E</u> <u>d.S.-Degree</u>	Up to one graduate course. Specific course requirements in common across both programs may be waived with the substitution of other coursework at the discretion of the program.	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	Up to 40% of the USF doctoral program requirement for total course hours (excluding dissertation hours)
Uncompleted Doctoral or completed Professional Degree	Up to one graduate course	Up to 40% of the USF program	Up to 40% of the USF doctoral program requirement for total course hours (excluding dissertation hours)
Completed	Up to	Specific	Specific

<p>Doctoral <u>Degree</u></p>	<p>one graduate course. Specific course requirements in common across both programs may be waived with the substitution of other coursework at the discretion of the program.</p>	<p>course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.</p>	<p>course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.</p>
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F. **Doctoral Minimum Hours** (Revised and clarified policy for GPA requirements)

Minimum Hours

Because the doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation, the Graduate School does not specify any minimum number of courses or total credit hours that must be completed for award of the degree. However, programs with formally approved concentrations must have core major requirements that all students must successfully complete. Students must comply with general enrollment requirements and also institutional residency requirements. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements.

G. **Graduate Certificate Policies** (Reaffirmation of GPA admission requirements.)

The requirement that all non-degree seeking grad certificate applicants must meet the University GPA requirements has fallen out of the Grad Council Policies governing certificates during one of our many policy updates. We wish to add the copy below that is shown in red to Section III.2 of the grad certificate policies. The original intent of criteria for admission to a grad certificate was that admission be the same for this group as for any applicant to grad programs.

Student Eligibility and Admission Criteria

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

1. An earned baccalaureate degree or its equivalent from a regionally accredited college or university or enrollment in a USF five-year academic program is required. Students in five-year academic programs may be admitted upon completion of 120 semester hours.

2. Each graduate area of study sets the requirements for admission, including minimum grade point average, standardized test scores, and other similar criteria as part of the application. However, prospective non-degree seeking graduate certificate students must meet University graduate admissions grade point average requirements.

H. **Time Limitations** (Clarified time limits for courses)

MASTER'S AND ED.S. REQUIREMENTS

Time Limitations

~~All requirements for Master's and Ed.S. degrees must be completed within five (5) calendar years from the student's date of admission for graduate study. Courses taken prior to admission to the USF graduate program, for example as non-degree seeking or~~

from other institutions that were transferred in, can be no older than seven (7) years at the time of graduation. Master and Ed.S. degrees (including dual degree programs) that require course work in excess of 50 credit hours may be granted a longer statute of limitations by the University Graduate Council.

Time Limit Extensions

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

[HTTP://WWW.GRAD.USF.EDU/NEWSITE/FORMS/GRAD_FORMS.ASP](http://www.grad.usf.edu/newsite/forms/grad_forms.asp)

Requests must include

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, graduate program, and College Dean or designee,

prior to submission to the Graduate School for approval. If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition of the time limit extension. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave (see the section on *Leave of Absence* in the *Enrollment Requirements* section.)

DOCTORAL REQUIREMENTS

Time Limitations

~~All requirements for Doctoral degrees must be completed within eight (8) calendar years from the student's date of admission for doctoral study. All courses applied to the doctoral degree, including courses taken 1) prior to admission to the USF doctoral program, 2) taken as non-degree seeking, or 3) transferred in from other institutions, must be completed within eight (8) years. There is no time limitation for courses from a completed master's degree used toward a doctoral degree. For students who are readmitted, see Readmission Policy.~~

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Students have four (4) years from the date of admission to complete all required coursework, pass the qualifying examination, and be admitted to doctoral candidacy. Students then have four (4) years from the date of doctoral candidacy to complete degree requirements.

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Time Limit Extensions

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

[HTTP://WWW.GRAD.USF.EDU/NEWSITE/FORMS/GRAD_FORMS.ASP](http://www.grad.usf.edu/newsite/forms/grad_forms.asp)

Requests must include

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, graduate program, and College Dean or designee,

prior to submission to the Graduate School for approval. If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition of the time limit extension. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave (see Leave of Absence in the Enrollment Requirements section for information; the *Leave of Absence Request Form* is available online at: [HTTP://WWW.GRAD.USF.EDU/NEWSITE/FORMS/GRAD_FORMS.ASP](http://www.grad.usf.edu/newsite/forms/grad_forms.asp))

I. **Major Professor** (Clarified policy for obtaining a replacement MP)

MASTER'S AND ED.S. REQUIREMENTS

Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the department to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed by the department as soon as possible, but no later than the time the student has completed 50% of the

program. Students must have a major professor in order to maintain Satisfactory Academic Progress. If a Major Professor cannot be identified or in the event a Major Professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another Major Professor. Students who are unable to find a replacement Major Professor should confer with the Program Director for available options (including converting to a non-thesis program if available.) If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing. ~~and appointed by the department as soon as possible but no later than the time the student has completed 50% of the program. A major professor will be appointed as soon as possible but no later than the time the student has completed 50% of the program.~~ The student and major professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program, signed by the student and professor, must be maintained in the student's department file. Major Professors must ~~meet the following requirement:~~ be regular graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.

DOCTORAL REQUIREMENTS

Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the department to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed by the department as soon as possible, but no later than the time the student has completed 50% of the program. Students must have a major professor in order to maintain Satisfactory

Academic Progress. If a Major Professor cannot be identified or in the event a Major Professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another Major Professor. Students who are unable to find a replacement Major Professor should confer with the Program Director for available options. If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing. The student and Major Professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program, signed by the student and professor, should be maintained in the student's department file.

Major Professors must meet the following requirements:

- be active in scholarly pursuits as evidenced by at least one referred publication in the last three years.
- be regular graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do.

Changes Noted for the record:

USF College Realignment	Provost's realignment of colleges/departments
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(7/1/08)	(format of curricular offerings has been revised accordingly)
Assistantship Information	Addition of Assistantship Information, as extracted from the Graduate Assistantship Handbook
University Admission Deadlines	For 2010-Moved from 3/1, 3/15 to 2/15

(End of Summary)

AUTHORITY TO AMEND:

Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors.

UNIVERSITY OFFICIAL INITIATING PROPOSED AMENDMENTS:

Ralph Wilcox, Provost and Sr . V.P. for Academic Affairs; Karen Liller, Interim Dean, Graduate School and Associate V.P. for Research and Innovation.

WRITTEN COMMENTS CONCERNING THIS PROPOSED REGULATION MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE TO:

Dee Brown, Agency Clerk
Office of the General Counsel
University of South Florida System
4202 East Fowler Avenue, Suite ADM 250
Tampa, FL 33620-6250
Phone: (813) 974-7150; FAX: 813-974-5236; E-MAIL: USFLEGAL@ADMIN.USF.EDU