

OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

NOTICE: PROPOSED REVISED REGULATION

DATE: February 5, 2008

REGULATION No: USF 1.009	TITLE: Graduate Catalog of the University of South Florida and USF St. Petersburg Graduate Catalog
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The Graduate catalogs include information on admissions, articulation, degree requirements, curricula offerings, and facilities. The 2008-09 proposed revisions to the catalogs have been reviewed and approved by the respective programs and colleges; the USF Tampa and St. Petersburg Graduate Councils and the University Graduate School and USFSP Office of Graduate Studies. Beginning with the 2008-09 AY, USF St. Petersburg will publish a USFSP Graduate Catalog. The major revisions summarized below are also proposed for the USFSP Graduate Catalog with the exception of items #5, #III & #7.

SUMMARY OF MAJOR 2008-2009 GRADUATE CATALOG REVISIONS:

Following is a summary of the major proposed revisions to the 2008-09 Graduate catalogs. To obtain full text of the summary of revisions and curricular changes: [GRADUATE CATALOG 2008-09](#) To obtain full text of the Regulation and revised catalogs, please contact Dee Brown at USFLEGAL@ADMIN.USF.EDU.

1. Cross listing 4000/6000 courses.

Clarifies expectation for course work level variance between 4000 and 6000 level cross-listed courses.

It is expected that the 4000 and 6000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose different audiences, and the intention is to offer them at distinct levels.

2. First day of class attendance policy.

Changes policy so that graduate students who do not attend the first class meeting for which they registered prior to the 1st day of term and have not made arrangements with the instructor to miss the meeting, will be automatically dropped from the class.

3. Graduate Faculty Definition: Affiliate Faculty.

Clarification of Graduate Faculty vs. Affiliate Graduate Faculty.

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty.

Graduate Faculty is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who hold a terminal degree or equivalent in their

discipline. Graduate Faculty members are eligible to teach graduate courses and may direct and serve on master's, specialist, and doctoral level committees. To chair a doctoral level committee, a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions and research grants.

Affiliate Graduate Faculty membership may be granted by the Graduate School Dean to individuals whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to teach graduate courses, to serve on master's, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, at the discretion of the College. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Graduate School Dean.

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

4. Incomplete Grades.

Changes policy so that graduate students will not receive an “I- Incomplete” grade. Instead, the grade earned at the end of the semester, including a zero for the missing work, will be recorded on the contract. The student-faculty agreement contract must specify the missing work to be completed. Once the missing work is submitted, a change of grade may be recorded. If the missing work is not completed, then the grade as noted on the agreement will be submitted into the system.

5. Graduate Certificate Policies.

Students who wish to pursue a graduate certificate must apply and be admitted to the certificate area. Students are encouraged to contact the coordinator prior to applying. All students who wish to pursue approved graduate certificates must be admitted to such areas of study before a second graduate certificate course is completed. ~~one-half of the required credits are completed.~~ *Editor's Note: Non-degree students must apply before completing two graduate certificate courses—See Transfer of Credit Policy for more information.*

6. Institutional Residency (aka Academic Residency).

Revisions bring the policy into compliance with the SACS accreditation requirement that the majority of coursework required for a degree must be completed at USF or USFSP whichever institution will be granting the degree.

Institution Based ~~Transfer of Credit~~

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

In order to apply credits taken at USF-St. Petersburg to a USF-Tampa program, or to apply

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

Transfer of Credits from Non-USF Regionally Accredited* Institutions and USF St. Petersburg

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

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

II. MASTER'S DEGREE REQUIREMENTS SECTION

Institutional Residency

The majority of credits toward a master's degree must be earned through instruction offered by the institution granting the degree. Students at USF-St. Petersburg are expected to complete the majority of the required credits at USF St. Petersburg. Deviations from this rule must be recommended by the student's committee and approved by the College Dean and the Associate Vice Provost for Research and Dean of the Graduate School (Tampa) or the Regional Associate Vice Chancellor for Research and Graduate Studies (USF St. Petersburg).

III. DOCTORAL DEGREE REQUIREMENTS SECTION

Institutional ~~Academic~~ Residency

Students must be enrolled in a doctoral program for a minimum of three (3) years beyond the baccalaureate degree. The majority of credits toward a doctorate degree must be earned through instruction offered by the institution granting the degree. ~~At least 25% of the total hours required for the degree must be completed on a USF campus. Deviations from this rule must be recommended by the student's doctoral committee and approved by the College Dean and the Dean of the Graduate School.~~

7. **Admission To Doctoral Candidacy.** Clarification of policy to reflect USF requirements:

In order to be admitted to doctoral candidacy, students must meet the following requirements at USF ~~may not be admitted to candidacy~~

1. admission to a doctoral program
2. appointment of ~~until~~ a Doctoral Committee ~~has been appointed,~~
3. attainment of an overall and degree program Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. (All "I" and "M" grades, including "IF" and "MF", must be cleared before candidacy may be finalized.)
4. completion ~~the Committee has certified~~ of a qualifying examination ~~that the student has successfully completed the comprehensive qualifying examination~~
5. certification by the Doctoral Committee that the ~~demonstrated~~ above qualifications ~~necessary~~ have been ~~to~~ successfully completed ~~requirements for the degree~~

(End of Summary)

AUTHORITY TO ADOPT/AMEND/REPEAL:

1001.74, 1007, FS., Art. IX, Fla. Constitution and Resolutions issued by the FL Board of Governors.

UNIVERSITY OFFICIAL INITIATING PROPOSED AMENDMENTS: Delcie R. Durham, Associate Provost & Dean of Graduate School; Bob Dardenne, USFSP Interim Assoc. V. Chancellor for Research & Graduate Studies.

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