USF Board of Trustees  
March 17, 2011

Issue: Amendments to 2011-2012 USF Sarasota-Manatee Graduate Catalog.

Proposed action: Authorize amendments to 2011-2012 USF Sarasota-Manatee Graduate Catalog.

Background information:

The USF Sarasota-Manatee (USFSM) has received its Letter of Delegation from the USF President and is in the process of seeking separate accreditation by the Southern Association of Colleges and Schools Commission on Colleges and began publishing its own Graduate Catalog effective with the 2010-2011 Academic Year. The 2011-2012 USFSM Graduate catalog is the second publication separate from the USF Tampa Graduate Catalog.

Pursuant to Regulation USF1.009, amendments to and publication of the 2011-2012 USFSM Graduate Catalog is being proposed. The Catalog includes information on admissions, academic policies and procedures, degree requirements, and curricula offerings.

The 2011-2012 proposed amendments to the USFSM Graduate Catalog have been created based on the review and approvals by the respective colleges/school, the Academic Programs Committee, the Academic Council at USFSM and the Academics & Campus Environment Advisory Council (ACEAC), (1-31-11).

Following is a summary of the 2011-2012 USFSM Graduate Catalog.

Strategic Goal(s) Item Supports: USF Strategic Plan 2007-2012, Goal II
Promoting globally competitive undergraduate programs that support interdisciplinary inquiry, intellectual development, knowledge and skill acquisition and student success through a diverse, fully-engaged, learner-centered campus environment.

Workgroup Review: Academic and Campus Environment Work Group
Supporting documentation: Summary of changes; 2011-12 USFSM Graduate Catalog
Prepared by: Bonnie Jones, Ph.D. Regional Vice Chancellor Academic Affairs
USF Sarasota-Manatee Catalog Summary

Major Revisions to the 2011-2012 USF Sarasota-Manatee Graduate Catalog

The 2011-2012 USF Sarasota-Manatee (USFSM) Graduate Catalog is the second catalog published separately from the USF Tampa graduate catalog.

This catalog was based on the 2010-2011 USFSM graduate catalog. Changes were included based on the academic policy and procedures changes from the 2011-2012 USF Tampa graduate catalog.

At this time USFSM is not a separate institution. USFSM is seeking separate accreditation and anticipates becoming a separate institution within the USF System beginning Fall 2011.

The revision to the curriculum section for the college/schools for the USFSM graduate catalog were reviewed and approved by the USFSM Academic Programs Committee (APC) and the USFSM Academic Council (AC).

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Section 4
Graduate Admissions

Office of Graduate Admissions
University of South Florida Sarasota-Manatee
Office of Graduate Admissions
8350 N. Tamiami Trail
Sarasota, FL 34243

Website: http://www.sarasota.usf.edu/Students/Admissions/grad.html
E-mail: admissions@sar.usf.edu
Phone: 941 359-4330

USFSM Graduate Catalog 2011_2012 Summary
Statement of Principles
In graduate admission decisions, multiple sources of information should be used to ensure fairness, promote diversity and balance the limitations of any single measure of knowledge, skills, or abilities. The sources may include: undergraduate grade point average, letters of recommendation, personal statements, samples of academic work, portfolios, auditions, professional experience related to proposed graduate study, as well as nationally known, standardized test scores. It is the responsibility of each graduate program to select admissions criteria that best predict success in their specific field and to determine the weight given to each measure.

None of the sources of information, particularly standardized test scores, should be used in isolation nor should such scores be used in combination or separately to establish minimum or “cut off” scores. Program specific guidelines for the use of standardized test scores should be developed based on the experience of a given department with its pool of applicants.

Admission Requirements
Each applicant to a graduate program at USF Sarasota-Manatee is required to meet the following minimum requirements:

1. An applicant must have one of the following:
   a. A bachelor’s degree from a regionally accredited institution and satisfying at least one of the following criteria:
      i. “B” average or better in all work attempted while registered as an undergraduate student working for a degree, or
      ii. “B” or better average in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
   b. A bachelor’s degree from a regionally accredited institution and a previous graduate degree from a regionally accredited institution.
   c. The equivalent bachelor's and/or graduate degrees from a foreign institution.

2. Submission of standardized test scores is at the discretion of the graduate programs. Applicants from countries where English is not the official language must also demonstrate proficiency in English by providing acceptable scores on the Test of English as a Foreign Language (TOEFL) or International English Lang Testing System (IELTS).

3. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the Statement of Principles.

The College/School Dean must approve any exceptions to these requirements.

Application Process (How it works)
Graduate applicants are urged to submit accurate and complete information as early as possible. Applications and supporting documents received after the application deadline will be processed for the next available term.

The USFSM Graduate Admissions Office and the College/School reviews your application for admission. Once the graduate admissions office determines your application is complete, it will be forwarded to the college/school for review. The faculty (if applicable) will make a recommendation to the College/School Dean and Regional Vice Chancellor which in turn will issue the official decision. The student will receive an official decision letter from the USFSM Office of Graduate Admissions.

If you are a foreign graduate applicant, the graduate admissions advisor will coordinate with the International Services Office who will evaluate your financial statement after you are admitted to determine your eligibility for a student visa. The website for the International Services Offices is: http://global.usf.edu/isson/pro-students.php. Each of these offices may request additional documents from you to make a decision.

For a complete list of graduate programs and deadline dates please visit the Graduate Admissions website at http://www.sarasota.usf.edu/Students/Admissions/grad.php.

**Admission Application Deadlines**
The University deadlines for admission follow below. Colleges/Schools and programs may have earlier deadlines or may continue to process applications after the deadline if space exists within the program. Admission applications and supporting materials must be received by the program and university deadlines as posted in the USFSM Graduate Catalog.

**Domestic Application Deadlines**
- Spring Admission: October 15
- Summer Admission: February 15
- Fall Admission: February 15
- Fall Admission to Professional Programs: June 1

**International Application Deadlines**
- Living inside the United States:
  - Spring Admission: refer to Domestic Deadlines
  - Summer Admission: refer to Domestic Deadlines
  - Fall Admission: refer to Domestic Deadlines

- Living outside the United States:
  - Spring Admission: June 1
  - Summer Admission: January 2
  - Fall Admission: January 2

Foreign applicants who are outside the U.S. are required to apply for a visa. Depending upon the country this may take a few months, therefore the deadlines for these international applicants are early. Foreign applicants who are in the U.S. are currently on a visa and may use the domestic application deadline dates.

**Application Checklist (To-Do-List)**
To assist you in the admissions process, the following is your To-Do List.

1. Graduate Application
2. Application Fee
3. Transcripts (including translations and evaluations for international transcripts)

USFSM Graduate Catalog 2011_2012 Summary
4. Test Scores
5. Conduct Clearance Policy (Legal Disclosure Statement)
6. Residency Policy

1. Graduate Application:
All graduate applications to USF must be submitted online through FACTS.org

2. Application Fee:
All applicants are required to submit an application fee of $30.00 for EACH graduate program to which they seek admission (USF Regulation USF4-0107: Special Fees, Fines and Penalties http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf). If you attended USF as a former degree-seeking student or non-degree seeking student applicant, you will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, Visa) or by E-Check (personal checking/savings account) through FACTS.org—Graduate Online Application or OASIS (http://oasis.usf.edu/). ALL APPLICATION FEES SUBMITTED ARE NON-REFUNDABLE.

3. Transcripts:
One (1) official transcript from all institutions of higher learning where the applicant has earned a degree is required. Former USF students should not submit their USF transcript; it is already on file. Applicants provide unofficial copies of transcripts to expedite the processing of their applications. Any offer of admissions granted based on using—unofficial transcripts will not be finalized until official transcripts are received in a sealed envelope from the Office of the Registrar where they attended. All transcripts must be in English; it is the applicant’s responsibility to have transcripts translated and evaluated* before submitting them as part of his/her graduate application packet. Students applying while still completing an undergraduate degree, must submit transcripts of at least six (6) semesters of completed undergraduate work. Final transcripts showing the award of a bachelor’s degree will be required if an applicant is admitted and enrolls. Do not submit USF transcripts if you have attended as a USF degree-seeking student.

*All foreign transcripts that are not in English must be accompanied by a certified English translation. Documents signed by a notary or other public official with no educational affiliation will not be accepted. All graduate programs require a course-by-course evaluation from a foreign transcript evaluation service. In the event that the university receives documentation that is questionable or suspicious in any way, the university will require a course-by-course evaluation from a foreign transcript evaluation service. Refer to the Graduate Admissions website: http://www.sarasota.usf.edu/Students/Admissions/grad.php for a list of evaluation services.

4. Test Scores

GRE (Graduate Record Examination):
All applicants to programs requiring the GRE* must submit GRE test scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Educational Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission granted using—unofficial scores will not be finalized until official scores from ETS are received. The institution code for USF is 5828 and applies to all tests administered by ETS.

*The GRE requirement may be waived at the discretion of individual graduate programs. Please contact your program of interest directly for additional information.

GMAT (Graduate Management Aptitude Test): http://www.gmac.com

Applicants to programs in the College of Business should submit GMAT** scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Pearson
VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission granted based on using unofficial scores will not be finalized until official scores from Pearson VUE are received. The following are the Pearson VUE institution codes for USFSM administered by Pearson VUE.

VP9-M4-01 M.B.A., USF Sarasota-Manatee

**Applicants who have taken the GRE may not have to submit a GMAT. Please contact your program of interest directly for additional information.

TOEFL (Test of English as a Foreign Language):
Applicants whose native language is not English or who have not earned a degree in the United States must demonstrate proficiency in English by also submitting TOEFL scores earned within two (2) years of the desired term of entry. A minimum total score of 79 on the internet-based test, 213 on the computer-based test, or 550 on the paper-based test are required for admission to a graduate program. Applications submitted with TOEFL scores that do not meet the minimum requirements will be denied with no exceptions. The TOEFL requirement may be waived if the applicant meets one of the following conditions:

- The applicant’s native language is English, or
- Has scored 500 or higher on the GRE Verbal Test, or
- Has earned a college degree at a U.S. institution of higher learning, or
- Has earned a college degree from an institution whose language of instruction is English (must be noted on the transcript), or
- Has scored 6.5 on International English Language Testing System (IELTS) http://www.ielts.org/

PLEASE NOTE: International students whose native language is not English and who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived for admission to a graduate program. They will need to score at least a 26 on the spoken portion of the Internet-based TOEFL (iBT) or a 50 on the SPEAK test administered through INTO-USF.

5. Conduct Clearance Policy (Legal Disclosure Statement):
All graduate applicants are required to answer the Conduct Clearance questions on the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received and cleared by the Regional Vice Chancellor for Student Services or his/her designee, if warranted.

6. Residency Policy:
EDITOR’s Note: New State Laws are in effect that impact Residency. Read more at http://www.sarasota.usf.edu/Students/Admissions/grad.html.
Applicants desiring classification as Florida residents for tuition-paying purposes must sign and complete the Florida Residents section of the Florida Residency Classification page of the Graduate Application. Incomplete or unsigned forms will be classified as non-Florida residents. The Office of Graduate Admissions will classify applicants as Florida residents if they have provided documentation that verifies they began living in Florida at least twelve months prior to the first day of classes of their admitted term of entry. Additional documentation other than what is required may be requested in some cases. All documentation is subject to verification. Applicants Students are responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is
noted on the official acceptance letter. If applicants students feel that their initial classification is in error, they have until the last day of the term to contact graduate admissions and request a re-evaluation. After students have completed their first semester of study, they may seek to have their residency reconsidered. They may submit a Request for Reclassification Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested.

Independent Student:
A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student;
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student’s parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on a master’s or doctoral degree during the term for which residency status is sought at a Florida institution; or
8. The student is classified as an independent by the financial aid office at the institution.

Evidence that the student meets one of these criteria will be requested by the higher education institution.

Florida residency statutes require at least two documents, dated 12 months prior to the first day of class for the entry term sought, to validate a claim for Florida residency for tuition purposes. Documents are classified in two tiers – at least one of the required documents must be from the First Tier.

FIRST TIER DOCUMENTATION (at least one of the two documents submitted must be from this list)

1. Florida Driver’s License (driver’s licenses from other states must be relinquished) or a State of Florida ID card (if there is no evidence of ties to another state)
2. Florida Voter’s Registration card
3. Florida Vehicle Registration (proof of previous registration can be obtained from the local tag office)
4. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of the Circuit Court)
5. Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
6. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period – letter from employer on official letterhead required)
7. Benefit histories from Florida agencies or public assistance programs

SECOND TIER DOCUMENTATION (may be used in conjunction with one document from First Tier)

1. Florida professional or occupational license
2. Florida incorporation
3. Proof of membership in Florida-based charitable or professional organizations
4. Utility bills and proof of 12 consecutive months of payments
5. Lease agreement and proof of 12 consecutive months of payments
6. State or court documents evidencing legal ties to Florida

Application Documents Access/Forward/Return Policy

USFSM Graduate Catalog 2011_2012 Summary
No application, test scores, transcripts, letters of recommendation, or other documents submitted with the application packet will be returned to the applicant or forwarded to another institution/third party. The Office of Graduate Admissions applicant file is not to be released to the applicant or other third parties. Requests, subpoenas, or court orders are to be forwarded to the Office of the General Counsel after review by the Assistant Director of Admissions. Applicants once admitted and enrolled during the term of admission may request access to their student file at the Office of the Registrar. Letters of recommendation that the applicant has waived the right to view (indicated on Request for Recommendation Form) are not to be given, copied or viewed by the applicant or third parties. Requests for degree/enrollment verification information should be referred to the Office of the Registrar. The Office of Graduate Admissions graduate application files may be copied and released to USF staff conducting legitimate University business.

Additional Requirements of Programs (If applicable)
Many programs require additional application materials, such as resumes, writing samples, or letters of recommendation. These items may be sent as part of the overall graduate application packet. These materials will be forwarded to the appropriate program if sent with the application packet but they DO NOT become part of the applicant’s permanent file.

Final Admission Criteria
Applicants accepted for admission whose official documents (transcripts and/or test scores) have been received by the Office of Graduate Admissions are admitted as “Final.” The admission file is complete.

Provisional Admission Criteria
Applicants accepted for admission whose official documents (transcripts and/or test scores) have not been received by the Office of Graduate Admissions are admitted provisionally pending receipt of these missing items. The required transcripts and/or test scores must be received before a third semester registration is permitted. If the missing documents are not provided by the end of the second semester of attendance, the Office of Graduate Admissions will place a registration hold on the student's file.

Exception Admission Criteria
The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees minimum requirements. To be considered for an exception, applicants should present evidence that their academic preparation was such that it might account for the previous academic record and demonstrate potential for academic success. Examples of this evidence include excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in the higher discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the program and college to accept exception application requests.

Conditional Admission Criteria
A college/school may admit applicants conditionally pending upon satisfaction of remedial or program requirements separate from University minimum requirements. These conditions may include receipt of satisfactory scores on standardized tests, attendance in and satisfactory grade in specific core or remedial courses, etc., and/or required earned GPA of 3.00 for those courses. It is the responsibility of the college/schools to track the students satisfactory completion of the conditions and to notify the Graduate Admissions Office when conditions are met. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program. The College/School will coordinate with the Graduate Admission Office.

Deferment of Admission Request
An applicant's student's acceptance is granted for that semester and the particular program specified in the official acceptance notification. The applicant student must validate that acceptance by enrolling for that semester. Applicants Students who fail to validate their admission may contact the Graduate Admissions Advisor and request a Deferment of Admission. This request must be made in writing within
12 months of the initial requested entry date. If a request for Deferment of Admission is not received in the specified time, a new application and fee must be submitted. Deferment requests must also be received no later than the program or University application deadline for the semester desired, whichever is earlier. Applicants who were admitted provisionally upon receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Graduate Admissions. International students must also provide a new financial statement dated no earlier than 6 months before the requested date of entry.

**Update of Admission Request**

If admission has not been granted because of a late application or missing credentials, the student must request that the Office of Graduate Admissions update the application for a future semester and specify the new enrollment date. This request must be made in writing within 12 months of the initial requested entry date and must be received no later than the program or University application deadline for the semester desired, whichever is earlier. Applications are held for only 12 months. If a request for change in entry date is not received in the specified time, a new application and fee must be submitted. The Office of Graduate Admissions will not process any update requests without first receiving all official test scores and/or transcripts.

**Denial of Admission / Appeal for Reconsideration Criteria**

Applicants denied admission will be given timely notice by email or in writing. Denied applicants who meet the minimum standards may write the College/School to which they applied within 30 days of the date of denial to request reconsideration. The request should present additional evidence of potential for academic success at USF and contain reasons why reconsideration is warranted. Applicants denied admission to degree-seeking programs are eligible to enroll as special (non-degree seeking) students. Non-degree seeking applications can be found on the USFSM website at FACTs.org.

**Readmission Policy**

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month 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.

**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.

**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 College/school 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 College/School. 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.
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.

**Enrollment:** Students must enroll for the semester in which their readmission is effective.
- 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.

**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 College/school 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 College/School. 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.
- **Enrollment:** Students must enroll for the semester in which their readmission is effective.

The Readmission policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending USF may be required.

**Change of Program Request**
A Change of Program Request will NOT be considered for graduate students in their first semester of study. Only a continuing graduate student enrolled for study in a particular program who wishes to change to another program at the same or lower level must complete the Change of Program Request. It is up to the discretion of the student’s original program to determine if a Change of Program is appropriate and will be granted. [http://www.sarasota.usf.edu/Academics/GradStudentForms.php](http://www.sarasota.usf.edu/Academics/GradStudentForms.php) Students may obtain the form on the USFSM website. This form must be signed both by the current program and the new program, after which it must be submitted to the college/school for approval. If approved by the college/school, the change of program form is then sent to the Registrar for processing. NOTE: Some programs may require another application to be submitted because the Change of Program Request Form does not contain sufficient information for them to make a decision. Students should check with the College/School before completing any paperwork.

**Students with Disabilities Policy**
Applicants with disabilities apply for admission under the same guidelines as other applicants. Applicants believing that a disability has had an impact on grades, course choice, or standardized admission test scores, should request consideration of this during the admissions process. Applicants requesting substitution of college/school guidelines will need to contact the
appropriate college/school dean. Please submit supporting documentation when requesting a disability exception. Applicants Students bear the responsibility for providing documentation of their disabilities.

The University reviews documentation and determines if students are eligible for services and accommodations because of disabilities. The Office of Students with Disability Services is charged with the task of determining eligibility. Accommodations and services are not provided on a retroactive basis. Approval must be given prior to receiving services or accommodations. The process begins when students provide documentation of disability and meet with a coordinator in the Office of Students with Disability Services to request in writing services and accommodations. Any faculty members or students who have questions about this process are encouraged to contact the Office of Students with Disability Services at (941)359-4714 or visit the website http://www.sarasota.usf.edu/Students/Disability/.

2. Section 5
Registration and General Information

Office of the Records and Registration

Website: http://www.sarasota.usf.edu/Students/Registration/

Phone: 941 359-4330

The Office of the Registrar of the USF system maintains the official academic records for all students and course registrations for currently enrolled students. The USFSM Office of Records and Registration provides similar services to USFSM students. Students are encouraged to contact the Office of Records and Registration about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University’s academic policies and procedures insofar as they affect him/her.

OASIS

Students use their NetID and password to access a self-selected personal identification number (PIN) in the University’s Online Access Student Information System (OASIS) to:

- view registration appointment information
- view registration hold information
- view the Schedule of Classes
- register and drop/add courses
- view their grades
- request address changes
- request privacy
- request transcripts

Registration Information


Register for Classes
To register for classes students must login to the OASIS system. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the college/school for registration.

OASIS:  http://usfonline.admin.usf.edu/
Schedule: http://www.registrar.usf.edu/ssearch/search.php

Late Registration
Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e. by the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the Add / Drop sections of the Catalog.

Medical Requirements for Registration


Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students. Florida law (Section1006.69 Florida statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services. Please refer to http://www.sarasota.usf.edu/Students/Registration/Instruct_ImmHlthForm.pdf for further information about these diseases. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof.

Please refer to the form located at the following website:
http://www.sarasota.usf.edu/Students/Registration/Instruct_ImmHlthForm.pdf
to access the form.

According to Florida Administrative Code Rule 6C-6.001(5) "Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). Refer to:
http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx

New admits will be provided a Medical History / Immunization Form with their admissions letter. Upon request, Student Health Services will mail or fax a Medical History/Immunization Form to you, or you may download a form from the Student Health Services Forms page:
http://www.shs.usf.edu/userfiles/files/MedicalHistory_req.pdf
and print it on a laser or inkjet printer.

In order to register, this form must be completed, signed, and returned to:

Student Health Services
University of South Florida
4202 East Fowler Avenue, SHS 100
Administrative Holds
A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier’s Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office.

Cancellation of Registration for Non-Payment

Equal Opportunity Policy
Diversity and Equal Opportunity: Discrimination and Harassment Policy:

DEO website: http://usfweb2.usf.edu/eqa/
Phone: 941-359-4251

The University of South Florida system (USF system) is a diverse community that values and expects respect and fair treatment of all people. The USF system strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF system is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct must be filed with the Diversity and Equal Opportunity Office ("DEO"). DEO will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the University. A student or employee who believes that he or she has not been treated in accordance with the University’s Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint. Additional information about these procedures may be obtained from the Diversity and Equal Opportunity Office located at USFSM, B222A, or by calling 941 359-4251 or 813-974-1510 (TDD). It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

Academic Term and Student Information

Semester System
USF Sarasota-Manatee operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See Academic Calendar for appropriate dates.

Academic Load
See Enrollment Requirements in the Academic Policies Section

Academic Standing

USFSM Graduate Catalog 2011_2012 Summary
Class Standing - A student’s class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

6M - Graduate student admitted to Master’s Degree Program

Also see "In good standing" in the Academic Policies Section

Student Definitions
Degree-Seeking Students:
Students who have been accepted into a degree program

Graduate Certificate Seeking Students:
Students who have been accepted into a Graduate Certificate program who are non-degree seeking may register during the same registration period as Degree-Seeking Students. Up to 12 hours of the coursework taken as a Graduate Certificate Seeking Student may be applied to a degree program. For more information about Graduate Certificates and specific requirements, refer to Section 11 Graduate Certificates or go to the Graduate Certificate website at http://www.outreach.usf.edu/gradcerts/

Non-Degree Seeking Students:
Students who have not been accepted into a degree or Graduate Certificate Program. Non-Degree Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree-seeking students and may not be available for Non-Degree Seeking students. Should a student be accepted into a graduate degree program, no more than 12 hours of USF credit earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. For more information, refer to the Transfer of Credit policy in the Academic Policies Section. Prior to completing twelve (12) hours in a specific degree program it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the degree program to continue taking courses in the program. Programs may have additional requirements. Student should check with the program of interest for more information.

Transient Students:
USF 10.001 Transient Student Policy: http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf

The SUS Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a Transient Student. USF degree-seeking students who wish to enroll at another regionally accredited institution MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. For more information, contact the Office of Records and Registration at (941) 359-4330.

Transient Student Form: http://www.sarasota.usf.edu/Students/Registration/
Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA): Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic college/schools or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student’s professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) and degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.
- For teaching assistantships, demonstrate proficiency in spoken English (if student is not from an English speaking country)

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at http://www.sarasota.usf.edu/Academics/Catalogs


Student Identification Card (USFCard) Policy

University policy requires all students to obtain and carry the USFCard while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. USF Cards may be obtained at the USF Card Center located in the Business Office at USF Sarasota-Manatee. Legal Identification (passport, driver's license, or State/Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.017. Refer to the fee schedule for costs of each additional family member card. USF Cards are the property of the University of South Florida and must be returned on request.

Student Records Policy
Reference: USF2.0021 http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf Pursuant to the provisions of the Family Educational Rights and Privacy Act (“FERPA”; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

USFSM Graduate Catalog 2011_2012 Summary
1. Inspect and review their education records;

2. Privacy in their education records;

3. Challenge the accuracy of their education records; and

4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF 2.0021, may be obtained from the Office of the Registrar or the General Counsel.

**Academic Record**

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

**Release of Student Information**

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of USF (according to USF policy): Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information. The University Directory, published annually by the University, contains only the following information, however: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff. Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

**Exclusions**

Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF, except upon prior authorization of the Graduate School and the Provost. In cases where a member of the immediate family of a faculty member is enrolled in a graduate degree program, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

**Course Information**

**Availability of Courses**

USF Sarasota-Manatee does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand. Refer to USF Regulation USF3-017, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.017.pdf

**Course Attendance at First Class Meeting – Policy for Graduate Students**

For structured courses, 6000 and above, the USFSM College/School Dean will set the first-day class attendance requirement. Check with the College/School for specific information. This policy is not
applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty. (See USF Regulation – Registration - 4.0101, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf)

Attendance Policy for the Observance of Religious Days by Students
In accordance with Sections 1006.53 and 1001.74(10)(g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following policy regarding religious observances: http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

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

Course Descriptions
For a listing of the most current, approved course descriptions refer to the Search-a-Bull Database available online at http://www.ugs.usf.edu/sab/sabs.cfm or in the course description listing in the Graduate Catalog.

Adds
After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University administrative error.

Drops
A student may drop a course(s) during the following times:

1. During regular registration and the drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

2. Between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates). Registration fees and tuition must be paid for the course(s) and the academic record will reflect a “W” grade for the dropped course(s).

3. Following the tenth week deadline if the request meets one of the following exceptions:
   a) Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).
   b) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student's relationship to the deceased.
   c) Involuntary call to active military duty as confirmed by military orders.
   d) A situation in which the University is in error as confirmed by an appropriate University official.
e) Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Courses may not be dropped after the last day of classes except in cases of University administrative error.

**Fee Adjustment Options**

Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar’s Office if the student has any of the exceptional circumstances noted above in item 3. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

**Deletes**

A “delete” completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student’s record except in cases of University administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written explanation from college faculty verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the College/School Dean.

**Retroactive Actions**

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

**Auditing Privileges and Fees**

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student’s status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/school on the campus where the course is being offered, with the Registrar’s Office. IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Registrar’s website.

**Cancellation of Registration before First Class Meeting**

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

**Withdrawal (from course registration)**

A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with “W” grades assigned to the courses. Withdrawal deadlines for the summer sessions are listed in the Academic Calendar and are published in the Schedule of Classes for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

USFSM Graduate Catalog 2011_2012 Summary
Voluntary Withdrawal (from the program)

Students may voluntarily withdraw from their graduate degree program. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student’s record by the Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a Voluntary Withdrawal Form, available from the website. Once processed, the student’s status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding this should be directed to the Financial Aid Department at (941) 359-4622. The student will remain financially and academically responsible for any course(s) for which they have registered. The student may request to drop or delete courses they are registered for by submitting a college/school petition.

Academic Dismissal

Students may be academically dismissed from their graduate degree program for a variety of reasons. Once processed, the student’s status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student’s record by the Office of the Registrar as the First Business Day after the end of the Semester, 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 program.
- Receiving an “FF” grade
- Failure to maintain “good standing”
- Failure to make satisfactory progress

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF.

Parking Information and Campus Maps

For information on USFSM Parking Services, policies, and regulations, refer to the following websites:

**Telephone:** (941) 359-4203  
**Website:** www.sarasota.usf.edu/ParkingServices

Parking and Transportation Services
Campus maps
Regulations Website

3

Section 6

USFSM Graduate Catalog 2011_2012 Summary
Tuition, Fees, and Financial Information

Tuition Information
For tuition information refer to the link: http://usfweb2.usf.edu/finaid/09-10/0910_budget.htm. All tuition and fees are subject to change, without prior notice. For information on Residency for tuition purposes, refer to the Florida Residency Policy.

All registration fees and all courses added during the drop/add period must be paid in full by the payment deadline date specified in the current Schedule of Classes. Registration fee payment may be made in person or mailed to the Cashier’s office. Students not on an authorized deferred payment plan and who have not paid their registration fees in full by the published deadline will have their registrations canceled. A student will not receive credit for any courses taken during that semester. Students who are allowed to register in error may have their registration canceled. Any fees paid will be refunded or credited against any charges due the University.

Tuition Waivers, Non-Resident
USF Regulation USF4-3.024, at http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.024.pdf

Veteran Deferment Benefits
Students receiving VA benefits who apply in writing no later than the specified date for the 60-day deferment of fees from the Office of Veteran’s Services must pay registration fees in full by the date posted online. For more information contact USF Veteran’s Services: at (813) 974-2291 or http://www.veterans.usf.edu/financial-programs.asp

Financial Aid
Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact visit the following website: http://www.sarasota.usf.edu/Students/FinancialAid/. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the college/school providing the waiver for information. Also see USF Regulation USF 6-0121 and USF 6-012.

Office of Financial Aid Policy on Refunds and Repayments

Special Fees, Fines, and Penalties
USF Regulation USF4-0107, at http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf

am, by forwarding the recommendation to the respective college/school dean. If approved by the Dean, the recommendation with supporting documentation will be forwarded to the Regional Vice Chancellor for Academic Affairs for approval. If the Regional Vice Chancellor for Academic Affairs approves the recommendation, the Office of the Registrar will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student’s family in an appropriate setting.

USFSM Graduate Catalog 2011_2012 Summary
Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read “Master of Arts in Memoriam depending upon the degree the student was pursuing at the time of his or her death.

Transcripts

Transcripts of a student’s USF academic record may be requested by the student through the Office of the Registrar. A student’s academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. By law, the request must include the student’s signature and date. For transcripts to be issued, the student must have no financial obligations to the University. Procedures for requesting a transcript are available on the Office of the Registrar’s website. Degree statements are posted approximately five weeks after the graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

Section 5
Registration and General Information
Office of the Records and Registration
Website
Phone: 941 359-4330

The Office of the Registrar of the USF system maintains the official academic records for all students and course registrations for currently enrolled students. The USFSM Office of Records and Registration provides similar services to USFSM students. Students are encouraged to contact the Office of Records and Registration about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University’s academic policies and procedures insofar as they affect him/her.

OASIS
Students use their NetID and password to access a self-selected personal identification number (PIN) in the University’s Online Access Student Information System (OASIS) to:
• view registration appointment information
• view registration hold information
• view the Schedule of Classes
• register and drop/add courses
• view their grades
• request address changes
• request privacy
• request transcripts

Registration Information

Register for Classes
To register for classes, students must login to the OASIS system. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the college/school for registration.

OASIS: http://usonline.admin.usf.edu/
Schedule: http://www.registrar.usf.edu/ssearch/search.php

Late Registration
Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e., the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the Add / Drop sections of the Catalog.

Medical Requirements for Registration

Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students. Florida law (Section1006.69 Florida statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services. Please refer to http://www.sarasota.usf.edu/Students/Registration/Instruct_ImmHlthForm.pdf for further information about these diseases. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof. Please refer to http://www.sarasota.usf.edu/Students/Registration/Instruct_ImmHlthForm.pdf to access the form.

According to Florida Administrative Code Rule 6C-6.001(5) "Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). Refer to: http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx

New admits will be provided a Medical History/Immunization Form with their admissions letter. Upon request, Student Health Services will mail or fax a Medical History/Immunization Form to you, or you may download a form from the Student Health Services Forms page: http://www.shs.usf.edu/userfiles/files/MedicalHistory_req.pdf
print it on a laser or inkjet printer. In order to register, this form must be completed, signed, and returned to:

Student Health Services  
University of South Florida  
4202 East Fowler Avenue, SHS-100  
Tampa, FL 33620-6750  
Fax: (813) 974-5888  
Telephone: (813) 974-4056

Administrative Holds
A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier’s Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office.

Cancellation of Registration for Non-Payment

Equal Opportunity Policy


DEO website: http://usfweb2.usf.edu/eea/  
Phone: 941-359-4251

The University of South Florida system (USF system) is a diverse community that values and expects respect and fair treatment of all people. The USF system strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF system is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct must be filed with the Diversity and Equal Opportunity Office (“DEO”). DEO will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the University. A student or employee who believes that he or she has not been treated in accordance with the University’s Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint. Additional information about these procedures

USFSM Graduate Catalog 2011_2012 Summary
may be obtained from the Diversity and Equal Opportunity Office located at USFSM, B222A, or by calling 941-359-4251 or 813-974-1510 (TDD). It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

Academic Term and Student Information

Semester System
USF Sarasota-Manatee operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See Academic Calendar for appropriate dates.

Academic Load
See Enrollment Requirements in the Academic Policies Section

Academic Standing

Class Standing — A student's class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

6M — Graduate student admitted to Master's Degree Program

Also see “In good standing” in the Academic Policies Section

Student Definitions
Degree-Seeking Students:
Students who have been accepted into a degree program

Graduate Certificate Seeking Students:
Students who have been accepted into a Graduate Certificate program who are non-degree seeking may register during the same registration period as Degree-Seeking Students. Up to 12 hours of the coursework taken as a Graduate Certificate Seeking Student may be applied to a degree program. For more information about Graduate Certificates and specific requirements, refer to Section 11 Graduate Certificates or go to the Graduate Certificate website at http://www.outreach.usf.edu/gradcerts/

Non-Degree Seeking Students:
Students who have not been accepted into a degree or Graduate Certificate Program. Non-Degree Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree seeking students and may not be available for Non-Degree Seeking students.
Should a student be accepted into a graduate degree program, no more than 12 hours of USF credit earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. For more information, refer to the Transfer of Credit policy in the Academic Policies Section. Prior to completing twelve (12) hours in a specific degree program it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the degree program to continue taking courses in the program. Programs may have additional requirements. Student should check with the program of interest for more information.

Transient Students:
USF 10.001 Transient Student Policy:
http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf

The SUS Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a Transient Student. USF degree-seeking students who wish to enroll at another regionally accredited institution MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. For more information, contact the Office of Records and Registration at (941) 359-4330.

Transient Student Form:

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA):

Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic college/schools or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student’s professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
Maintain an overall minimum grade point average (GPA) and degree program GPA of 3.00;

Enrolled full-time during the semester(s) appointed as a graduate assistant.

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at http://www.sarasota.usf.edu/Academics/Catalogs


Student Identification Card (USFCard) Policy

University policy requires all students to obtain and carry the USFCard while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. USFCards may be obtained at the USFCard Center located in the Business Office at USF Sarasota-Manatee. Legal Identification (passport, driver’s license, or State/Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.017. Refer to the fee schedule for costs of each additional family member card. USFCards are the property of the University of South Florida and must be returned on request.

Student Records Policy
Reference: USF2.0021 — http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf Pursuant to the provisions of the Family Educational Rights and Privacy Act (“FERPA”; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records;
2. Privacy in their education records;
3. Challenge the accuracy of their education records; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University’s student records policy, USF 2.0021, may be obtained from the Office of the Registrar or the General Counsel.

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

Release of Student Information
Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as “directory information,” may be released via official media of USF (according to USF policy): Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information. The University Directory, published annually by the University, contains only the following information, however: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of “directory information” are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff. Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of “directory information” via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

Exclusions
Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF, except upon prior authorization of the Graduate School and the Provost. In cases where a member of the immediate family of a faculty member is enrolled in a graduate degree program, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

Course Information
Availability of Courses
USF Sarasota-Manatee does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand. Refer to USF Regulation USF3-017, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.017.pdf

Course Attendance at First Class Meeting—Policy for Graduate Students
For structured courses, 6000 and above, the USFSM College/School Dean will set the first-day class attendance requirement. Check with the College/School for specific information. This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty. (See USF Regulation – Registration 4.0101, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf)

Attendance Policy for the Observance of Religious Days by Students
In accordance with Sections 1006.53 and 1001.74(10)(g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following policy regarding religious observances:

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

Course Descriptions
For a listing of the most current, approved course descriptions refer to the Search-a-Bull Database available online at http://www.ugs.usf.edu/sab/sabs.cfm or in the course description listing in the Graduate Catalog.

Adds
After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University administrative error.

Drops
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A student may drop a course(s) during the following times:

1. During regular registration and the drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

2. Between the second and tenth week of the semester (except for summer sessions—see the Summer Schedule of Classes for dates). Registration fees and tuition must be paid for the course(s) and the academic record will reflect a “W” grade for the dropped course(s).

3. Following the tenth week deadline if the request meets one of the following exceptions:
   a) Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).
   b) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student’s relationship to the deceased.
   c) Involuntary call to active military duty as confirmed by military orders.
   d) A situation in which the University is in error as confirmed by an appropriate University official.
   e) Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Courses may not be dropped after the last day of classes except in cases of University administrative error.

Fee Adjustment Options
Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar’s Office if the student has any of the exceptional circumstances noted above in item 3. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

Deletes
A “delete” completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student’s record except in cases of University administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written

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explanation from college faculty verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the College/School Dean.

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

Auditing Privileges and Fees
A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student’s status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/school on the campus where the course is being offered, with the Registrar’s Office. IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Registrar’s website.

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

Withdrawal (from course registration)
A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with “W” grades assigned to the courses. Withdrawal deadlines for the summer sessions are listed in the Academic Calendar and are published in the Schedule of Classes for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

Voluntary Withdrawal (from the program)
Students may voluntarily withdraw from their graduate degree program. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered
into the student’s record by the Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a Voluntary Withdrawal Form, available from the website. Once processed, the student’s status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding this should be directed to the Financial Aid Department at (941) 359-4622. The student will remain financially and academically responsible for any course(s) for which they have registered. The student may request to drop or delete courses they are registered for by submitting a college/school petition.

Academic Dismissal

Students may be academically dismissed from their graduate degree program for a variety of reasons. Once processed, the student’s status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student’s record by the Office of the Registrar as the First Business Day after the end of the Semester, 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 program.
• Receiving an “FF” grade
• Failure to maintain “good standing”
• Failure to make satisfactory progress

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF.

Parking Information and Campus Maps

For information on USFSM Parking Services, policies, and regulations, refer to the following websites:

Parking and Transportation Services
Campus maps
Regulations Website
Section 6
Tuition, Fees, and Financial Information

Tuition Information
For tuition information refer to the link: http://usfweb2.usf.edu/finaid/09-10/0910_budget.htm. All tuition and fees are subject to change, without prior notice. For information on Residency for tuition purposes, refer to the Florida Residency Policy.

All registration fees and all courses added during the drop/add period must be paid in full by the payment deadline date specified in the current Schedule of Classes. Registration fee payment may be made in person or mailed to the Cashier’s office. Students not on an authorized deferred payment plan and who have not paid their registration fees in full by the published deadline will have their registrations canceled. A student will not receive credit for any courses taken during that semester. Students who are allowed to register in error may have their registration canceled. Any fees paid will be refunded or credited against any charges due the University.

Tuition Waivers, Non-Resident

Veteran Deferment Benefits

Students receiving VA benefits who apply in writing no later than the specified date for the 60-day deferment of fees from the Office of Veteran’s Services must pay registration fees in full by the date posted online. For more information contact USF Veteran’s Services: at (813) 974-2291 or http://www.veterans.usf.edu/financial-programs.asp

Financial Aid

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact visit the following website: http://www.sarasota.usf.edu/Students/FinancialAid/. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the college/school providing the waiver for information. Also see USF Regulation USF 6-0121 and USF 6-012.

Office of Financial Aid Policy on Refunds and Repayments

Special Fees, Fines, and Penalties

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4. Section 7
Academic Policies and Regulations

Academic Policy Information

For USF Regulations: refer to http://generalcounsel.usf.edu/regulations/index.asp

For USF Policies: refer to http://generalcounsel.usf.edu/policies-and-procedures/policy-procedures.asp

Student Responsibilities

The University, the Colleges, and the degree programs have established certain academic requirements that must be met before a degree is granted. While advisors, directors, deans are available to assist the student meet these requirements, it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements. If requirements for graduation have not been satisfied, the degree will not be granted. The information presented here represents the University Academic Policies. Colleges and college/schools may have additional requirements. Check with your College/School Graduate Coordinator for more information. Courses, programs, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed at any time at the sole discretion of the University and the Board of Trustees. For a list of current course descriptions, refer to the Search-A-Bull database online at http://www.ugs.usf.edu/sab/sabs.cfm.

Student Conduct

Members of the University community support high standards of individual conduct and human relations. Responsibility for one’s own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University. USF reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community. Disciplinary procedures are followed when a student fails to exercise responsibility in an acceptable manner or commits an offense as outlined in the Student Conduct Code. Refer to the USF 6.0021, Student Code of Conduct at http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

Academic Integrity of Students

Reference USF Regulation 3.027 - The following is the portion of the Regulation pertaining to graduate students. To read the entire Regulation, including the sections pertaining to undergraduate students, go to: http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.027.pdf

(1) Fundamental principles:
Academic integrity is the foundation of the University of South Florida’s (University/USF) 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.

(2) **General Policies:**

The following policies and procedures apply to all students, instructional faculty, and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

(3) **Violations of Academic Integrity: Undergraduate and Graduate**

Behaviors that violate academic integrity are listed below, and are not intended to be all inclusive.

(a) **Cheating**

Definition: Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:
1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g., books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

4. Instructors, programs and college/school may establish, with the approval of the regional vice chancellor for academic affairs, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

(b) **Plagiarism**

Definition: Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.
Clarification:
1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

2. When material from another source is paraphrased or summarized in whole or in part in one’s own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

(c) Fabrication, Forgery and Obstruction
Definitions:
Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:
1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.

2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.

3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.

4. Students may not steal, change, or destroy another student’s work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.

5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

(d) Multiple Submissions
Definition: Multiple submissions are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.
Clarification:
1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.

2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor’s permission to use it PRIOR to the submission of the current endeavor.

4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty members involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

(e) Complicity
Definition: Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:
1. Students may not allow other students to copy from their papers during any type of examination.

2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.

3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

(f) Misconduct in Research and Creative Endeavors
Definition: Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification:
1. Students may not invent or counterfeit information.

2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.

3. Students may not represent another person’s ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.

5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.

6. Students must adhere to all federal, state, municipal, and university regulations or policies for the protection of human and other animal subjects.

7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

8. Students must abide by the university’s policies on Misconduct in Research where applicable, which can be found in the University’s Policies and Procedures Manual at the General Counsel’s website.

(g) Computer Misuse
Definition: Misuse of computers includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

Clarification:
1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person’s electronic communications.

(h) Misuse of Intellectual Property
Definition: Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification:
Students may not violate state or federal laws concerning the fair use of copies.

Sections (4) and (5): Violations and Sanctions for Undergraduate Students - are NOT LISTED HERE; (REFER TO REGULATION ONLINE TO READ)

(6) Violations and Sanctions for Graduate Students
The USFSM College/Schools hold academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- An “F” or “Zero” grade on the subject paper, lab report, etc.
- An “F” in the course or activity in which credit may be earned,
- An “FF” in the course (leading to expulsion from the University)
- Academic Dismissal for any violations of academic dishonesty policies or regulations
- Possible revocation of the degree or Graduate Certificate following a thorough investigation

Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate School website.

(7) Additional Graduate Guidelines for Academic Dishonesty:
1. If a graduate student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved.
2. Any assigned grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.

3. Notification to the graduate student of the “FF” grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or college/school dean. (Refer to the University Academic Grievance Procedures.)

4. A graduate student who has been dismissed for reasons of academic dishonesty will have this reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.

5. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(8) Appeals: Undergraduate and Graduate
Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor’s decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida’s student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the college/school levels, the respective committees will consider all evidence available to determine if the instructor’s decision was correct. The student’s ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors History–New 12-11-08.
Disruption of Academic Process

Reference: USF Regulation 3.025

(1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida System (University/USF) Student Code of Conduct, the purpose of this regulation is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant academic officers may take in response to disruptive conduct; and the authority of the Office of Student Rights and Responsibilities (or designated office handling conduct issues in Student Affairs) to initiate separate disciplinary proceedings against students for disruptive conduct.

(2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor:
(a) Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or
(b) Presents a danger to the health, safety or well-being of self or other persons. References to classroom or academic area include all academic settings (live or online, and including field experiences). References to Instructor include the course instructor, USF faculty, administrators, and staff.

Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.
Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited.
Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.
The following applies to all campuses of the University of South Florida System; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus and separately accredited institution are permitted. Information concerning these procedures is available through the Student Affairs Office at those campuses.

(3) Procedures for Handling Disruption of Academic Process.
(a) General Guidelines for Instructor:
1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the Instructor, who will discuss the incident with the student whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.
2. The Instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary. If the Instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to:
   a. The department chair,
   b. The Assistant/Associate Dean of the College (as determined by the College),
   c. The Office of Student Rights and Responsibilities (OSRR) or the separately accredited institution’s/regional campus’ designated office in Student Affairs, and
   d. The student.
If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, OSRR and other authorities as soon as possible.
Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.

3. An Instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the Instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must:
   a. Inform the student of the exclusion,
   b. Inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department.

If such academic exclusion occurs, and if the student requests a review, the Chair of the Department shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific class and/or any academic setting. This decision may be appealed in writing by the student within two (2) days to the Dean of Undergraduate Studies or Graduate School or the institutional designee (as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the University.

Each academic decision or sanction must be communicated to the Office of Students Rights and Responsibilities or the separately accredited institution’s/regional campus’ designated office as soon as possible.

(b) Possible Academic Sanctions and Grading Guidelines:
Authority of an Instructor and the appropriate Chair or Assistant/Associate Dean’s Office may result in any of the following sanctions:
- Warning to the student.
- Voluntary withdrawal by the student from the class(es).
- Temporary exclusion and/or permanent dismissal from the instructor’s classroom or academic area, program, or college, pending an expedited appeal.
- Academic sanction, including assignment of a final grade. -- If the final determination is a dismissal from class, the grade assigned for the class will depend on the student's status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of “W” will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of “F” will be assigned for the course. These grades will become a part of the student’s permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.

(c) Documentation and Academic Disruption Incident Report:
Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Rights and Responsibilities or designated office in Student Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

The Academic Disruption Incident Report must be submitted by hardcopy (not email) simultaneously within 48 hours to:
1. The department chair,
2. The Assistant/Associate Dean of the College (as determined by the College),
3. The Office of Student Rights and Responsibilities or the separately accredited institution’s regional campus’ designated office in Student Affairs, and
4. The student.

The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:
- Date of report
- Student’s name
- USF Student ID number
- Instructor’s name
- Instructor’s phone number
- Instructor’s e-mail

USFSM Graduate Catalog 2011_2012 Summary
• Title of course, course number and section
• Date/time/location of incident
• Detailed summary of the incident, including a description of the disruptive behavior
• Witnesses
• Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
• Recommended course of action and reasons for this recommendation
• Instructor’s signature

(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:
Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Rights and Responsibilities or designated office in Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):
• Educational sanctions to include but not limited to educational programs/classes and written assignments
• Disciplinary probation
• Provisional suspension
• Suspension
• Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF campuses
• Expulsion

When an incident is being reviewed by OSRR or designated office in Student Affairs for possible disciplinary sanctions, current provisions affecting the student’s academic status (temporary or otherwise) will be communicated by the Office of Student Rights and Responsibilities or designated office in Student Affairs to the Instructor and appropriate academic administrators/instructors responsible for the student’s current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

(e) Resources:

Campus Police
Location: 501 College Drive (New College Campus), CPD, Sarasota, FL
Telephone: (941) 487-4210

Campus Security
Location: 8350 N.Tamiami Trail, Sarasota, FL 34243, SMC B125
Telephone: (941) 993-8548

Police Dispatcher/Emergency number: (941) 487-4210
Police Chief: (941) 487-4211
Patrol Coordinator Lieutenant: (941) 487-4212
Website: http://www.ncf.edu/usfpolice

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors., 1006.60, 1006.61 F.S. History—New12-11-08.
STUDENT ACADEMIC GRIEVANCE PROCEDURES

I. Introduction (Purpose and Intent)

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System (USF System) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures), however, as individual USF System institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.

In the case of grade appeals, the USF System reserves the right to change a student’s grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Dean or Provost/Sr. Vice President for Academic Affairs, the Regional Vice-Chancellor for Academic Affairs, or the Sr. Vice President, USF Health may file an administrative grade change. The term “incorrect” means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the USF System reserves the right to determine the final outcome based on the procedures detailed herein.

In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

II. Terms and Guidelines

An “academic grievance” is a claim that a specific academic decision or action that affects that student’s academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.

“Instructor” shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.

“Department Chair/Director” shall mean the academic head of a college department or the director of a program—or in all cases a “Department’s designee” appointed to handle academic grievances.

“Dean” shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School, or the equivalent as indicated—or in all cases a “Dean’s designee” appointed to handle academic grievances for the unit.
“Time” shall mean “academic time,” that is, periods when USF System classes are in session. The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause. Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit’s procedures will govern the process and no additional notice of time extension is needed.

"Written communication" shall mean communication by hard copy to the recipient's address of record. The “burden of proof” shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence. Neither party shall be entitled to bring “legal representation” to any actual grievance proceeding as this is an internal review of an academic decision.

As some Colleges may not have departments or some campuses may use different titles, the next level that applies to that College shall be substituted. If the incident giving rise to a grievance occurs on the St. Petersburg campus, the approved policy on that campus shall govern.

III. Statement of Policy

A. Resolution at the Department Level

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.

2. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student’s opinion, USF System policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor. The instructor may file a written response to the grievance.

3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.

4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request directed back to the Chair/Director within three weeks to advance the grievance to the College Level. Upon receipt of the student’s request to move the process to the College Level and the instructor’s response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student’s initiating grievance statement, any instructor’s written response to the grievance, and the written request from the student to have the process advanced to the College Level. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

B. Resolution at the College Level

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:

USFSM Graduate Catalog 2011_2012 Summary
a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.

b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student’s major department. However, for cases involving Clinical or Professional Standard violations, the Committee shall include at least one member assigned to oversee, or with expertise, in that clinical area. In addition, deficiency in, or violations of, clinical or professional standards may be sufficient to support academic failure or dismissal notwithstanding success in other areas of the academic record. The student or faculty may request to attend a Committee meeting. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. In addition, only the Committee may invite additional parties such as faculty or students from the department involved with the grievance or from the student’s major department or other outside party to provide expert or other relevant testimony in the proceedings. The student or instructor may be present during the other’s final statement and may hear the additional information provided, however, neither may be present during the Committee’s deliberations.

c. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.

2. The Committee will operate in the following manner:

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

b. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.

c. In Committee reviews involving Academic Integrity, the following Academic Integrity Review Process shall be followed in addition to the other Departmental procedures, if applicable:

1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.

2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.

3) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.

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

e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.

f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the department Chair/Program Director). The Dean’s decision shall indicate whether the decision was consistent with the committee recommendation.

g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean’s decision) or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate School (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean’s decision is final and not subject to further appeal within the USF System.

C. Resolution at the University Level

The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all
academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to re-delegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice President in all academic grievance appeals involving graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University Level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or (2) there is cause to think a procedural violation of these USF System Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the USF System Undergraduate Council or Graduate Council (as appropriate), and two students, undergraduate or graduate (as appropriate).

2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party’s respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.).

3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.

4. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.

5. If the Undergraduate/Graduate Dean’s decision is that a grade change is merited, the Undergraduate/Graduate Dean shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean’s decision is final and not subject to further appeal within the USF System.

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

*Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department’s web site. When such procedures exist, the Department’s examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student’s grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these USF System procedures.

**Graduate Catalog**


The USF Sarasota-Manatee Graduate Catalog including college and program requirements, and program and course descriptions, is available on the website. Each Catalog is published and in effect for the academic term(s) noted on the title page.

**Student’s Program 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 contract to program requirements, which are tied to a specific catalog, all students must comply with University policies and procedures that come into effect each catalog year.
Students cannot choose a USF 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.

If state law or certification requirements change, the student must comply with the most current standard or criteria.

If the College/School makes fundamental changes to the program that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Graduate School.

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, programs, and majors listed in this Catalog. If the student cannot meet all of the graduation requirements specified in the Catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the program to ensure that the student is not penalized.

Student's Program of Study
It is recommended that the college/school establish a program of study for the student at the time of admission into the graduate program, outlining the requirements for the degree sought. In the event state mandates, accreditation requirements, etc., make changes to the degree requirements necessary, it is recommended that the program provide an addendum to the program of study outlining what is required for degree completion.

Enrollment Requirements
Students receiving Veterans’ Administration benefits should confirm their enrollment requirements with the Office of Veterans’ Services or Veterans’ Coordinator.

Minimum University Regulations

USF Full-Time Graduate Student Definition
Graduate Students taking nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid.

Continuous Enrollment for All Graduate Students
All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. See also the Time Limitations Policy.

Readmission Following Non-enrollment
A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month 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. Refer to the Readmission Policy in the Graduate Admissions Section for more information.

**Enrollment during Comprehensive Exams and Admission to Candidacy**
During the term in which students take comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

**Enrollment during Semester of Graduation**
Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

**Enrollment for Graduate Teaching and Research Assistants**
Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College/School Dean and the Regional Vice Chancellor for Academic Affairs.

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

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the College/School website. The LOA must be approved by the Professor, the College/School Dean and Regional Vice Chancellor for Academic Affairs and is noted in the student’s record. If the LOA is granted, the time absent does not count against the student’s time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Graduate Admission Office for procedures.

**Academic Standards and Grades**

**Minimum University Requirements**

**In Good Standing**
To be considered a student in good standing, graduate students must

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and

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

No grade of C- or below will be accepted toward a graduate degree. Students must meet the requirements to be in good standing to graduate. 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 (3.48) and is not rounded up.
Credit hours for courses with grades of I, IU, M, MU, N, S, U, Q and grades which are preceded by T (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at USF as non-degree-seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions.

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

**Graduate Grading System**

**Plus/Minus Grading:**
Effective fall semester 2000, graduate and undergraduate grades are assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the office of Academic Affairs.

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>number of grade points</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
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<tr>
<td>B+</td>
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<tr>
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<td>Failure due to academic dishonesty</td>
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<td>IB</td>
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<tr>
<td>IF</td>
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<tr>
<td>M</td>
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<tr>
<td>MF</td>
<td>Missing grade changed to F, 0.00 grade points</td>
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<tr>
<td>MU</td>
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</tr>
<tr>
<td>N</td>
<td>Audit, grade points not applicable</td>
</tr>
<tr>
<td>S/U</td>
<td>Satisfactory/Unsatisfactory, grade points not applicable</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal or drop from course without penalty, grade points not applicable</td>
</tr>
<tr>
<td>Z</td>
<td>Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable</td>
</tr>
</tbody>
</table>
Incomplete grade policy change effective fall 08. IF grades earned and posted prior to fall 2008 do not calculate in the GPA; IF grades earned as of fall 2008 forward do not calculate in the GPA. Refer to Incomplete Grade Policy for more information.

Satisfactory (S)/ Unsatisfactory (U)
Graduate students may not take courses in the major on an S/U (satisfactory / unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on a S/U basis with prior approval of the course professor, major professor or advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a master’s degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

Incomplete (I)
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.

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 college/school that offered the course 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.

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 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)
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

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 (undergraduate rules apply to undergraduate and non-degree-seeking students). Until it is removed, the M is not computed in the GPA. An M grade which is not cleared within the next academic semester (including summer semester) will be converted to MF or MU, whichever is appropriate. MF grades are calculated in the GPA and if applicable, the student will be placed on academic probation or academically dismissed. To resolve the missing grade, students receiving an M grade must contact their instructor. If the instructor is not available, the student must contact the instructor's dean. Students cannot be admitted to doctoral candidacy or certified for graduation with an M grade.

**Continuing Registration Grades (Z)**

The Z grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship the final grade assigned will be an S.

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 college/school Dean’s office.

**Probation**

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college/school may also place students on probation for other reasons as designated by the program. Notification of probation shall be made to the student in writing by the college/school, with a copy to the College/School Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College/School Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program.

Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College/School Dean. The College/School Dean will notify the Regional Vice Chancellor of Academic Affairs in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information contact your college/school dean’s office.

**Voluntary Withdrawal**

USFSM Graduate Catalog 2011_2012 Summary
A student may withdraw from the university without grade penalty by the University deadline. Information on the different types of withdrawal (i.e., withdrawing from a single class – see the Drop section, an entire semester, or from the degree program itself) can be obtained from the Office of Records and Registration. Appropriate alternative calendar dates may apply. Students who withdraw may not continue to attend classes.

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

Internal Institution Transfer of Credit
Credits earned from USF Tampa, USF Polytechnic, or USF Sarasota-Manatee.

External Institution Transfer of Credit
Credits earned from USF-St. Petersburg or other regionally accredited institutions

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 N/A if from a USF Regionally accredited institution*
  • Evaluation/Approval: The graduate program college/school 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.
  • • For readmission, refer to the Readmission Policy.

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

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<tr>
<td></td>
<td>None</td>
<td>Up to one graduate course</td>
<td>Up to one graduate course</td>
<td>Up to one graduate course</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td></td>
<td>None</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
<td>Up to 12 graduate hours*</td>
<td>Discretion of the Program</td>
<td>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.</td>
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<td>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.</td>
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*a maximum of twelve (12) internal credits can be transferred to a degree regardless of the source(s)*

**Programs that wish to transfer credit from a completed doctoral program to a professional program must submit the proposal to the Graduate School for approval.
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<th>To Masters or Ed.S. Degree</th>
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<td>Up to one graduate course</td>
<td>Up to 12 hours</td>
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<tr>
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<td>None</td>
<td>None</td>
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<tr>
<td>Non-degree Seeking Status</td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
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<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td>Completed Certificate</td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
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<tr>
<td>Uncompleted Master’s or Ed.S. Degree</td>
<td>Up to one graduate course</td>
<td>Up to 40% of the USF program</td>
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<tr>
<td>Completed Master’s or Ed.S. Degree</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Uncompleted Doctoral or completed Professional Degree</td>
<td>Up to one graduate course</td>
<td>Up to 40% of the USF program</td>
</tr>
<tr>
<td>Completed Doctoral Degree</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

*a maximum of twelve (12) credits can be transferred to a degree regardless of the source(s)

**Programs that wish to transfer credit from a completed doctoral program to a professional program must submit the proposal to the Graduate School for approval.

INTERNAL INSTITUTION
Sarasota-Manatee ______ To Graduate Certificates ______ To Master’s
Courses (4000 and above) taken as an undergraduate but not applied to undergraduate degrees
Discretion of the Program
Graduate Courses applied to undergraduate degrees
None
Non-degree Seeking Status
Up to one graduate course Up to 12 graduate hours*
Uncompleted Certificate
(Graduate Degree Seeking Students)
Up to one graduate course 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*
Uncompleted Master’s or Ed.S. Degree
Discretion of the Program

USFSM Graduate Catalog 2011_2012 Summary
Completed Master's or Ed.S. Degree — Discretion of the Program — Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.

Uncompleted Professional Degrees, including Ed.S. — 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.

Completed Doctoral Degree — Discretion of the Program — Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.

* a maximum of twelve (12) internal credits can be transferred to a degree regardless of the source(s)

EXTERNAL INSTITUTION — To Graduate Certificates — To Masters
Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees — Up to one graduate course
—— Up to 12 hours
Graduate Courses applied to undergraduate degrees
—— None
Non-degree Seeking Status
—— Up to one graduate course
—— Up to 12 graduate hours*
Uncompleted Certificate
(Graduate Degree Seeking Students) — Up to one graduate course
—— Up to 12 graduate hours*
Completed Certificate — Up to one graduate course
—— Up to 12 graduate hours*

* a maximum of twelve (12) credits can be transferred to a degree
Change of Graduate Degree Program

Students who wish to change from one degree program to another (at the same level) must obtain a Graduate Change of Program Application from the Office Student Services or college/school advising office. The new program will consider the Change of Program request as a new application. The Dean of the Colleges/School involved and the Regional Vice Chancellor for Academic Affairs must approve the Change of Degree. The new program may elect to accept all, some, or none of the graduate courses previously taken by the student and only those courses accepted will be computed in the GPA.

Dual Degree Programs

A student may wish to pursue two degrees simultaneously. Upon approval by the appropriate College/School Dean(s) and Regional Vice Chancellor for Academic Affairs, a prescribed number of courses (generally no more than nine (9) hours of core or basic courses) required for one degree may be applied to another degree that requires the same courses, without repetition or alternative courses. Contact the College/School for procedures for applying for a Dual Degree program.

Off-Campus Courses and Programs

Graduate courses and programs are offered at locations other than the Tampa, Sarasota, St. Petersburg, and Lakeland campuses. Information on course enrollment procedures for off-campus courses and programs may be obtained from the college in which the courses or programs are offered.
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<tr>
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<td>3, 5</td>
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<td>No Changes</td>
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<td>Added Master’s Degree Requirements from USF Tampa 2011-2012 catalog because of addition of more Master’s programs on the USFSM campus. General revisions and updates based on USF Tampa’s graduate catalog</td>
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<td>No changes</td>
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<td>Section 10. Degrees</td>
<td>Added M.S. degree in Hospitality Management for USFSM.</td>
<td>APC/AC Approved on 12/2009; Approved UBOT on 10/7/2010</td>
<td>56</td>
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| Section 11. Graduate Certificates           | 1. Change name and curriculum of Modified Program in Educ. Leadership to Post-Master’s Program in Educational Leadership.  
2. Removal of post-baccalaureate course sequence for Language, Speech and Hearing Sciences. General revisions and updates based on USF Tampa’s graduate catalog | 1. Approved APC and AC 03/2010  
2. New bachelor's program approved in this area APC and AC 1/2011 | 57, 59 |
| Section 12. College of Arts and Sciences    | No changes                                                                | NA                   | 62       |
| Section 13. College of Business             | Change in format for MBA from cohort to “drop in format”                 | Approved APC and AC 10/2010 | 63       |
2. Add program M.Ed. Educational Leadership with Non Public or Charter School Emphasis  
4. Add M.A. Social Science Education Program*  
5. Add M.A.T. Social Science Education Program*  
6. Add M.A. English Education Program*  
7. Add M.A.T. English Education Program*  
8. Removed page for Special Education degree not currently accepting applications | APC and AC Approvals:  
1.03/2010  
2.01/2011  
3.01/2011  
4.12/2010  
5.12/2010  
6.12/2010  
7.12/2010  
*Items 4, 5, 6, and 7 are pending UBOT | 65, 67, 70, 79, 84, 82, 83, 85 |
| Section 15. Changed from Graduate Course Information to School of | 1. Deleted information on graduate course information  
2. Addition of M.S. Hospitality Management | 2. APC/AC Approved on 12/2009; Approved UBOT on | 87       |
| Hotel and Restaurant Management | Program. | 10/7/2010. Pending approval of a substantive change by the Commission on Colleges of the Southern Association of Colleges and Schools |
The policies and procedures herein have been approved, as appropriate, by the USF Tampa Graduate Council Policy Committee and by the full Graduate Council, a Standing Committee of the Faculty Senate and by the USF Sarasota-Manatee Academic Council and Academic Programs Committee, a Standing Committee of the USFSM Faculty Senate.

The policies, procedures, and requirements herein are applicable to students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework.

Undergraduate students should refer to the Undergraduate Catalog, even if taking graduate coursework. It is the student level that dictates which publication governs, not the level of coursework.
Graduate School Mission Statement

The University of South Florida Graduate School serves as the University hub of leadership for graduate education producing present day and future global leaders, one student at a time.

Graduate School Diversity Statement

The Graduate School at the University of South Florida is committed to the full engagement, empowerment and encouragement of all of the members and constituents we serve; these include students, faculty, staff, academic departments, aspirants, and affiliates.

In recognizing that a university serves a diverse population, we strive not only to serve, but to lead the future in which we "stimulate, encourage and support graduate education efforts that build national distinction..." We understand that in order to realize this future, we must remain steadfast to the policies and practices that emphasize achievement, equal opportunity, trust, respect, and collaboration. Hence, equity and excellence are not merely espoused, but rather are the "lived" values that we strive for and advocate for members of the community of universities and a global workforce.

USF's Graduate School Administration Policy Statement

For information on the University's Policy on the Graduate School Administration, refer to USF Policy 11.001, [http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-11-001.pdf](http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-11-001.pdf) or [http://generalcounsel.usf.edu/policies%2Dand%2Dprocedures/policy-procedures2.asp](http://generalcounsel.usf.edu/policies%2Dand%2Dprocedures/policy-procedures2.asp)
religion, national origin, disability, age, or Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

Archives online:  http://www.sarasota.usf.edu/Academics/Catalogs/
http://www.grad.usf.edu/newsite/catalog/archives.asp
Archived copies are available online for Catalogs published from 1999 through 2009
Paper copies prior to 1998 are archived at the USF Library and may also be archived in the Graduate School.
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Section 1.
Welcome to Graduate School at USF Sarasota-Manatee

A Message from the Regional Chancellor

Welcome to the University of South Florida Sarasota-Manatee – your hometown university with global impact. Since the founding of the University of South Florida Sarasota-Manatee (USFSM) in 1975, the university has served the higher educational needs of the local community, businesses, and organizations by continually producing well-educated, critical thinking graduates who become leaders in our community, nation and world.

The University successfully addresses the broad spectrum of educational needs of individuals in the region by providing Undergraduate, Master’s Degrees, Graduate Certificates and post baccalaureate courses. We invite you to consider USF Sarasota-Manatee to fulfill your undergraduate and graduate educational goals.

In September 2006, USF Sarasota-Manatee moved to a new campus center on the border of Manatee and Sarasota Counties, a 108,000 square-foot facility with 24 classrooms; a 190-seat lecture/exhibition hall; seminar and video-conferencing rooms; computer labs; student gathering places; faculty and staff offices; a fitness center; a technology and learning center and dining facilities. We believe the campus setting with preserve areas, a pond and walking paths, the plazas and courtyard, and access to the Sarasota bay front will enhance your experience at USF Sarasota-Manatee.

USFSM has also operated a satellite location in Venice since 2004. Due to tremendous growth USFSM relocated to a new (and larger) facility in North Port in August 2010. Today, the university’s two locations serve more than 4,500 students annually.

USFSM is a great place to attend whether you are pursuing a higher degree or making a career change. We have a legacy of high standards, community outreach and economic development by employing world-class faculty, educating students through extensive and diverse academic programs, and graduating alumni, who are among the best and brightest of the companies for which they work. We take pride in our more than 18,000 alumni living and working in the region.

Please explore our website (www.sarasota.usf.edu) and find ways USFSM can help you prosper professionally and personally. Yes, we ARE a university town, and USF Sarasota-Manatee is YOUR hometown university.

Arthur M. Guilford, Ph.D.
Regional Chancellor
Welcome to Graduate School at USF Sarasota-Manatee

A MESSAGE FROM THE REGIONAL VICE CHANCELLOR

The University of South Florida Sarasota-Manatee (USFSM) expects much of itself and of its students, because we have greatly benefited from the tremendous talent and support of our faculty, staff, alumni, and community. We are focused on the continued development of our learner-centered campus to serve the higher education, research, and workforce needs of Sarasota, Manatee, and DeSoto Counties.

I invite you to peruse our graduate academic offerings in education, business and criminal justice administration, our faculty talents, our USF Sarasota-Manatee Strategic Plan, and our Academic Affairs’ goals so that all of us may collaborate as we continue to build our learner-centered campus.

Bonnie Jones, Ph.D.
Regional Vice Chancellor, Academic Affairs
Section 2
USF Sarasota-Manatee

The University of South Florida, Sarasota-Manatee (USFSM), which has begun the process of seeking separate regional accreditation, delivers quality education to upper-division baccalaureate and master's students in an active research environment. We support students in attaining their highest potential by nurturing leadership, critical thinking, and an appreciation for learning. We advance cultural, social, environmental, and economic well-being for all we serve. USFSM values academic excellence, professionalism, and continuous improvement locally and globally.

The campus serves more than 4,5200 students annually and offers 34 undergraduate and graduate degree/certificate programs. The USF Sarasota-Manatee campus is located on U.S. 41 (Tamiami Trail), about a half-mile north of University Parkway on the border of Sarasota and Manatee Counties near Sarasota Bay, the Crosley Mansion, the John & Mable Ringling Museum of Art, and the Sarasota-Bradenton International Airport. The 100,000-square-foot, state-of-the-art academic facility houses 24 classrooms, a 190-seat lecture/exhibition hall, seminar and video-conferencing rooms, computer labs, and more. Visit our USFSM Strategic Plan website for more information about USFSM.

VALUES

The University of South Florida Sarasota-Manatee values academic excellence, professionalism, and continuous improvement through integrity, collaboration, diversity, and leadership.

VISION

HOMETOWN CAMPUS, GLOBAL IMPACT. The University of South Florida Sarasota-Manatee aspires to be a leader in higher education, delivering accessible academic programs and contributing significant research, while inspiring continuous improvement locally and globally.

MISSION

The University of South Florida Sarasota-Manatee delivers quality education to upper-division baccalaureate and master's students in an active research environment. We support students in attaining their highest potential by nurturing leadership, critical thinking, and an appreciation for learning. We advance cultural, social, environmental, and economic well-being for all we serve.

GOALS

1. Learner-Centered Environment. Be a diverse, collaborative, and intellectually challenging campus with high quality academic programs and support services for students, faculty, staff, and community. (Aligns with USF Goal II)
2. Technology. Provide and encourage strategic use of electronic learning technology. (Aligns with USF Goal II)
3. Program Growth. Promote expansion of distinctive upper-division baccalaureate, master’s, and research initiatives that serve local and global needs. (Aligns with USF Goals I & II)
4. Professional and Continuing Education. Provide advanced professional and continuing education that serves community needs. (Aligns with USF Goal III)
5. Financial Stability. Grow and diversify the resource base. (Aligns with USF Goal IV)
6. Assessment. Expand the system of self-study and continuous improvement. (Aligns with USF Goal II)
7. Accreditation. Work toward institutional autonomy within the USF system with separate regional and professional accreditations.
The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate, masters, specialist, and doctoral levels, including the Doctor of Medicine. The University of South Florida Sarasota-Manatee is a part of the University of South Florida and is currently seeking separate accreditation by the Southern Association of Colleges and Schools Commission on Colleges. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Florida.

University of South Florida Administration
The University of South Florida is a member of the State University System (SUS) of Florida and is governed by the Florida Board of Governors and the University Board of Trustees.

Florida Board of Governors
For a current list of the Board of Governors (BOG), please refer to their website: http://www.flbog.org/

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

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Cesar R. Hernandez
Brian Lamb
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Rhea F. Law

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Jordan Zimmerman

President:
Judy Genshaft, Ph.D.

USFSM Campus Board
Margaret I. Callihan, Chair
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Bonnie Jones, Ph.D., Regional Vice Chancellor, Academic Affairs
Pam Doerr, Regional Vice Chancellor, Student Services
Ben Ellinor, Regional Vice Chancellor, Business & Finance
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Lora Kosten, Ph.D., Faculty Coordinator, USFSM at North Port

**USF SARASOTA-MANATEE FACULTY**

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07/16/2010
Dr. Nick Mastracchio Accounting
Dr. Fawn Ngo Criminology
Dr. Noel Noel Marketing
Dr. Thomas Pencek Finance
Dr. Jonathan Scott Perry History
Dr. Richard Reich Psychology
Dr. Jane Roberts Social Work/Gerontology
Prof. Thorold (Tod) Roberts English
Dr. Stephen Rushton Childhood Education
Dr. Christine Ruva Psychology
Dr. Ernest Scott Criminology
Dr. Melissa Sloan Interdisciplinary Social Sciences
Dr. Suzanne Stein English
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Dr. Tary Wallace Educational Research & Measurement
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Dr. John Wiginton Information Technology
Dr. G. Pat Wilson Childhood Education

Lora Kosten, Faculty Coordinator, USFSM at North Port
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Greg Mallay, Director, Campus Computing
Rick Lyttle, Director, Facilities Planning & Management
Judy Sedgeman, Ed.D., Director, Inst. Public Policy
Chris Manring, Director, Marketing & Communications
## USF SARASOTA-MANATEE SERVICE LISTING

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<td>Business &amp; Finance</td>
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<td>C321</td>
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<td>A110D</td>
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<tr>
<td>Sudakoff Center</td>
<td>Facilities Planning &amp; Management</td>
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<td>Victim's Advocate</td>
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<td>C258</td>
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</tbody>
</table>
## Academic Calendar

**Academic Calendar**  
For information on important religious and cultural dates that may impact class attendance refer to:

**Registrar's Calendar**  
**Thesis/Dissertation Deadlines:**

For information on important religious and cultural dates that may impact class attendance refer to:

**Cultural/Diversity Calendar:**

**Attendance Policy for the Observance of Religious Days**

#### August 2011 - July 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5</td>
<td>Summer B, last day of classes</td>
</tr>
<tr>
<td>August 6</td>
<td>Summer Commencement, Tampa</td>
</tr>
<tr>
<td>August 7 - 21</td>
<td>Optional Flexible Scheduling Block - Excluding Holidays</td>
</tr>
<tr>
<td>August 22</td>
<td>Fall, first day of classes</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran's Day</td>
</tr>
<tr>
<td>November 24 &amp; 25</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 2</td>
<td>Fall, last day of classes</td>
</tr>
<tr>
<td>December 3 - 9</td>
<td>Final Exam Week</td>
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<td>December 4</td>
<td>Final Exams (Distance Ed)</td>
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<td>December 10</td>
<td>Fall, Tampa Commencement</td>
</tr>
<tr>
<td>December 11</td>
<td>Fall, St. Petersburg Commencement</td>
</tr>
<tr>
<td>December 11</td>
<td>Fall, Sarasota-Manatee Commencement</td>
</tr>
<tr>
<td>December 12</td>
<td>Fall, Polytechnic Commencement</td>
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<tr>
<td>December 11 - January 8</td>
<td>Optional Flexible Scheduling Block - Excluding Holidays</td>
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<td>December 26</td>
<td>Christmas Holiday</td>
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### 2012

<table>
<thead>
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<tr>
<td>January 2</td>
<td>New Year's Holiday</td>
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<tr>
<td>January 3</td>
<td>Spring, first day of classes</td>
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<tr>
<td>January 16</td>
<td>Martin Luther King, Jr.</td>
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<tr>
<td>March 12 – 17</td>
<td>USF Spring Break</td>
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<tr>
<td>April 27</td>
<td>Spring, last day of classes</td>
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<tr>
<td>April 28 – May 4</td>
<td>Spring Final Exams</td>
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<tr>
<td>April 29</td>
<td>Spring Final Exams (Distance Learning)</td>
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<td>May 4 – 5</td>
<td>Spring Commencement, Tampa</td>
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<tr>
<td>May 6</td>
<td>Spring Commencement, St. Petersburg</td>
</tr>
<tr>
<td>May 6</td>
<td>Spring Commencement, Sarasota-Manatee</td>
</tr>
<tr>
<td>May 7</td>
<td>Spring Commencement, Polytechnic</td>
</tr>
<tr>
<td>May 14</td>
<td>Summer A &amp; C, first day of classes</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 24</td>
<td>Summer A, last day of classes</td>
</tr>
<tr>
<td>June 25</td>
<td>Summer B, first day of classes</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day Holiday</td>
</tr>
</tbody>
</table>
July 20 - Summer C, last day of classes

ACADEMIC CALENDAR

TER, 2010

Monday Application Deadline Date for international applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
Thursday Application Deadline Date for international applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
Thursday Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except international applicants)
Monday Classes begin
Friday Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
Friday Last day to add courses - Deadline: 5:00 p.m.
Friday Last day for late registration - Deadline: 6:00 p.m.
Friday Last day to pay fees
Monday Labor Day Holiday
Wednesday Rosh Hashanah Begins
Friday Graduation Application Deadline
Saturday Yom Kippur
Saturday Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
Thursday Veteran’s Day Holiday celebrated
Thursday-Friday Thanksgiving Holidays
Friday Classes End
Saturday-Friday Final Examinations
Saturday Commencement (Tampa)
Sunday Commencement (Sarasota-Manatee)

TER, 2011

Friday Application Deadline Date for international transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
Monday Application Deadline Date for international applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
Monday Application Deadline Date for undergraduate transfers and former students returning to apply for admission
Monday Classes begin
Friday Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
Friday Last day to add courses - Deadline: 5:00 p.m.
Friday Last day for late registration - Deadline: 5:00 p.m.
Friday Last day to pay fees
Monday Martin Luther King Holiday
Friday Graduation Application Deadline
Monday-Saturday Spring Semester Break
Saturday Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
Friday Classes End
Saturday-Friday Final Examinations
Friday & Saturday Commencement (Tampa)
Sunday Commencement (Sarasota-Manatee)
Session A (First Six-week Session)

Tuesday  Application Deadline Date for international freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents.
Friday  Application Deadline Date for international transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents.
Friday  Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants).
Monday  Classes begin.
Friday  Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
Friday  Last day to add courses.
Friday  Last day for late registration.
Friday  Last day to pay fees.
Monday  Memorial Day Holiday.
Friday  Graduation Application Deadline.
Saturday  Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
Friday  Last day of classes.
Saturday  Summer Commencement (Tampa) - Tentative Date.

Session B (Second Six-week Session)

Tuesday  Application Deadline Date for international freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents.
Friday  Application Deadline Date for international transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents.
Friday  Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants).
Friday  Graduation Application Deadline.
Monday  Classes begin.
Friday  Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
Friday  Last day to add courses.
Friday  Last day for late registration.
Friday  Last day to pay fees.
Monday  Independence Day Holiday.
Saturday  Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
Friday  Last day of classes.
Saturday  Summer Commencement (Tampa) - Tentative Date.

Session C (Third Six-week Session)

Tuesday  Application Deadline Date for international freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents.
Friday  Application Deadline Date for international transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents.
Friday  Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants).
Monday  Classes begin.
Friday  Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
Friday  Last day to add courses.
Friday  Last day for late registration.
Friday  Last day to pay fees.
Monday  Memorial Day Holiday.
Friday  Graduation Application Deadline.
Saturday  Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
Friday  Last day of classes.
Saturday  Summer Commencement (Tampa) - Tentative Date.

Dates are subject to change. Please refer to the Registrar’s website for current information.

Section 3
Faculty Research and Interests

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 holds 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.

Visit the USFSM individual faculty member’s webpage for their research interests.

- College of Arts and Sciences
- College of Business
- College of Education
- School of Hotel and Restaurant Management
Section 4
Graduate Admissions

Office of Graduate Admissions
University of South Florida Sarasota-Manatee
Office of Graduate Admissions
8350 N. Tamiami Trail
Sarasota, FL 34243

Website: http://www.sarasota.usf.edu/Students/Admissions/grad.html
E-mail: admissions@sar.usf.edu
Phone: 941 359-4330
Fax: 941 359-4236

Graduate Admissions Advisor: Jo Lynn Raudebaugh

University Admissions Criteria and Policies

USF Regulation USF3-018: Admission to the University of South Florida
http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.018.pdf

Statement of Principles
In graduate admission decisions, multiple sources of information should be used to ensure fairness, promote diversity and balance the limitations of any single measure of knowledge, skills, or abilities. The sources may include: undergraduate grade point average, letters of recommendation, personal statements, samples of academic work, portfolios, auditions, professional experience related to proposed graduate study, as well as nationally known, standardized test scores. It is the responsibility of each graduate program to select admissions criteria that best predict success in their specific field and to determine the weight given to each measure.

None of the sources of information, particularly standardized test scores, should be used in isolation nor should such scores be used in combination or separately to establish minimum or “cut off” scores. Program specific guidelines for the use of standardized test scores should be developed based on the experience of a given department with its pool of applicants.

Admission Requirements
Each applicant to a graduate program at USF Sarasota-Manatee is required to meet the following minimum requirements:
1. An applicant must have one of the following:
   a. A bachelor’s degree from a regionally accredited institution and satisfying at least one of the following criteria:
      i. — “B” average or better in all work attempted while registered as an undergraduate student working for a degree, or
      ii. — “B” or better average in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
   b. A bachelor’s degree from a regionally accredited institution and a previous graduate degree from a regionally accredited institution.
   c. The equivalent bachelor’s and/or graduate degrees from a foreign institution.
2. Submission of standardized test scores is at the discretion of the graduate program(s). Applicants from countries where English is not the official language must also demonstrate proficiency in English by providing acceptable scores on the Test of English as a Foreign Language (TOEFL) or International English Lang Testing System (IELTS).

3. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the Statement of Principles.

The College/School Dean must approve any exceptions to these requirements.

Application Process (How it works)
Graduate applicants are urged to submit accurate and complete information as early as possible. Applications and supporting documents received after the application deadline will be processed for the next available term.

The USFSM Graduate Admissions Office and the College/School reviews your application for admission. Once the graduate admissions office determines your application is complete, it will be forwarded to the college/school for review. The faculty (if applicable) will make a recommendation to the College/School Dean and Regional Vice Chancellor which in turn will issue the official decision. The student will receive an official decision letter from the USFSM Office of Graduate Admissions.

If you are a foreign graduate applicant, the graduate admissions advisor will coordinate with the International Services Office who will evaluate your financial statement after you are admitted to determine your eligibility for a student visa. The website for the International Services Offices is: http://global.usf.edu/iss/program/pro-students.php. Each of these offices may request additional documents from you to make a decision.

For a complete list of graduate programs and deadline dates please visit the Graduate Admissions website at http://www.sarasota.usf.edu/Students/Admissions/grad.php.

Admission Application Deadlines
The University deadlines for admission follow below. Colleges/Schools and programs may have earlier deadlines or may continue to process applications after the deadline if space exists within the program. Admission applications and supporting materials must be received by the program and university deadlines as posted in the USFSM Graduate Catalog.

Domestic Application Deadlines
Spring Admission: October 15
Summer Admission: February 15
Fall Admission: February 15
Fall Admission to Professional Programs: June 1

International Application Deadlines
Living inside the United States
Spring Admission: refer to Domestic Deadlines
Summer Admission: refer to Domestic Deadlines
Fall Admission: refer to Domestic Deadlines

Living outside the United States
Spring Admission: June 1
Summer Admission: January 2
Fall Admission  January 2

Foreign applicants who are outside the U.S. are required to apply for a visa. Depending upon the country this may take a few months, therefore the deadlines for these international applicants are early. Foreign applicants who are in the U.S. are currently on a visa and may use the domestic application deadline dates.

Application Checklist (To-Do-List)
To assist you in the admissions process, the following is your To-Do List.

1. Graduate Application
2. Application Fee
3. Transcripts (including translations and evaluations for international transcripts)
4. Test Scores
5. Conduct Clearance Policy (Legal Disclosure Statement)
6. Residency Policy

1. Graduate Application:
All graduate applications to USF must be submitted online through FACTS.org

2. Application Fee:
All applicants are required to submit an application fee of $30.00 for EACH graduate program to which they seek admission (USF Regulation USF4-0107: Special Fees, Fines and Penalties). If applicants attended USF as a former degree-seeking student or non-degree seeking student applicants then you will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, Visa) or by E-Check (personal checking/savings account) through FACTS.org—Graduate Online Application or OASIS (http://oasis.usf.edu/). ALL APPLICATION FEES SUBMITTED ARE NON-REFUNDABLE.

3. Transcripts:
One (1) official transcript from all institutions of higher learning where the applicant has earned a degree is required. Former USF students should not submit their USF transcript; it is already on file. Applicants may provide unofficial copies of transcripts to expedite the processing of their applications. Any offer of admissions granted based on using—unofficial transcripts will not be finalized until official transcripts are received in a sealed envelope from the Office of the Registrar where they attended. All transcripts must be in English; it is the applicant’s responsibility to have transcripts translated and evaluated* before submitting them as part of his/her graduate application packet. Students applying while still completing an undergraduate degree, must submit transcripts of at least six (6) semesters of completed undergraduate work. Final transcripts showing the award of a bachelor's degree will be required if an applicant is admitted and enrolls. Do not submit USF transcripts if you have attended as a USF degree-seeking student.

*All foreign transcripts that are not in English must be accompanied by a certified English translation. Documents signed by a notary or other public official with no educational affiliation will not be accepted. All Some graduate programs require a course-by-course evaluation from a foreign transcript evaluation service. In the event that the university receives documentation that is questionable or suspicious in any way, the university will require a course-by-course evaluation from a foreign transcript evaluation service. Refer to the Graduate Admissions website: http://www.sarasota.usf.edu/Students/Admissions/grad.php for a list of evaluation services.

4. Test Scores

GRE (Graduate Record Examination):
All applicants to programs requiring the GRE* must submit GRE test scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Educational Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission granted based on unofficial scores will not be finalized until official scores from ETS are received. The institution code for USF is 5828 and applies to all tests administered by ETS.

*The GRE requirement may be waived at the discretion of individual graduate programs. Please contact your program of interest directly for additional information.

GMAT (Graduate Management Aptitude Test): [http://www.gmac.com](http://www.gmac.com)

Applicants to programs in the College of Business should submit GMAT** scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Pearson VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission granted based on using unofficial scores will not be finalized until official scores from Pearson VUE are received. The following are the Pearson VUE institution codes for USFSM administered by Pearson VUE.

VP9-M4-01 M.B.A., USF Sarasota-Manatee

**Applicants who have taken the GRE may not have to submit a GMAT. Please contact your program of interest directly for additional information.

TOEFL (Test of English as a Foreign Language):
Applicants whose native language is not English or who have not earned a degree in the United States must demonstrate proficiency in English by also submitting TOEFL scores earned within two (2) years of the desired term of entry. A minimum total score of 79 on the internet-based test, 213 on the computer-based test, or 550 on the paper-based test is required for admission to a graduate program. Applications submitted with TOEFL scores that do not meet the minimum requirements will be denied with no exceptions. The TOEFL requirement may be waived if the applicant meets one of the following conditions:

- The applicant’s native language is English, or
- Has scored 500 or higher on the GRE Verbal Test, or
- Has earned a college degree at a U.S. institution of higher learning, or
- Has earned a college degree from an institution whose language of instruction is English (must be noted on the transcript), or
- Has scored 6.5 on International English Language Testing System (IELTS) [http://www.ielts.org/](http://www.ielts.org/)

PLEASE NOTE: International students whose native language is not English and who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived for admission to a graduate program. They will need to score at least a 26 on the spoken portion of the Internet-based TOEFL (iBT) or a 50 on the SPEAK test administered through INTO-USF.

5. Conduct Clearance Policy (Legal Disclosure Statement):
All graduate applicants are required to answer the Conduct Clearance questions on the graduate application. The applicant will not be notified of the admission decision until answers to the two questions
have been received and cleared by the Regional Vice Chancellor for Student Services or his/her designee, if warranted.

6. Residency Policy:
EDITOR’s Note: New State Laws are in effect that impact Residency. Read more at http://www.sarasota.usf.edu/Students/Admissions/grad.html.

Applicants desiring classification as Florida residents for tuition-paying purposes must sign and complete the Florida Residents section of the Florida Residency Classification page of the Graduate Application. Incomplete or unsigned forms will be classified as non-Florida residents. The Office of Graduate Admissions will classify applicants as Florida residents if they have provided documentation that verifies they began living in Florida at least twelve months prior to the first day of classes of their admitted term of entry. Additional documentation other than what is required may be requested in some cases. All documentation is subject to verification. Applicants Students are responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is noted on the official acceptance letter. If applicants students feel that their initial classification is in error, they have until the last day of the term to contact graduate admissions and request a re-evaluation. After students have completed their first semester of study, they may seek to have their residency reconsidered. They may submit a Request for Reclassification Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested.

Independent Student:
A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student;
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student’s parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on a master’s or doctoral degree during the term for which residency status is sought at a Florida institution;
8. The student is classified as an independent by the financial aid office at the institution.

Evidence that the student meets one of these criteria will be requested by the higher education institution.

Florida residency statutes require at least two documents, dated 12 months prior to the first day of class for the entry term sought, to validate a claim for Florida residency for tuition purposes. Documents are classified in two tiers – at least one of the required documents must be from the First Tier.

FIRST TIER DOCUMENTATION (at least one of the two documents submitted must be from this list)

1. Florida Driver’s License (driver’s licenses from other states must be relinquished) or a State of Florida ID card (if there is no evidence of ties to another state)
2. Florida Voter’s Registration card
3. Florida Vehicle Registration (proof of previous registration can be obtained from the local tag office)
4. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of the Circuit Court)
5. Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
6. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period – letter from employer on official letterhead required)
7. Benefit histories from Florida agencies or public assistance programs

SECOND TIER DOCUMENTATION (may be used in conjunction with one document from First Tier)

1. Florida professional or occupational license
2. Florida incorporation
3. Proof of membership in Florida-based charitable or professional organizations
4. Utility bills and proof of 12 consecutive months of payments
5. Lease agreement and proof of 12 consecutive months of payments
6. State or court documents evidencing legal ties to Florida

Application Documents Access/Forward/Return Policy
No application, test scores, transcripts, letters of recommendation, or other documents submitted with the application packet will be returned to the applicant or forwarded to another institution/third party. The Office of Graduate Admissions applicant file is not to be released to the applicant or other third parties. Requests, subpoenas, or court orders are to be forwarded to the Office of the General Counsel after review by the Assistant Director of Admissions. Applicants once admitted and enrolled during the term of admission may request access to their student file at the Office of the Registrar. Letters of recommendation that the applicant has waived the right to view (indicated on Request for Recommendation Form) are not to be given, copied or viewed by the applicant or third parties. Requests for degree/enrollment verification information should be referred to the Office of the Registrar. The Office of Graduate Admissions graduate application files may be copied and released to USF staff conducting legitimate University business.

Additional Requirements of Programs (If applicable)
Many programs require additional application materials, such as resumes, writing samples, or letters of recommendation. These items may be sent as part of the overall graduate application packet. These materials will be forwarded to the appropriate program if sent with the application packet but they DO NOT become part of the applicant’s permanent file.

Final Admission Criteria
Applicants accepted for admission whose official documents (transcripts and/or test scores) have been received by the Office of Graduate Admissions are admitted as “Final.” The admission file is complete.

Provisional Admission Criteria
Applicants accepted for admission whose official documents (transcripts and/or test scores) have not been received by the Office of Graduate Admissions are admitted provisionally pending receipt of these missing items. The required transcripts and/or test scores must be received before a third semester registration is permitted. If the missing documents are not provided by the end of the second semester of attendance, the Office of Graduate Admissions will place a registration hold on the student's file.

Exception Admission Criteria
The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees minimum requirements. To be considered for an exception, applicants should present evidence that their academic preparation was such that it might account for the previous academic record and demonstrate potential for academic success, less than the minimal University and/or program requirements, and evidence of potential for academic success. Examples of this evidence include, such as excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor’s student, professional experience in the discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the program and college to accept exception application requests.

Conditional Admission Criteria
A college/school may admit applicants students conditionally pending upon satisfaction of remedial or program requirements separate from University minimum requirements. These conditions may include receipt of satisfactory scores on standardized tests, attendance in and satisfactory grade in specific core or remedial courses, etc., and/or required earned GPA of 3.00 for those courses. It is the responsibility of the college/schools to track the students satisfactory completion of the conditions and to notify the Graduate Admissions Office when conditions are met. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program. The College/School will coordinate with the Graduate Admission Office.

Deferment of Admission Request
An applicant's student's acceptance is granted for that the semester and the particular program specified in the official acceptance notification. The applicant student must validate that acceptance by enrolling for that semester. Applicants Students who fail to validate their admission may contact the Graduate Admissions Advisor and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date. If a request for Deferment of Admission is not received in the specified time, a new application and fee must be submitted. Deferment requests must also be received no later than the program or University application deadline for the semester desired, whichever is earlier. Applicants Students who were admitted provisionally upon receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Graduate Admissions. International students must also provide a new financial statement dated no earlier than 6 months before the requested date of entry.

Update of Admission Request
If admission has not been granted because of a late application or missing credentials, the student must request that the Office of Graduate Admissions update the application for a future semester and specify the new enrollment date. This request must be made in writing within 12 months of the initial requested entry date and must be received no later than the program or University application deadline for the semester desired, whichever is earlier. Applications are held for only 12 months. If a request for change in entry date is not received in the specified time, a new application and fee must be submitted. The Office of Graduate Admissions will not process any update requests without first receiving all official test scores and/or transcripts.

Denial of Admission / Appeal for Reconsideration Criteria
Applicants denied admission will be given timely notice by email or in writing. Denied applicants who meet the minimum standards may write the College/School to which they applied within 30 days of the date of denial to request reconsideration. The request should present additional evidence of potential for academic success at USF and contain reasons why reconsideration is warranted. Non-degree seeking applications can be found on the USFSM website at FACTs.org.

Readmission Policy
A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month 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.

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.

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 College/school 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 College/School. 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.

Enrollment: Students must enroll for the semester in which their readmission is effective.

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.

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 College/school 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 College/School. 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.
- Enrollment: Students must enroll for the semester in which their readmission is effective.

The Readmission policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending USF may be required.

Change of Program Request

A Change of Program Request will NOT be considered for graduate students in their first semester of study. Only a continuing graduate student enrolled for study in a particular program who wishes to change to another program at the same or lower level may complete the Change of Program Request. It is up to the discretion of the student’s program to determine if a Change of
Program is appropriate and will be granted.

http://www.sarasota.usf.edu/Academics/GradStudentForms.php

Students may obtain the form on the USFSM website. This form must be signed both by the current program and the new program, after which it must be submitted to the college/school for approval. If approved by the college/school, the change of program form is then sent to the Registrar for processing. NOTE: Some programs may require another application to be submitted because the Change of Program Request Form does not contain sufficient information for them to make a decision. Students should check with the College/School before completing any paperwork.

Students with Disabilities Policy

Applicants with disabilities apply for admission under the same guidelines as other applicants. Applicants believing that a disability has had an impact on grades, course choice, or standardized admission test scores, should request consideration of this during the admissions process. Applicants requesting substitution of college/school guidelines will need to contact the appropriate college/school dean. Please submit supporting documentation when requesting a disability exception. Applicants bear the responsibility for providing documentation of their disabilities.

The University reviews documentation and determines if students are eligible for services and accommodations because of disabilities. The Office of Students with Disability Services is charged with the task of determining eligibility. Accommodations and services are not provided on a retroactive basis. Approval must be given prior to receiving services or accommodations. The process begins when students provide documentation of disability and meet with a coordinator in the Office of Students with Disability Services to request in writing services and accommodations. Any faculty members or students who have questions about this process are encouraged to contact the Office of Students with Disability Services at (941)359-4714 or visit the website http://www.sarasota.usf.edu/Students/Disability/.
Section 5
Registration and General Information

Office of the Records and Registration
Website: http://www.sarasota.usf.edu/Students/Registration/
Phone: 941 359-4330

The Office of the Registrar of the USF system maintains the official academic records for all students and course registrations for currently enrolled students. The USFSM Office of Records and Registration provides similar services to USFSM students. Students are encouraged to contact the Office of Records and Registration about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University’s academic policies and procedures insofar as they affect him/her.

OASIS
Students use their NetID and password to access a self-selected personal identification number (PIN) in the University’s Online Access Student Information System (OASIS) to:

- view registration appointment information
- view registration hold information
- view the Schedule of Classes
- register and drop/add courses
- view their grades
- request address changes
- request privacy
- request transcripts

Registration Information

Register for Classes
To register for classes students must login to the OASIS system. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the college/school for registration.

OASIS: http://usfonline.admin.usf.edu/
Schedule: http://www.registrar.usf.edu/sssearch/search.php

Late Registration
Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e. by the fifth day of classes). In the event there are courses incorrectly
listed or missing on the record, students should go into OASIS and make the necessary corrections. If courses need to be added or dropped after the fifth day of classes, refer to the Add / Drop sections of the Catalog.

Medical Requirements for Registration


Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students. Florida law (Section 1006.69 Florida statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services. Please refer to http://www.sarasota.usf.edu/Students/Registration/Instruc ImmunHlthForm.pdf for further information about these diseases. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof. Please refer to the form located at the following website: http://www.sarasota.usf.edu/Students/Registration/Instruc ImmunHlthForm.pdf.

According to Florida Administrative Code Rule 6C-6.001(5) “Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student.” As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). Refer to: http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx

New admits will be provided a Medical History / Immunization Form with their admissions letter. Upon request, Student Health Services will mail or fax a Medical History/Immunization Form to you, or you may download a form from the Student Health Services Forms page: http://www.shs.usf.edu/userfiles/files/MedicalHistory_req.pdf and print it on a laser or inkjet printer. In order to register, this form must be completed, signed, and returned to:

Student Health Services
University of South Florida
4202 East Fowler Avenue, SHS 100
Tampa, FL 33620-6750
Fax: (813) 974-5888
Telephone: (813) 974-4056

Administrative Holds

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier’s Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office.

Cancellation of Registration for Non-Payment


Equal Opportunity Policy
Diversity and Equal Opportunity: Discrimination and Harassment Policy:

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

Phone: 941-359-4251

The University of South Florida system (USF system) is a diverse community that values and expects respect and fair treatment of all people. The USF system strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF system is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct must be filed with the Diversity and Equal Opportunity Office (“DEO”). DEO will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the University. A student or employee who believes that he or she has not been treated in accordance with the University’s Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint. Additional information about these procedures may be obtained from the Diversity and Equal Opportunity Office located at USFSM, B222A, or by calling 941 359-4251 or 813-974-1510 (TDD). It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

Academic Term and Student Information

Semester System
USF Sarasota-Manatee operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See Academic Calendar for appropriate dates.

Academic Load
See Enrollment Requirements in the Academic Policies Section

Academic Standing

Class Standing - A student’s class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

6M - Graduate student admitted to Master’s Degree Program

Also see “In good standing” in the Academic Policies Section

Student Definitions
Degree-Seeking Students:
Students who have been accepted into a degree program

Graduate Certificate Seeking Students:
Students who have been accepted into a Graduate Certificate program who are non-degree seeking may register during the same registration period as Degree-Seeking Students. Up to 12 hours of the coursework taken as a Graduate Certificate Seeking Student may be applied to a degree program. For more information about Graduate Certificates and specific requirements, refer to Section 11 Graduate Certificates or go to the Graduate Certificate website at http://www.outreach.usf.edu/gradcerts/

Non-Degree Seeking Students:
Students who have not been accepted into a degree or Graduate Certificate Program. Non-Degree Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree-seeking students and may not be available for Non-Degree Seeking students.

Should a student be accepted into a graduate degree program, no more than 12 hours of USF credit earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. For more information, refer to the Transfer of Credit policy in the Academic Policies Section. Prior to completing twelve (12) hours in a specific degree program it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the degree program to continue taking courses in the program. Programs may have additional requirements. Student should check with the program of interest for more information.

Transient Students:
USF 10.001 Transient Student Policy:
http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf

The SUS Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a Transient Student. USF degree-seeking students who wish to enroll at another regionally accredited institution MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. For more information, contact the Office of Records and Registration at (941) 359-4330.

Transient Student Form: http://www.sarasota.usf.edu/Students/Registration/

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA):
Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic college/schools or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student’s professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
• Maintain an overall minimum grade point average (GPA) and degree program GPA of 3.00;
• Enrolled full-time during the semester(s) appointed as a graduate assistant.
• For teaching assistantships, demonstrate proficiency in spoken English (if student is not from an English speaking country)

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at [http://www.sarasota.usf.edu/Academics/Catalogs](http://www.sarasota.usf.edu/Academics/Catalogs)


**Student Identification Card (USFCard) Policy**

University policy requires all students to obtain and carry the USFCard while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. USF Cards may be obtained at the USFCard Center located in the Business Office at USF Sarasota-Manatee. Legal Identification (passport, driver's license, or State/Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.017. Refer to the fee schedule for costs of each additional family member card. USF Cards are the property of the University of South Florida and must be returned on request.

**Student Records Policy**
Reference: USF 2.0021 [http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf](http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf) Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records;
2. Privacy in their education records;
3. Challenge the accuracy of their education records; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University’s student records policy, USF 2.0021, may be obtained from the Office of the Registrar or the General Counsel.
Academic Record
The student's academic record shall not be changed after the student has graduated. Except in cases of administrative error, the student's academic record shall not be changed once the semester has rolled into academic history.

Release of Student Information
Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as “directory information,” may be released via official media of USF (according to USF policy): Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information. The University Directory, published annually by the University, contains only the following information, however: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of “directory information” are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff. Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of “directory information” via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

Exclusions
Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF, except upon prior authorization of the Graduate School and the Provost. In cases where a member of the immediate family of a faculty member is enrolled in a graduate degree program, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

Course Information

Availability of Courses
USF Sarasota-Manatee does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand. Refer to USF Regulation USF3-017, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.017.pdf

Course Attendance at First Class Meeting – Policy for Graduate Students
For structured courses, 6000 and above, the USFSM College/School Dean will set the first-day class attendance requirement. Check with the College/School for specific information. This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty. (See USF Regulation – Registration - 4.0101, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf)

Attendance Policy for the Observance of Religious Days by Students
In accordance with Sections 1006.53 and 1001.74(10)(g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following
policy regarding religious observances: http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

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

Course Descriptions
For a listing of the most current, approved course descriptions refer to the Search-a-Bull Database available online at http://www.ugs.usf.edu/sab/sabs.cfm or in the course description listing in the Graduate Catalog.

Adds
After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University administrative error.

Drops
A student may drop a course(s) during the following times:

1. During regular registration and the drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

2. Between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates). Registration fees and tuition must be paid for the course(s) and the academic record will reflect a “W” grade for the dropped course(s).

3. Following the tenth week deadline if the request meets one of the following exceptions:
   a) Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).
   b) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student’s relationship to the deceased.
   c) Involuntary call to active military duty as confirmed by military orders.
   d) A situation in which the University is in error as confirmed by an appropriate University official.
   e) Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Courses may not be dropped after the last day of classes except in cases of University administrative error.

Fee Adjustment Options
Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar’s Office if the student has any of the exceptional circumstances noted above in item 3. The Fee
Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

Deletes
A “delete” completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student’s record except in cases of University administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written explanation from college faculty verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the College/School Dean.

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

Auditing Privileges and Fees
A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student’s status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/school on the campus where the course is being offered, with the Registrar’s Office. IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Registrar’s website.

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

Withdrawal (from course registration)
A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with “W” grades assigned to the courses. Withdrawal deadlines for the summer sessions are listed in the Academic Calendar and are published in the Schedule of Classes for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

Voluntary Withdrawal (from the program)
Students may voluntarily withdraw from their graduate degree program. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student’s record by the Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a Voluntary Withdrawal Form, available from the website. Once processed, the student’s status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding this should be directed to the Financial Aid Department at (941) 359-4622. The student will remain financially and academically responsible for any course(s) for which they have registered. The student may request to drop or delete courses they are registered for by submitting a college/school petition.
Academic Dismissal

Students may be academically dismissed from their graduate degree program for a variety of reasons. Once processed, the student’s status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student’s record by the Office of the Registrar as the First Business Day after the end of the Semester, 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 program.
- Receiving an “FF” grade
- Failure to maintain “good standing”
- Failure to make satisfactory progress

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF.

Parking Information and Campus Maps

For information on USFSM Parking Services, policies, and regulations, refer to the following websites:

Telephone: (941) 359-4203
Website: www.sarasota.usf.edu/ParkingServices
Parking and Transportation Services
Campus maps
Regulations Website

Section 6

Tuition, Fees, and Financial Information

Tuition Information

For tuition information refer to the link: http://usfweb2.usf.edu/finaid/09-10/0910_budget.htm. All tuition and fees are subject to change, without prior notice. For information on Residency for tuition purposes, refer to the Florida Residency Policy.

All registration fees and all courses added during the drop/add period must be paid in full by the payment deadline date specified in the current Schedule of Classes. Registration fee payment may be made in person or mailed to the Cashier’s office. Students not on an authorized deferred payment plan and who have not paid their registration fees in full by the published deadline will have their registrations canceled. A student will not receive credit for any courses taken during that semester. Students who are allowed to
register in error may have their registration canceled. Any fees paid will be refunded or credited against any charges due the University.

**Tuition Waivers, Non-Resident**

USF Regulation USF4-3.024, at http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.024.pdf

**Veteran Deferment Benefits**

Students receiving VA benefits who apply in writing no later than the specified date for the 60-day deferment of fees from the Office of Veteran’s Services must pay registration fees in full by the date posted online. For more information contact USF Veteran’s Services: at (813) 974-2291 or http://www.veterans.usf.edu/financial-programs.asp

**Financial Aid**

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact visit the following website: http://www.sarasota.usf.edu/Students/FinancialAid/. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the college/school providing the waiver for information. Also see USF Regulation USF 6-0121 and USF 6-012.

**Office of Financial Aid Policy on Refunds and Repayments**


**Special Fees, Fines, and Penalties**

USF Regulation USF4-0107, at http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf

am, by forwarding the recommendation to the respective college/school dean. If approved by the Dean, the recommendation with supporting documentation will be forwarded to the Regional Vice Chancellor for Academic Affairs for approval. If the Regional Vice Chancellor for Academic Affairs approves the recommendation, the Office of the Registrar will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student’s family in an appropriate setting.

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read “Master of Arts in Memoriam depending upon the degree the student was pursuing at the time of his or her death.

**Transcripts**

Transcripts of a student’s USF academic record may be requested by the student through the Office of the Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. By law, the request must include the
student's signature and date. For transcripts to be issued, the student must have no financial obligations to the University. Procedures for requesting a transcript are available on the Office of the Registrar’s website. Degree statements are posted approximately five weeks after the graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

Section 5
Registration and General Information
Office of the Records and Registration
Website
Phone: 941 359-4330

The Office of the Registrar of the USF system maintains the official academic records for all students and course registrations for currently enrolled students. The USFSM Office of Records and Registration provides similar services to USFSM students. Students are encouraged to contact the Office of Records and Registration about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

OASIS
Students use their NetID and password to access a self-selected personal identification number (PIN) in the University's Online Access Student Information System (OASIS) to:
• view registration appointment information
• view registration hold information
• view the Schedule of Classes
• register and drop/add courses
• view their grades
• request address changes
• request privacy
• request transcripts

Registration Information

Register for Classes
To register for classes students must login to the OASIS system. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the college/school for registration.

OASIS: http://usfonline.admin.usf.edu/
Schedule: http://www.registrar.usf.edu/ssearch/search.php

Late Registration
Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). Students are responsible for verifying the accuracy of their course registration by the end of the
drop/add period (i.e., by the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the Add/Drop sections of the Catalog.

Medical Requirements for Registration


Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students. Florida law (Section 1006.69 Florida statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services. Please refer to [http://www.sarasota.usf.edu/Students/Registration/Instruct_ImmunForm.pdf](http://www.sarasota.usf.edu/Students/Registration/Instruct_ImmunForm.pdf) for further information about these diseases. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof. Please refer to [http://www.sarasota.usf.edu/Students/Registration/Instruct_ImmunForm.pdf](http://www.sarasota.usf.edu/Students/Registration/Instruct_ImmunForm.pdf) to access the form.

According to Florida Administrative Code Rule 6C-6.001(5): "Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). Refer to: [http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx](http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx)

New admits will be provided a Medical History / Immunization Form with their admissions letter. Upon request, Student Health Services will mail or fax a Medical History/Immunization Form to you, or you may download a form from the Student Health Services Forms page: [http://www.shs.usf.edu/userfiles/files/MedicalHistory_req.pdf](http://www.shs.usf.edu/userfiles/files/MedicalHistory_req.pdf) and print it on a laser or inkjet printer. In order to register, this form must be completed, signed, and returned to:

Student Health Services
University of South Florida
4202 East Fowler Avenue, SHS 100
Tampa, FL 33620-6750
Fax: (813) 974-5888
Telephone: (813) 974-4056

Administrative Holds
A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts
must be made at the University Cashier’s Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office.

Cancellation of Registration for Non-Payment

Equal Opportunity Policy


DEO website: http://usfweb2.usf.edu/eea/
Phone: 941-359-4251

The University of South Florida system (USF system) is a diverse community that values and expects respect and fair treatment of all people. The USF system strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. The USF system is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct must be filed with the Diversity and Equal Opportunity Office (“DEO”). DEO will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the University. A student or employee who believes that he or she has not been treated in accordance with the University’s Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint. Additional information about these procedures may be obtained from the Diversity and Equal Opportunity Office located at USFSM, B222A, or by calling 941 359-4251 or 813-974-1510 (TDD). It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

Academic Term and Student Information

Semester System
USF Sarasota-Manatee operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See Academic Calendar for appropriate dates.
Academic Load
See Enrollment Requirements in the Academic Policies Section

Academic Standing

Class Standing – A student's class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

6M—Graduate student admitted to Master's Degree Program

Also see “In good standing” in the Academic Policies Section

Student Definitions
Degree-Seeking Students:
Students who have been accepted into a degree program

Graduate Certificate Seeking Students:
Students who have been accepted into a Graduate Certificate program who are non-degree-seeking may register during the same registration period as Degree-Seeking Students. Up to 12 hours of the coursework taken as a Graduate Certificate Seeking Student may be applied to a degree program. For more information about Graduate Certificates and specific requirements, refer to Section 11 Graduate Certificates or go to the Graduate Certificate website at http://www.outreach.usf.edu/gradcerts/

Non-Degree Seeking Students:
Students who have not been accepted into a degree or Graduate Certificate Program. Non-Degree Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree-seeking students and may not be available for Non-Degree Seeking students.

Should a student be accepted into a graduate degree program, no more than 12 hours of USF credit earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. For more information, refer to the Transfer of Credit policy in the Academic Policies Section. Prior to completing twelve (12) hours in a specific degree program it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the degree program to continue taking courses in the program. Programs may have additional requirements. Student should check with the program of interest for more information.

Transient Students:
USF 10.001 Transient Student Policy:

The SUS Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a Transient Student. USF degree-seeking students who wish to enroll at another regionally accredited institution MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. For more information, contact the Office of Records and Registration at (941) 359-4330.

Transient Student Form:

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA):

Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic college/schools or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student’s professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) and degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at http://www.sarasota.usf.edu/Academics/Catalogs

Student Identification Card (USFCard) Policy

University policy requires all students to obtain and carry the USFCard while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. USF Cards may be obtained at the USF Card Center located in the Business Office at USF Sarasota-Manatee. Legal Identification (passport, driver's license, or State/Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.017. Refer to the fee schedule for costs of each additional family member card. USF Cards are the property of the University of South Florida and must be returned on request.

Student Records Policy
Reference: USF 2.0021 — http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"); 20 USC Par. 1232g, 34 CFR Par. 99.1 et seq., Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records;
2. Privacy in their education records;
3. Challenge the accuracy of their education records; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF 2.0021, may be obtained from the Office of the Registrar or the General Counsel.
The student’s academic record shall not be changed after the student has graduated. Except in cases of administrative error, the student’s academic record shall not be changed once the semester has rolled into academic history.

Release of Student Information
Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as “directory information,” may be released via official media of USF (according to USF policy): Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information. The University Directory, published annually by the University, contains only the following information, however: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of “directory information” are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff. Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of “directory information” via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

Exclusions
Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF, except upon prior authorization of the Graduate School and the Provost. In cases where a member of the immediate family of a faculty member is enrolled in a graduate degree program, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

Course Information
Availability of Courses
USF Sarasota-Manatee does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand. Refer to USF Regulation USF3-017, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.017.pdf

Course Attendance at First Class Meeting – Policy for Graduate Students
For structured courses, 6000 and above, the USFSM College/School Dean will set the first-day class attendance requirement. Check with the College/School for specific information. This policy is not applicable to courses in the following categories:
Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty. (See USF Regulation – Registration – 4.0101, http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf)

Attendance Policy for the Observance of Religious Days by Students
In accordance with Sections 1006.53 and 1001.74(10)(g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following policy regarding religious observances. http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

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

Course Descriptions
For a listing of the most current, approved course descriptions refer to the Search-a-Bull Database available online at http://www.ugs.usf.edu/sab/sabs.cfm or in the course description listing in the Graduate Catalog.

Adds
After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University administrative error.

Drops
A student may drop a course(s) during the following times:
1. During regular registration and the drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

2. Between the second and tenth week of the semester (except for summer sessions – see the Summer Schedule of Classes for dates). Registration fees and tuition must be paid for the course(s) and the academic record will reflect a “W” grade for the dropped course(s).

3. Following the tenth week deadline if the request meets one of the following exceptions:
a) Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).

b) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student’s relationship to the deceased.

c) Involuntary call to active military duty as confirmed by military orders.

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

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

Courses may not be dropped after the last day of classes except in cases of University administrative error.

Fee Adjustment Options
Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar’s Office if the student has any of the exceptional circumstances noted above in item 3. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

Deletes
A “delete” completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student’s record except in cases of University administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written explanation from college faculty verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the College/School Dean.

Retroactive Actions
Requests for retroactive actions will no longer be considered / approved. Also see Academic Record.
Auditing Privileges and Fees
A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student's status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/school on the campus where the course is being offered, with the Registrar's Office. IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Registrar's website.

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

Withdrawal (from course registration)
A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for the summer sessions are listed in the Academic Calendar and are published in the Schedule of Classes for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

Voluntary Withdrawal (from the program)
Students may voluntarily withdraw from their graduate degree program. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a Voluntary Withdrawal Form, available from the website. Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding this should be directed to the Financial Aid Department at (941) 359-4622. The student will remain financially and academically responsible for any course(s) for which they have registered. The student may request to drop or delete courses they are registered for by submitting a college/school petition.

Academic Dismissal
Students may be academically dismissed from their graduate degree program for a variety of reasons. Once processed, the student’s status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student’s record by the Office of the Registrar as the First Business Day after the end of the Semester, 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 program.
• Receiving an “FF” grade
• Failure to maintain “good standing”
• Failure to make satisfactory progress

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF.

Parking Information and Campus Maps

For information on USFSM Parking Services, policies, and regulations, refer to the following websites:

Parking and Transportation Services
Campus maps
Regulations Website

Section 6
Tuition, Fees, and Financial Information

Tuition Information
For tuition information refer to the link: http://usfweb2.usf.edu/finaid/09-10/0910_budget.htm. All tuition and fees are subject to change, without prior notice. For information on Residency for tuition purposes, refer to the Florida Residency Policy.

All registration fees and all courses added during the drop/add period must be paid in full by the payment deadline date specified in the current Schedule of Classes.
Registration fee payment may be made in person or mailed to the Cashier’s office. Students not on an authorized deferred payment plan and who have not paid their registration fees in full by the published deadline will have their registrations canceled. A student will not receive credit for any courses taken during that semester. Students who are allowed to register in error may have their registration canceled. Any fees paid will be refunded or credited against any charges due the University.

Tuition Waivers, Non-Resident

USF Regulation USF4-3.024, at http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.024.pdf

Veteran Deferment Benefits

Students receiving VA benefits who apply in writing no later than the specified date for the 60-day deferment of fees from the Office of Veteran’s Services must pay registration fees in full by the date posted online. For more information contact USF Veteran’s Services: at (813) 974-2291 or http://www.veterans.usf.edu/financial-programs.asp

Financial Aid

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact visit the following website: http://www.sarasota.usf.edu/Students/FinancialAid/. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the college/school providing the waiver for information. Also see USF Regulation USF 6-0121 and USF 6-012.

Office of Financial Aid Policy on Refunds and Repayments


Special Fees, Fines, and Penalties

USF Regulation USF4-0107, at http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf
Section 7  
Academic Policies and Regulations

Academic Policy Information

For USF Regulations: refer to http://generalcounsel.usf.edu/regulations/index.asp

For USF Policies: refer to http://generalcounsel.usf.edu/policies-and-procedures/policy-procedures.asp

Student Responsibilities

The University, the Colleges, and the degree programs have established certain academic requirements that must be met before a degree is granted. While advisors, directors, deans are available to assist the student meet these requirements, it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements. If requirements for graduation have not been satisfied, the degree will not be granted. The information presented here represents the University Academic Policies. Colleges and college/schools may have additional requirements. Check with your College/School Graduate Coordinator for more information. Courses, programs, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed at any time at the sole discretion of the University and the Board of Trustees. For a list of current course descriptions, refer to the Search-A-Bull database online at http://www.ugs.usf.edu/sab/sabs.cfm.

Student Conduct

Members of the University community support high standards of individual conduct and human relations. Responsibility for one’s own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University. USF reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community. Disciplinary procedures are followed when a student fails to exercise responsibility in an acceptable manner or commits an offense as outlined in the Student Conduct Code. Refer to the USF 6.0021, Student Code of Conduct at http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

Academic Integrity of Students

Reference USF Regulation 3.027 - The following is the portion of the Regulation pertaining to graduate students. To read the entire Regulation, including the sections pertaining to undergraduate students, go to: http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.027.pdf

(1) Fundamental principles:
Academic integrity is the foundation of the University of South Florida's (University/USF) 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.

(2) General Policies:

The following policies and procedures apply to all students, instructional faculty, and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

(3) Violations of Academic Integrity: Undergraduate and Graduate

Behaviors that violate academic integrity are listed below, and are not intended to be all inclusive.

(a) Cheating

Definition: Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g., books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

4. Instructors, programs and college/school may establish, with the approval of the regional vice chancellor for academic affairs, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

(b) Plagiarism

Definition: Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one’s own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

(c) Fabrication, Forgery and Obstruction
Definitions:
Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:
1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.

2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.

3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.

4. Students may not steal, change, or destroy another student’s work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.

5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

(d) Multiple Submissions
Definition: Multiple submissions are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification:
1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.

2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor’s permission to use it PRIOR to the submission of the current endeavor.

4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty members involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

(e) Complicity
Definition: Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:
1. Students may not allow other students to copy from their papers during any type of examination.

2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.

3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

(f) Misconduct in Research and Creative Endeavors
Definition: Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification:
1. Students may not invent or counterfeit information.

2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.

3. Students may not represent another person’s ideas, writing or data as their own.

4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. 
   They may not misrepresent the nature of the material or its originality, and they may not add or 
   delete the names of authors without permission.

6. Students must adhere to all federal, state, municipal, and university regulations or policies for 
   the protection of human and other animal subjects.

7. Students may not conceal or otherwise fail to report any misconduct involving research, 
   professional conduct, or artistic performance of which they have knowledge.

8. Students must abide by the university’s policies on Misconduct in Research where applicable, 
   which can be found in the University’s Policies and Procedures Manual at the General Counsel’s 
   website.

(g) Computer Misuse
Definition: Misuse of computers includes unethical, or illegal use of the computers of any person, 
   institution or agency in which students are performing part of their academic program.

Clarification:
1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person’s electronic communications.

(h) Misuse of Intellectual Property
Definition: Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade 
   secrets or intellectual properties.

Clarification:
Students may not violate state or federal laws concerning the fair use of copies.

Sections (4) and (5): Violations and Sanctions for Undergraduate Students - are NOT LISTED HERE; (REFER TO REGULATION ONLINE TO READ)

(6) Violations and Sanctions for Graduate Students
The USFSM College/Schools hold academic integrity in the highest regard. Graduate students are 
   responsible for being aware of and complying with University Regulations and Policies and must conduct 
   themselves accordingly. Sanctions for Academic Dishonesty will depend on the seriousness of the 
   offense and may range from the receipt of:
   • An “F” or “Zero” grade on the subject paper, lab report, etc.
   • An “F” in the course or activity in which credit may be earned,
   • An “FF” in the course (leading to expulsion from the University) 
   • Academic Dismissal for any violations of academic dishonesty policies or regulations
   • Possible revocation of the degree or Graduate Certificate following a thorough investigation
Graduate students who are assigned an “FF” grade will be academically dismissed from the University 
   and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic 
   Dishonesty and Academic Dismissal may be found on the Graduate School website.

(7) Additional Graduate Guidelines for Academic Dishonesty:
1. If a graduate student who has been accused of academic dishonesty drops the course, 
   the student’s registration in the course will be reinstated until the issue is resolved.
2. Any assigned grade may be changed to an “FF”, “F”, or other grade depending on the 
   instructor’s decision or the ultimate resolution of an academic grievance procedure. This 
   includes any instance of academic dishonesty that is not detected until after the student has 
   dropped or completed the course.
3. Notification to the graduate student of the “FF” grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or college/school dean. (Refer to the University Academic Grievance Procedures.)

4. A graduate student who has been dismissed for reasons of academic dishonesty will have this reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.

5. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(8) Appeals: Undergraduate and Graduate
Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor’s decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida’s student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the college/school levels, the respective committees will consider all evidence available to determine if the instructor’s decision was correct. The student’s ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director. Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors History–New 12-11-08.
Disruption of Academic Process

Reference: USF Regulation 3.025

(1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida System (University/USF) Student Code of Conduct, the purpose of this regulation is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant academic officers may take in response to disruptive conduct; and the authority of the Office of Student Rights and Responsibilities (or designated office handling conduct issues in Student Affairs) to initiate separate disciplinary proceedings against students for disruptive conduct.

(2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor:
   (a) Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or
   (b) Presents a danger to the health, safety or well-being of self or other persons. References to classroom or academic area include all academic settings (live or online, and including field experiences). References to Instructor include the course instructor, USF faculty, administrators, and staff.

Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.

Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

The following applies to all campuses of the University of South Florida System; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus and separately accredited institution are permitted. Information concerning these procedures is available through the Student Affairs Office at those campuses.

(3) Procedures for Handling Disruption of Academic Process.
   (a) General Guidelines for Instructor:
      1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the Instructor, who will discuss the incident with the student whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.
      2. The Instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary. If the Instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to:
         a. The department chair,
         b. The Assistant/Associate Dean of the College (as determined by the College),
         c. The Office of Student Rights and Responsibilities (OSRR) or the separately accredited institution's/regional campus’ designated office in Student Affairs, and
         d. The student.
   If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, OSRR and other authorities as soon as possible.
Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.
3. An Instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the Instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must:
   a. Inform the student of the exclusion,
   b. Inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department.
If such academic exclusion occurs, and if the student requests a review, the Chair of the Department shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific class and/or any academic setting. This decision may be appealed in writing by the student within two (2) days to the Dean of Undergraduate Studies or Graduate School or the institutional designee (as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the University.
Each academic decision or sanction must be communicated to the Office of Students Rights and Responsibilities or the separately accredited institution’s/regional campus’ designated office as soon as possible.
(b) Possible Academic Sanctions and Grading Guidelines:
Authority of an Instructor and the appropriate Chair or Assistant/Associate Dean’s Office may result in any of the following sanctions:
• Warning to the student.
• Voluntary withdrawal by the student from the class(es).
• Temporary exclusion and/or permanent dismissal from the instructor’s classroom or academic area, program, or college, pending an expedited appeal.
• Academic sanction, including assignment of a final grade. -- If the final determination is a dismissal from class, the grade assigned for the class will depend on the student’s status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of “W” will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of “F” will be assigned for the course. These grades will become a part of the student’s permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.
(c) Documentation and Academic Disruption Incident Report:
Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Rights and Responsibilities or designated office in Student Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.
The Academic Disruption Incident Report must be submitted by hardcopy (not email) simultaneously within 48 hours to:
1. The department chair,
2. The Assistant/Associate Dean of the College (as determined by the College),
3. The Office of Student Rights and Responsibilities or the separately accredited institution’s regional campus’ designated office in Student Affairs, and
4. The student.
The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:
• Date of report
• Student’s name
• USF Student ID number
• Instructor’s name
• Instructor’s phone number
• Instructor’s e-mail
• Title of course, course number and section
• Date/time/location of incident
• Detailed summary of the incident, including a description of the disruptive behavior
• Witnesses
• Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
• Recommended course of action and reasons for this recommendation
• Instructor’s signature

(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:
Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Rights and Responsibilities or designated office in Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):
• Educational sanctions to include but not limited to educational programs/classes and written assignments
• Disciplinary probation
• Provisional suspension
• Suspension
• Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF campuses
• Expulsion

When an incident is being reviewed by OSRR or designated office in Student Affairs for possible disciplinary sanctions, current provisions affecting the student’s academic status (temporary or otherwise) will be communicated by the Office of Student Rights and Responsibilities or designated office in Student Affairs to the Instructor and appropriate academic administrators/instructors responsible for the student’s current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

(e) Resources:

Campus Police
Location: 501 College Drive (New College Campus), CPD, Sarasota, FL
Telephone: (941) 487-4210

Campus Security
Location: 8350 N. Tamiami Trail, Sarasota, FL 34243, SMC B125
Telephone: (941) 993-8548
Police Dispatcher/Emergency number: (941) 487-4210
Police Chief: (941) 487-4211
Patrol Coordinator Lieutenant: (941) 487-4212
Website: http://www.ncf.edu/usfpolice

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors., 1006.60, 1006.61 F.S. History—New12-11-08.
Student Academic Grievance Procedure
Reference: USF 10.002 Student Academic Grievance Procedure -

STUDENT ACADEMIC GRIEVANCE PROCEDURES

(USF Policy 10-002)

Introduction (Purpose and Intent)

I. Introduction (Purpose and Intent)
The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System (USF System) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.
The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures), however, as individual USF System institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.
In the case of grade appeals, the USF System reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Dean or Provost/Sr. Vice President for Academic Affairs, the Regional Vice-Chancellor for Academic Affairs, or the Sr. Vice President, USF Health may file an administrative grade change. The term “incorrect” means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the USF System reserves the right to determine the final outcome based on the procedures detailed herein.
In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

II. Terms and Guidelines
An “academic grievance” is a claim that a specific academic decision or action that affects that student’s academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.
“Instructor” shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.
“Department Chair/Director” shall mean the academic head of a college department or the director of a program—or in all cases a “Department’s designee” appointed to handle academic grievances.
“Dean” shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School, or the equivalent as indicated—or in all cases a “Dean’s designee” appointed to handle academic grievances for the unit.

“Time” shall mean “academic time,” that is, periods when USF System classes are in session. The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause. Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit’s procedures will govern the process and no additional notice of time extension is needed.

“Written communication” shall mean communication by hard copy to the recipient’s address of record. The “burden of proof” shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

Neither party shall be entitled to bring “legal representation” to any actual grievance proceeding as this is an internal review of an academic decision.

As some Colleges may not have departments or some campuses may use different titles, the next level that applies to that College shall be substituted. If the incident giving rise to a grievance occurs on the St. Petersburg campus, the approved policy on that campus shall govern.

III. Statement of Policy

A. Resolution at the Department Level

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.

2. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student’s opinion, USF System policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor. The instructor may file a written response to the grievance.

3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.

4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request directed back to the Chair/Director within three weeks to advance the grievance to the College Level. Upon receipt of the student’s request to move the process to the College Level and the instructor’s response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student’s initiating grievance statement, any instructor’s written response to the grievance, and the written request from the student to have the process advanced to the College Level. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

B. Resolution at the College Level
1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:
   a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.
   b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student’s major department. However, for cases involving Clinical or Professional Standard violations, the Committee shall include at least one member assigned to oversee, or with expertise, in that clinical area. In addition, deficiency in, or violations of, clinical or professional standards may be sufficient to support academic failure or dismissal notwithstanding success in other areas of the academic record. The student or faculty may request to attend a Committee meeting. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. In addition, only the Committee may invite additional parties such as faculty or students from the department involved with the grievance or from the student’s major department or other outside party to provide expert or other relevant testimony in the proceedings. The student or instructor may be present during the other’s final statement and may hear the additional information provided, however, neither may be present during the Committee’s deliberations.
   c. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.

2. The Committee will operate in the following manner:
   a. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.
   b. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.
   c. In Committee reviews involving Academic Integrity, the following Academic Integrity Review Process shall be followed in addition to the other Departmental procedures, if applicable:
      1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.
      2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.
      3) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.
   d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.
   e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.
   f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the department Chair/Program Director). The Dean’s decision shall indicate whether the decision was consistent with the committee recommendation.
   g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean’s decision) or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate School (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean’s decision is final and not subject to further appeal within the USF System.

C. Resolution at the University Level
The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to re-delegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice President in all academic grievance appeals involving graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University Level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or (2) there is cause to think a procedural violation of these USF System Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party’s respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.

2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party’s respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.).

3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.

4. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.

5. If the Undergraduate/Graduate Dean’s decision is that a grade change is merited, the Undergraduate/Graduate Dean shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean’s decision is final and not subject to further appeal within the USF System.

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

*Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student’s grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these USF System procedures.

**Graduate Catalog**


The USF Sarasota-Manatee Graduate Catalog including college and program requirements, and program and course descriptions, is available on the website. Each Catalog is published and in effect for the academic term(s) noted on the title page.

**Student's Program 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 contract to program requirements, which are tied to a specific catalog, all students must comply with University policies and procedures that come into effect each catalog year.
• Students cannot choose a USF 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.

• If state law or certification requirements change, the student must comply with the most current standard or criteria.

• If the College/School makes fundamental changes to the program that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Graduate School.

• 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, programs, and majors listed in this Catalog. If the student cannot meet all of the graduation requirements specified in the Catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the program to ensure that the student is not penalized.

Student’s Program of Study
It is recommended that the college/school establish a program of study for the student at the time of admission into the graduate program, outlining the requirements for the degree sought. In the event state mandates, accreditation requirements, etc., make changes to the degree requirements necessary, it is recommended that the program provide an addendum to the program of study outlining what is required for degree completion.

Enrollment Requirements
Students receiving Veterans’ Administration benefits should confirm their enrollment requirements with the Office of Veterans’ Services or Veterans’ Coordinator.

Minimum University Regulations

USF Full-Time Graduate Student Definition
Graduate Students taking nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid.

Continuous Enrollment for All Graduate Students
All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. See also the Time Limitations Policy.

Readmission Following Non-enrollment
A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month 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. Refer to the Readmission Policy in the Graduate Admissions Section for more information.

**Enrollment during Comprehensive Exams and Admission to Candidacy**
During the term in which students take comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

**Enrollment during Semester of Graduation**
Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

**Enrollment for Graduate Teaching and Research Assistants**
Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College/School Dean and the Regional Vice Chancellor for Academic Affairs.

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

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the College/School website. The LOA must be approved by the Professor, the College/School Dean and Regional Vice Chancellor for Academic Affairs and is noted in the student’s record. If the LOA is granted, the time absent does not count against the student’s time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Graduate Admission Office for procedures.

**Academic Standards and Grades**

**Minimum University Requirements**

**In Good Standing**
To be considered a student in good standing, graduate students must
  
  o 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

  o Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student’s degree-seeking programs.

No grade of C- or below will be accepted toward a graduate degree. Students must meet the requirements to be in good standing to graduate. 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 (3.48) and is not rounded up.
Credit hours for courses with grades of I, IU, M, MU, N, S, U, Q and grades which are preceded by T (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at USF as non-degree-seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions.

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

Graduate Grading System

Plus/Minus Grading:
Effective fall semester 2000, graduate and undergraduate grades are assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the office of Academic Affairs.

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>number of grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>FF</td>
<td>Failure due to academic dishonesty</td>
</tr>
<tr>
<td>IA</td>
<td>Incomplete, grade points not applicable</td>
</tr>
<tr>
<td>IB</td>
<td>Incomplete, grade points not applicable</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete, grade points not applicable</td>
</tr>
<tr>
<td>ID</td>
<td>Incomplete, grade points not applicable</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete, grade points not applicable*</td>
</tr>
<tr>
<td>M</td>
<td>Missing grade/no grade reported by instructor, grade points not applicable</td>
</tr>
<tr>
<td>MF</td>
<td>Missing grade changed to F, 0.00 grade points</td>
</tr>
<tr>
<td>MU</td>
<td>Missing grade changed to U, grade points not applicable</td>
</tr>
<tr>
<td>N</td>
<td>Audit, grade points not applicable</td>
</tr>
<tr>
<td>S/U</td>
<td>Satisfactory/Unsatisfactory, grade points not applicable</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal or drop from course without penalty, grade points not applicable</td>
</tr>
<tr>
<td>Z</td>
<td>Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable</td>
</tr>
</tbody>
</table>
*Incomplete grade policy change effective fall 08. IF grades earned and posted prior to fall 2008 do
calculate in the GPA; IF grades earned as of fall 2008 forward do not calculate in the GPA Refer to
Incomplete Grade Policy for more information.

Satisfactory (S)/ Unsatisfactory (U)
Graduate students may not take courses in the major on an S/U (satisfactory / unsatisfactory) basis
unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the
major on a S/U basis with prior approval of the course professor, major professor or advisor, and the
Dean of the College in which the student is seeking a degree. The student may apply a maximum of six
(6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a
master’s degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit
and are graded on an S/U basis only. Before a student begins work under Directed Research, a written
agreement must be completed between the student and the professor concerned, setting forth in detail
the requirements of the course.

Incomplete (I)
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:
1. majority of the student’s work for a course has been completed before the end of the
   semester
2. the work that has been completed must be qualitatively satisfactory
3. 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 college/school that offered the course 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.

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 Automated Academic Probation Procedures
for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an “I”
grade.

Example:
Current Semester
1. student has a “B” in the course, not including the grade for the missing assignment,
   therefore is eligible for an "I"
2. student’s grade, including a zero for the missed work, would be an “D”
3. 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
- instructor submits a change of grade
- student earns final grade comprised of all completed course work

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 (undergraduate rules apply to undergraduate and non-degree-seeking students). Until it is removed, the M is not computed in the GPA. An M grade which is not cleared within the next academic semester (including summer semester) will be converted to MF or MU, whichever is appropriate. MF grades are calculated in the GPA and if applicable, the student will be placed on academic probation or academically dismissed. To resolve the missing grade, students receiving an M grade must contact their instructor. If the instructor is not available, the student must contact the instructor’s dean. Students cannot be admitted to doctoral candidacy or certified for graduation with an M grade.

Continuing Registration Grades (Z)
The Z grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship the final grade assigned will be an S.

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 college/school Dean’s office.

Probation
Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college/school may also place students on probation for other reasons as designated by the program. Notification of probation shall be made to the student in writing by the college/school, with a copy to the College/School Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College/School Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program.

Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College/School Dean. The College/School Dean will notify the Regional Vice Chancellor of Academic Affairs in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information contact your college/school dean’s office.

Voluntary Withdrawal
A student may withdraw from the university without grade penalty by the University deadline. Information on the different types of withdrawal (i.e., withdrawing from a single class – see the Drop section, an entire semester, or from the degree program itself) can be obtained from the Office of Records and Registration. Appropriate alternative calendar dates may apply. Students who withdraw may not continue to attend classes.

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

Internal Institution Transfer of Credit
Credits earned from USF Tampa, USF Polytechnic, or USF Sarasota-Manatee.

External Institution Transfer of Credit
Credits earned from USF-St. Petersburg or other regionally accredited institutions

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 N/A if from a USF Regionally accredited institution*

- Evaluation/Approval: The graduate program college/school 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.
  - For readmission, refer to the Readmission Policy.

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

<table>
<thead>
<tr>
<th>INTERNAL INSTITUTION</th>
<th>To Graduate Certificates</th>
<th>To Masters or Ed.S. Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Tampa / Sarasota-Manatee/ Polytechnic)</td>
<td>Discretion of the Program</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td>Courses (4000 and above) taken as an undergraduate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

07/16/2010
<table>
<thead>
<tr>
<th>but not applied to undergraduate degrees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Courses applied to undergraduate degrees</td>
<td>None</td>
</tr>
<tr>
<td>Non-degree Seeking Status</td>
<td>Up to one graduate course</td>
</tr>
<tr>
<td>Uncompleted Certificate (Graduate Degree Seeking Students)</td>
<td>Up to one graduate course</td>
</tr>
<tr>
<td>Completed Certificate</td>
<td>Up to one graduate course (1 course may be applied to up to 2 certificates)</td>
</tr>
<tr>
<td>Uncompleted Master’s or Ed.S. Degree</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td>Completed Master’s or Ed.S. Degree</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td>Uncompleted Doctoral or completed Professional Degree</td>
<td>Discretion of the Program</td>
</tr>
<tr>
<td>Completed Doctoral Degree</td>
<td>Discretion of the Program</td>
</tr>
</tbody>
</table>

*a maximum of twelve (12) internal credits can be transferred to a degree regardless of the source(s)*

**Programs that wish to transfer credit from a completed doctoral program to a professional program must submit the proposal to the Graduate School for approval.**
### EXTERNAL INSTITUTION

<table>
<thead>
<tr>
<th><strong>Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees</strong></th>
<th><strong>Up to one graduate course</strong></th>
<th><strong>Up to 12 hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Courses applied to undergraduate degrees</strong></td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>Non-degree Seeking Status</strong></td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td><strong>Uncompleted Certificate (Graduate Degree Seeking Students)</strong></td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td><strong>Completed Certificate</strong></td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td><strong>Uncompleted Master’s or Ed.S. Degree</strong></td>
<td>Up to one graduate course</td>
<td>Up to 40% of the USF program</td>
</tr>
<tr>
<td><strong>Completed Master’s or Ed.S. Degree</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Uncompleted Doctoral or completed Professional Degree</strong></td>
<td>Up to one graduate course</td>
<td>Up to 40% of the USF program</td>
</tr>
<tr>
<td><strong>Completed Doctoral Degree</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

*a maximum of twelve (12) credits can be transferred to a degree regardless of the source(s)*

**Programs that wish to transfer credit from a completed doctoral program to a professional program must submit the proposal to the Graduate School for approval.

### INTERNAL INSTITUTION

**Sarasota-Manatee**

<table>
<thead>
<tr>
<th><strong>Courses (4000 and above) taken as an undergraduate but not applied to undergraduate degrees</strong></th>
<th><strong>Up to one graduate course</strong></th>
<th><strong>Discretion of the Program</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Courses applied to undergraduate degrees</strong></td>
<td>None</td>
<td>Discretion of the Program for approved Accelerated Degree Programs</td>
</tr>
<tr>
<td><strong>Non-degree Seeking Status</strong></td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td><strong>Uncompleted Certificate (Graduate Degree Seeking Students)</strong></td>
<td>Up to one graduate course</td>
<td>Up to 12 graduate hours*</td>
</tr>
<tr>
<td><strong>Completed Certificate</strong></td>
<td>Up to one graduate course (1 course may be applied to up to 2 certificates)</td>
<td>Discretion of the Program</td>
</tr>
</tbody>
</table>

**Discretion of the Program** means that Discretion of the Program for approved Accelerated Degree Programs.**
Completed Master’s or Ed.S. Degree: Discretion of the Program. Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.

Uncompleted Professional Degrees, including Ed.S.: 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.

Completed Doctoral Degree: Discretion of the Program. Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.

* A maximum of twelve (12) internal credits can be transferred to a degree, regardless of the source(s).

EXTERNAL INSTITUTION To Graduate Certificates To Masters Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees: Up to one graduate course

Up to 12 hours

Graduate Courses applied to undergraduate degrees

None None

Non-degree Seeking Status

Up to one graduate course

Up to 12 graduate hours*

Uncompleted Certificate

(Graduate Degree Seeking Students) Up to one graduate course

Up to 12 graduate hours*

Completed Certificate Up to one graduate course

Up to 12 graduate hours*

* A maximum of twelve (12) credits can be transferred to a degree.
Change of Graduate Degree Program

Students who wish to change from one degree program to another (at the same level) must obtain a Graduate Change of Program Application from the Office Student Services or college/school advising office. The new program will consider the Change of Program request as a new application. The Dean of the Colleges/School involved and the Regional Vice Chancellor for Academic Affairs must approve the Change of Degree. The new program may elect to accept all, some, or none of the graduate courses previously taken by the student and only those courses accepted will be computed in the GPA.

Dual Degree Programs

A student may wish to pursue two degrees simultaneously. Upon approval by the appropriate College/School Dean(s) and Regional Vice Chancellor for Academic Affairs, a prescribed number of courses (generally no more than nine (9) hours of core or basic courses) required for one degree may be applied to another degree that requires the same courses, without repetition or alternative courses. Contact the College/School for procedures for applying for a Dual Degree program.

Off-Campus Courses and Programs

Graduate courses and programs are offered at locations other than the Tampa, Sarasota, St. Petersburg, and Lakeland campuses. Information on course enrollment procedures for off-campus courses and programs may be obtained from the college in which the courses or programs are offered.
Section 8
University Degree Requirement

Degree Requirements

The following sections describe the University requirements established by the Graduate School for the Master’s degree. However, individual programs and colleges may establish additional or more stringent requirements.

Student Responsibilities

The University of South Florida and all colleges, departments and programs therein establish certain academic requirements that must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Faculty and graduate program directors are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if all requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for students to acquaint themselves with all regulations and to remain currently informed throughout their college careers. Courses, programs, and requirements described in the catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the USF Board of Trustees.

Graduate Faculty Definition

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

Graduate Faculty is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds 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 Regional Vice Chancellor for Academic Affairs to individuals whose skills or expertise meet criteria established by the College/School. 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/School Dean and Regional Vice Chancellor for Academic Affairs.

For a current list of Graduate Faculty and Affiliate Graduate Faculty in any program contact the college/school dean's office. Visit the following the USFSM website for a complete list of faculty at USFSM.
Graduate School Requirements


Master's Degree Requirements

Minimum Hours
A minimum of thirty (30) hours is required for a master's degree, at least sixteen (16) hours of which must be at the 6000 level. At least twenty (20) hours must be in formal, regularly scheduled course work, ten (10) of which must be at the 6000 level. Up to six (6) hours of 4000-level courses may be taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate College/School Dean. Students enrolled in undergraduate courses as part of a planned degree program are expected to demonstrate a superior level of performance. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College/School Dean.

Institutional Residency
The majority of credits toward a graduate degree must be earned through instruction offered by the institution (e.g., USF Tampa, USF St. Petersburg, USF Polytechnic, USF Sarasota-Manatee) granting the degree. For information about the minimum number of credit hours required for the degree refer to the degree requirements in the program listing and the Transfer of Credit Policy.

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 program, for example as non-degree seeking or from other institutions that were transferred in, can be no older than seven years at the time of graduation. Master's degrees (including dual degree programs) that require course work in excess of 50 credit hours may be granted a longer statute of limitations.

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 website. The requests must include the following:

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, College/School Dean or designee,
- a detailed plan of study and timeline for the remaining requirements for the degree

prior to submission to the Regional Vice Chancellor for Academic Affairs 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.)

Enrollment Requirements
Refer to the Academic Policies Section

**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. 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 requirements:

- Be graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with faculty who do

- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements

- Have been approved by the Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor

The membership of graduate faculty will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of the Graduate School.

In the event a Major Professor leaves the University (i.e. for an appointment at another university, due to retirement, etc.) and the Major Professor is willing to continue serving on the student’s committee, the Major Professor then becomes a Co-Major Professor on the committee and another faculty is appointed as the other Co-Major Professor. It is important that one of the Co-Major Professors be accessible on the university campus for the student to make satisfactory progress on the thesis/dissertation. In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.); the Major Professor shall coordinate with the Program Director to facilitate the needs of the student. In some instances a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as "Co-Major Professors" and jointly serve in that role. Consequently both faculty must sign approval on paperwork pertaining to the student’s processing (i.e. committee form, change of committee form, etc.)

Appointment of a (Co)-Major Professor(s) may be rescinded by the Department Chair (or equivalent), with the approval of the appropriate Department (or equivalent) faculty committee (separate from student advisory committee.)

**(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities**
Available on the Graduate School Website: [http://www.grad.usf.edu/newsite/policies.asp](http://www.grad.usf.edu/newsite/policies.asp)

**Thesis Committee**
Students working toward a thesis degree will have the benefit of a committee of members of the graduate faculty. The committee will approve the course of study for the student and plan for research, supervise
the research and any comprehensive qualifying exams, and read and approve the thesis for content and format.

**Composition**
The committee will consist of the major professor and at least two other members or co-major professors and at least one other member of the department or area of interest in which the degree is sought. (Colleges and Programs may require additional committee members and specify characteristics.)

**Member Definition**
All graduate faculty, as defined by the University and the College/Department, and approved by their department and college, are assumed by the Graduate School as qualified to be a member of and/or supervise a committee. Persons desiring to serve on a Graduate committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae and be approved by the Department, College, and, as needed, the Graduate School, for each committee.

Committee members must meet the following requirements:
- Be graduate or affiliate graduate faculty, as defined by the University
- Have the background and expertise that contributes to the success of the student.

In addition to the requirements specified in the Graduate Faculty definition, committee membership will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of the Graduate School.

**Approval**
Once a committee has been determined, a Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signatures. Check with the College for instructions and forms. The original appointment form and two (2) copies should be submitted to the College Associate Dean's office for approval. A copy of the approved form should be kept in the student's file. An approved and current Committee Form must be on file in the program/college before graduation may be certified. Committee forms need to be processed as early in the program as possible, but no later than the semester prior to graduation. (Colleges and departments may institute additional requirements for membership on Supervisory Committees.)

**Changes to Committee**
Changes to a Supervisory Committee must be submitted on a Change of Committee Form. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-)Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a Curriculum Vitae (CV) for college approval. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the program and college.

**Masters Comprehensive Examination**
Prior to clearance for the degree, candidates must perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit to measure student competency in the major area. Students must be enrolled for a minimum of two (2) hours of graduate credit during the semester when the comprehensive examination is taken. If the exam is taken between semesters, the student must
be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the
exam.

Thesis
If a thesis is required, it must conform to the guidelines of the University. Refer to the Thesis and
information about requirements, procedures, and deadlines. For enrollment requirements, refer to the
Academic Policies section in the Catalog.

Format
The Thesis must conform to one of two formats:

Option 1 - a traditional format\(^1\) inclusive of:

- Part I: Preliminary Pages
  - Title Page
  - Dedication (optional page)
  - Acknowledgments (optional page)
  - Table of Contents
  - List of Tables (if applicable)
  - List of Figures (if applicable)
  - Abstract

- Part II: Text (divided by chapter or section headings)

- Part III: References / Bibliography\(^2\)
  - Appendices Title Page
  - Appendix Sections (if applicable)

Option 2 – a collection of articles/papers instead of chapters. References may be at the end
of each section or at the end of the entire document. Copyright permissions (if applicable) must be noted
on the Acknowledgements page.

- Part I: Preliminary Pages
  - Title Page
  - Dedication (optional page)
  - Acknowledgments and copyright permission (if applicable)
  - Table of Contents
  - Abstract
  - Introduction Chapter Overview

- Part II: Collection of Articles/Papers

- Part III: References / Bibliography\(^3\)
  - Appendices Title Page
  - Appendix Sections (if applicable)

**Directed Research**

\(^1\) Deviations from the available format are acceptable if approved in advance by the Supervisory Committee and Graduate School

\(^2\) Include either References or a Bibliography, as specified by your style guide

\(^3\) Include either References or a Bibliography, as specified by your style guide
Directed Research hours may satisfy up to 50% of the thesis hour requirement.

**Manuscript Processing Fee**
Students participating in the thesis/dissertation process are required to pay a processing fee. More information is available on the Thesis and Dissertation website.


**Exchange of Thesis for Non-Thesis Credit**
If a student changes from thesis to non-thesis during a semester and is currently enrolled in thesis credit, the current thesis credits may be exchanged without academic penalty if a Graduate School Petition is filed with the Graduate School no later than the last day to withdraw without Academic Penalty.

If a student enrolled in a thesis required program has taken thesis credits but elects to change to non-thesis track or program, the accumulated thesis credits may not be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain the “Z” grade.

**Thesis Defense**
Policies and procedures for the thesis defense are handled within the College and Program. Contact the College and Program for requirements.

**Thesis Final Submission Guidelines**
Information on requirements for submission of the finished and approved manuscript copies is available online at the Thesis and Dissertation website http://www.grad.usf.edu/thesis.asp. Students who fail to submit the final copy of a thesis by the posted submission deadline will be considered for graduation in the following semester and must therefore apply for graduation by the posted deadline, enroll in a minimum of two (2) thesis hours for that subsequent semester, and meet the submission requirements as posted on the Thesis/Dissertation website. Only after the Graduate School has approved the manuscript can the student be certified for the degree.

**Mandatory Electronic Submission**
Students are required to submit the thesis in an electronic format (ETD). Requirements and procedures are available at the Graduate School website http://www.grad.usf.edu/thesis.asp

**Submission to Pro-Quest**
All theses will be submitted to Pro-Quest for microfilming and archiving, effective Fall 2010.

**Changes after Publication**
Once a thesis is approved and accepted by the Graduate School for publication, it cannot be changed.

**Release of Thesis Publications**
The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor’s economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University’s “Statement of Policy Regarding Inventions and Works” acknowledges the possible need for delays in publication of sponsored research to protect the sponsor’s interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: “Disclosure delays mutually acceptable to the
Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filed prior to publication, thereby preserving patent rights.  

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

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

2. In support of academic discourse and the mission to promote and share academic works, Theses will be released for worldwide access once submitted to and approved by the USF Graduate School. In the event that a patent or copyright application provides reason to delay the release of the Thesis, a petition to request a one year delay may be submitted to the Graduate School for consideration. Such requests must be received by the format check of the thesis.

3. Students should not be delayed in the final defense of their theses by agreements involving publication delays.

Duty to Disclose New Inventions and Works
USF 0-300 http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf and USF 12.003 http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf12.003.pdf For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

Thesis Change of Grade
In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Graduate School submits the change of grade from “Z” to “S” for the last registration of thesis courses to the office of the registrar when all grades are due at the end of the semester.

Masters Comprehensive Examination
Prior to clearance for the Master’s degree, candidates must perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit to measure student competency in the major area. Students must be enrolled for a minimum of two (2) hours of graduate credit during the semester when the comprehensive examination is taken. If the exam is taken between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

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Section 9
Graduation Information

Application for Degree (Graduation)

To graduate, a student must submit the Application for Degree to the college/school dean’s office. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new Application for Degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student’s academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for a graduate degree is available on the website. The application must be submitted to the College/School advising office prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college. It is the student’s responsibility to clear all “I” (Incomplete) and “M” (Missing) grades in all courses and to provide official transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term in which he/she expects to graduate.

Graduation Requirements

It is the student’s responsibility to make sure that he/she has met all degree requirements as specified in the Degree Requirements section of this publication, as well as any College/school and Program requirements for the degree.

Commencement

Graduate students may not participate in commencement exercises until all requirements for the degree sought have been fulfilled. Students graduating from programs based from the Tampa campus (despite location, i.e. may be located in St. Petersburg, Sarasota, Lakeland, etc., such as students in Marine Science) participate in commencement exercises on the Tampa campus.

Diplomas

Diplomas are mailed to the student’s permanent address approximately six (6) weeks after commencement. Students with a change of address need to fill out a change of address form in the Office of Student Services. Any questions regarding diplomas and degree certification should be directed to the Office of Student Services at (941) 359-4330.

Letters of Certification

Students in need of verification of the degree prior to receiving their diploma may request a Letter of Certification. This letter specifies that the student has finished all of the requirements for the degree and the date the degree will be conferred on. The letter must include the student’s identification number, name of degree program and official name of the degree. The College/School Dean (or designee) must sign the Letter of Certification. A template for the Certification Letter is available on the website.

Posthumous Degrees or Degrees in Memoriam
The University may award a posthumous master’s to a student who was in good standing at the University at the time of his or her death and who had completed all substantive requirements for the degree. The University may also award master’s in memoriam to a student who was in good standing at the University at the time of his or her death.

To award a non-thesis degree, the student would need to have completed all courses required for the degree. Courses required for the degree, in which the student is enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other requirements (e.g., grade-point average, tests, etc.) must have been satisfied as well.

Procedures for Award of Posthumous Degrees or Degrees in Memoriam

A faculty member, on his or her own initiative or upon the request of the family of the student, may recommend a posthumous degree, or a degree in memoriam, by forwarding the recommendation to the respective college/school dean. If approved by the Dean, the recommendation with supporting documentation will be forwarded to the Regional Vice Chancellor for Academic Affairs for approval. If the Regional Vice Chancellor for Academic Affairs approves the recommendation, the Office of the Registrar will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student’s family in an appropriate setting.

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read “Master of Arts in Memoriam depending upon the degree the student was pursuing at the time of his or her death.

Transcripts

Transcripts of a student’s USF academic record may be requested by the student through the Office of the Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. By law, the request must include the student's signature and date. For transcripts to be issued, the student must have no financial obligations to the University. Procedures for requesting a transcript are available on the Office of the Registrar’s website. Degree statements are posted approximately five weeks after the graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.
Section 10
Degrees, Programs and Concentrations

New graduate degrees, programs and concentrations are continually under development and may now be approved and available. Check the website for recently approved programs and for information on which programs are currently accepting applications and which are currently closed for admission. For the most current list of authorized degrees, programs and concentrations, Accelerated Degree Programs, and Dual Degree Programs, go to http://www.sarasota.usf.edu/students/prospective/programs.html. As of the date of this publication, USF Sarasota-Manatee is authorized to offer the following degrees:

USFSM List of Authorized Degrees

<table>
<thead>
<tr>
<th>Degree</th>
<th>Degree Description</th>
<th>Degree Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A.</td>
<td>Master of Arts</td>
<td>Master</td>
</tr>
<tr>
<td>M.S.</td>
<td>Master of Science</td>
<td>Master</td>
</tr>
<tr>
<td>M.A.T.</td>
<td>Master of Arts in Teaching</td>
<td>Master</td>
</tr>
<tr>
<td>M.B.A.</td>
<td>Master of Business Administration</td>
<td>Master</td>
</tr>
<tr>
<td>M.Ed.</td>
<td>Master of Education</td>
<td>Master</td>
</tr>
</tbody>
</table>

Definitions

Degrees
(http://files.acad.usf.edu/edout/New-Degree/USF-Procedures-on-New-Academic-Program.pdf)
A degree program is defined as an organized curriculum leading to a college degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics, or as demonstrated by similar programs existing at other colleges and universities, and having designated faculty and instructional resources. Each degree program will be assigned a CIP code and included in the State University System Academic Degree Program Inventory.

Graduate Program (Major) (ref: BOG Regulation 6C-8.011)
An organized curriculum offered as a major area of study that is part of an existing or proposed degree program and does not constitute sufficient distinct coursework, faculty, and instructional resources to be considered a separate degree program. A Program Major must be reasonably associated with the degree program under which it is offered and share common core or prerequisite courses with other majors within the same degree program. A Program Major will not be assigned a CIP Code, will not be included in the State University System Academic Degree Program Inventory, and will not be recognized as a stand alone degree program at the University. The number of credit hours for a Program Major will be established by the University for each degree level.

Concentration (approved by Graduate Council 3/15/10)
A Concentration is a coordinated set of courses in conjunction with examinations, thesis and/or dissertation, sub-curriculum that is applicable to one or more existing graduate programs. The total number of credit hours must not equal or exceed the number of credit hours established for the Degree Program(s). Concentrations must be approved by the Department (or equivalent), College, and Graduate Council. Concentrations are listed on a student’s transcript, but not on the diploma. Also reference BOG Regulation 6C-8.011.
Section 11
Graduate Certificates and Post-Baccalaureate Courses

Office of Graduate Admissions
USF Sarasota-Manatee
8350 N. Tamiami Trail
Sarasota, FL  34243
Website:  
Phone:  941 359-4330
Graduate Admissions Advisor:  Jo Lynn Raudebaugh

Certificates Offered
Post-Master’s Program in Educational Leadership
Post-Master’s Educational Leadership (see Modified Program in Educational Leadership)
Reading Certificate & Endorsement

Post Baccalaureate Course Sequence
Language, Speech & Hearing Sciences
5th Year Accounting

Graduate Certificate Policies
The areas of study for the graduate certificates are created within the mission of graduate education. Students will be awarded certificates upon completion of specific course work. The graduate certificate is not defined as a degree rather, it is a focused collection of courses that, when completed, affords the student some record of distinct academic accomplishment in a given discipline or set of related disciplines. Moreover, the graduate certificate is not viewed as a guaranteed means of entry into a graduate degree program. While the courses comprising a graduate certificate may be used as evidence in support of a student’s application for admission to a degree program, the certificate itself is not considered to be a prerequisite.

Process of Approval for New Graduate Certificates
Proposals for new areas of study for graduate certificates are created and submitted by the academic unit that wishes to offer such a certificate. Proposals must be accompanied by endorsement from the college/school dean in which the contributing course work is offered as well as from the academic unit or units whose students or degree programs could be impacted by the creation of the graduate certificate. The Academic Programs Committee (APC) will consider all the proposals for new graduate certificates to assure proposal guidelines have been followed and that repetition and redundancy across areas of study for certificates are not evident. Those meeting the criteria set forth by the APC will then be recommended to the Academic Council (AC) and Regional Vice Chancellor for Academic Affairs.

Criteria for Approval
The general principles applied to the assessment of the academic quality of proposals for new graduate areas of study for certificate include:
1. The proposed sequence of course work must offer a clear and appropriate educational objective at the post-baccalaureate level.

2. The proposed curriculum will achieve its educational objective in an efficient and well-defined manner.

3. A perceived need for such a certificate should exist. This provision might be defined in terms of either external markets (i.e., external demand for the skills associated with such a certificate) or internal academic means (i.e., the need for a critical mass of students in a given discipline).

4. An appropriate number of credit hours must comprise the area of study for the certificate. The number of graduate credits cannot be less than nine (9) or more than one-half of the credits necessary for a related master’s degree from the Graduate School.

5. If the area of study for a certificate requires new courses, those courses undergo review by the APC and AC who recommend approval by the Regional Vice Chancellor for Academic Affairs.

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.

Students who wish to pursue a graduate certificate must apply and be admitted to the certificate area. Students are encouraged to contact the appropriate advisor 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.

1. Certificate-seeking-students not currently enrolled in a degree-granting graduate program, will be admitted into a separate classification within the University, and will be classified as “Graduate Certificate Students.” This separate classification will permit the University to monitor statistical and enrollment data for certificate areas of study, and will allow inclusion of such efforts in the annual reports and academic planning. The Graduate Certificate Office will note successful completion of a certificate on the student’s transcript upon completion.

2. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in “good standing.”

3. All graduate certificate students may apply one graduate course to two graduate certificates.

4. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, up to twelve (12) hours of USF credit earned as a graduate certificate student may be applied to satisfy graduate degree requirements. Any application of such credit must be
approved by the degree-granting college and must be appropriate to the program. See the Transfer of Credit Policy for more information.

5. For information on transfer of credit policies pertaining to Graduate Certificates, refer to the transfer of credit policy in Section 7, Academic Policies, of this catalog.

Certificate Requirements
To receive a graduate certificate:

1. Students must successfully complete certificate requirements as established by the university.

2. Students must submit a completion form. Degree-seeking students must submit this form before graduating from their degree program. Non-degree-seeking students must submit this form no later than one semester after completing their certificate course work.

3. Students must have been awarded a bachelor's or higher degree.

POST-MASTER'S PROGRAM IN EDUCATIONAL LEADERSHIP
MODIFIED EDUCATIONAL LEADERSHIP PROGRAM

Program Information

Contact Information
College: Education
Advisor: Diane Lewis
(941) 359-4217
dlewis@sar.usf.edu
Dean: Terry Osborn, Ph.D.
(941) 359-4531

The Post-Master's program in Educational Leadership is for those persons with an earned master’s degree in a field other than educational leadership and who wish to add educational leadership to their Florida Professional Educator’s Certificate. The modified program is a non-degree program consisting of approximately 24-30 hours of coursework that meets Florida Principal Leadership Standards for K-12 schools in instructional leadership, operational leadership, and school leadership. Successful completion fulfills program and core curriculum requirements for Florida certification in Level I K-12 Educational Leadership—Administrative Class. The number of courses required will vary, depending upon the student’s master’s degree coursework. Information:
http://www.sarasota.usf.edu/academics/COEDU/academics/

Once certified in Educational Leadership by the Florida Department of Education, students who wish to pursue a higher degree may be able to have some eligible credits earned in the modified program considered for transfer to a Specialist (Ed. S) program.

Admission Information:

Admission requirements:
• A Master’s degree from a regionally accredited institution with a minimum 3.0 GPA
• Official (original & sealed) Master's and Bachelor's transcripts. (Degrees earned from USF do not require transcripts.)
• A valid Florida Professional Educator’s Certificate (please provide a copy clearly showing border and seal).
• Proof of English for Speakers of Other Languages (ESOL) training (3 hour course or 60 hours of district in-service education)
• Three letters of professional recommendation
• A letter of intent (brief statement outlining experience and goals).
• Evidence of teaching under a full-time contract for a minimum of two years.

Minimum Total Hours: 30-33

Program requirements: Those completing the Post-Master’s Program are required to complete an ESOL training requirement. If you have not completed a 3-credit-hour course in ESOL or do not have documentation of the completion of sixty (60) hours of ESOL district in-service education, you will be required to complete TSL 5085. You should include documentation with your application if the requirement has already been met. In addition to coursework, successful completion of the Florida Educational Leadership Exam (FELE) is required for certification.

Upon successful completion of the necessary courses, notation is placed on the student’s transcript students will receive a stamp on their transcript indicating completion of a Modified Post-Master’s Program in Educational Leadership Program; however, the student must apply to the FLDOE for state certification.

Courses: Please see the Educational Leadership M.Ed. course listing. The number of courses required will vary depending upon the student’s master’s degree coursework. Applicants wanting consideration of previous Master's coursework must supply a university catalog course description for each course they want reviewed and indicate which USF course may be comparable. Note: Previous coursework cannot be older than 5 years at the time the student completes the Post-Master’s Program in Educational Leadership. The faculty program coordinator will evaluate coursework to determine acceptability and applicants will be provided with a list of recommended courses for completion of the Modified Post-Master’s Program (see http://www.sarasota.usf.edu/Academics/COE/content/programs.php http://www.sarasota.usf.edu/academics/COEDU/PDF/Modified%20Program%20in%20Ed%20Leadership%201%2010.pdf).

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

Search-A-Bull – A searchable database for all USF Courses

See: http://www.ugs.usf.edu/sab/sabs.cfm
Contact Information
College: Education
Advisor: Diane Lewis
(941) 359-4217
dlewis@sar.usf.edu
Dean: Terry Osborn, Ph.D.
(941) 359-4531

Reading Education Certificate???

5th Years Accounting Courses???
Section 12
College of Arts and Sciences

CRIMINAL JUSTICE ADMINISTRATION PROGRAM
Master of Arts (M.A.) Degree

DEGREE INFORMATION

Degree Information:
Program Admission Deadlines: Open, open
Rolling admissions; applications continually accepted.

Minimum Total Hours: 33
Program Level: Masters
CIP Code: 43.0103
Dept Code: CJP
Program (Major/College): CJA AM

CONTACT INFORMATION
College: Arts and Sciences
Advisor: Diane Lewis
(941) 359-4217
dlewis@sar.usf.edu
Dean: Jane A. Rose, Ph.D.
(941) 359-4235

PROGRAM INFORMATION
The M.A. in Criminal Justice Administration is a specialized and concentrated program of study designed specifically for practitioners and those whose desire is to complete an M.A. with a special emphasis on administration and management within the criminal justice system. The program focuses on contemporary issues in criminal justice management and the challenges facing the criminal justice sector of contemporary government. Students can move through the program at their own pace. Taking two (2) courses per term, completion in five semesters is possible.

Accreditation:
Visit the website for SACSCOC accreditation information for USFSM.

ADMISSION Admission Information
Applicants must meet University requirements (see Graduate Admissions) as well as requirements listed below.

Program Admission Requirements
• A bachelor’s degree from a regionally accredited university or college
• A minimum undergraduate GPA of 3.00
• Two letters of recommendation attesting to the applicant’s abilities to succeed at the graduate level
• A statement of purpose addressing the motivations to attain a graduate diploma and the intention to apply the diploma to a specific set of purposes

COURSEWORK REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 6936</td>
<td>Current Issues in Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 6605</td>
<td>Theories of Criminal Behavior</td>
<td>4</td>
</tr>
<tr>
<td>CCJ 6705</td>
<td>Research Methods in Criminology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Minimum Hours: 33
CCJ 6935  Topics in Criminology and Criminal Justice* 9
CCJ 6706  Quantitative Analysis I 4
CCJ 6406  Theory, Practice, and Research in Law Enforcement 3

Two additional courses in public administration at the graduate level 6

Total Minimum Hours 33

*Total of nine credits; (The college recommends PAD 6041 (3) PAD 6934 (3) or similar courses in PAD approved by the College Dean in coordination with the Public Administration Program.)

Search-A-Bull – A searchable database for all USF Courses:
http://www.ugs.usf.edu/sab/sabs.cfm

Section 13.

College of Business

BUSINESS ADMINISTRATION PROGRAM
Master of Business Administration (M.B.A.) Degree

DEGREE INFORMATION
Program Admission Deadlines: Cohort program.
Contact program for starting dates and deadlines.

Minimum Total Hours: 48
Program Level: Masters
CIP Code: 52.0201
Dept Code: SRB
Program (Major/College): BAS BM

CONTACT INFORMATION
College: Business
Advisor: Aaron Reecher (941) 359-4333
Email: areecher@sar.usf.edu
Dean: Robert Anderson, Ph.D. (941) 359-4304

PROGRAM INFORMATION
The Sarasota Professional MBA is a 48-credit hour program intended for but not limited to working professionals. Classes are held on Saturdays and the program can be completed either on a full or part-time basis, or 24-month program that is intended for and attracts employed professionals. Because of the structured nature of the program, students take the curriculum together in the same sequence with a planned maximum number of students per cohort. The program offers working or non-working professionals students in the Sarasota and Manatee County area geographical convenience, flexibility, quality and affordability. Instructional methods and the curriculum offer a variety of instructional methods to engage students, depending upon the nature of the course material. Case studies, experiential learning, group projects, and presentations are utilized, along with the more traditional lecture discussion approach. The focus of our approach to education is to develop in students the insights and skills necessary to reach integrative solutions to today’s complex business challenges. A variety of instructional methods are used to engage students, depending upon the nature of the course material. These include case studies, experiential learning, group projects, presentations, and educational technology, along with the more traditional lecture discussion approach. The focus of our approach to
education is to develop in students the insights and skills necessary to reach integrative and innovative solutions to today’s complex business challenges.

Accreditation:
The program is accredited through the University of South Florida’s College of Business, which is fully accredited by AACSB International, The Association to Advance Collegiate Schools of Business. Visit the website for SACSCOC accreditation information for USFSM.

ADMISSION Admission
Applicants must meet the University requirements (see Graduate Admissions) as well as the requirements listed below.

Program Admission Requirements
- Upper-level GPA of 3.0
- 500 or higher GMAT score or 1,050 or higher GRE score.
- International applicants from non English-speaking countries must also have a TOEFL score of 550 or higher on the written version, a minimum score of 213 on the computer-based test or a 79 on the internet-based test
- Two years of significant full-time work experience preferred, but not required prior to enrollment.
- A resume
- Statement of Purpose
- Two letters of recommendation
### BUSINESS EDUCATION PROGRAM (CONTINUED)
### Master of Business Administration (M.B.A.) Degree

#### COURSEWORK REQUIREMENTS

Total Minimum Hours 48

**Managerial Tool Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECP 6702</td>
<td>Managerial Economics</td>
<td>2</td>
</tr>
<tr>
<td>MAN 6055</td>
<td>Human Behavior and Organization</td>
<td>2</td>
</tr>
<tr>
<td>ACG 6025</td>
<td>Financial Accounting for Managers</td>
<td>2</td>
</tr>
<tr>
<td>ECO 6708</td>
<td>Global Economic Environment of Business</td>
<td>2</td>
</tr>
<tr>
<td>ACG 6075</td>
<td>Management Accounting &amp; Control</td>
<td>2</td>
</tr>
<tr>
<td>MAR 6815</td>
<td>Marketing Management</td>
<td>2</td>
</tr>
<tr>
<td>QMB 6305</td>
<td>Managerial Decision Analysis</td>
<td>2</td>
</tr>
<tr>
<td>ISM 6021</td>
<td>Management Information Systems</td>
<td>2</td>
</tr>
<tr>
<td>QMB 6603</td>
<td>Operations Management &amp; Quality Enhancement</td>
<td>2</td>
</tr>
<tr>
<td>FIN 6934</td>
<td>Financial Management</td>
<td>2</td>
</tr>
<tr>
<td>GEB 6445</td>
<td>Social, Ethical, Legal Systems</td>
<td>2</td>
</tr>
<tr>
<td>MAN 6930</td>
<td>Leadership Concepts</td>
<td>2</td>
</tr>
</tbody>
</table>

*Managerial Tool Courses* provide the student a foundation for the specific applications to follow.

**Application Area Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 6895</td>
<td>Integrated Business Applications I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6896</td>
<td>Integrated Business Applications II</td>
<td>3</td>
</tr>
</tbody>
</table>

A student with a strong undergraduate record in Business may have some courses waived.

**Integrated Business Application Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 6895</td>
<td>Integrated Business Applications I</td>
<td>3</td>
</tr>
</tbody>
</table>

The MBA program allows for 18 credit hours of application courses in various tracks. Traditional tracks of management, marketing, or finance may be chosen or the student can work with the graduate coordinator to develop a program specifically towards his or her interests and career goals. A student with a strong undergraduate record in Business may have some courses waived. Please check with the graduate coordinator on the three tracks available for the application area.

[Search-A-Bull – A searchable database for all USF Courses](http://www.ugs.usf.edu/sab/sabs.cfm)
Section 14
College of Education

EDUCATIONAL LEADERSHIP PROGRAM
Master of Education (M.Ed.) Degree

DEGREE INFORMATION
Program Admission Deadlines:
Fall: June 1
Spring: October 15
Summer: March 1
Minimum Total Hours: 36-39
Program Level: Masters
CIP Code: 13.0401
Dept Code: LEA
Program (Major/College): COA EM

CONTACT INFORMATION
College: Education
Advisor: Diane Lewis
(941) 359-4217
dlewis@sar.usf.edu
Dean: Terry OsbornRichard King, Ph.D.
(941) 359-4531

PROGRAM INFORMATION
The M.Ed. Educational Leadership prepares school leaders to perform their designated tasks in an effective, ethical and efficient manner. The degree provides coursework that meets the Florida Principal Leadership Standards for K-12 schools in instructional leadership, operational leadership and school leadership. Successful completion of the program fulfills degree and core curriculum requirements for Florida certification in Level I K-12 Educational Leadership – Administrative Class.

Accreditation
The program is accredited through the University of South Florida’s College of Education, which is fully accredited by the National Council for the Accreditation of Teacher Education (NCATE). Visit the website for SACSCOC accreditation information for USFSM.

ADMISSION INFORMATION
Applicants must meet University requirements (see Graduate Admissions) as well as requirements listed below.

Program Admission Requirements
• A bachelor’s degree from a regionally accredited institution or an international equivalent.
• A minimum 3.0 GPA on a 4.0 scale in upper division undergraduate coursework.
• A valid Florida Professional Educator’s Certificate (please provide a clear copy showing border and State seal with your application).
• Three letters of professional recommendation.
• A letter of intent (brief statement outlining experience and goals for the degree).
• Teaching under a full-time contract for a minimum of two years. Confirmation may be required.
• Proof of English for Speakers of Other Languages (ESOL) training (3-hour course or 60 hours of district in-service education; applicants who do not possess this training will be required to complete TSL 5085).
Note: Contact the college if you do not meet the above criteria. Non-degree seeking coursework or the Graduate Record Examination may be required if an applicant’s GPA is below 3.00.
EDUCATIONAL LEADERSHIP PROGRAM (CONTINUED)
Master of Education (M.Ed.) Degree

COURSEWORK REQUIREMENTS

Coursework Requirements

Total Minimum Hours  36-39

Process Core  9-12
  EDF 64816492 Foundations of Educational Research  3
  Applied Educational Program Evaluation
  EDG 6627 Foundations of Curriculum and Instruction  3
  EME 6425 Technology for School Management  3
  TSL 5085 Theory and Practice for Teaching English
  Language Learners ESOL 1* (3)

Concentration Requirements  24
  EDA 6061 Principles of Educational Administration  3
  EDA 6106 Administrative Analysis and Change  3
  EDA 6192 Educational Leadership  3
  EDA 6232 School Law  3
  EDA 6242 School Finance  3
  EDA 6503 The Principalship  3
  EDG 6285 School Curriculum Improvement  3
  EDS 6050 Principles and Principles of Supervision
  EDA 6194 Educational Leadership II: Building Capacity  3

Practicum
  EDA 6945 Administrative Practicum (last semester)  3

* [waived with documentation of 3-hour course or 60 hours of district in-service education]

COMPREHENSIVE EXAM

Comprehensive Exam

Portfolio (last semester with Practicum)

TASKSTREAM

TaskStream is the USFSM College of Education’s electronic document submission system required for students in all programs in the College of Education. This Web-based software enables students to build media-rich online portfolios showcasing their learning achievements that they can share with peers, instructors, parents and employers; submit documents, projects and other assignments to instructors for feedback and assessment; and maintain portable samples of work products and accomplishments even after they graduate. The College of Education uses the system to ensure continuous improvement in our programs preparing candidates to work in schools. A subscription to TaskStream is required for students in the College of Education.

GRADUATION REQUIREMENT

Graduation Requirement

The Florida Educational Leadership Exam (FELE) must be passed prior to graduation. Official score report submission to USFSM College of Education graduate advisor is required.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.
EDUCATIONAL LEADERSHIP PROGRAM
Master of Education (M.Ed.) Degree: Curriculum Leadership Emphasis

Degree Information
Program Admission Deadlines:
Fall: June 1
Spring: October 15
Summer: March 1
Minimum Total Hours: 36
Program Level: Masters
CIP Code: 13.0401
Dept Code: LEA

Program Information
The Master of Education (M. Ed.) in Educational Leadership is a state-approved program designed to develop outstanding educational leaders and supervisors for Florida and the nation. Graduates of this USF SM program with Emphasis in Curriculum Leadership bring leadership skills to curriculum-focused roles in schools, district offices, and education-related organizations. The program is designed to teach and assess the knowledge skills and dispositions of effective leadership in curriculum, instruction, and professional development for P-12 teachers or other educators. This program does not satisfy all requirements for administrator certification.

The Educational Leadership options strive to teach students how to influence systemic school improvement through collaborative and informed decision making. Coursework integrates the following domains to this end:
- Visionary and Strategic Leadership
- Leadership for Developing Professionals
- Curriculum Development and Assessment
- Collaborative Leadership
- Ethical Leadership
- Legal, Political, and Sociocultural Contexts
- Technology Leadership

As a student in the program, you can expect instruction and support in the form of:
- Case studies and simulations;
- Group projects and study groups;
- Lecture and discussion;
- Inquiry and presentation;
- Field experiences with mentors in curriculum leadership
- Distance learning and web-enhanced courses;
- Advising and coaching; and
- Ongoing support from faculty and a cohort of peers.

Program Admission Requirements
- Have a bachelor's degree or equivalent from a regionally accredited institution; and
- Applicants must have satisfactory (a) 2 years post-Bachelor's teaching, or (b) curriculum related experience (P-12 preferred) with either a Florida Professional Educator's Certificate or a letter of verification form the employing institution, and
- Have a minimum 3.0 (on a 4.0 scale) undergraduate GPA (upper-level) from a regionally accredited institution. Applicants with GPAs below 3.0 must submit GRE scores from within the last 5 years. If your upper division GPA is below 3.0, please contact the admissions advisor for options prior to completing any courses.
- Applicants must also submit the following to the USF SM Admissions Advisor:
- Three letters of professional reference (ask references to include your name and 'letter of reference' in subject line if emailing the letter);
EDUCATIONAL LEADERSHIP PROGRAM (CONTINUED)
Master of Education (M.Ed.) Degree: Curriculum Leadership Emphasis

- A goals statement (1-2 pages) discussing professional experiences and interest in Curriculum Leadership with adults;
- A copy of the Florida Professional Educator's Certificate that clearly shows all borders and the state seal;
- Official transcript(s) of all undergraduate degree coursework (and graduate coursework, if applicable); and
- GRE score of 1000 (verbal plus quantitative) may be required if the upper-level GPA falls below 3.0.

Missed the deadline? Apply for non-degree study to get started this semester. A maximum of 12 credits from non-degree study may be transferable to a master's program.

Coursework Requirements
Total Minimum Hours 36
Required Courses
EDA 6106 Administrative Analysis and Change 3
EDA 6192 Educational Leadership 3
ADE 6385 The Adult Learner 3
EDF 6481 Foundations of Educational Research 3
EDG 6285 School Curriculum Improvement 3
EDG 6627 Foundations of Curriculum and Instruction 3
EDS 6050 Principles and Practices of Supervision 3
EME 6425 Technology for School Management 3

Three (3) of the following: 9
EDA 6061 Sociopolitical Influences on Leadership Practice
EDF 6165 Group Processes for Educational Personnel,
EDF 6736 Educational Communication and Change,
EDG 6931 Moral Development and Character Education,
EDG 6935 Seminar in Curriculum Research,
RED 6247 District and School Level Supervision in Reading

Practicum
EDA 6945 Practicum (taken during last semester) 3

*All courses are 3 credits unless noted. Degree requirements are subject to change in accordance with State and University mandates. Students must closely monitor program requirements. Students are responsible for all information listed in the University graduate catalog.

Comprehensive Exam
Portfolio (last semester with Practicum)
The portfolio is a reflective activity that allows student to synthesize their academic program of study, field experiences and achievements in professional practice as an evaluative assessment. It is completed as a part of EDA 6945 Practicum.
EDUCATIONAL LEADERSHIP PROGRAM (CONTINUED)

Master of Education (M.Ed.) Degree: Curriculum Leadership Emphasis

TaskStream
TaskStream is the USFSM College of Education’s electronic document submission system required for students in all programs in the College of Education. This Web-based software enables students to build media-rich online portfolios showcasing their learning achievements that they can share with peers, instructors, parents and employers; submit documents, projects and other assignments to instructors for feedback and assessment; and maintain portable samples of work products and accomplishments even after they graduate. The College of Education uses the system to ensure continuous improvement in our programs preparing candidates to work in schools. A subscription to TaskStream is required for students in the College of Education.

Graduate Requirements
1. A planned program of study should be completed and filed with the academic advisor during the first semester of study.
2. You must complete all courses as listed on your planned program of study with a minimum grade point average of 3.0 on a 4.0 scale.
3. Grades below “C” are not acceptable toward degree requirements.
4. At the time of graduation, only those courses completed within the previous 5 years will count for the degree.
5. You must apply for graduation by deadline of term you wish to graduate.

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

EDUCATIONAL LEADERSHIP PROGRAM
Master of Education (M.Ed.) Degree: Non-Public or Charter School Emphasis

Degree Information
Program Admission Deadlines:
Fall: June 1
Spring: October 15
Summer: March 1
Minimum Total Hours: 36
Program Level: Masters
CIP Code: 13.0401
Dept Code: LEA

Program Information
The Master of Education (M. Ed.) in Educational Leadership is a state-approved program designed to develop outstanding leaders, supervisors, and administrators for the schools of Florida and the nation.

The face of education is changing nationwide and many private, charter, alternative, or independent schools are emerging. This USFSM program with an Emphasis in Non-Public or Charter Schools is designed for educational leadership positions in non-public P-12 settings that do not require Florida administrator certification. The program emphasizes leadership elements related to instruction, decision making processes, building a strong learning environment, political and social context, and management. Graduates are not eligible for Florida administrator certification.

The Educational Leadership options strive to teach students how to influence systemic school improvement through collaborative and informed decision making. Coursework and other learning experiences integrate the following domains to this end:

- Visionary and Strategic Leadership
- Leadership for Student Performance
- Organization and Resource Management
- Collaborative Leadership
- Ethical Leadership
- Legal, Political, and Sociocultural Contexts
- Technology Leadership

As a student in the program, you can expect instruction and support in the form of:

- Case studies and simulations;
- Group projects and study groups;
- Lecture and discussion;
- Inquiry and presentation;
- Field-based experiences;
- Distance learning and web-enhanced courses;
- Advising and coaching; and
- Ongoing support from faculty and peers.

Program Admission Requirements
Students seeking admission to the M. Ed. in Educational Leadership: Non-public or Charter School Emphasis must:

1. Have a bachelor's degree or equivalent from a regionally accredited institution; and
2. Have a minimum 2 years satisfactory post-Bachelor's teaching or related experience primarily in P-12 settings with letter of verification from the employing institution; and
3. Hold a teaching, supervisory or administrative position in a non-public or related educational organization;

EDUCATIONAL LEADERSHIP PROGRAM (CONTINUED)

Master of Education (M.Ed.) Degree: Non-Public or Charter School Emphasis

4. Have a minimum 3.0 (on a 4.0 scale) undergraduate GPA (upper-level) from a regionally accredited institution. Applicants with GPAs below 3.0 must submit GRE scores from within the last 5 years. If your upper division GPA is below 3.0, please contact the admissions advisor for options prior to completing any courses.

Applicants must also submit the following to USF Sarasota-Manatee Admissions Advisor:

- Three letters of professional reference (ask references to include your name and ‘letter of reference’ in subject line if emailing the letter);
- A goals statement (1-2 pages) discussing professional experiences and interest in Educational Leadership in non-public, charter, or other alternative schools;
- Documentation that candidate is in, or seeks a position, in educational leadership or closely related position in a private, charter, non-profit, or other educational leadership position that does not require Florida State Certification.
- Official transcript(s) of all undergraduate degree coursework (and graduate coursework, if applicable); and
- GRE score of 1000 (verbal plus quantitative) may be required if the upper-level GPA falls below 3.0.

Missed the deadline? Apply for non-degree study to get started this semester. A maximum of 12 credits from non-degree study may be transferable to a master's program.

Course Requirements

Total minimum hours 36

Required Courses:

- EDA 6061 Sociopolitical Influences on Leadership Practice 3
- EDA 6106 Administrative Analysis and Change 3
- EDA 6192 Educational Leadership 3
- EDA 6232 School Law 3
- EDF 6481 Foundations of Educational Research 3
- EDG 6285 School Curriculum Improvement 3
- EDS 6050 Principles and Practices of Supervision 3
- EME 6425 Technology for School Management 3

Three (3) of the following:

- EDF 6125 Child Development
- EDF 6432 Foundations of Measurement
- EDF 6606 Social Foundations of Education
- EDF 6736 Educational Communication and Change
- EDG 6627 Foundations of Curriculum and Instruction
- EDG 6931 Moral Development and Character Education
- EDA 6503 The Principalship or EDA 6242 School Finance

Practicum

- EDA 6945 Practicum (taken during last semester) 3

All courses are 3 credits unless noted. Degree requirements are subject to change in accordance with State and University mandates. Students must closely monitor program requirements. Students are responsible for all information listed in the University graduate catalog.

Comprehensive Exam
EDUCATIONAL LEADERSHIP PROGRAM (CONTINUED)
Master of Education (M.Ed.) Degree: Non-Public or Charter School Emphasis

Portfolio
The portfolio is a reflective activity that allows student to synthesize their academic program of study, field experiences and achievements in professional practice as an evaluative assessment. It is completed as a part of EDA 6945 Practicum.

TaskStream
TaskStream is the USFSM College of Education’s electronic document submission system required for students in all programs in the College of Education. This Web-based software enables students to build media-rich online portfolios showcasing their learning achievements that they can share with peers, instructors, parents and employers; submit documents, projects and other assignments to instructors for feedback and assessment; and maintain portable samples of work products and accomplishments even after they graduate. The College of Education uses the system to ensure continuous improvement in our programs preparing candidates to work in schools. A subscription to TaskStream is required for students in the College of Education.

Graduation Requirements
1. A planned program of study should be completed and filed during first semester of study.
2. You must complete all courses as listed on your planned program of study with a minimum grade point average of 3.0 on a 4.0 scale.
3. Grades below "C" are not acceptable toward degree requirements.
4. At the time of graduation, only those courses completed within the previous 5 years will count for the degree.
5. You must apply for graduation by deadline of term you wish to graduate.

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

ELEMENTARY EDUCATION PROGRAM
Master of Arts (M.A.)

DEGREE INFORMATION
Program Admission Deadlines:
Fall: June 1
Spring and Summer: Considered on an individual basis
Summer: Considered on an individual basis
Minimum Total Hours: 34
Program Level: Masters
CIP Code: 13.1202
Dept Code: EDR
Program (Major/College): AEE EM

CONTACT INFORMATION
College: Education
Advisor: Diane Lewis
(941) 359-4217
dlewis@sar.usf.edu
Dean: Richard King Terry Osborn, Ph.D.
(941) 359-4531

PROGRAM INFORMATION
The M.A. Elementary Education with a Curriculum and Instruction emphasis is designed for professionals who possess a bachelor’s degree in elementary education. A professional teacher certificate in Elementary Education or eligibility for Elementary certification (a degree in the field from a state-approved program) is required for admission to this program. Students who do not hold any teaching certification should consider the Master of Arts in Teaching in Elementary Program.

The interdisciplinary sequence of courses explores curriculum design and assessment, the social/emotional domain in learning, and new technologies for the classroom. Research skills and strategies to improve instruction are included. This program builds teachers’ writing and action research skills, especially helpful for those teachers pursuing National Board Certification.

Accreditation
The program is accredited through the University of South Florida’s College of Education, which is fully accredited by the National Council for the Accreditation of Teacher Education (NCATE). Visit the website for SACSCOC accreditation information for USFSM.

ADMISSION INFORMATION
The student must meet University requirements (See Graduate admissions) as well as the requirement listed below.

Program Admission Requirements

1. A bachelor’s degree in Elementary Education or international equivalent from a regionally accredited university.
2. A “B” (GPA of 3.0 on a 4.0 scale) average or higher in all work attempted while registered as an upper division student working in a baccalaureate degree in a regionally accredited institution, or GRE score of 1000.
3. A valid professional teaching certificate OR be eligible for professional certification through the completion of a Bachelor’s Degree (state-approved program) in Elementary Education.

Exceptions to minimum requirements will be considered for applicants who have earned National Board Certification and who have maintained an outstanding professional record.
International applicants

- All applicants whose native language is other than English or who have earned a degree from an institution outside the United States must meet the University requirements relative to international graduate admission, (e.g. TOEFL scores, etc.). In addition to these university requirements, applicants to the College of Education must provide the following:
  - An external, course by course evaluation of the foreign degree by an approved external agency, and based on official transcripts;
  - A social security number in degree programs requiring practica or internships;
  - Other information as required by the program of interest, (e.g. Graduate Record Exam scores, etc.).

ELEMENTARY EDUCATION PROGRAM (CONTINUED)
Master of Arts (M.A.)

DEGREE PROGRAM REQUIREMENTS

Coursework Requirements
Total Minimum Hours 34

Coursework Requirements:
Process Core: 7
- EDF 6215 Learning Principles Applied to Instruction
- EDF 6481 Foundations of Educational Research

Concentration/Specialization Program Core: 6
- EDG 6935 Seminar in Curriculum Research or RED 6748 Teacher Research
- LAE 6316 Trends in Literacy in a Diverse Society

Electives 21
Elective courses may be chosen from a variety of Departments. Possibilities are 6000 level courses in math, science, social studies, ESOL, and technology. Students may also choose from Early Childhood (EEC) courses.

COMPREHENSIVE EXAMINATION: Comprehensive Exam

TRANSITION POINT PROJECTS
Transition Point Project
Students must successfully complete a Transition Point Project after each block of courses, culminating in an action research project.

TaskStream
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Program and/or course requirements are subject to change, per state legislative mandates, and Florida State Department of Education program approval standards. Please contact Program for more information.
Search-A-Bull – A searchable database for all USF Courses:
http://www.ugs.usf.edu/sab/sabs.cfm

Search-A-Bull – A searchable database for all USF Courses
ELEMENTARY EDUCATION PROGRAM
Master of Arts in Teaching (M.A.T.) Degree

DEGREE INFORMATION

Program Admission Deadlines:
Fall: June 1;
A cohort begins each fall.
Minimum Total Hours: 54
Program Level: Masters
CIP Code: 13.1202
Dept Code: EDR
Program (Major/College): TEE EM

CONTACT INFORMATION
College: Education
Advisor: Diane Lewis
(941) 359-4217
dlewis@sar.usf.edu
Dean: Richard King
Terry Osborn, Ph.D.
(941) 359-4531

PROGRAM INFORMATION
This program is designed for students who have a non-elementary bachelor’s degree and who wish to become elementary teachers for grades K-6. Students earn an ESOL endorsement at the same time as a Master’s degree in Elementary Education.

Accreditation
The program is accredited through the University of South Florida’s College of Education, which is fully accredited by the National Council for the Accreditation of Teacher Education (NCATE). Visit the website for SACSCOC accreditation information for USFSM.

ADMISSION INFORMATION
Applicants must meet University requirements (see Graduate Admissions) as well as requirements listed below.

Program Admission Requirements
• All programs require earned degrees from regionally accredited institutions or an international equivalent.
• Have one of the following
  o bachelor’s degree or equivalent from a regionally accredited university, and have earned a “B” (3.0 on a 4.0 scale) average or higher in all work attempted cumulatively or as an upper division student.
  o A graduate degree from a regionally accredited institution with at least a 3.0 GPA for the preceding baccalaureate, or a 3.5 GPA for the graduate degree.
• Passing the General Knowledge Test of the Florida Teacher Certification Exam (preferred option), or Praxis I, or CLAST, if taken before July 1, 2002.
• A personal statement (500 words) that addresses what you have been doing in your life (including any prior experience working with children) and what prompted you to want to become an elementary education teacher.
  • Current Resume
  • Interview if applicable

International applicants
Applicants whose native language is not English or who have not earned a degree in the U.S. must, according to university policy, submit a TOEFL score (minimum of 550 paper-based, 213 computer-based, or 80 internet-based test) with the admissions application. See http://www.sarasota.usf.edu/Students/Admissions/international.php for further clarification and exemptions. Please check with program regarding the policy on evaluation of transcripts. For more information, please visit http://web.usf.edu/iac/admissions
International students entering this degree program must obtain a social security number for purposes of practicum, internship and certification testing. An external course by course evaluation of the foreign degree is required with the admissions application.

**ELEMENTARY EDUCATION PROGRAM (CONTINUED)**
Master of Arts in Teaching (M.A.T.) Degree

**DEGREE PROGRAM REQUIREMENTS**

Coursework Requirements

- **Total Minimum Hours**: 54
- **Core Requirements**: 9
  - LAE 6415  Literature and the Learner
  - RED 6514  Reading Process in Elementary Grades
  - EDE 6326  Planning and Organizing Instruction in Elementary Schools

Process Core: 7
- EDF 6125  Child Development
- EDF 6432  Measurement for Teachers

Concentration Requirements: 11
- EDE 6946  Practicum in the Elementary School
- EDG 6947  Internship
- EDE 6458  Selected Topics (Reflection on Instruction Decision Making II)
  - and EDE 6458  Selected Topics (Reflection on Instruction Decision Making II)
  - II Selected Topics: Reflect. on Inst. Decision Making (I and II)

Content Specialization: 27
- TSL 5085  ESOL I: Theory and Practice for Teaching English Language Learners
- TSL 5086  ESOL II: Literacy Development in English Language Learners
  - (prerequisites: TSL 5085 and TSL 5242)
- TSL 5242  ESOL III: Applied Linguistics
- MAE 6117  Teaching Elementary Math
- SCE 4310  Teaching Elementary School Science
- SSE 6617  Trends in Elementary Social Studies
  - or SSE 4413 Trends in Elementary Social Studies
- RED 6540  Assessment in Literacy
- LAE 6315  Writers and Writing
- EDE 6506  Classroom Management, School Safety, Ethics, and Law

Practicum and Internship

All students are required to complete 12 hours a week (minimum) of practicum during their program and a final full-time internship in their last semester. Placements are made for students in local school districts.

**COMPREHENSIVE EXAMINATION**

Students are required to pass a comprehensive exam to be taken during their final internship semester or in the semester immediately prior to internship.

**TASKSTEAM: TaskStream**

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instructors, parents and employers; submit documents, projects and other assignments to instructors for feedback and assessment; and maintain portable samples of work products and accomplishments even after they graduate. The College of Education uses the system to ensure continuous improvement in our programs preparing candidates to work in schools. A subscription to TaskStream is required for students in the College of Education.

GRADUATION REQUIREMENTS

Graduation Requirement

Students must pass all sections of the Florida Teacher Certification Exam and submit an original copy of the results to the college prior to internship.

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


Search-A-Bull – A searchable database for all USF Courses

READING EDUCATION PROGRAM

Master of Arts (M.A.) Degree

DEGREE INFORMATIONS

Degree Information

Program Admission Deadline:
Summer: March 1
Fall: June 1*
Spring: October 15*
*Cohorts begin each summer. Fall/Spring entrants are permitted, but require special advisement for proper course sequence.

Minimum Total Hours: 33-36
Program Level: Masters
CIP Code: 13.1315
Dept Code: EDR
Program (Major/College): ARD EM

CONTACT INFORMATION

College: Education
Advisor: Diane Lewis
(941) 359-4217
dlewis@sar.usf.edu
Dean: Richard King Terry Osborn, Ph.D.
(941) 359-4531

PROGRAM INFORMATION

The Masters of Reading program at the University of South Florida Sarasota-Manatee has a mission to instill in our graduates an understanding of the complexities of the literacies across the life span. We seek to accomplish this goal by preparing our students in the areas of teaching-leadership, research-scholarship, and service. Many of our candidates are elementary, middle and high school teachers who seek to be reading specialists, reading teachers, supervisors, stronger teachers of reading, or leaders in public and private educational environments. This degree program prepares leaders in literacy instruction to hold roles as reading specialists, reading teachers, supervisors, directors, classroom teachers, and coordinators of reading for school systems. The program of study is designed to build knowledge and skills, as well as a deep understanding of literacy processes, children’s literacy development, and effective instruction.

Accreditation

The program is accredited through the University of South Florida’s College of Education, which is fully accredited by the National Council for the Accreditation of Teacher Education (NCATE). Visit the website for SACSCOC accreditation information for USFSM.
ADMISSION INFORMATION

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

Program Admission Requirements

For admission, all programs require earned degrees from regionally accredited institutions or an international equivalent.

1. Hold a bachelor’s degree or higher in Education (or closely related field), equivalent from a regionally accredited university (or international equivalent), plus one of the following:
   - Have earned a "B" (3.0 on a 4.0 scale) average or better GPA in upper division coursework of the baccalaureate degree (or) higher in all work attempted while registered as an upper division student working in a baccalaureate degree in a regionally accredited institution OR
   - Have earned a graduate degree with a 3.5 GPA or higher from a regionally accredited institution OR
   - Have a total verbal plus quantitative GRE score of 1,000 or higher within the last five years with a 2.5-2.99 GPA in all upper division coursework of the bachelor's degree

2. Hold a valid professional teaching certificate in Elementary Education, Early Childhood Education, Secondary Education with a concentration in English, or provide proof of eligibility for Florida professional educator certification through either completion of a Bachelor's degree or higher from a state approved degree program, or through a letter of eligibility from FLDOE.

3. Provide a letter of interest (brief letter describing experience in education, reason for applying to this program, areas of interest in literacy studies, goals for this program).

4. Sole-authored professional writing sample (or a paper from a course).

5. Two letters of professional recommendation, and OR be eligible for professional certification through the completion of a Bachelor's degree from a state approved certification program in Education.

6. Resume

Exceptions to minimum requirements will be considered for National Board Certification and an outstanding professional record.
READING EDUCATION PROGRAM (CONTINUED)
Master of Arts (M.A.) Degree

COURSEWORK REQUIREMENT

Coursework Requirements

Total Minimum Hours 33-36

Core Requirements (3 hours):
- EDF 6481 Foundations of Educational Research 3

Current Trends (3 hours):
- LAE 6316 Trends in Literature in a Diverse Society 3

Concentration Requirements: (27-30 hours)
- RED 6247 District and School Level Supervision in Reading 3
- RED 6449 Literacy and Technology 3
- RED 6540 Assessment in Literacy 3
- RED 6544 Cognition, Comprehension, and Content Area Reading: Remediation of Reading Problems 3
- RED 6545 Issues in Vocabulary and Word Study 3
- RED 6749 History and Models of Reading: Prevention and Intervention of Reading Difficulties 3
- RED 6748 Teacher Research Methods in Reading 3
- RED 6846 Practicum in Reading 3
- LAE 6315 Writers and Writing: Trends and Issues 3
- TSL 5085* ESOL I: Teaching Limited English Proficiency Students in K-12 Theory and Practice of Teaching English Language Learners 3

*(waived if student has documentation of State ESOL Endorsement or OR State ESOL Certification plus 120 hours of in-service training).

COMPREHENSIVE EXAMINATION

Comprehensive Exam

Transition Point Projects

Comprehensive Examination: Students are required to complete 3 projects (staff development; literature review; research), one at each of three transition points in the program. Each of these Transition Point Projects must be completed successfully in order to continue the program. The research project is required in the last transition before graduation.

TASKSTREAM

TaskStream is the USFSM College of Education's electronic document submission system required for students in all programs in the College of Education. This Web-based software enables students to build media-rich online portfolios showcasing their learning achievements that they can share with peers, instructors, parents and employers; submit documents, projects and other assignments to instructors for feedback and assessment; and maintain portable samples of work products and accomplishments even after they graduate. The College of Education uses the system to ensure continuous improvement in our programs preparing candidates to work in schools. A subscription to TaskStream is required for students in the College of Education.

PRACTICUM

Students are required to take RED 6846 Practicum in Reading

GRADUATION REQUIREMENTS

The General Knowledge Test (GKT) is required unless student has passed CLAST scores taken before July 1, 2002, or is already professionally certified (copy of professional certificate is required for waiver). Passing scores on the Subject Area Exam- Reading K-12 are required for graduation. Students must
provide an official FCTE score report (no copies) to their academic advisor in addition to having the scores reported to USF.

Program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria. Please contact program for more information.

Search-A-Bull – A searchable database for all USF Courses: [http://www.ugs.usf.edu/sab/sabs.cfm](http://www.ugs.usf.edu/sab/sabs.cfm)

SPECIAL EDUCATION, EXCEPTIONAL STUDENT EDUCATION (ESE) PROGRAM

**Master of Arts (M.A.) Degree**

**NOTE:** THIS PROGRAM IS NOT CURRENTLY ACCEPTING APPLICATIONS

EDUCATIONAL LEADERSHIP PROGRAM

**Master of Education (M.Ed.) Degree:** Curriculum Leadership Emphasis

**DEGREE INFORMATION**

Program Admission Deadlines:
Fall: June 1
Spring: October 15
Summer: March 1
Minimum Total Hours: 36
Program Level: Masters

CIP Code: 13.0401
Dept Code: LEA
Program (Major/College): COA EM
CONTACT INFORMATION
College: Education
Advisor: Diane Lewis  
    (941) 359-4217  
dlewis@sar.usf.edu
Dean: Terry Osborn, Ph.D.  
    (941) 359-4531

The Master of Education in Educational Leadership: Curriculum Leadership Emphasis
About the Program

The Master of Education (M. Ed.) in Educational Leadership is a state-approved program designed to develop outstanding educational leaders and supervisors for Florida and the nation. Graduates of this USF SM program with Emphasis in Curriculum Leadership bring leadership skills to curriculum-focused roles in schools, district offices, and education-related organizations. The program is designed to teach and assess the knowledge skills and dispositions of effective leadership in curriculum, instruction, and professional development for P-12 teachers or other educators. This program does not satisfy all requirements for administrator certification.

The Educational Leadership options strive to teach students how to influence systemic school improvement through collaborative and informed decision-making. Coursework integrates the following domains to this end:

- Visionary and Strategic Leadership
- Leadership for Developing Professionals
- Curriculum Development and Assessment
- Collaborative Leadership
- Ethical Leadership
- Legal, Political, and Sociocultural Contexts
- Technology Leadership

As a student in the program, you can expect instruction and support in the form of:

- Case studies and simulations;
- Group projects and study groups;
- Lecture and discussion;
- Inquiry and presentation;
- Field experiences with mentors in curriculum leadership
- Distance learning and web-enhanced courses;
- Advising and coaching; and
- Ongoing support from faculty and a cohort of peers.

PROGRAM ADMISSIONS INFORMATION
How to Apply

Students seeking admission to the M. Ed. in Educational Leadership: Curriculum Leadership Emphasis must:

- Have a bachelor's degree or equivalent from a regionally accredited institution; and
- Applicants must have satisfactory (a) 2 years post-Bachelor's teaching, or (b) curriculum-related experience (P-12 preferred) with either a Florida Professional Educator's Certificate or a letter of verification form the employing institution, and
- Have a minimum 3.0 (on a 4.0 scale) undergraduate GPA (upper-level) from a regionally accredited institution. Applicants with GPAs below 3.0 must submit GRE scores from within the
last 5 years. If your upper division GPA is below 3.0, please contact the admissions advisor for options prior to completing any courses.

2. Complete the USF Admission Application online.

3. Submit the following items to USF Sarasota-Manatee Admissions Advisor:

App’d. by Program Cluster: 11/23/10

Applicants must also submit the following to the USF SM Admissions Advisor:
Three letters of professional reference (ask references to include your name and 'letter of reference' in subject line if emailing the letter):

- A goals statement (1-2 pages) discussing professional experiences and interest in Curriculum Leadership with adults;
- A copy of the Florida Professional Educator’s Certificate that clearly shows all borders and the state seal;
- Official transcript(s) of all undergraduate degree coursework (and graduate coursework, if applicable); and
- GRE score of 1000 (verbal plus quantitative) may be required if the upper-level GPA falls below 3.0.

4. Observe the Application Deadlines
March 1 for Summer | June 1 for Fall | October 15 for Spring
Missed the deadline? Apply for non-degree study to get started this semester. A maximum of 12 credits from non-degree study may be transferable to a master’s program.

PROGRAM OF STUDY

Total program is 36 credit hours. All courses are 3 credits unless noted. Degree requirements are subject to change in accordance with State and University mandates. Students must closely monitor program requirements. Students are responsible for all information listed in the University graduate catalog.

Required Courses

- EDA 6106 Administrative Analysis and Change - 3
- EDA 6192 Educational Leadership - 3
- ADE 6385 The Adult Learner - 3
- EDF 6481 Foundations of Educational Research - 3
- EDG 6285 School Curriculum Improvement - 3
- EDG 6627 Foundations of Curriculum and Instruction - 3
- EDS 6050 Principles and Practices of Supervision - 3
- EME 6425 Technology for School Management - 3
- Three (3) of the following: EDA 6061 Sociopolitical Influences on Leadership Practice, EDF 6165 Group Processes for Educational Personnel, EDF 6736 Educational Communication and Change, EDG 6931 Moral Development and Character Education, EDG 6935 Seminar in Curriculum Research, RED 6247 District and School Level Supervision in Reading
- EDA 6945 Practicum (taken during last semester) - 3

All courses are 3 credits unless noted. Degree requirements are subject to change in accordance with State and University mandates. Students must closely monitor program requirements. Students are responsible for all information listed in the University graduate catalog.

Program Portfolio

The portfolio is a reflective activity that allows students to synthesize their academic program of study, field experiences and achievements in professional practice as an evaluative assessment. It is completed as a part of EDA 6945 Practicum.

TASKSTREAM

TaskStream is the USFSM College of Education's electronic document submission system required for students in all programs in the College of Education. This Web-based software enables students to build media-rich online portfolios showcasing their learning achievements that they can share with peers, instructors, parents and employers; submit documents, projects and other assignments to instructors for feedback and assessment; and maintain portable samples of work-products and accomplishments even after they graduate. The College of Education uses the system to ensure continuous improvement in our programs preparing candidates to work in schools. A subscription to TaskStream is required for students in the College of Education.
Graduation Requirements

1. A planned program of study should be completed and filed with the academic advisor during the first semester of study.
2. You must complete all courses as listed on your planned program of study with a minimum grade point average of 3.0 on a 4.0 scale.
3. Grades below "C" are not acceptable toward degree requirements.
4. At the time of graduation, only those courses completed within the previous 5 years will count for the degree.
5. You must apply for graduation by deadline of term you wish to graduate.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria. Search-a-Bull-A searchable database for all USF courses.

Campus Contacts
Graduate Admissions
Advisor Jo Lynn Raudebaugh USF Sarasota-Manatee Student Services App’d by Program Cluster: 11/23/10
8350 N. Tamiami Trail, SMC C107 Sarasota, FL 34243-941-359-4330 Online appointment scheduler
Academic Advisor (after admission) Diane Lewis Graduate Program Specialist USF Sarasota-Manatee College of Education, B329 8350 N. Tamiami Trail, SMC B322 Sarasota, FL 34243 941-359-4217
EDUCATIONAL LEADERSHIP PROGRAM
Master of Education (M.Ed.) Degree: Non-Public or Charter School Emphasis

DEGREE INFORMATION
Program Admission Deadlines:
Fall: June 1
Spring: October 15
Summer: March 1
Minimum Total Hours: 36
Program Level: Masters
CIP Code: 13.0401
Dept Code: LEA
Program (Major/College): COA EM

CONTACT INFORMATION
College: Education
Advisor: Diane Lewis
(941) 359-4217
dlewis@sar.usf.edu
Dean: Terry Osborn, Ph.D.
(941) 359-4531

The Master of Education in Educational Leadership: Non-Public or Charter School Emphasis

PROGRAM INFORMATION

About the Program
The Master of Education (M. Ed.) in Educational Leadership is a state-approved program designed to develop outstanding leaders, supervisors, and administrators for the schools of Florida and the nation. The face of education is changing nationwide and many private, charter, alternative, or independent schools are emerging. This USF SM program with an Emphasis in Non-Public or Charter Schools is designed for educational leadership positions in non-public P-12 settings that do not require Florida administrator certification. The program emphasizes leadership elements related to instruction, decision making processes, building a strong learning environment, political and social context, and management. Graduates are not eligible for Florida administrator certification.

The Educational Leadership options strive to teach students how to influence systemic school improvement through collaborative and informed decision making. Coursework and other learning experiences integrate the following domains to this end:

- Visionary and Strategic Leadership
- Leadership for Student Performance
- Organization and Resource Management
- Collaborative Leadership
- Ethical Leadership
- Legal, Political, and Sociocultural Contexts
- Technology Leadership

As a student in the program, you can expect instruction and support in the form of:

- Case studies and simulations;
Group projects and study groups;
Lecture and discussion;
Inquiry and presentation;
Field-based experiences;
Distance learning and web-enhanced courses;
Advising and coaching; and
Ongoing support from faculty and peers.

ADMISSIONS INFORMATION

How to Apply
1. Meet the Prerequisites
Students seeking admission to the M. Ed. in Educational Leadership: Non-public or Charter School Emphasis must:
   - Have a bachelor's degree or equivalent from a regionally accredited institution; and
   - Have a minimum 2 years satisfactory post-Bachelor's teaching or related experience primarily in P-12 settings with letter of verification from the employing institution; and
   - Hold a teaching, supervisory or administrative position in a non-public or related educational organization;
   - Have a minimum 3.0 (on a 4.0 scale) undergraduate GPA (upper-level) from a regionally accredited institution. Applicants with GPAs below 3.0 must submit GRE scores from within the last 5 years. If your upper division GPA is below 3.0, please contact the admissions advisor for options prior to completing any courses.

2. Complete the USF Admission Application online.
   Applicants must also submit the following items to USF Sarasota-Manatee Admissions Advisor:
   App'd. by Program Cluster: 11/23/10
Three letters of professional reference (ask references to include your name and 'letter of reference' in subject line if emailing the letter);

A goals statement (1-2 pages) discussing professional experiences and interest in Educational Leadership in non-public, charter, or other alternative schools;

Documentation that candidate is in, or seeks a position, in educational leadership or closely related position in a private, charter, non-profit, or other educational leadership position that does not require Florida State Certification.

Official transcript(s) of all undergraduate degree coursework (and graduate coursework, if applicable); and

GRE score of 1000 (verbal plus quantitative) may be required if the upper-level GPA falls below 3.0.

4. Observe the Application Deadlines

March 1 for Summer | June 1 for Fall | October 15 for Spring

Missed the deadline? Apply for non-degree study to get started this semester. A maximum of 12 credits from non-degree study may be transferable to a master's program.

Program of Study

Total program is 36 credit hours. All courses are 3 credits unless noted. Degree requirements are subject to change in accordance with State and University mandates. Students must closely monitor program requirements. Students are responsible for all information listed in the University graduate catalog.

Required Courses:

EDA 6061 Sociopolitical Influences on Leadership Practice  
EDA 6106 Administrative Analysis and Change 
EDA 6192 Educational Leadership 
EDA 6232 School Law 
EDF 6481 Foundations of Educational Research 
EDG 6285 School Curriculum Improvement 
EDS 6050 Principles and Practices of Supervision 
EME 6425 Technology for School Management

Three (3) of the following: EDF 6125 Child Development, EDF 6432 Foundations of Measurement, EDF 6606 Social Foundations of Education, EDF 6736 Educational Communication and Change, EDG 6627 Foundations of Curriculum and Instruction, EDG 6931 Moral Development and Character Education, EDA 6503 The Principalship, or EDA 6242 School Finance

EDA 6945 Practicum (taken during last semester) 

All courses are 3 credits unless noted. Degree requirements are subject to change in accordance with State and University mandates. Students must closely monitor program requirements. Students are responsible for all information listed in the University graduate catalog.

COMPREHENSIVE EXAM/PROGRAM PORTFOLIO

Program Portfolio

The portfolio is a reflective activity that allows student to synthesize their academic program of study, field experiences and achievements in professional practice as an evaluative assessment. It is completed as a part of EDA 6945 Practicum.

TASKSTREAM

TaskStream is the USFSM College of Education’s electronic document submission system required for students in all programs in the College of Education. This Web-based software enables students to build media-rich online portfolios showcasing their learning achievements that they can share with peers, instructors, parents and employers; submit documents, projects and other assignments to instructors for feedback and assessment; and maintain portable samples of work products and accomplishments even after they graduate. The College of Education uses the system to ensure continuous improvement in our
Section 15. School of Hotel and Restaurant Management

Note: Pending approval of substantive change by the Commission on Colleges of the Southern Association of Colleges and Schools

HOSPITALITY MANAGEMENT
Master of Science (M.S.) Degree

Degree Information

Program Admission Deadlines:
Fall: June 1
Spring: October 15
Summer: March 1
Minimum Total Hours: Program Level: Masters
CIP Code: 52.0901
Dept Code: TBA
Program (Major/College): TBA

Contact Information

School: Hotel & Restaurant Management
Grad. Coord.: Dr. Cihan Cobanoglu
(302)-897-1909
chian@sar.usf.edu
Advisor: Amanda Kulaw
(941) 359-4563
akulaw@sar.usf.edu
Dean: Jay Schrock, Ph.D.
(941) 359-4617

Program Information

The Master of Science in Hospitality Management is a 36-credit hour program offered through the University of South Florida Sarasota-Manatee’s School of Hotel & Restaurant Management. The program will educate students to use strategic development techniques in a variety of private, public and institutional sectors of hospitality environments. Graduates of this program will go on to play a vital role in addressing the changes and challenges in the hospitality industry within our region, state, nation and world. A hospitality leader, to be effective, must possess a wide range of strategic and conceptual skills. Our program is, therefore, designed to foster strong analytical skills, technological abilities, effective communication and strong logical ethical approaches to the hospitality industry and academia. Case studies, experiential learning, group projects, and presentations are utilized, along with the more traditional lecture-discussion approach.

Students graduating with this degree will be attractive to corporate offices of hospitality businesses where they will focus on strategic decision-making in the development of hospitality models in the areas of organizational effectiveness, finance, development and acquisition of hospitality ventures and the expanded use of the Internet to improve and expand customer service. Upon graduation, some students may continue their education and pursue a Ph.D. degree.

Program Admission Requirements

- Bachelor’s degree or equivalent from a regionally accredited university in hospitality or related field.
- Plus one of the following:
  - 3.0 (out of 4.0 scale) or higher overall or upper division (last 2 years) GPA in the baccalaureate degree.
  - A satisfactory score on the Graduate Record Exam (GRE) OR (GMAT) Graduate Management Admissions Test.

Applications must include the following:

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

Search-A-Bull A searchable database for all USF courses
• $30.00 application fee. This fee is required of all applicants including USF graduates.
• GRE or GMAT test scores taken within the last 5 years. You may submit your application without your GRE/GMAT scores, but please include the date you plan to take the test.
• A current resume with employer references which includes at least one of the following: one year of full-time experience in a management capacity in the hospitality industry or in a related industry, a minimum of one year of full-time teaching experience in a hospitality management program, or three years of consecutive full-time entry level experience in hospitality or in a related industry.
• A brief essay of approximately 500-1000 words describing
  • The applicant’s background,
  • Future Career goals,
  • and reasons for pursuing a graduate degree and how USFSM MS degree can help the candidate reach their career goals.
• Three letters of recommendation: at least one from a college faculty member and the others may be from a former employer or a person able to evaluate the applicant’s potential for success in a graduate degree program.

International Students
• TOEFL score of at least 550, 213 on the computer based test, 79 on the Internet based test OR A score of at least 6.5 on IELTS.
• One (1) official transcript from all institutions of higher learning where the applicant has earned a degree. It is not necessary to send USF transcripts. (All foreign transcripts require a course by course evaluation from an approved foreign transcript evaluation service.)

Coursework Requirements
Total Minimum Hours 36
Core Courses 15
  HFT 6477 Hospitality Finance for Acquisition and Development
  HFT 6296 Strategic Management and Competitive Strategy for Hospitality and Tourism
  HFT 6596 Marketing Leadership for Hospitality and Tourism
  HFT 6246 Organizational Effectiveness for Hospitality
  HFT 6507 Hospitality and Tourism Information Systems and Technology
Statistics and Hospitality Research Methodology Courses 6
  TBD Statistics
  HFT 6586 Research Methods for Hospitality and Tourism
Specialization Courses 9 (chosen with advisor)
  HFT 6555 Hospitality E-Marketing
  HFT 6446 Graduate Seminar in Hospitality Information Systems
  HFT 6259 Graduate Seminar in Lodging Management
  HFT 6267 Graduate Seminar in Restaurant and Foodservice Management
  HFT 6299 Graduate Seminar in Club Management
  HFT 6256 Graduate Seminar in Convention and Exhibition Management
  HFT 6257 Graduate Seminar in Hospitality Management
Research Thesis or Professional Project Option Courses (one course required)
  HFT 6972 Master’s Thesis OR
  HFT 6916 Master’s Professional Project

NOTE: The information contained is subject to change due to budgetary issues and unforeseen program changes for the MS in Hospitality Management program.

Master of Science in Hospitality Management

The Program
The Master of Science in Hospitality Management is a 36-credit hour program offered through the University of South Florida Sarasota-Manatee’s School of Hotel & Restaurant Management. The program
The Curriculum

The MS in Hospitality Management requires a total of 36 credit hours:

- 15 Credit Hours of Hospitality Management (Core)
- 3 Credit Hours of Statistics
- 3 Credit Hours of Hospitality Research Methodology
- 9 Credit Hours of Specialization
- 6 Credit Hours of Master's Thesis or Professional Project

Core Courses (Required)
- HFT 6477 Hospitality Finance for Acquisition and Development
- HFT 6296 Strategic Management and Competitive Strategy for Hospitality and Tourism
- HFT 6596 Marketing Leadership for Hospitality and Tourism
- HFT 6246 Organizational Effectiveness for Hospitality
- HFT 6507 Hospitality and Tourism Information Systems and Technology

Statistics and Hospitality Research Methodology Courses (Required)
- TBD Statistics
- HFT 6586 Research Methods for Hospitality and Tourism

Specialization Courses (3 courses chosen with advisor)
- HFT 6555 Hospitality E-Marketing
- HFT 6446 Graduate Seminar in Hospitality Information Systems
- HFT 6259 Graduate Seminar in Lodging Management
- HFT 6267 Graduate Seminar in Restaurant and Foodservice Management
- HFT 6259 Graduate Seminar in Convention and Exhibition Management
- HFT 6256 Graduate Seminar in Club Management
- HFT 6257 Graduate Seminar in Hospitality Management

Research Thesis or Professional Project Option Courses (one course required)
- HFT 6972 Master's Thesis OR
- HFT 6916 Master's Professional Project

Students may choose to complete the thesis or professional project.

Graduate applications are available online at http://www.sarasota.usf.edu/Students/Admissions/
All application materials should be mailed to:
USF Sarasota-Manatee Graduate Admissions
8350 N. Tamiami Trail, SMC-C107
Sarasota, FL 34243

Application Deadlines
Fall: June 1  Spring: October 15  Summer: March 1

For additional information please contact:

Dr. Cihan Cobanoglu
Associate Professor & Graduate Coordinator
USF Sarasota-Manatee
8350 N. Tamiami Trail, SMC-B221
Sarasota, FL 34243
Telephone: +1 302-897-1909
Email: cihan@sar.usf.edu

07/16/2010
NOTE: The information contained is subject to change due to budgetary issues and unforeseen program changes for the MS in Hospitality Management program.

Credits separated by a comma indicate unified courses offered in different semesters:

AMH 2010, 2020 AMERICAN HISTORY I, II (4, 4)

Credits separated by a hyphen indicate variable credit:

MAT 7912 DIRECTED RESEARCH Var.

The following abbreviations are used in various course descriptions:

G __________ Graduate
PR __________ Prerequisite
CI __________ With the consent of the instructor
CC __________ With the consent of the chairperson of the department or program
CR __________ Co-requisite
Lec __________ Lecture
Lab __________ Laboratory
Dem __________ Demonstration
Pro __________ Problem
Dis __________ Discussion
ML __________ Master's Level
GS __________ Graduate Standing
Rpt __________ May be repeated
UL __________ Upper level
S/U __________ No grade, Satisfactory/Unsatisfactory Only

Graduate Course Level Variance Definitions
It is expected that the 5000-6000-7000 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.

5000-5999 ______ Typically Introductory Graduate Level Courses
6000-6999 ______ Typically Master's level Courses
7000-7999 ______ Typically Doctoral level Courses

The University reserves the right to substitute, not offer, and add courses and programs that are listed in this catalog.

Example of Course Identifier

Prefix Level Code (first digit) Century Digit (second digit) Decade Digit (third digit) Unit Digit (fourth digit) Lab Code

SYG ________
Sociology, General
Freshman Level at this institution
Entry-level General Sociology
Survey Course
Social Problems
No lab in this course

General Rule for Course Equivalencies
Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 34 different postsecondary institutions. Each institution uses “SYG_010” to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “SYG” means “Sociology, General,” the century digit “0” represents “Entry-level General Sociology,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Social Problems.” In science and other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which may meet at a different time or place. Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college while the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university upon transfer. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix
The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the prefix designation.

The Authority for Acceptance of Equivalent Courses
State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:
When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.
Exceptions to the General Rule for Equivalency
The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- Courses in the 900-999 series (e.g., HUM 2905)
- Internships, practica, clinical experiences, and study abroad courses
- Performance or studio courses in Art, Dance, Theater, and Music
- Skills courses in Criminal Justice
- Graduate courses
- Courses not offered by the receiving institution
- College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Undergraduate Studies (for questions pertaining to graduate and undergraduate courses) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 245-0427 or SunCom 205-0427.