2025-2026 USF Graduate Catalog

The policies and procedures herein have been approved, as appropriate, by the USF Graduate Council Policy Committee and by the full USF Graduate Council, a Standing Committee of the 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.

Office of Graduate Studies Mission Statement

The mission of the Office of Graduate Studies is to serve as the center of leadership for graduate education at the University of South Florida.

USF's Office of Graduate Studies Administration Policy Statement

For information on the University's Policy on the Office of Graduate Studies Administration, Refer to USF Policy 11.001, at https://usf.app.box.com/v/usfpolicy11-001

The University of South Florida and all colleges, departments and degree 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. Advisors, directors, department chairs, and deans 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 requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, majors, 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.

Updates for 2025-2026 Graduate Catalog

USF Graduate Council (GC) and/or the Office of Graduate Studies (GS) approved on the date noted.

Policy Updates

- **Post-Retirement Volunteer Program** - clarified policy for retired volunteers as related to committee service, etc. - GC 12/2/24, 1/13/25
- **Voluntary Withdrawals** - combined withdrawals into one section, updated language - GC 12/2/24
- **Post-Master's Minimum Hours** - clarified language - GC 1/13/25
- **Graduate Certificates Course Concurrency** - clarified requirement - GC 1/13/25
- **W Grades and Probation** - clarified that a "W" grade course does not prevent probation from moving forward - GC 4/7/25
- **General Attendance** - added language and link to USF policy 10-069 - GC 4/7/25
- **Enrollment Section** - Reformatted and consolidated for better readability - GC 4/7/24

Administrative Changes - Effective Fall 2025

- Bellini College of Artificial Intelligence, Cybersecurity and Computing (AI) - new college
- Department of Artificial Intelligence, Cybersecurity and Computing (AICC) - new department
- Department of Electrical Engineering (EN) - change to Electrical and Computer Engineering (EGE)
- Department of Mechanical Engineering (EN) - change to Mechanical and Aerospace Engineering (EMA)
- Department of Mental Health, Law and Policy (BC) - change to Behavioral Health Science and Practice (BHSP)

New Majors

- Aerospace Engineering M.S.A.E. (AOE) - GC approved 4/7/2025
- Aerospace Engineering Ph.D. (AOE) - GC approved 4/7/2025
- Artificial Intelligence M.S.A.I. (ARI) - GC approved 3/3/2025
- Counselor Education Ph.D. (DCG) - GC approved 4/7/2025
- Fintech M.S. (FNTC) - GC approved 1/13/2025
- Sustainability Management M.S. (SUM) - GC approved 3/3/2025

Majors - New Concentrations, Title Changes, and Terminations

New:

- Civil Engineering Ph.D. - Materials (MTL) - GC approved 4/7/2025
- Civil Engineering Ph.D. - Structures (STR) - GC approved 4/7/2025
- Civil Engineering Ph.D. - Transportation (TPT) - GC approved 4/7/2025
- Medical Sciences M.S.M.S. - Molecular Oncology (MOL) - GC approved 3/3/2025
- STEM Education M.S. - Secondary Math and Science (SMT) - GC approved 1/13/2025

Title Changes:

- Management M.S. - Change Human Resources (HRM) to Human Resources Management (MHRM) - GC approved 4/7/2025
- Public Health M.P.H. - Change Global Communicable Disease (TCD) to Global Infectious Diseases (TID)
- Public Health M.S.P.H. - Change Global Communicable Disease (TCD) to Global Infectious Diseases (TID)
- Public Health Ph.D. - Change Global Communicable Disease (TCD) to Global Infectious Dieases (TID)
- Public Health Dr.Ph. - Change Adv Practice Leadership in PH to Adv Practice Leadership and Policy in PH (ALP)
- STEM Education M.S. -Change Elementary (SELE) to Elementary Math and Science (ELMS)

Terminations:

- Curriculum and Instruction Ph.D. - Counselor Education (DGC) - GC approved 4/7/2025
- Financial Analytics M.S. - Fintech (FNTC) - GC approved 1/13/2025
- Global Sustainability M.A. - Sustainable Tourism (SUT) - GC approved 1/13/2025
- Global Sustainability M.S. - Sustainable Transportation (STN) - GC approved 1/13/2025
- Medical Sciences M.S.M.S. - Interdisciplinary Medical Sciences (IMS) - GC approved 3/3/2025
- Public Health M.P.H. - Behavioral Health (BHH) - GC approved 3/3/2025
- Public Health M.P.H. - Social Marketing (SOM) - GC approved 3/3/2025
- Public Health M.S.P.H. - Behavioral Health (PBH) - GC approved 3/3/2025

Majors - Priority Admission Deadline Changes

- Communication M.A. - Change fall to Feb 1; remove summer
- Communication Ph.D. - Change fall to Dec 1; remove spring/summer
- Computer Engineering M.S.C.P. - Change to fall admission only
- Curriculum and Instruction: Ed Psychology Concentration only - Ph.D. - Supress summer
- Educational Leadership Ed.S. - add fall admissions
- Educational Leadership M.Ed. - remove summer
- French M.A. - Change to fall only
- Pharmaceutical Nanotechnology M.S. - change fall from Feb 15 to June 1; remove spring/summer for concentrations PNB, PCIP
- Urban and Regional Planning M.U.R.P. - change fall to Feb 15

Terminated Majors

- French M.A. - Terminated effective spring 2026 - GC approved 4/21/2025

New Graduate Certificates, Title Changes, and Terminations

New:

- AI and Everyday Impact: Applied Practices (XAIE) - GC Approved 4/7/2025
- Applied Lifestyle Medicine Coaching (XLHC) - GC Approved 2/3/2025
- Artificial Intelligence (AI) in Teaching and Learning (XAIT) - GC Approved 2/3/2025
- Sustainability Policy (XSUS) - GC Approved 1/13/2025

Title Changes:

- Leadership for Coastal Resiliency Planning (XLP) change to Coastal and Flood Resiliency Planninc (XCFR)
- Teaching and Comunicating Ocean Sciences Broader Impacts (XOS) change to Teaching Broader Impacts of Ocean Sciences (XBOS)

Terminations - GC Approved 11/18/2024

- Adult Learning and Development   XALD
- Applied Linguistics Grad Certificate XAL
- Business Foundations Grad Certificate XBF
- Clinical Aging Studies Grad Certificate XAG
- Data Science for Public Administration Grad Certificate XDA
- Disabilities Education: Severe and/or Profound Grad Certificate XDI
- Food Writing and Photography Grad Certificate XFW
- Foreign Language Education: Culture and Content Grad Certificate XFL
- Foreign Language Education: Professional Grad Certificate XFP
- Global Health Practice Grad Certificate XGP
- Global Sustainability Grad Certificate XGL
- Integrative Pain Management Grad Certificate XIPM
- Pharmacoepidemiology Grad Certificate XPED
- Pharmacy Entrepreneurship, Leadership and Management Grad Certificate XYE
- Sustainable Tourism Grad Certificate XSU
- Sustainable Transportation Grad Certificate XTN
- Teaching in Pharmacy and Pharmaceutical Sciences Grad Certificate XTPP
- Transportation Systems Analysis Grad Certificate XTS

Bachelor's/Master's Pathways and Concurrent Degrees

New Pathways - GC Approved 3/3/2025

- Artificial Intelligence BSC to Computer Science MSCS
- Computer Engineering BS to Computer Engineering MSCP
- Computer Sciences BS to Computer Science MSCS
- Cybersecurity BSCYS to Computer Science MSCS
- Environmental BS to Civil Engineering MSCE
- Environmental BS to Environmental Engineering MSEV

Changed Pathway - GC Approved 3/3/2025

- Biomedical Sciences BS to Pharmacy PharmD

Concurrent Changes and Terminations

- Pharmaceutical Nanotechnology MS and Pharmacy PharmD - Change GC approved 3/3/2025
- French MA and Linguistics ELS MA - Termination GC approved 4/21/2025
- Public Health MPH and Social Work MSW - Change GC approved 3/3/2025

- CORRECTION
- Math MA - Corrected Subheading tuypo Math Know Breadth - from 6 to 12 hours - 10-14-25

Questions about these updates may be directed to cdh@usf.edu **in the Office of Graduate Studies.**

Welcome to Graduate Studies

A Message from USF President Rhea Law

On behalf of the entire University of South Florida community, I am delighted to welcome you to USF and thank you for your interest in completing your graduate studies at our incredible university. USF is situated in the heart of one of the fastest-growing and most diverse regions in the country, and with three extraordinary campuses located across the Tampa Bay area, we are deeply connected to all aspects of our surrounding community.

You are studying at a university that is recognized as one of the nation's most elite institutions. USF is a member of the Association of American Universities, a prestigious group of 71 leading research universities in the United States and Canada. This is a distinction held by only 3% of all four-year universities in the U.S., and membership in the AAU empowers us to further invest in USF's powerful research enterprise, attract even more bright minds to our region, and make an even greater impact on our society.

Additionally, membership in the AAU allows USF's students, faculty and staff to serve at the forefront of shaping the future of higher education, science and innovation. Alongside our fellow AAU member institutions, our university is a leader in promoting best practices in undergraduate and graduate education while strengthening the contributions of leading research universities to American society.

At USF, our graduate students play an important role in the teaching and research that are so critical to our institution's success, and they help power the robust research engine that generates innovation across the Tampa Bay region, the state of Florida, and beyond. Researchers at USF are pioneers in a variety of disciplines, and our graduate students have countless opportunities to participate in groundbreaking research that helps solve complex challenges in society.

Our university is also a top producer of new inventions and life-changing discoveries. USF is 14th among American public research universities, 24th among all American public or private universities, and 34th among all universities worldwide in generating new U.S. utility patents. This marks the 11th consecutive year that USF has ranked in the top 15 among American public universities. We are on a path of growth and continued excellence, which is why U.S. News & World Report has ranked USF as one of the top 50 public universities in the nation for five years in a row.

As USF Bulls, you are bold, creative, and determined to build a better future, and we are committed to providing you with an enriching experience that empowers you to achieve your goals. You'll find a multitude of student services and departmental resources that are available to support you throughout your studies at USF, such as the Office of Graduate Studies, the Graduate and Professional Student Council, and nearly 850 registered student organizations that encompass a variety of interests and fields.
I invite you to explore our wide array of graduate programs and the various opportunities to learn and work alongside some of the world's most accomplished scholars, scientists and inventors, who each make our university the remarkable institution it is today. Our faculty and staff look forward to supporting you throughout your educational, professional, and personal journeys here at USF.
In Bull Pride,

Rhea F. Law
President

A Message from Provost and Executive Vice President, Dr. Prasant Mohapatra

Welcome to the University of South Florida! Whether you are beginning your graduate journey or continuing your advanced studies, we are thrilled to have you as part of our vibrant academic community. As a top 50 research university situated in the Tampa Bay region, USF attracts many of the world's best and brightest students, and that includes you.
Graduate education at USF is a cornerstone of our mission as a preeminent research university. It is through your curiosity, creativity, and commitment that we continue to push the boundaries of knowledge, solve complex global challenges, and shape the future of our communities. Your work—whether in the lab, the classroom, the field, or the studio—has the power to transform lives and inspire change.

USF is proud to offer a dynamic environment where we champion interdisciplinary inquiry and collaboration as the keys to success within our academic programs and in the global landscape. We are committed to equipping you with the skills and knowledge necessary for lifelong success, whether you aspire to remain in academia or pursue positions in the public sector, business, or industry.

We believe that partnerships between students, faculty, and researchers across campus, in the community, and worldwide strengthen both the university and the graduate student experience, leading to new knowledge and exciting, innovative solutions to pervasive and emerging problems.

USF is a place where you can challenge yourself by contributing to your chosen discipline, your community, and the world at large in a meaningful way. I have no doubt that your time, talent, and energy as a graduate student will open up exciting and fulfilling opportunities for your future.

Prasant Mohapatra, Ph.D.
Provost and Executive Vice President

www.acad.usf.edu

A Message From Our Dean

Welcome to the University of South Florida! We are pleased that you have chosen USF to pursue your graduate education. As a proud member of the Association of American Universities (AAU), USF offers an outstanding graduate experience designed to prepare you for the demands of today's dynamic workforce. Our vibrant metropolitan location provides exceptional opportunities for you to engage in internships, research, and study abroad activities. These experiences allow you to apply your knowledge, make a tangible impact on the local community, and extend your reach globally.

This Graduate Catalog is an essential resource, serving two key purposes. First, it provides comprehensive information for prospective students interested in pursuing a graduate degree. Second, it acts as a vital guide for our current students as they progress through their graduate careers. Within these pages, you'll find the primary source of academic information, University policies and procedures, and specific details on 182 graduate majors and over 115 graduate certificates.

The Office of Graduate Studies is here to support you every step of the way. We encourage you to visit our website to explore funding opportunities, as well as a variety of workshops and professional development events designed to help you achieve your personal and professional goals. Additionally, each major has a dedicated Graduate Director available to assist with Department/School level issues. You can easily find your Graduate Director and their contact information at http://www.grad.usf.edu/programs/search_all.php.

We sincerely hope you enjoy your time at USF and take full advantage of all the exceptional opportunities that the University of South Florida has to offer.

Ruth Huntley Bahr, Ph.D.
Dean, Office of Graduate Studies
www.grad.usf.edu

Graduate Studies Directory

www.grad.usf.edu		
Tampa	Email: grad-liaisonmail@usf.edu	813-974-2846
St. Petersburg	Email: gradstudies@usf.edu	727-873-4567
Sarasota-Manatee		941-359-4507
SENIOR ADMINISTRATION		
Ruth Bahr, Ph.D.	Dean, Office of Graduate Studies	813-974-7161
Donna Knudsen, Ed.D.	Campus Assistant Dean, St. Petersburg	727-873-4567
Sandra Stone, Ph.D.	Campus Assistant Dean, Sarasota-Manatee	941-359-4507
ADMINISTRATIVE SUPPORT		
Lorene Hall-Jennings	Exec. Admin. Assistant to Dr. Bahr	813-974-7359
Gianna Taravella	Web Content Administrator	
Brandon Dubois	Graduate Assistant / Receptionist	
ACADEMICS		
Carol Hines-Cobb	Assistant Director, Academics	813-974-4239
Joseph Butts	Technology & Systems Manager, Academics	813-974-3586
Noelle Sanchez	Academic Services Administrator	813-974-2847
FINANCE		
Elizabeth "Sheela" Fernandez	Manager, Fiscal and Business Administration	813-974-8356
Javier Rodriguez	Fiscal and Business Analyst	813-974-9328
GRADUATE STUDENT SERVICES		
Gary Oliver, Ed.D.	Assistant Director, Graduate Student Services	813-974-7935
Stephanie Harper, Ph.D.	Assistant Director, ETD and Writing Services	813-974-2915
Symon Williams	Sr. Academic Program Specialist	727-873-4770

Aaron Reecher	Graduate Academic Advisor & Grad Admissions Spec	941-359-4333
Laura Murphy	International TA Coordinator	
OFFICE OF GRADUATE CERTIFICATES		
Jahzel Honrado	Admissions - Academic Services Administrator (St. Petersburg Campus)	727-873-4283
Lisa Akins	Completions - Academic Services Administrator (St. Petersburg Campus)	727-873-4884
OFFICE OF POSTDOCTORAL AFFAIRS		
Tracy Costello, Ph.D.	Assistant Dean, Postdoctoral Affairs and Graduate Student Development	813-974-0795
Amanda Debrard	Graduate Assistant	—

Helpful Resources:

Office of the President   813-974-2011

Tampa Campus Information   813-974-2011

St. Petersburg Campus Information   727-873-7748

Sarasota-Manatee Campus Information   941-359-4200

Admissions   813-974-3350

Office of Financial Aid   813-974-4700

Office of the Registrar   813-974-2000

Graduate Council   813-974-2846

Graduate and Professional Student Council 813-974-2846

Graduate Student Life Guide   —

Graduate Studies - St. Petersburg Office   727-873-4567

Graduate Studies - Sarasota-Manatee Office 941-359-4207

Graduate Studies - Tampa Office   813-974-2846

About USF

Welcome to the University of South Florida!

Founded in 1956, the University of South Florida is rich with tradition, known for our academic excellence, groundbreaking research, service to surrounding communities and wide-ranging student opportunities.

Situated in the vibrant Tampa Bay region with campuses in Tampa, St. Petersburg and Sarasota-Manatee, USF serves nearly 50,000 students from almost 70 countries across our three branch campuses.

USF offers more than 200 programs from 14 colleges including undergraduate majors, minors and concentrations as well as undergraduate, graduate, specialist and professional degrees.

Ranked among the top 50 public universities in the U.S. for six years in a row (U.S. News & World Report), USF is also recognized as the #1 "best value" among all universities in Florida, public or private.

As a member of the Association of American Universities (AAU), USF is now among the top research schools in North America.

With a total annual economic impact of $6.02 billion, USF supports 68,704 jobs in the state. Our faculty and students are working on real-world problems, conducting research that impacts and improves lives—locally and around the world.

As Tampa Bay's only academic medical center, USF Health is in partnership with the Morsani College of Medicine (#1 in the state), College of Nursing, College of Public Health, Taneja College of Pharmacy, School of Physical Therapy & Rehabilitation Sciences, Biomedical Sciences Graduate & Postdoctoral Programs, and USF Health's multispecialty physicians group.

Together, USF Health, in partnership with Tampa General Hospital, continues to integrate education, research, and patient care, working toward our shared value: Making Life Better.

At USF, we believe every student will succeed if given the opportunity. Here students do more than attend class; they get involved, explores ideas, and prepare for their future.

From academic support to career planning, we help students reach their goals. We invite you to explore more about our university – in person and online – and discover how you can prosper at USF.

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More USF facts.

Campus Locations / Parking

USF is situated in the vibrant and diverse Tampa Bay region, with campuses in Tampa, St. Petersburg and Sarasota-Manatee. Together our campuses comprise more than 1,600 acres and nearly 12 million square feet of building space, with areas boasting coastal, bayfront and riverfront views.

For information about each USF campus, visit Tampa, St. Petersburg, or Sarasota-Manatee.

TAMPA

University of South Florida
4202 E. Fowler Avenue
Tampa, Fl 33620
(813) 974-2011
Website: https://www.usf.edu

Campus Map
Parking Information

SARASOTA-MANATEE

University of South Florida
5700 N. Tamiami Trail
Sarasota, FL 34243-2197
(941) 359-4200
Website: https://www.sarasotamanatee.usf.edu/

Campus Map
Parking Information

ST. PETERSBURG

University of South Florida
140 Seventh Avenue S.
St. Petersburg, FL 33701
(727) 873-1142
Website: https://www.stpetersburg.usf.edu/

Campus Map
Parking Information

Mission

Led by outstanding faculty and professional staff, the University of South Florida conducts innovative scholarship, creative activity and basic and translational research, and delivers a world-class educational experience promoting the success of our talented and diverse undergraduate, graduate, and professional students. As a public metropolitan research university, USF, in partnership with our communities, serves the people of Florida, the nation, and the world by fostering intellectual inquiry and outcomes that positively shape the future - regionally, nationally and globally.

Accreditation

The University of South Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, educational specialist, and doctoral degrees. The University of South Florida may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of the University of South Florida may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). The accreditation of this USF branch campus is a part of and depends on the continued accreditation of the University of South Florida.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.

Learn more about USF's institutional accreditation.

Graduate Degrees Offered by the University

Master's Degrees:

Master of Architecture	M.Arch.
Master of Arts	M.A.
Master of Arts in Teaching	M.A.T.
Master of Business Administration	M.B.A.
Master of Education	M.Ed.
Master of Fine Arts	M.F.A.
Master of Health Administration	M.H.A.
Master of Music	M.M.
Master of Physician Assistant Studies	M.P.A.S.
Master of Public Administration	M.P.A.
Master of Public Health	M.P.H.
Master of Science	M.S.
Master of Science in Accountancy and Analytics	M.S.A.A.
Master of Science in Aerospace Engineering	M.S.A.E.
Master of Science in Artificial Intelligence	M.S.A.I.
Master of Science in Bioinformatics and Computational Biology	M.S.B.C.B.
Master of Science in Biomedical Engineering	M.S.B.E.
Master of Science in Biotechnology	M.S.B.
Master of Science in Chemical Engineering	M.S.C.H.
Master of Science in Civil Engineering	M.S.C.E.
Master of Science in Computer Engineering	M.S.C.S.
Master of Science in Computer Science	M.S.C.P.
Master of Science in Cybersecurity	M.S.C.Y.S.

Master of Science in Data Intelligence	M.S.D.I.
Master of Science in Electrical Engineering	M.S.E.E.
Master of Science in Engineering Management	M.S.E.M.
Master of Science in Environmental Engineering	M.S.E.V.
Master of Science in Health Informatics	M.S.H.I.
Master of Science in Industrial Engineering	M.S.I.E.
Master of Science in Marketing	M.S.M.
Master of Science in Materials Science and Engineering	M.S.M.S.E.
Master of Science in Mechanical Engineering	M.S.M.E.
Master of Science in Medical Sciences	M.S.M.S.
Master of Science in Nursing	M.S.N.
Master of Science in Public Health	M.S.P.H.
Master of Social Work	M.S.W.
Master of Urban and Community Design	M.U.C.D.
Master of Urban and Regional Planning	M.U.R.P.

Advanced Graduate Degrees

Education Specialist	Ed.S.
Doctor of Business Administration	D.B.A.
Doctor of Education	Ed.D.
Doctor of Philosophy	Ph.D.
Doctor of Public Health	Dr.P.H.

Professional Degrees

Doctor of Audiology	Au.D.

Doctor of Medicine	M.D.
Doctor of Nursing Practice	D.N.P.
Doctor of Pharmacy	Pharm.D.
Doctor of Physical Therapy	D.P.T.

The University of South Florida and all colleges, departments and degree 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. Advisors, directors, department chairs, and deans 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 the requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, majors, 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.

Majors, Concentrations, Graduate Certificates (Authorized)

As of the date of this publication, the University is authorized to offer 48 different graduate degrees, with graduate majors authorized as listed here:

- View Graduate Majors (A-Z)
- View list of Concentrations (with Major/Degree)
- View Graduate Certificates

115	Total Graduate Certificates		
182	**Total Graduate Majors**	**245**	**Total Concentrations**
121	Master's (including M.A., M.S., etc.)	162	Concentrations at the Master's Level
3	Education Specialist (Ed.S.)	9	Concentrations at the Specialist Level
52	Doctoral (including Ph.D., Ed.D., DrPh., D.B.A., etc.)	68	Concentrations at the Doctoral Level
6	Professional Doctoral (including Au.D., D.N.P., M.D., D.P.T., PharmD)	6	Concentrations at the Professional Level

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: https://www.flbog.edu/about-us-2/

University Board of Trustees

The USF Board of Trustees is the public body corporate of the University. It sets cost-effective policy for the institution and serves as the legal owner and governing board. The Board of Trustees is responsible for high quality education programs within the laws of the State of Florida and regulations of the Florida Board of Governors. It holds the institution's resources in trust and is responsible for their efficient and effective use as per Florida Statute 1.001 University Board of Trustees Powers and Duties.

The Board of Trustees is comprised of thirteen members, six who are appointed by the Florida Governor and five who are appointed by the Florida Board of Governors and confirmed by the Florida Senate for a term of five years. The elected Faculty Senate President and Student Government President also serve as trustees.

Information about each Trustee is available online at: https://www.usf.edu/board-of-trustees/about/trustees.aspx

USF Trustees:

William Weatherford, Chair
Michael E. Griffin, Vice Chair
Charbel J. Barakat
Sandra Callahan
Michael Carrere
N. Rogan Donelly
Oscar Horton
Sumit Jadhav
Lauran Monbarren
Shilen Patel
Fredrick Piccolo
Melissa Seixas
David Simmons

USF Administration:

USF President: Rhea Law, J.D.
Website: https://www.usf.edu/president/index.aspx
President's Cabinet

USF Provost & Executive Vice President for Academic Affairs: Prasant Mohapatra, Ph.D.
Website: https://www.usf.edu/provost/
Academic Leadership Team

Executive Vice President for USF Health: Charles Lockwood, M.D.
USF Health Leadership

Regional Chancellor - USF. St. Petersburg Campus: Christian E. Hardigree, J.D.
Interim Regional Chancellor - USF Sarasota-Manatee Campus: Brett Kemker, Ph.D.

Vice Provost for Academic Planning: Kashuk Dutta, Ph.D.
Vice President for Student Success: Cynthia DeLuca

For additional Administrative areas, visit https://www.usf.edu/about-usf/administrative-units.aspx

Office of Graduate Studies Senior Administration

Reference USF Policy 11-001 - https://usf.app.box.com/v/usfpolicy11-001

Dean, Office of Graduate Studies	Ruth Bahr, Ph.D.
Campus Assistant Dean, St. Petersburg Campus	Donna Knudsen, Ph.D.
Campus Assistant Dean, Sarasota-Manatee Campus	Sandra Stone, Ph.D.

USF Graduate Liaisons

USF - Dean, Office of Graduate Studies	Ruth Bahr, Ph.D.
USF - St. Petersburg Regional Chancellor	Christian Hardigree, J.D.
USF - St. Petersburg Campus Assistant Dean	Donna Knudsen, Ph.D.
USF - Sarasota-Manatee Interim Regional Chancellor	Brett Kemker, Ph.D.
USF - Sarasota-Manatee Campus Assistant Campus	Sandra Stone, Ph.D.
USF Health Executive Vice President	Charles J. Lockwood, M.D., MHCM
USF Health	Janice Zgibor, RPh, Ph.D.

College Deans

Bellini College of Artificial Intelligence, Cybersecurity and Computing	Sudeep Sarkar, Ph.D, Interim Dean
College of Arts and Sciences	Elizabeth Spiller, Ph.D.
College of Behavioral and Community Sciences	Julie Serovich, Ph.D.
Muma College of Business	David Blackwell, Ph.D.
College of Design, Art, and Performance	Chris Garvin, M.F.A.
College of Education	Jenifer Jasinski Schneider, Ph.D. - Interim Dean
College of Engineering	Levi Thompson, Ph.D.
Patel College of Global Sustainability	Govindan Parayil, Ph.D.
College of Graduate Studies	Ruth Bahr, Ph.D.
College of Marine Science	Thomas K. Frazer, Ph.D.
Morsani College of Medicine	Charles J. Lockwood, MD, MHCM
Taneja College of Pharmacy	Jay Wolfson, DrPH, JD, Interim Dean
College of Nursing	Usha Menon, Ph.D., RN, FAAN, FSBM
College of Public Health	Sten Vermund, M.D., Ph.D.
Judy Genshaft Honors College	Charles Adams, Ph.D.
Libraries	Todd Chavez, M.A.
Undergraduate Studies	Allison Crume, Ph.D.

College Graduate Associate Deans (EGAD)

- http://www.grad.usf.edu/graduate-coordinators.php

Bellini College of Artificial Intelligence, Cybersecurity and Computing	Ken Christensen, Ph.D.
College of Arts and Sciences	Valerie (Jody) Harwood, Ph.D.
College of Behavioral and Community Sciences	Jennifer Lister, Ph.D.
Muma College of Business	Timothy Heath, Ph.D.
College of Design, Art, and Performance	Barton Lee
College of Education	William Black, Ph.D.
College of Engineering	Kyle Reed, Ph.D.
Patel College of Global Sustainability	Kebreab Ghebremichael, Ph.D.
College of Graduate Studies	Ruth Bahr, Ph.D.
College of Marine Science	David Naar, Ph.D.
Morsani College of Medicine	Michael Barber, D.Phil.
	Douglas Haladay, Ph.D.
College of Nursing	Brittany Hay, Ph.D., DNP, APRN, ANP-BC, FNP-BC
Taneja College of Pharmacy	Erini Serag, PharmD
College of Public Health	Janice Zgibor, Ph.D.

USF Graduate Council

Graduate Council is an official body of the USF Faculty Senate and works closely with the USF Office of Graduate Studies. Per the Bylaws to the Constitution of the Faculty of the University of South Florida, the USF Graduate Council (GC) advises the Provost and the Executive Vice President for USF Health or their designees on principles, policies, and procedures affecting graduate education at USF.

2025-2026 Leadership:

Chair:	Vrushank Dave
Vice-Chair:	Ingrid Bahner
Secretary:	TBA
Policy/Fellowship Committee:	William (Bill) Campbell
Curriculum Committee:	Derek Wildman
Graduate Studies Liaison:	Carol Hines-Cobb

For the most current list of members, please refer to the website https://www.usf.edu/graduate-studies/faculty-and-staff/graduate-council/council-members.aspx

Selected USF Policies and Resources

Campus Alcoholic Beverages Policy: USF Policy 30-023 Alcohol & Drugs Policy

As an open public university, USF does not prohibit the legal consumption of alcohol on its campuses. We recognize that as part of a well-planned and structured program, the serving and consumption of alcohol may take place. Therefore, the intent of this Policy is to establish guidelines and procedures for the legal and responsible use of alcohol at USF campus events. The use of alcoholic beverages by members of the USF community is at all times subject to the applicable alcoholic beverages laws and ordinances of the State of Florida, and the city and county of each USF campus. No person may sell, furnish, or give alcohol to any person under the legal drinking age defined by Florida law.

Center for Career and Professional Development

The Center for Career and Professional Development provides USF students with comprehensive career planning and job search services. A team of experienced professionals is available to help with both online and in-person career coaching, career exploration, job and internship tools, and related resources to currently enrolled USF students and our alumni. The Center also provides information on employment opportunities and creates venues where students can network and interview with local, state, national and international employers. For convenience, offices are located on all three campuses:

Offices:

Tampa Campus
Website: https://careers.usf.edu
Email: TPA-Careers@usf.edu
813-974-2171
Center for Career and Professional Development
4202 E. Fowler Ave., SVC 2088
Tampa, FL 33620

St. Petersburg Campus
Website: https://careers.usf.edu/channels/st-petersburg/
Email: Stp-careers@usf.edu
727-873-4129
Office: SLC 2300

Sarasota-Manatee Campus
Website: https://careers.usf.edu/channels/sarasota-manatee/
Email: sar-careers@usf.edu
941-359-4703
Office: B 128

Center for Victim Advocacy and Violence Protection

The Center for Victim Advocacy provides free and confidential services to USF students, faculty, and staff. We serve any individual who has experienced crime, violence, or abuse on or off-campus, regardless of whether it happened recently or in the past.

Website: https://www.usf.edu/student-affairs/victim-advocacy/

Email: va@usf.edu
Office: (813) 974-5756
24/7 Victim Helpline: (813) 974-5757

4202 E Fowler Avenue, SVC 2057
Tampa, Florida 33620

USF Policy 0-610 Drug-Free Workplace - https://usf.app.box.com/v/usfpolicy0-610

The unlawful manufacture, distribution, possession, or use of alcohol or a controlled substance is prohibited on property of or in connection with any of the activities of USF. No employee/student is to report to work/class while under the influence of illegal drugs or alcohol. Any employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct. Violation of this policy by an employee/student will be reason for evaluation/treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination/expulsion in accordance with applicable collective bargaining agreements, policies, and procedures, or referral for prosecution consistent with local, state, and federal law.

Equal Opportunity: Discrimination and Harassment - https://usf.app.box.com/v/usfpolicy0-007

Office of Veteran Success

The Office of Veteran Success provides specialized programs and services to over 8,000 veterans, eligible dependents, active duty service members, and members of the Selected Reserve on all three USF campuses. We are a one-stop shop for anything that you, a military connected student, may need.

Although we also assist dependents, our main goal is to help veterans in whatever capacity necessary for success with educational and career goals. This may include helping with admission to the school, navigating VA benefits, graduating, or finding employment opportunities. For a list of service and programs go to: https://www.usf.edu/student-affairs/veterans/about-us/index.aspx

Tampa Campus Office of Veteran Success
Website: http://www.usf.edu/student-affairs/veterans/
Email: ovs@usf.edu
813-974-2291

Office of Veteran Success
4202 E Fowler Ave, ALN 241
Tampa, FL 33620

St. Petersburg Campus
Website: https://www.stpetersburg.usf.edu/resources/military-and-veteran-success/index.aspx
Email: usfsp-va@usf.edu
727-873-4467

Military and Veterans Success Center

USF St. Petersburg, TER 301/302
140 7th Ave. S
St. Petersburg, FL 33701

Sarasota-Manatee Campus
Website: https://www.sarasotamanatee.usf.edu/campus-life/campus-resources/veterans-success/index.aspx
Email: sm-veteransuccess@usf.edu
941-359-4291

Ombuds Office

The Ombuds Offices at USF are confidential, impartial, independent, and informal resources for students who wish to convey their experiences at USF to explore alternatives for resolving problems or complaints through informal means. The mission of the Ombuds Office is to facilitate fair and equitable resolution processes that promote student success. Each campus has an ombuds or an ombuds liaison. Students from any USF campus can schedule a face-to-face, telephone, or Teams appointment by calling or emailing us. If you choose to email the Student Ombuds Office, please do so with the understanding that communication by email may not be confidential. Contacting us by phone is best.

Website: https://www.usf.edu/student-affairs/ombuds/
Email: ombuds@usf.edu
(813) 974-0835

Student Accessibility Services

In accordance with Section 504 0f the Rehabilitation Act, the Americans with Disabilities Act and the ADA Amendments Act, the University of South Florida provides reasonable classroom accommodation for otherwise qualified students who have documented disabilities. Creating an accessible environment is a collaborative process that involves the office of Students with Accessibility Services, our students, and all faculty and staff. Students who utilize accommodations often share stories about their academic success and the positive impact of accommodations. Students seeking accommodation must register with the Student Accessibility Services Office. Students requesting substitution of departmental graduation requirements will need to contact the chair of their department and will be requested to submit documentation to SAS to support their request for an exception.

Tampa Campus
Website: https://www.usf.edu/student-affairs/student-accessibility/
Email:sas-info@usf.edu
813-974-4309 (Office)
813-974-7337 (Fax)

4202 E. Fowler Avenue, SVC 1133
Tampa, FL 33620

St. Petersburg Campus

Website: https://www.usf.edu/student-affairs/student-accessibility/
Email: stp-sas@usf.edu

727-873-4837 (Office)
727-873-4828 (Fax)

140 7th Avenue South SLC 1203
St. Petersburg, FL 33701

Sarasota-Manatee Campus

Website: https://www.usf.edu/student-affairs/student-accessibility/
Email: sas-sar@usf.edu
941-359-4714 (Office)
8350 N. Tamiami Trail B130A
Sarasota, FL 34243

Title IX Policy: www.usf.edu/title-ix

Office of Compliance & Ethics
Website: https://www.usf.edu/compliance-ethics/
titleixreports@usf.edu
813-974-8616
4202 E. Fowler Ave, ALN 172
Tampa, FL 33620

Tobacco and Smoke Free University: USF Policy 06-026

Smoking, tobacco use, and use of related products is prohibited on all property owned, leased or operated by USF. This includes, but is not limited to, all indoor and outdoor areas and properties. Additionally, no smoking and/or tobacco products will be sold or advertised on the USF Tampa campus. This Policy applies to all faculty, staff, students, vendors and visitors. The President or designee may allow smoking in specific designated areas of campus for clinical treatment purposes, including smoking cessation programs, or research-related purposes.

University Libraries

Website: https://www.lib.usf.edu/

Tampa
813-974-2729
4101 USF Apple Drive
Tampa FL 33620

St. Petersburg
727-873-4123

140 7th Avenue South
St. Petersburg, FL 33701

Sarasota-Manatee
941-359-4225
8350 N. Tamiami Trail C203B
Sarasota, FL 34243

The University Library for the Tampa campus offers access to an extensive selection of print and electronic resources, including books, maps, e-journal, e-books, and countless databases. There is also a collection of audio/visual materials including videos, CDs, DVDs, and even LPs. Students and faculty also have access to specialized research assistance and information literacy instruction from our librarians. Assistance is available from research and reference librarians either by appointment, on-line via our website, by phone, or in a classroom setting.

The University Library for the St. Petersburg campus (https://lib.stpetersburg.usf.edu/home) is home to the Nelson Poynter Memorial Library, and serves as a partner in teaching, learning and research. The St. Petersburg campus Library connects students and faculty to a variety of information sources, innovative opportunities, and diverse perspectives.

For instructions on how to access all USF Libraries resources from off-campus, visit our Distance Learning LibGuide (http://usfsm.libguides.com/distance).

The University Library for the Sarasota-Manatee campus (https://lib.usf.edu/sarasotamanatee/) offers students, faculty, and staff access to the extensive holdings of the University Libraries. Our librarians provide reference and research assistance in all courses of study and can help you to better organize and execute your search for the things you need to get the job done.

In addition to the University Libraries, there are three special libraries.
On the Tampa campus is the Shimberg Health Sciences Library (https://libraries.health.usf.edu/Home), serving the needs of USF Health, consisting of the Colleges of Medicine, Nursing, Pharmacy, Physical Therapy, and Public Health; and the Louis de la Parte Florida Mental Health Institute (FMHI) Research Library (https://www.usf.edu/cbcs/fmhi/), serving the College of Behavioral and Community Sciences. The Jane Bancroft Cook Library (https://www.ncf.edu/library/) serves as a joint-use facility shared by New College and the Sarasota-Manatee campus.

Academic Calendar

Helpful Links:

- Thesis/Dissertation Deadlines
- Attendance Policy for the Observance of Religious Days - *Ref USF 10-045*

NOTE: Dates and times listed below were correct at time of publication but are subject to change. For current information, or to see future calendars, refer to https://www.usf.edu/registrar/calendars/

FALL 2025	
August 22	Last day to register for fall classes without late registration fee penalty
August 25	First Day of Classes
August 29	Last day to Drop/Add or late register
August 29	Last day to pay fees
August 29	Last day to change major for fall 2025 term
September 1	Labor Day HOLIDAY - No classes and USF offices closed
October 3	Fall graduation application deadline for fall 2025 term
November 1	Fall last day to withdraw; no refund and no academic penalty
November 3	Spring Registration Opens for degree-seeking students
November 11	Veteran's Day HOLIDAY Observed; no classes and USF offices closed
November 27 & 28	Thanksgiving HOLIDAY; no classes and USF offices closed
December 1-5	Test Free Week
December 5	Fall classes end
December 6-11	Final Exams week
December 11	End of Fall Semester
December 11	Last day to apply to graduate for the fall 2025 term
December 12-14	Commencement
December 15	Start of Wintersession

December 18	Wintersession Drop/Add ends
December 25	Christmas Holiday; no classes and USF offices closed
December 30	Deadline to Withdraw from Wintersession
Spring 2026	
January 1	New Years Day 2026 HOLIDAY; no classes and USF offices closed
January 9	Last day of class for Wintersession
January 9	Last day to register for Spring wihtout late registration fee penalty
January 12	Spring classes begin
January 16	Last day to Drop/Add or late register
January 16	Last day to pay fees
January 16	Last day to change major for spring 2026 term
January 19	Dr. Martin Luther King Jr. HOLIDAY; no classes and USF offices closed
February 20	Spring graduation application deadline
March 16-22	Spring Break - USF offices are open
March 28	Spring last day to withdraw; no refund and no academic penalty
March 30	Summer/Fall Registration begins for degree-seeking students
May 1-5	Test Free Week
May 1	Spring last day of classes
May 2-7	Final Exam Week
May 7	Spring end of term
May 7-10	Commencement (tentative)
Summer 2026	
May 11	Maymester begins

May 14	Maymester drop/add ends
May 18	First day of classes for Summer Sessions A&C
May 26	Maymester last day to withdraw; no refund & no academic penalty
May 22	Summer sessions A&C last day to Drop/Add or late register
May 22	Last day to pay fees
May 25	Memorial Day HOLIDAY; no classes and USF offices closed
June 5	Maymester classes end
June 13	Last day to withdraw from session A; no refunds & no academic penalty
June 15	Summer graduation application deadline
June 19	Juneteenth Holiday; No classes & USF offices closed
June 26	Summer Session A classes end
June 29	Summer Session B first day of classes
July 3	Last day to drop/add Summer Session B
July 3	Last day to pay fees
July 4	Last day to withdraw from session C; no refunds, no academic penalty
July 4	Independence Day HOLIDAY; no classes and USF offices closed
July 13	Summer Session D classes begin
July 14	College of Nursing alternative calendar courses last day to withdraw; no refund
July 16	Summer Session D end of drop/add; last day to drop without fee liability
July 24	Summer Session C classes end
July 25	Last day to withdraw from Session B; no refund, no academic penalty
July 28	Last day to withdraw from Session D; no refund, no academic penalty
August 7	Summer Session B and D classes end
August 8 - 9	Commencement (tentative)

Admissions

Office of Admissions

The Office of Admissions serves all three campuses. For convenience, offices are also located on each of the campuses as follows:

University of South Florida
Website: http://www.usf.edu/admissions/graduate/index.aspx
E-mail: GradAdmissions@usf.edu
Phone: 813-974-3350
Fax: 813-974-9689

> Office of Admissions
> 4202 East Fowler Avenue, SVC1036
> Tampa, FL 33620-5816
>
> **Assistant Vice President, Office of Admissions: Martin Smith**

University of South Florida St. Petersburg Campus
Website: https://www.stpetersburg.usf.edu/admissions/index.aspx
E-mail: GradAdmissions@usf.edu
Phone: (727) 873-4567
Fax: (727) 873-4889

Office of Admissions
140 Seventh Avenue South, BAY 117
St. Petersburg, FL 33701

University of South Florida Sarasota-Manatee Campus
Website: https://www.sarasotamanatee.usf.edu/
Email: GradAdmissions@usf.edu
Phone: 941-359-4330
Fax: 941-359-4236

Graduate Admissions
8350 N. Tamiami Trail
Sarasota, FL 34243

Admissions Criteria and Policies

Also see USF Regulation 3-008: Admission of graduate and post-baccalaureate professional students:
https://usf.app.box.com/v/usfregulation3008

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 department/school to select admissions criteria for the major best predict success in their specific field and to determine the weight given to each measure. Graduate departments have the option of admitting students without all required components of the specified admission requirements for the major, if items submitted from the student confirm a likelihood for success in the graduate major.

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. Major specific guidelines for the use of standardized test scores should be developed based on the experience of a given department/school/college with its pool of applicants.

Admission Requirements

Each applicant to a graduate degree program or graduate certificate at the University of South Florida is required to meet the following minimum requirements. Each College, Program, or Graduate Certificate may consider the rigor and strength of the academic program in making admissions decisions. Graduate programs often require additional information and supporting documents. Applicants should consult with the desired program of interest for additional requirements:

1. An applicant must have **one** of the following (a, b, or c):
    A.) A bachelor's degree satisfying at least one of the following criteria:

    - "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as an undergraduate student working toward a baccalaureate degree, **or**
    - "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as a graduate student working for a graduate degree.

    B.) A bachelor's degree with a "B" average or better and a previous graduate degree with a "B" average or better. In cases where an applicant has a bachelor's and a graduate degree at the time of admission, the credentials and GPA of the graduate degree will be the determining factor for admission.

    C.) The equivalent bachelors and/or graduate degrees from a foreign institution. Bachelor's degrees from institutions in the European Higher Education Area (EHEA) are considered equivalent based on the Bologna Accord. For applicants with a 3-year Bachelor's Degree with less than 120 hours, from Non-Bologna Accord Institutions, a transcript evaluation from a NACES member is required to confirm equivalency.

2. Submission of standardized test scores if required by the graduate degree program. Refer to individual major admission requirements for information.

English Proficiency for International Applicants*
Applicants from countries where English is not the official language must also demonstrate proficiency in English* as outlined in the section on English Proficiency. Applicants who earn a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (for the institution and not just the major) may meet this requirement. However, other

related factors (including test scores) will also be considered. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution

The Department Chair/Graduate Director and/or College Dean must approve any exceptions to these requirements before they will be considered by the Office of Graduate Studies. The reason for the waiver and related documentation must be included on the Graduate Application Referral (GAR) form.

International students who are seeking employment as a teaching assistant (in departments that offer them) must meet additional English Language 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 published deadline will only be acted upon at the discretion of the graduate major. They will be kept on file for up to one year. At the request of the applicant or graduate major, they will be processed for the next available term.

The Graduate Admissions Office and the Graduate Department/School or College review your application for admission to graduate study at USF. Once the Graduate Department/School/College determines an applicant's eligibility for its graduate major they will forward a recommendation to the Graduate Admissions Office who will issue the official decision.

If you are a foreign graduate applicant, the International Services Office (http://global.usf.edu/is/) (in collaboration with the Global Engagement Office, if appropriate) will evaluate your financial and immigration documents after you are admitted to determine your eligibility for a student visa. Your financial statement must be dated within 12 months of the starting the degree program. Each of these offices may request additional documents from you to make an admissions decision.

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

Graduate Admission Application Deadlines

MASTER'S AND EDUCATION SPECIALIST DEGREES	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
- Applications received by the Priority Deadline will receive maximum consideration. - Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis. - Applications must be complete with all required information by the stated deadline. Any application <u>materials</u> received after the deadline may be reviewed on a space-available basis. Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.			
Priority Deadline (for funding and consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Final University Deadline Domestic Applicants	June 1	October 15	February 15
Final University Deadline International Applicants	June 1	October 15	February 15

DOCTORATE DEGREES	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
• Applications received by the Priority Deadline will receive maximum consideration. • Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis. • Applications must be complete with all required information by the stated deadline. Any application <u>materials</u> received after the deadline may be reviewed on a space-available basis. Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.			
Priority Deadline (for funding and consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Final University Deadline Domestic Applicants	February 15	October 15	February 15
Final University Deadline International Applicants	February 15	October 15	February 15

Additional Requirements for International Applicants

In addition to meeting the published application deadline for the Major of interest, all immigration documents should be submitted as soon as possible, but must be on file at USF no later than the deadlines listed above.

Foreign applicants who are outside the U.S. are required to apply for a visa. Depending on the country of origin, this may take a few months. Therefore, the deadlines for these international applicants may be earlier than the deadline for the Major and these applicants must apply no later than the posted application deadline. The applicants are strongly encouraged to apply as early as possible. Foreign applicants who are in the U.S. and are currently on a visa may use the application deadline dates.

Application Checklist (To-Do-List)

To assist you in the admissions process, please utilize the following Application Checklist. To expedite the processing of your application please upload a copy of all of your supporting documents when you submit your application online. You will also need to send official transcripts and test scores if you are admitted to a graduate major.

1. Complete the Graduate Application online and upload all supporting documents
2. List post-secondary institutions you have attended where a bachelor's and/or master's transcripts and any other higher degree including graduate-level coursework or certificates on the application
3. Pay the non-refundable application fee
4. Upload through the online application a copy of transcripts of all bachelor's and/or master's transcripts and any other transcript with graduate work (including translations and evaluations for international transcripts). If you are admitted, you must ALSO have official and final transcripts sent to the Office of Admissions.
5. Upload through the online application a copy of your test score reports. You must also have official Test Scores sent to USF
6. Review and respond to Conduct Clearance Policy (Legal Disclosure Statement)
7. Review Florida Residency Policy for Tuition Purposes and provide documents, if needed

8. Sign-in to Student Self-Service to monitor your admission status

1. Graduate Application:

Graduate applications and all supporting documents are submitted online
through https://secure.vzcollegeapp.com/usf/.   Apply now!

Applicants should also check with the Graduate Major to determine if they require any additional, supporting documents beyond the ones listed here. Admission requirements may be found in the Major listing in the Catalog. Applicants should upload a copy of each supporting document required by the Major through the on-line application when it is submitted. However, they may upload additional documents after the application has been submitted. For instruction on uploading, go to http://www.usf.edu/admissions/documents/how-to-upload-grad-adm-docs.pdf

2. Application Fee:

All applicants are required to submit an application fee of $30.00 USD for admission to the University of South Florida. Applicants may apply for multiple majors, with only one application fee being required per every 12-month period from the date of initial application. (USF Regulation USF4-0107: Fees, Fines and Penalties https://usf.app.box.com/v/usfregulation40107.   An applicant who attended USF as a former degree seeking student or non-degree student will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Master Card or VISA issued from a U.S. bank), or by e-Check (personal checking/savings account issued from a U.S. bank), or through Flywire through the graduate online application. The online graduate application will not be processed if the application fee is not paid. ALL APPLICATION FEES ARE NON-REFUNDABLE.

3. Transcripts:

One (1) complete official transcript from institutions of higher learning attended by the applicant where a bachelor's and higher degree was awarded is required of all students who are admitted and matriculate at USF (reference USF Policy 10-044 - https://usf.app.box.com/v/usfpolicy10-044). Applicants should also include official transcripts from any institution that has graduate work (such as Graduate Certificates). The University reserves the right to request any additional transcripts that may be needed to evaluate the application.

At least one transcript must show that the bachelor's degree was completed prior to the start of the graduate major at USF. **Former USF students should not submit their USF transcript because it is already on file**. However, they must list USF as a post-secondary institution on the application.

Applicants should upload copies of transcripts through the on-line application to expedite the processing of their applications. These uploaded transcripts are considered unofficial. These unofficial copies of transcripts expedite the processing of the applications. Any offer of admission based on unofficial transcripts is considered "provisional" and **will not** be finalized until official transcripts are received in a sealed envelope from the Office of the Registrar from the institution previously attended. All transcripts must be in English; International applicants must submit original language transcripts and a certified English translation. It is the applicant's responsibility to have all foreign post-secondary transcripts translated and evaluated* before submitting them as part of the graduate application packet. If the student is applying while still completing an undergraduate degree, the applicant 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.

*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 to the institution of higher learning will **not** be accepted. In addition to an overall evaluation from a foreign transcript evaluation service, the institution and/or graduate major may request

a **course-by-course** evaluation. Refer to the Graduate Admissions' website for a list of evaluation services (https://www.usf.edu/admissions/graduate/index.aspx)

Bologna Process – Applications from the European Higher Education Area

USF accepts applications from prospective graduate students with undergraduate degrees from countries that subscribe to the Bologna Process. Applicants with three-year degrees from universities in the European Higher Education Area (EHEA) may be considered for admission to graduate majors, at the discretion of the Department (or equivalent) and College that offer the Major and with the approval of the Office of Graduate Studies, under the following condition:

Official documentation is presented to demonstrate that a three-year degree (at least 180 ECTS) has been awarded prior to USF matriculation by an institution within the European Higher Education Area (EHEA), defined by the Bologna Declaration of 1999. Where applicable, diploma supplements should be included with transcripts and other documents required to demonstrate degree completion. An up-to-date, official listing of Bologna signatory countries may be found at www.ehea.info.

Non-Bologna Institutions

Transcripts for applicants from non-Bologna Accord Institutions must be accompanied by an evaluation of the bachelor's degree by an independent third-party member of the National Association of Credential Evaluation Services (NACES). Confirmation of the baccalaureate degree as equivalent is required and will be jointly determined by relevant major faculty, the Office of Admissions, and the Office of Graduate Studies.

4. Test Scores

GRE (Graduate Record Examination)*: http://www.gre.org

The GRE requirement is determined by the individual graduate major and may be waived at the discretion of the departmental/school/college admissions committee. Specific requirements are posted in the Catalog listing for the major. Please contact your major of interest directly for additional information.

If standardized test scores are a requirement of admission to a graduate program, only scores of tests taken within five (5) years of the desired term of entry will be accepted. Some majors will waive the standardized test requirement if another measure can be used to determine the potential for success in the major. Official scores must be submitted to USF directly from the Educational Testing Service. However, applicants should provide unofficial copies of their test scores to expedite the processing of their applications while awaiting the transmission of official scores. Any offer of admission granted using unofficial scores is considered "provisional" and 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.

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

Applicants to majors in the Muma College of Business should submit GMAT** scores earned within five (5) years of the desired term of entry. Official scores must be submitted 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 based on unofficial scores is considered "provisional" and will not be finalized until official scores from Pearson VUE are received. The following are the Pearson VUE institution codes for USF majors.

VP9-M4-23 Ph.D. in Business Administration   VP9-M4-67 M.A. in Economics

VP9-M4-04 Executive M.B.A.   VP9-M4-86 M.S. in Finance

X9R-MQ-41 Hospitality Management, USF Sarasota-Manatee Campus	VP9-M4-17 M.S. in Management
VP9-M4-97 M.B.A., Full Time	VP9-M4-66 M.S. in Management Info. Systems
VP9-M4-80 M.B.A., Part Time	VP9-M4-40 M.S.M. in Marketing
X9R-MQ-01 M.B.A., USF Sarasota-Manatee Campus	VP9-M4-48 M.S. in Entrepreneur in Applied Tech.
VP9-M4-25 M.B.A., USF St. Petersburg Campus	VP9-4J-76 Health Admin., College of Public Health
VP9-M4-18 Masters in Accountancy	VP9-M4-92 M.S. in Business Analytics and Information Systems

** Applicants may not be required to submit a GMAT score to the MBA program if they have taken the GRE. Applicants should contact the Department of interest directly for additional information.

MCAT

For majors that may require or accept the MCAT, the test typically must be taken with the last five (5) years; check with the Graduate Major or Department for specific requirements

5. **English Proficiency for International Applicants***

Applicants from countries where English is not the official language must also demonstrate proficiency in English by submitting acceptable scores on one of the English proficiency tests listed below. Scores must have been earned within two (2) years of the desired term of entry. Applications submitted with English proficiency scores that do not meet the minimum requirements will be denied.

Note – the following test scores are for the purposes of Admissions and do not demonstrate English Proficiency for Teaching Assistant (TA) positions. For eligibility as a Teaching Assistant (TA), go to: https://www.usf.edu/graduate-studies/funding/graduate-assistantships-resource-center/graduate-assistant-eligibility.aspx.

a. Test of English as a Foreign Language (TOEFL iBT)	79 or higher
b. International English Language Testing System (IELTS)	6.5 or higher
c. Cambridge English First (FCE/B2 First)	176 or higher (with minimum sub scores of 169)
d. Cambridge English Level 1 Advanced/Business (C1)	180 or higher
e. Cambridge English Level 2 Proficiency/Business (C2)	200 or higher
f. Pearson Test of English Academic (PTE-A)	53 or higher
g. Graduate Record Exam (GRE) Exam Verbal Score	153 or higher
h. Graduate Management Admission Test (GMAT) Verbal	30 or higher
i. Duolingo English Test (DET)	110 or higher

| j. TOEFL Essentials Exam | 8.5 or higher |

* Proof of English proficiency (additional documentation or exam scores) may be requested based upon information provided in the application.

English Proficiency Exemptions

A student may qualify for an exemption from taking an English Proficiency Examination for the purpose of Admissions if one of the following criteria is met:

- Native speaker of English. (List of English Speaking Countries: https://www.usf.edu/admissions/graduate/admission-information/english-speaking-countries.aspx)
  Earned a baccalaureate or higher degree from an institution in the United States.
- Earned a baccalaureate degree or higher at a foreign institution where English is the language of instruction (for the institution and not just the major) may meet this requirement. However, other related factors (including test scores) will also be considered. The medium of Instruction must be documented on the transcript and/or on an official Certificate of Medium of Instruction from the Institution.
- Successful completion with a grade of "B" or higher in the equivalents of ENC 1101 and ENC 1102, as outlined on the Florida Department of Education Statewide Course Numbering System, at a U.S. accredited institution can be used to waive the English Proficiency requirement. These course equivalencies are at the discretion of the University of South Florida.

English Proficiency for Assistantship Eligibility

International students from countries other than those listed in Appendix C of the *Policy on Spoken English Proficiency for Graduate Teaching Assistants/Associates/Graduate Instructional Assistants* (http://www.grad.usf.edu/International_Teaching_Assistants_Handbook.php) who want to be considered for a teaching assistantship must show proficiency in <u>spoken</u> English even if their TOEFL has been waived or accepted for admission to a graduate major. They need a minimum score of 26 on the spoken portion of the Internet-based TOEFL (iBT) or 160 on the spoken portion of the TOEIC test administered by ETS http://www.ets.org/toeic.

Please reference http://www.usf.edu/admissions/international/graduate/requirements-deadlines/english-proficiency.aspx for more information on language requirements.

6. 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. Applicants who meet the criteria for disclosure must provide specified documents and be reviewed by the Vice President of Student Affairs or designee, if warranted. Also refer to USF Policy 30-018: Admission of Students with Prior Conduct Issues.

7. Florida Residency Policy: Residency for tuition purposes is defined by Florida State Statute Section 1009.21. Graduate students are typically considered "independent" for tuition purposes. 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. Applicants who submit incomplete or unsigned forms will be classified as non-Florida residents. The Office of Admissions will classify applicants as Florida residents if they have provided a minimum of two forms of acceptable documentation that verifies they began living in Florida at least twelve (12) months prior to the first day of classes of their admitted term of entry. Additional documentation may be requested in some cases. All documentation is subject to verification. For assistance with residency questions contact gradadmissions@usf.edu

Applicants 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 students feel that their initial classification is in error, they have until the last day of the term to contact the Admissions Office and request a re-evaluation. After students have completed their first semester of study they may still seek to have their residency reconsidered by submitting 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. For more information on Residency refer to: https://www.usf.edu/registrar/services/residency/

Application Documents Access/Forward/Return Policy

No application, test scores, transcripts, letters of recommendations, or other documents submitted with the application packet will be returned to the applicant or forwarded to another institution/third party. The Office of Admissions will not release an applicant's file 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 Graduate Admissions. Once admitted and enrolled students 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.

Graduate application files may be copied and released to USF staff conducting legitimate University business.

Additional Application Requirements (Not applicable to all majors)

Many graduate majors require additional application materials such as resumes, writing samples, or letters of recommendation. These items should be uploaded through the online application. These materials will be available electronically to the appropriate major if sent with the application packet.

Final Admission Classification

Applicants selected for admission whose official documents (transcripts and/or test scores) have been received by the Office of Admissions are admitted as "Final." The admission file is complete.

Provisional Admission Classification

Applicants accepted for admission whose official documents (e.g. transcripts and/or test scores) have not been received by the Office of Admissions are admitted provisionally pending receipt of these missing items. Official transcripts documenting that the required degree was completed prior to the start of graduate study at USF must be received before a second semester registration is permitted. During the first semester, the Office of Admissions will place a registration hold on the student's file pending receipt of the missing items.

Exception Admission Classification

The University may admit new enrollees as exceptions to the Board of Trustees minimum requirements and/or to the admission requirements for the Major. To be considered for an exception, applicants should present evidence that 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 discipline for a period of time, etc. Each request for an exception must include a statement describing the special circumstances of the applicant and a brief justification for the exception. It is the discretion of the Major, College, and Office of Graduate Studies to accept exception application requests.

Conditional Admission Criteria

An Admissions Committee may admit students conditionally in anticipation of the applicant's successful completion of prescribed additional admission requirements. Conditions may include receipt of satisfactory scores on standardized tests, attendance in and satisfactory grades earned in specific core or remedial courses, etc. It is the responsibility of the department/school/college to track satisfactory completion of the conditions and notify Admissions when conditions are met. Failure to satisfy those conditions by the deadline established by the major will result in a registration hold and possible academic dismissal from the Major.

Deferment of Admission Request

An applicant's acceptance is granted for the semester and the particular major specified in the official acceptance notification. In order to validate that acceptance, the applicant must enroll in the semester of initial acceptance. Applicants who fail to validate their admission may contact the Graduate Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and prior to the major's application deadline for the new acceptance term. If a request for Deferment of Admission is not activated within 12 months, a new application and fee must be submitted.

Applicants who were admitted provisionally pending receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Admissions.

Note: applicants unable to matriculate in the semester of the accepted admission may request a deferment of their admission to the following semester. Applicants in need of requesting this type of deferment should contact their Department for approval and advising. Priority admission deadlines and the semesters that applications may be submitted are listed on the website: *http://www.grad.usf.edu/programs/search_all.php*

Update of Admission Request

If an admission decision has not been offered and the applicant wants to be considered for a future semester, the applicant must request that the Office of Admissions update the application and specify the desired term of enrollment. Applications are held for only twelve (12) months. An update must be requested in writing within twelve (12) months of the initial term requested, otherwise, a new application and fee must be submitted. The Office of Admissions will not process any update requests without first receiving all official transcripts and required test scores.

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 request reconsideration in writing to the Graduate Director of the Major to which they applied within 30 days of the date of denial. The Appeal for Reconsideration request should present additional evidence of potential for academic success at USF. Applicants denied admission to a major are eligible to apply as a non-degree seeking student, although

course selection restrictions may apply. Applicants must submit a non-degree seeking student applications and fee online to the Office of the Registrar.

Activation of Admission

An applicant's acceptance is granted for the semester and the particular major specified in the official acceptance notification. In order to validate the acceptance, the applicant must enroll for that semester. Applicants who do not validate their admission may contact the Graduate Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and before the major's application deadline for the new term. If a request for Deferment of Admission is not activated within the 12 months, a new application and fee must be submitted for future consideration. Refer to the Deferment of Admission section for more information.

Reinstatement and Re-application for Admission Policies

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

Reinstatement

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

- Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
- Students who were in Doctoral Candidacy will remain at that status.
- Students who are reinstated may choose the original or any subsequent Graduate Catalog.
- Students may be reinstated in any semester.
- Students must enroll in the first semester after the reinstatement is approved.

Re-application for Admission

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

Additional Requirements for Readmission

- **Graduate Application:** in order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials by the application deadline for the major.
- **Admission Requirements:** Students must meet the Admission Requirements posted in the Graduate Catalog for the Major to which they are reapplying.
- **Test Scores:** The College may require new test scores (i.e. GRE/GMAT/TOEFL, etc.) and transcripts.
- **Catalog Year:** Students who are readmitted must meet the admission standards, degree requirements, and policies in the Graduate Catalog in effect at the time of readmission.
- **Prior Coursework taken at USF:** Coursework taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department/School/College. Refer to the Course Currency Policy for time limits on coursework applied toward the degree and the Transfer of Credit Policy. Students may be required to take new coursework. The decision to accept courses previously transferred to USF and applied toward the degree is at the discretion of the Department/School/College.
- **Enrollment:** A decision to readmit is only applicable to the semester for which it is effective. Students who do not enroll for that term will have to resubmit an application for any future semester. The readmission policy does NOT apply to inactive students wishing to enroll in a Major other than the original admitting Major. These students must

submit an application for the new major of interest. Transcripts of any work completed while not attending a USF Institution may be required.

- **Doctoral Candidacy:** Students who are readmitted to a doctoral major who were previously admitted to Doctoral Candidacy may be required to retake the Qualifying Exam to be admitted to Doctoral Candidacy again. Students who are readmitted to the Program must be enrolled one semester before the Candidacy status can be reactivated. Once Candidacy is established, the student must enroll in dissertation hours, as specified in the Enrollment Policy.

Change of Graduate Major

A change of graduate major allows a student to withdraw from the student's current graduate major and enter into a different graduate major. A change of graduate major:

- will NOT be considered for graduate students in their first semester of study
- is permissible only for a continuing graduate student enrolled for study in a particular major who wishes change to another major at the same or lower degree level
- requires a student to be in good academic standing*
- is up to the discretion of the student's new major (note: some majors may require another admission application to be submitted and reviewed)
- may affect the student's financial aid status
- will exclude courses taken from the previous major/degree level unless faculty approve the course(s) for application of internal credit toward the requirements for the new major/degree level. The GPA will automatically reflect the courses applied to the new major/degree level. Only courses that have not been used to meet the requirements of a completed degree are eligible for application of internal credit.
- restarts the time limit with the admission to the new graduate major.
- restarts the Catalog year. Students changing majors must meet the degree requirements of the Graduate Catalog in effect at the time of the change to the new Major. Students who change majors may choose a later catalog as stipulated in the Student's Major Degree Requirements policy.
- requires the submission of a Change of Graduate Major Application and approval by the Office of Graduate Studies
- requires students to meet all requirements of the new Major as specified in the USF Graduate Catalog. See policy for complete information and restrictions.

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

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

Student Accessibility Services

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, must request consideration during the admissions process. Supporting documentation must be submitted when requesting a disability exception. Applicants requesting substitution of departmental/program guidelines will need to contact the appropriate department chairperson/graduate advisor.

The University reviews documentation and determines if students are eligible for services and accommodations because of disabilities. The Office of Student Accessibility 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 Student Accessibility Services to request services and accommodations in writing. Any faculty members or students who have questions about this process are encouraged to contact the Office of Student Accessibility Services at (813) 974-4309 or visit the website at www.usf.edu/SAS. For convenience, offices are located on all three campuses.

Tampa Campus: (813) 974-4309 or visit www.usf.edu/SAS

St. Petersburg Campus: (727) 873-4990, (727) 987-4837 or https://www.usfsp.edu/student-disability-services/student-services/

Sarasota-Manatee Campus: Office is located in the Student Services Center with Financial Aid, Registration, Admissions, and Advising. Or visit: https://www.usfsm.edu/campus-life/campus-resources/accessibility-services/index.aspx

General Information

Office of the Registrar

Website: https://www.usf.edu/registrar
E-mail: asktheregistrar@usf.edu
Phone: 813-974-2000

For convenience, offices are located on all three campuses. Check the website for current lobby and phone services hours, as well as holiday closing dates.

Tampa campus
4202 E. Fowler Avenue, Student Services Building - SVC 1034, Tampa, FL 33620

St. Petersburg campus
140 7th Avenue South, Bayboro Hall 102, St. Petersburg, FL 33701

Sarasota-Manatee campus
8350 N. Tamiami Trail, C107, Manatee, FL 34243

The Office of the Registrar leads the maintenance of student records in all formats as the University's chief student record custodian. The Registrar team provides accessible registration services that facilitate continuous enrollment and student success. Additional roles consist of leading graduation processes; and creating and maintaining academic programs, courses, and the schedule of classes in the student information system. The Office of the Registrar provides information and services to students in the University's Student Self-Service. Using their Net ID and password, students can register and drop/add courses, update contact information, access registration appointment time and hold information, view their grades and order transcripts and proof of enrollment. The Registrar team ensures institutional compliance of the Family Educational Rights and Privacy Act (FERPA) including students' rights to inspect, request amendments, and limit access to their student records. Registration Information

USF Regulation USF4-0101
USF Policy 10-006: Student Registration Changes, Initial, Drop-Add, Withdrawal, and Auditing-Policy.pdf

Register

To register for classes, students must first login to the MyUSF portal using their Net Id and password (https://netid.usf.edu) and choose Student Self-Service. Note that some courses may require permits from the department/school for registration. For step-by-step registration instructions visit usf.edu/registrar.

Late Registration

Degree-seeking students who do not register prior to the first day of classes may register late the first week of classes. A late registration fee is charged during this week (refer to the Important Dates and Deadlines page for specific dates). 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 before the end of the drop/add period (i.e. by the fifth day of classes for the given semester). In the event there are courses incorrectly listed or missing on the record, students will need to follow the graduate petition process. Course registration by the end of the fifth day of classes will result in liability of tuition and fees.

Medical Requirements for Registration

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

Forms: http://www.usf.edu/student-affairs/student-health-services/immunizations/index.aspx

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

1. Measles & Rubella Immunity (Required)
   o Submit proof of 2 MMRs given after 1st birthday, or
   o IgG quantitative lab report (performed within last 5 years). Lab report must include the results and reference range.
2. Hepatitis B Immunity (Recommended):
   o Submit proof of immunity to Hepatitis B by providing 3 vaccine dates or
   o Quantitative lab report or
   o Waive this recommended vaccine through your student Student Self-Service or MyBullsPath account (for Tip Sheet: click here) or on the USF Medical History form.
   o For important information on Hepatitis B from the CDC click here.
3. Meningitis Immunity (Recommended):
   o Submit proof of Meningitis vaccination administered after 16th birthday or
   o Waive this recommended vaccine through your student Student Self-Service account or MyBullsPath (for Tip Sheet: click here) or on the USF Medical History form.
   o For important information on Meningitis from the CDC click here.
4. TB Screening: Per USF Policy 33-003, Tuberculosis Screening is required for all students who use an international address at the time of application. Screening must be done within 6 months prior to the 1st semester you physically attend classes on any of the USF campuses. See this example of Tuberculosis screening document.

Click here to review an **Immunization Guide**.

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

Please visit our webpage for the latest information and instructions for registration.

Document Upload (vaccination records, minor consent forms)

Contact US or 813-974-4056

Administrative Holds

A student may be placed on administrative hold for failure to meet obligations to the University. When a student is placed on administrative hold, the student may not be allowed to register, receive a diploma, or receive a transcript. A list of current

holds and how to resolve them is available on the Office of the Registrar's website (https://www.usf.edu/registrar/services/holds.aspx)

Cancellation of Registration for Non-Payment

USF Regulation USF4.010, https://usf.app.box.com/v/usfregulation4010

Reasons for Cancellation:

1. Current Term: A USF student's current term registration may be cancelled for nonpayment of tuition and fees, and for returned checks in payment of tuition and fees, or if a tuition payment deferment for financial aid or VA benefits was not received for the term.
2. Prior Term: A USF student's prior term registration may be cancelled for nonpayment of tuition and fees or for returned checks in payment of tuition and fees, or if a tuition payment deferment for financial aid or VA benefits was not received for that prior term.
3. Future Term: A USF student's future term registration may be cancelled if the student has an outstanding balance from a prior term.

Students who do not have a tuition deferment and fail to pay by the end of add/drop week (first week of classes) will be considered overdue and will be assessed a $100 Late Payment Fee. Students have until the deadlines listed on the website https://www.usf.edu/registrar/calendars/index.aspx to pay all tuition and fees or they will be cancelled from classes.

If cancelled, students are removed from class rosters, lose Canvas access and a Late Registration Fee of $100 will be assessed. Students who have a Financial Aid Tuition Deferment, Veteran's deferment, Florida Prepaid Plan, or a graduate assistant tuition waiver will not be subject to cancellation.

More information on the re-add process is available on the Office of the Registrar's website.

Semester System

USF 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

Student Information

Academic Standing

Class Standing - A student's class standing is determined by the number of credits the student has earned without relation to the student's GPA.

Classification of Students

6M - Graduate student admitted to a major in a Master's Degree Program
6A - Graduate student admitted to a major in a Specialist Degree Program
6D - Graduate student admitted to a major in a Doctoral Degree Program (not eligible to register for dissertation hours)
6C - Graduate student admitted to Doctoral Candidacy (eligible to register for dissertation hours)
7A-7D 1st-4th year professional Degree Program (M.D.) or post-doctoral status

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

Student Definitions

Degree Seeking Students:
Students who have been accepted into a major within a degree program

Graduate Certificate Seeking Students:
Students who have been accepted into a Graduate Certificate, who are not also enrolled in a degree seeking program. They are classified as non-degree seeking students. Students who are admitted to a Graduate Certificate may register during the same registration period as Graduate Degree-Seeking Students. For more information about Graduate Certificates and specific requirements, refer to Graduate Certificates.

Non-Degree-Seeking Students:
Students who have not been accepted into a major within a degree program or Graduate Certificate. Non-Degree-Seeking students may enroll and enter classes on a space available basis. Non-Degree-Seeking students must meet all prerequisites for courses in which they wish to enroll and should obtain appropriate approval from the academic unit in which the courses of interest are offered. 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 major, refer to the Application of USF credit policy for information on what credits may be applied to satisfy graduate degree requirements. Prior to completing twelve (12) hours in a specific major, it is strongly recommended that a Non-Degree-Seeking student apply for admission and be accepted into the specific major to continue taking courses. Majors may have additional requirements, so check with the major of interest for more information.

Inactive Students:

Inactive students are graduate students who have lost graduate student status at the University. They may not enroll in classes or have access to university services. Graduate students are inactivated for not meeting continuous enrollment requirements, for voluntarily withdrawing from a major, or being academically dismissed, or after graduating with no additional

active credential in progress. Inactive graduate students must apply for reinstatement or admission to have their graduate student status restored.

Visiting Graduate Students

Graduate students enrolled at another college or university who want to complete coursework at USF are considered Non-Degree Seeking students and should follow the process for Non-Degree Seeking Student Admission (https://www.usf.edu/registrar/services/non-degree-admission/index.aspx). Students should consult their home institution for transfer of credit eligibility of USF courses toward their degrees at that institution.

Graduate students enrolled at USF who want to complete coursework at another college or university should consult that institution's policies for how to enroll and should also receive confirmation in advance from their USF department to confirm transfer of credit eligibility. Refer to the Transfer of Credit Policy for more information.

GA/RA/TA Assistantships

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 departments 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 major;
- Maintain an overall minimum grade point average (GPA) **and** major 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).
- Maintain a satisfactory work performance evaluation for all previous work performed as a Graduate Assistant.

For the purposes of graduate assistantships only, full-time enrollment is considered nine (9) graduate credit hours in the fall/spring semesters and six (6) graduate credit hours in the summer. 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 Office of Graduate Studies enrollment requirements to retain their assistantship as stated in the Graduate Catalog.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistantships Resource Center online at: http://www.grad.usf.edu/assistantships.php, the Graduate Catalog Academic Policies Section, and also the Graduate Assistants Policies and Guidelines Handbook.

Student Identification Card (USFCard and ID Badge) Policy

Policy Reference: USF 0-517 - https://usf.app.box.com/v/usfpolicy0-517
Website: https://www.usf.edu/it/resources/usf-card

University policy requires all students must obtain and carry the **USFCard** while on campus.

The USFCard is the official identification card of the University of South Florida. The USFCard is a multi-functional card with digitized photo and electronic identification and validation for departments needing to verify student and/or employee status. The USFCard was designed as a platform for a multitude of services and functions (e.g., library access, passes for sporting and theatrical events, etc.).

Cardholder Responsibilities

- Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited.
- The cardholder is subject to disciplinary actions or other penalties for improper use of the card.
- The cardholder is responsible for any and all losses associated with the card.
- Punching holes, marking on the card, adding stickers or altering the card in any way is strictly prohibited.
- View the official USFCard Policy. https://usf.app.box.com/v/usfpolicy0-517

For information on the process for requesting a USFCard and current payment information, refer to the website:

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. Refer to the fee schedule for costs for new and replacement cards. Financial services, long distance telephone services, and other features are options available at the user's discretion. USFCards are the property of the University of South Florida and must be returned on request.

Locations:

Tampa Campus
Student Services Building (SVC) 1032
help@usf.edu
(813) 974-HELP (4357)
Sarasota Campus
8350 N. Tamiami Trail in B116
(941) 359-4220

USF St. Petersburg
Bayboro Hall, BAY 134
stp-idcard@usf.edu
(727) 873-4408

Student Records - Regulation

USF Regulation 2.0021 - https://usf.app.box.com/v/usfregulation20021

The policies and procedures outlined in this Regulation are designed to implement the provisions of the Family Educational Rights and Privacy Act ("FERPA," 20 U. S. C. s.1232g) and Sections 1002.225 and 1006.52, Florida Statutes pursuant to which the University of South Florida is obligated to inform students of their rights to review and inspect education records, to

challenge and seek to amend education records, to control disclosure of education records, and to contact the Student Privacy Policy Office of the U.S. Department of Education for concerns regarding alleged violations of FERPA or to the appropriate court for violations of privacy if applicable. USF has placed the responsibility for administration of this regulation with the University Registrar.

The student's USF education record shall not be changed after the student has graduated.

Students are not permitted to share their usernames or passwords to USF-assigned accounts. This ensures that a student's online identity remains both protected and authenticated.

Student Record

Upon enrollment at USF, students become responsible for all actions taken on their student records. All changes to a student's record must be made by the student via request from their USF email or in writing. Students are not permitted to share their usernames or passwords to USF-assigned accounts. This ensures that a student's online identity remains both protected and authenticated.

Students are required to notify the Office of the Registrar when there are record changes involving preferred or legal name, social security number, addresses, telephone numbers, and external email addresses, even after leaving USF. The best way to update information is in Student Self-Service. If a student needs help making an update, students should send the request to RegistrarUpdates@usf.edu from their USF email address.

Release of Student Information

STUDENT PRIVACY RIGHTS

In the interest of openness and building trust with our students, USF affords students the right to limit data usage and sharing of their information, without having to request non-disclosure of directory information under the Family Education Rights and Privacy Act (FERPA). Pursuant to the requirements of FERPA, the following types of information designated by law as "directory information" can be released, if the student has not requested privacy or non-disclosure:

- The student's name
- The student's major field of study
- The student's participation in officially recognized activities and sports
- The weight and height of members of athletic teams
- The student's dates of attendance, part-time or full-time status, and degrees and awards received
- The student's photographic image independent of any additional personal identifiers

All other student data is protected. For more information, see https://usf.app.box.com/v/usfregulation20021.

Students may update their privacy setting in Archivum to limit the sharing of additional information, such as:

1. Include their information and other designated elements in the online student directory.
2. Release directory information about themselves to any third party.

Such updates must be made no later than the end of the second week of classes of the academic term or the student will be deemed to have waived their right of refusal until the next academic term. More information on Student Privacy Rights is available at https://www.usf.edu/registrar/services/privacy.aspx.

If a student wants to provide ongoing access for a parent, spouse, or other third party to review your student record information may do so in Student Self-Service. Direct questions to Privacy@usf.edu.

STUDENT INFORMATION CHANGES

Notifications regarding changes to legal name, residency, and citizenship should be filed promptly using the appropriate form(s) accompanied by verifiable supporting legal documentation with the Office of the Registrar (https://www.usf.edu/registrar/). If a student needs help making an update, students should contact RegistrarUpdates@usf.edu from their USF email address.
Change of local, permanent, and emergency contact addresses, telephone numbers, and external email addresses; preferred name; and other information affecting the student's permanent academic record may be completed in Student Self-Service.

TRANSCRIPT REQUEST

For ordering options visit: https://www.usf.edu/registrar/resources/transcript.aspx. NOTE: All holds preventing release of a transcript must be resolved within 30 days of the request, or the order will be cancelled.

Official transcripts for students who previously attended New College of Florida or participated in the M.D. program of the College of Medicine must be requested directly from those institutions:

New College of Florida Office of Records and Registration 5800 Bay Shore Road, Building D-115 Sarasota, FL 34243-2109	USF College of Medicine and Taneja College of Pharmacy 560 Channelside Drive, MDD32 Tampa, FL 33602

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 Office of Graduate Studies and the Provost/Vice Chancellor for Academic Affairs in St. Petersburg and Sarasota-Manatee.

In cases where a member of the immediate family of a faculty member is enrolled in a graduate major, 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

Academic Credit hours

Reference – USF Policy 10-065 - https://usf.app.box.com/v/usfpolicy10-065
Florida Statute 6A-10.033 - https://www.flrules.org/gateway/ruleno.asp?id=6A-10.033
Academic credit provides the basis for quantifying the amount of engaged learning time expected of a typical student enrolled in traditional classroom settings, laboratories, studios, internships, other forms of experiential learning, and distance and correspondence education.

This Policy is intended to ensure that all credit-bearing courses and programs offered by the University of South Florida (USF) meet the requirements of the Federal definition of a credit hour and the Credit Hours Policy Statement issued by the SACSCOC.

Statement of Policy

Credit hours are a measure of learning, and support a wide range of activities, including the transfer of students from one institution to another, awarding financial aid, and credentialing for employment. Because of the significance of awarding credit hours, an institution is obligated to ensure that credit hours for courses and majors conform to the commonly accepted standards of higher education, as stated in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Policy Statement on Credit Hours and Principles of Accreditation 10.7 (Policies for Awarding Credit, 10.89 Evaluating and Awarding Acdemic Credit), and 10.9 (Cooperative Academic Arrangements) .

Federal Definition of a Credit Hour: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates the following: (1) not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or (2) at least an equivalent amount of work as required in item (1) above for other academic activities as established by the institution including laboratory work, internships, cooperative education, practica, studio work, independent research, and other academic work leading to the award of credit hours.

In determining the maximum number of credits that may be assigned to a course, the following guidelines apply.

- For courses taught in a "traditional" classroom format in a 15-week semester, the maximum number of credits to be assigned is limited to the weekly number of 50-minute contact periods (or their equivalent) with the instructor. Underlying this statement is an assumption that each 50-minute contact period requires a minimum additional two hours of student work outside of the class involving reading, exercises, etc. Where this assumption does not hold true (as may be the case with some laboratories, for example), then the maximum number of credits may be significantly less than the weekly number of 50-minute contact periods.
  - For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework. The total number of class contact hours per semester equals the credit hours multiplied by 15 weeks.
  - For a laboratory class, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time.

- Where a course includes "by arrangement lab hours," these generally take the place of the hours assigned to homework, since the student is required to use supervised college facilities to do assignments related to homework. An example might be a 3-unit lecture course which requires the student also to work two hours per week in the computer lab. There would be only four hours per week of additional homework required.
- In all cases, but particularly in cases such as online learning where seat time is non-verifiable, credit hours are awarded on the basis of documented student learning outcomes that reflect the amount of academically engaged time for a typical student in a traditional format, and on the basis of documentation of the amount and type of work a typical student is expected to complete within a specified period of academically engaged time. The number of credit hours awarded is based on the number and/or rigor of student learning outcomes, with the higher number of credit hours awarded yielding greater number and/or rigor of outcomes.

Availability of Courses

USF does not commit itself to offer all the courses, majors, and graduate certificates 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.

Attendance Policy - General Attendance

Refer to USF 10-069 General Attendance For Students

Mandatory First-Day Attendance Policy

All instructors teaching undergraduate and graduate courses are required to take attendance on the first day of class and to drop students who do not attend the first day of class. Students who experience extenuating circumstances that are beyond their control and who are unable to attend a first class meeting must notify the instructor via email using the course management system (i.e., Canvas) for that course prior to the first class meeting to request waiver of the first class attendance requirement. Although instructors are authorized to affect the drop, students are fundamentally responsible for knowing their registration status, and the student must ensure that their registration status reflects the drop by the end of the drop/add period. For Saturday only courses or courses that begin on a Saturday, students are expected to contact AskTheRegistrar@usf.edu to drop the course(s), unless the course was dropped prior to the drop/add deadline.

Distance learning students must log-in to their course(s)and complete an academic activity by the first day of their online course(s). Students who are unable to log-in to their course(s) due to circumstances beyond their control must notify the instructor or the department prior to the calendar start date of the course to request waiver of the first class attendance requirement.
Reference: USF 10.006 https://usf.app.box.com/v/usfpolicy10-006 and USF
4.0101, https://usf.app.box.com/v/usfregulation40101

Attendance Policy for the Observance of Religious Days by Students

Refer to USF Policy 10-045: https://usf.app.box.com/v/usfpolicy10-045

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 Currency

All courses, except for those approved for transfer of credit, should meet the time limit specified for the degree and be academically relevant as determined by the faculty in the graduate major. Courses used for the graduate degree requirements can be no more than ten years old at the time the degree is conferred. Reference: Course Currency Form https://usf.app.box.com/file/401434802676?v=graduate-course-currency

Course Descriptions

For a listing of the most current, approved course descriptions effective with the next Catalog, refer to the USF Course Inventory Database available online at https://cloud.usf.edu/academic-programs/course-inventory For a listing of course descriptions in effect for this academic year, refer the course description listing in the Graduate Catalog. Courses scheduled to be offered in the upcoming semester(s) are available in the online Student Schedule Search.

Course Syllabi Policy

Refer to USF Policy 11-008

A syllabus is an academic agreement that establishes the academic relationship between instructors and students in a course, and is used as the basis for communication and accountability. It communicates course expectations, organizes information, sets the tone for the learning environment, maps the path of student learning, and provides accountability. A carefully constructed syllabus helps clarify course goals and learning objectives, assessment and evaluation standards, grading policies, and expectations for student and faculty behavior.

The Southern Association of Colleges and Schools Commission on Colleges Criteria for Accreditation require that a syllabus be placed on file in the department for each course taught and that students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

For more information about the components of a course syllabus, visit https://www.usf.edu/innovative-education/citl/syllabus.aspx.

Add a Course

After a student has completed registration on the date assigned, the student may add more courses until the fifth day of the term, otherwise known as the end of drop/add period outlined in the Office of the Registrar's Important Dates and Deadlines (https://www.usf.edu/registrar/calendars/index.aspx)

Graduate students wishing to add a course after the drop/add period must use the Graduate Studies petition process. It is the student's responsibility to obtain, complete and submit all documentation required by this process. Incomplete petitions will not be considered. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty (see deadlines: https://www.usf.edu/registrar/calendars/index.aspx). The process and forms are on the Graduate Studies website: https://www.usf.edu/graduate-studies/forms.aspx.

Drop a Course

A student may drop courses during the drop/add period (first five days of classes) without penalty.   No tuition or fees will be assessed and the course(s) will not appear on the transcript. After the drop/add period, courses will only be dropped from a student's record in cases of university administrative error confirmed through the Graduate Studies Petition process and verified by the University Registrar.

Students with holds preventing registration may contact AskTheRegistrar@usf.edu to request to drop a course. It is the student's sole responsibility to ensure they drop to avoid fee liability.

Withdraw from a Course

A student may withdraw from courses after the first week of the semester. Prior to week ten, students may withdraw from course through Student Self-Service. Tuition and fees are still assessed, and the courses will appear on the transcript. Students who withdraw may not continue to attend classes.

After week ten a Graduate Studies Petition is required. Petitions must address extenuating circumstances beyond the student's control and cannot be used to avoid academic or fee liability. Written documentation or explanation on letterhead verifying the circumstances associated with the withdrawal is required. Once a semester is completed and final grades are posted, the student will only be able to withdraw from all coursework in that previous semester and not just a single course. Petitions for withdrawals must be made within six months of the end of the course. See USF Policy 10.006 for all requirements and see the Office of the Registrar's website for deadlines.

Military Withdrawal from a Course

Any student enrolled in a college credit course shall not incur academic or financial penalties by virtue of performing military service on behalf of their country. Contact the Office of Veterans Success for assistance with this process.

Fee Adjustment Options

Students who withdraw from a course during the second through tenth week of classes are liable for tuition and fees. Under specific conditions, consideration for refund of tuition and fees may be requested if a Fee Adjustment Request form accompanied by verifiable supporting documentation is submitted to the Office of the Registrar within six (6) months from the end of the semester to which any refund would be applicable. The Office of the Registrar will determine if a fee/tuition refund is applicable.

Retroactive Actions

Requests for retroactive actions are not 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 as a registered auditor; 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 by submitting a Course Audit Form by the fifth day of the term. Audit forms should be submitted to AskTheRegistrar@usf.edu. In-State fees are assessed for all audit courses.

Withdrawal from the Major

See *Change of Major* or *Withdrawal from the University*.

Withdrawal from the University (Voluntary Withdrawal)

A student may withdraw from the University without grade penalty by the University deadline. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the last day of the last class that the student attended. Students who withdraw may not continue to attend classes, but are fee liable.

Once the Voluntary Withdrawal request is processed, the student's status will be changed from Graduate Degree Seeking to inactive status. A change to inactive status could adversely affect financial aid. The student will remain financially and academically responsible for any courses for which they have registered. The student may complete a Graduate Studies Petition to drop or delete courses for which they are registered. Should a student wish to register for additional courses in the future an application for admission would need to be submitted.

Students who need to take a temporary leave from the University should refer to the Leave of Absence policy.

Academic Dismissal

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

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

*students may be dismissed for other reasons, such as violations of student conduct. Refer to the USF Policy – 6.0021 Code of Student Conduct USF (https://usf.app.box.com/v/usfregulation60021) for more information.

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

Financial Information

Financial Aid
Policy on Refunds and Repayments
State Employee Six-Hours-Free Course Benefit
Student Financial Services
Tuition Information
Veterans Benefits

Tuition Information

Tuition and Fees Regulation: https://usf.app.box.com/v/usfregulation40102

For tuition information refer to: https://www.usf.edu/financial-aid/. 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 posted payment deadline. Registration fee payment options are posted here: https://www.usf.edu/business-finance/controller/student-services/cashiers/

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.

State Employee Six-Hours-Free Course Benefit

Admitted USF degree-seeking or non-degree seeking students who are employed by the State of Florida may apply to waive tuition up to a maximum of 6 credit hours (excluding selected directed individual study or research, internship practicum, music & theatre performance, Cooperative education, PACE, lifelong learning, continuing education and correspondence courses).

State employees must also acquire all necessary employer approvals on the state employee Tuition Waiver Request form. For more information, visit https://www.usf.edu/business-finance/controller/student-services/student-accounting/waivers-state.aspx

State employees, like all other USF students, register via **Student Self-Service** but only on or after 6 p.m. two business days before the first day of classes each term. For example, state employee students register after 6 p.m. on Thursday preceding the first day of a term when classes begin on a Monday. Any state employee who registers at any time before the approved this registration start- time and day forfeits eligibility to use the State Employee Tuition Waiver and will be held fully liable for all USF tuition and fees.

Tuition Waiver Request forms must be completed and returned to the USF Student Accounting Services Office by the fourth day of class to avoid the $100 Late Payment Fee and potential class cancellation. State of Florida employees, who are not employed by the Florida State University System, will earn taxable income equal to the value of tuition waived for both undergraduate and graduate level courses. Since the value of tuition waived is taxable, it is subject to Federal Income Tax, Social Security and Medicare taxes (FICA), and reported to the Department of Financial Services, Bureau of State Payrolls; each term by the appropriate Division of Human Resources sees that all appropriate taxes are withheld.

Since tuition rates for Florida residents are lower than rates for non-residents, it is important for all state employees utilizing Tuition Waiver Request forms to verify their residency status is correct.

Student Accounting Services

Website: https://www.usf.edu/business-finance/controller/student-services/index.aspx

Houses the Cashier's office, student accounting, accounts receivable, and the Student Account Information desk. It is located in Student Service Building- SVC 1039, with the mailing address:

UCO-Student Accounting
University of South Florida
4202 E. Fowler Ave., ALN 147
Tampa, FL 33620.

VA Education Benefits

Website: https://www.usf.edu/student-affairs/veterans/apply/vaeducationbenefits.aspx

USF is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All degree programs currently offered at USF are approved by the Department of Veterans Affairs.

Benefits Request Overview

Students who may be eligible for benefits are urged to review the benefits request overview for currents steps: https://www.usf.edu/student-affairs/veterans/apply/index.aspx. Once admitted, peer counselors will guide the student veteran through the process of requesting Veterans Educational Benefits. You can contact the Office of Veterans Success at ovs@usf.edu or come by the office at ALN 190 or call 813-974-2291.

Eligibility

To be eligible for full-time VA benefits at USF, undergraduate students must enroll for 12 or more semester hours, and graduate students must enroll for 9 or more semester hours each normal academic term. Additional information for obtaining education benefits can be found at https://www.usf.edu/student-affairs/veterans/apply/index.aspx.

Out-of-State Waiver

HB 7015-Florida GI Bill, created the "Congressman C.W. Bill Young Tuition Waiver Program." This will waive out-of-state tuition fees for honorably discharged veterans of the U.S. Armed Forces, Reserves, or National Guard who physically reside in Florida and active duty military personnel stationed outside of the State while enrolled at an institution in the State University System of Florida. Persons who are entitled to and use educational assistance provided by the United States Department of Veterans Affairs also qualify for this waiver if they physically reside in Florida while enrolled at the University. Tuition and fees charged to a veteran or person who qualifies for the out-of-state fee waiver under this section may not exceed the tuition and fees charged to a resident student enrolled in the same program. Information on requirements and deadlines for the Out-of-State Waiver is found at https://www.usf.edu/student-affairs/veterans/admissions/outofstatefeewaiver.aspx. For more information regarding residency for tuition purposes and residency tuition waiver exceptions visit: https://www.usf.edu/admissions/other/residency/ or email residency@usf.edu.

The tuition deferment program for Veterans is set up through USF and the VA. Due to VA payments being delayed at times, a tuition deferment gives the student and the VA an extra 90 days past the start of the semester to pay for a student's tuition and fees. See Veterans Benefits and Transition Act of 2018. Section 103PL 115-407.

Any student enrolled in a college credit course shall not incur academic or financial penalties by virtue of performing military service on behalf of our their country.

For more information, contact the USF Office of Veteran Success:

Tampa:
Office of Veteran Success
4202 E. Fowler Ave., ALN 130
Tampa, FL 33620
(813) 974-2291 or https://www.usf.edu/student-affairs/veterans/

St. Petersburg:
Military and Veteran's Success Center
140 7th Avenue S TER 301
St. Petersburg, FL 33701
(727) 873-4467 or https://www.usfsp.edu/military-and-veterans-success-center/

Sarasota/Manatee
Veteran's Success Center
8350 N. Tamiami Trail
Sarasota, FL 34243
(941) 359-4330 or https://www.sarasotamanatee.usf.edu/campus-life/campus-resources/veterans-success/index.aspx

Financial Aid

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact usf.edu/financial-aid/ for information. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the department and/or college providing the waiver for information. Also see USF Regulation USF 6-0121 and USF 6-012.

Office of Financial Aid
4202 E. Fowler Ave., SVC 1102
Tampa, FL 33620
(813) 974-4700 or http://www.usf.edu/financial-aid/

USF St. Petersburg Office of Financial Aid
Location: 140 7th Ave S,
Bayboro Hall 105
St. Petersburg, FL 33701
Phone: (727) 873-4128 or https://www.usfsp.edu/financial-aid/

USF Sarasota-Manatee Office of Financial Aid
8350 N. Tamiami Trail, SMC C107
Sarasota, FL 34243
941-359-4459 or http://www.usfsm.edu/admissions/scholarships-and-financial-aid/index.aspx

Policy on Refunds and Repayments

USF Policy 10-013 at https://usf.app.box.com/v/usfpolicy10-013

Fees, Fines, and Penalties

USF Regulation USF4-017, at https://usf.app.box.com/v/usfregulation40107

Academic Policies

Academic Policy and Regulation Information

For USF Regulations and Policies refer to: https://usfweb.usf.edu/generalcounsel/

Student Responsibilities

The University, the Colleges, and the majors have established certain academic requirements that must be met before a degree is granted. While advisors, directors, department chairpersons, and 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, schools, and departments may have additional requirements. Check with your College Graduate Advisor or your Department Director for more information. Courses, majors, 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 USF Course Inventory database online at https://usfweb.usf.edu/academic-programs/course-inventory

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 https://usf.app.box.com/v/usfregulation60021

Responsible Conduct of Research

Responsible Conduct of Research (RCR) is a critical element in training for scholarship. USF has information about RCR available online at: www.grad.usf.edu/rcr.php

The Office of Graduate Studies requires all new doctoral students to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to the student's program of study. The CITI modules have been designed to introduce researchers to various elements of research conduct ranging from research misconduct to data management to mentoring. As this is a minimum requirement, specific doctoral majors may require training that goes beyond the basic components introduced in this module. Graduate Majors that have received Office of Graduate Studies approval for rigorous RCR training consistent with disciplinary standards and practices may exempt their students from the CITI requirement. Students must complete the module or provide evidence of previous qualified RCR training to their Graduate Director and Office of Graduate Studies, in the first semester enrolled in a doctoral major. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the Registration hold will be lifted.

Intellectual and Scholarship Integrity

Shared Authorship and Research Education Policy

USF contains a broad range of academic majors in diverse disciplines, and the USF faculty recognize that the conventions on shared authorship and credit for scholarship vary among disciplines. In general, sharing in authorship implies both substantive intellectual contributions to the work and also approval of the work as it appears in public. Right to authorship credit is not automatically conveyed by being the instructor of a course, being a student's major professor, or being a research assistant working with faculty and professional researchers; neither is credit automatically prohibited because of such status.

Each college/major that includes research education shall include an explicit discussion of shared authorship issues and disciplinary conventions as part of the formal curriculum addressing research methods and ethics, including the conventions of the discipline's publications. In addition, each college or major shall have a formal statement about shared authorship made available to students (such as on a college or major website) or given to students at the same time as they are given notice about other major and college expectations.

Each college/major shall also have a written procedure for resolving questions or conflicts about shared authorship where students are involved. The college and major may use the same procedure for resolving questions for non-student employees, but the procedure for resolving questions or conflicts involving students must address the educational needs of students (e.g., explicitly asking about the nature of the research methods and ethics education as experienced by a student involved in the case at hand).

This written procedure must be made available to students (such as on a college or major website) or given to students at the same time as they are given notice about other major and university expectations.

Academic Integrity of Students

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

Disruption of Academic Process

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

Student Academic Grievance Procedure

Reference: USF 10.002 Student Academic Grievance Procedure- https://usf.app.box.com/v/usfpolicy10-002

For matters that are not academic in nature, reference *USF 30-053 Student Concern Processes Policy* - https://usf.app.box.com/v/usfpolicy30-053

Graduate Catalog

Also reference: USF Policy 10-059 University of South Florida Catalogs

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

Student's Major Degree Requirements

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

- Students cannot choose a USF Catalog published prior to admission (or readmission) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of Catalog is limited to the USF Catalog in effect at the time of readmission or any one Catalog published during their continuous re-enrollment.
- Students who change majors must meet the degree requirements of the Graduate Catalog in effect at the time of the change to the new Major, except for allocations to choose a later catalog, as provided in this policy.
- If state law or certification requirements change, the student must comply with the most current standard or criteria.
- If the College, School, or Department makes fundamental changes to the major that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Office of Graduate Studies.
- USF policies and procedures not related to degree requirements such as academic grievance procedures, student conduct code and other procedural processes and definitions may be updated each year and the student will be held to the most current catalog and procedures available.
- USF does not commit itself to offer all the courses and majors listed in this Catalog. If the student cannot meet all of the graduation requirements specified in the Catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the major to ensure that the student is not penalized. Core courses and required courses for the Major should not be substituted, and may only be substituted with approval from the College and Dean or Designee of the Office of Graduate Studies.

Student/Advisor Relationship

Although it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements, the Advisor's role is to guide students in all aspects of their academic major and to monitor and evaluate students' progress toward their degrees. He/she should be aware of any difficulties that students may be facing in their coursework or research experiences and should work with students in resolving these issues. It is recommended that the advisor and student understand each other's expectations and that effective means of communication are established. The advisor and student are encouraged to meet at appropriate intervals to critically evaluate the student's progress. These meetings may be requested by the student or the advisor. The advisor also has the obligation to express to the student any concerns he/she may have regarding the student's performance, to stipulate the level and quality of work expected, and to offer suggestions leading to student success. As such, the advisor neither gives the student excessive guidance nor allows the student to struggle needlessly. The goal of this relationship is to foster student independence, which results in successful completion of the program of study.

Student's Program of Study

In addition to the graduate major requirements as specified in the Graduate Catalog, each student should have a written, flexible program of study that includes the student's choice of Catalog year, choice of concentration, cognate, or other options available in the Major, and a tentative identification of other appropriate choices available to the student in the program, which may (but does not need to) include specific courses. A program of study is not a guarantee that specific courses will be available in a specific semester or that statutory and regulatory requirements will not change during the student's enrollment in the Major. As required or appropriate, the program of study should be revisited and modified by the student and the student's advisor/major professor(s).

Electronic Signatures

Where procedures described in this catalog require signatures, requirements for original signatures may be satisfied by University-approved electronic signatures or other secure methods of verifying approval by advisors, major professors, committee members, or other University administrators, faculty, and staff.

Assistantships

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 departments 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.

Eligibility

To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate major
- Maintain an overall minimum grade point average (GPA) **and** major GPA of 3.00
- Enrolled full-time during the semester(s) appointed as a graduate assistant
- For Teaching Assistants, demonstrate proficiency in spoken English (if student is not from an English-speaking country)
- Maintain a satisfactory work performance evaluation for all previous work performed as a Graduate Assistant

Appointments

Graduate Assistants may be appointed up to a maximum of 0.50 FTE for a single assistantship. Departments/Schools who desire to appoint a Graduate Student, in any classification, more than 0.50 FTE up to 0.73 FTE, for single or multiple appointments, must submit justification to the Office of Graduate Studies for approval. Students hired in non-GA positions on campus must also not exceed 0.73 FTE for the combined position and assistantship appointments. It is preferred that students refrain from employment outside of the assistantship appointment. Departments may determine the maximum number of semesters for teaching assistantship appointments.

Enrollment (Assistantships)

Full-time enrollment is considered nine (9) graduate credit hours in the fall and spring semesters and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of the student's program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Office of Graduate Studies enrollment requirements to retain their assistantship as stated in the Graduate Catalog. For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistants Policies and Guidelines Handbook

Note - Criminal History Background Checks may be required depending on the appointment - reference USF Policy 0-615 - https://usf.app.box.com/v/usfpolicy0-615

Enrollment Requirements

University Policy - Enrollment Requirements for Graduate Students (11-005)
Also see the Time Limitations Policy in the Degree Requirements section.
Enrollment Status for Graduate Students

The following illustrates the hours of enrollment necessary to be classified as full, half, and less than half time status*:

- Full-time**: 9 or more credit hours
- Half-time: 5-8 credit hours; BISK students - 3-8 credit hours
- Less than half-time: 1-4 credit hours; BISK students - 1-2 credit hours

 Note that Financial Aid and the VA have their own requirements for enrollment to be eligible for benefits. For Financial Aid refer to: https://www.usf.edu/financial-aid/enrollment-status.aspx   For the VA refer to https://www.usf.edu/student-affairs/veterans/apply/index.aspx).
***For academic purposes students may be considered full-time when enrolled for at least six (6) hours for summer terms.*
Academic Load for Graduate Students

Graduate Students may not take more than eighteen (18) graduate hours per semester without prior written approval by the College.

Continuous Enrollment Requirement

All graduate degree-seeking students must be continuously enrolled, defined as completing, with grades assigned, a minimum of six (6) hours of graduate credit every three (3) continuous semesters.   The six hours may be taken as 2/2/2, or 3/0/3, or 6/0/0, etc. (Take any three sequential semesters and the total for the three must add up to six hours.) Courses that receive a "W" grade do not fulfill continuous enrollment requirements.

For Doctoral Candidates the Continuous Enrollment Requirement is two (2) credit hours every semester. For students on an approved LOA, the requirement is suspended – see LOA policy for requirements when the LOA ends.

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 on inactive status. Students must be reinstated or readmitted to the major to continue their studies. Readmission is at the discretion of the major and is not guaranteed. Refer to the *Reinstatement and Readmission Policies* in the Graduate Admissions Section for more information.

Enrollment Policies

Students must be enrolled in a minimum of two (2) graduate credit hours in the following situations as specified (Note: Receipt of financial aid or a fellowship/scholarship may require full-time enrollment – see Financial Aid requirements - https://www.usf.edu/financial-aid/enrollment-status.aspx).

Comprehensive Exam – two (2) credit hours required the semester the exam is taken; if taken between semesters, must be enrolled in the semester before or after.

Thesis Hours* – two (2) credit hours minimum required during the semester that the thesis is defended and in the semester in which the thesis is submitted and approved for the format check, usually the semester the student intends to graduate. Enrollment is required for thesis approval and graduation certification. Refer to the major listing for total minimum hour requirements for thesis enrollment.

Qualifying Exam and Admission to Doctoral Candidacy – two (2) credit hours required the semester the student is takes the qualifying exam and is admitted to candidacy. If taken between semesters, must be enrolled in the semester the admission to candidacy is processed.

Dissertation Hours* – two (2) credit hours minimum required every semester following admission to candidacy up to and including submission to and approval of the dissertation by the Office of Graduate Studies. Enrollment is required for dissertation approval and graduation certification. This also meets the Continuous Enrollment requirement.

Completion of Degree Requirements
Students must be enrolled for a minimum of two (2) graduate hours during the semester they complete their degree requirements. For students submitting a thesis or dissertation, the two (2) hour requirement for thesis/dissertation submission also meets this requirement. Editor's note: Students who complete all degree requirements within their last semester, but who did not apply for graduation, please contact the Office of Graduate Studies - grad-liaisonmail@usf.edu - for instruction on how to proceed.

*Note: students cannot be enrolled in thesis and dissertation at the same time.

Enrollment for Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Dean of the Office of Graduate Studies.

Leave of Absence (LOA)

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for 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 must have completed at least one full semester to be eligible to request a LOA.

Students must be enrolled in the first semester after the approved Leave of Absence expires. The LOA must be approved by the Major Professor, the Graduate Director, the College, and the Office of Graduate Studies, and is noted in the student's record. 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 Office of Graduate Studies for procedures. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.

Satisfactory Academic Progress (SAP)

For Academic Purposes

Satisfactory Academic Progress for academic purposes is determined by the progress the student has made in the Major towards degree completion, taking into account the curriculum requirements, as well as the time to degree allocations. This is a separate assessment from the Satisfactory Academic Progress requirement for financial aid.

For Financial Aid Recipients

Reference: http://www.usf.edu/financial-aid/sap/index.aspx
Reference: https://studentaid.ed.gov/sa/eligibility/staying-eligible

Federal regulations require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to specific grade-based and time-based requirements. These requirements apply to all students as one determinant of eligibility for financial aid and include three components:

- GPA
- Pace
- Maximum Time

Refer to the Financial Aid websites for information and requirements.

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 majors.

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

Academic Renewal

Ref: USF 10-075 - https://usf.app.box.com/v/usfpolicy10-075

Academic renewal is the process whereby USF degree seeking students admitted to a new major may request that courses completed in the previous major be excluded in the calculation of their cumulative USF grade point average (GPA) on admission to the new graduate major. Only courses that have not been used for a completed degree and have been approved for internal transfer of credit may count toward the requirements of the new major.

Academic Renewal will only be applied to the degree seeking student's record one time, per degree level, at USF and may affect the student's financial aid, Tuition Assistance, use of Veterans Educational Benefits, or student visa status. On the transcript, the grades for the courses taken for a previous major are noted to indicate that the grade points for that course have been excluded from the GPA for the current major or degree level that the student is enrolled. Academic Renewal is not an option for students to use to eliminate a poor grade in a course. Refer to the Grade Point Average section for information on Grade Forgiveness. Refer to USF 10-075 for full and specific information.

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

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

Graduate Grading System

Plus/Minus Grading:
The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available at: https://usf.app.box.com/v/usfpolicy11-008

<u>Letter grade = number of grade points</u>

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0.00
E	Course repeated, not included in GPA
FF	Failure due to academic dishonesty (Graduate Students who receive an FF will be subject to academic sanctions, including possible Suspension, Dismissal, or Expulsion from the University and depending on the status, will not be eligible to apply to any graduate program at USF. *See section on Academic Integrity of Students for more information.*)^
IB	Incomplete, grade points not applicable
IC	Incomplete, grade points not applicable
ID	Incomplete, grade points not applicable

IF	Incomplete, grade points not applicable*
M	Missing grade/no grade reported by instructor, grade points not applicable
N	Audit, grade points not applicable
S/U	Satisfactory/Unsatisfactory, grade points not applicable
W	Withdrawal or drop from course without penalty, grade points not applicable
WC	Withdrawal for extenuating circumstances
Z	Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable

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

* 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 an 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 courses taken outside of the major for S/U credit 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 Satisfactory/Unsatisfactory (S/U).

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

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

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

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

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

Example:

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

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

- the instructor of record will submit a change of grade in e grades
- student earns final grade comprised of all completed 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. Until it is removed, the **M** is not computed in the GPA. To resolve the missing grade, students receiving an **M** grade must contact their instructor. If the instructor is not available, the student must contact the instructor's department/school chair. Courses with an **M** grade may not be applied to the major requirements. Students with an **M** grade will not be admitted to doctoral candidacy until the **M** grade is resolved. Students cannot be 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 or thesis/dissertation, the final grade assigned will be an **S**. The Office of Graduate Studies submits the change of grade for the last registration of thesis/dissertation courses once the thesis/dissertation has been accepted for publication.

Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be processed after the student has graduated except in the case of university error. Procedures requiring petitions are processed through the Office of Graduate Studies.

Probation

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

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

Students on probation should enroll in structured graduate courses (5000-7000 level) that are part of the approved degree major requirements as specified in the Graduate Catalog. Courses that are graded "S/U" or receive a "W" that term do not help improve the GPA and probation will progress to the next level. Students with a GPA below 3.00 for three consecutive terms will be prevented from registering for courses. If the student does not achieve a GPA of 3.00 after completion of three consecutive terms, they will become inactive. To be readmitted, the student will need to reapply for admission or reinstatement, if eligible, meeting the admission criteria in place at the time.

Voluntary Withdrawal from the Major

See *Change of Major* or *Voluntary Withdrawal from the University*.

Transfer of Credit *(From Institutions External to USF Tampa)*

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

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail or Satisfactory/Unsatisfactory grades are not eligible for transfer. Grades from courses taken at other Institutions are not calculated in the USF GPA, although the courses are listed on the transcript and the hours are reflected in the total hours earned.
- Thesis, Dissertation, Independent Study, Directed Research, and other courses taught one-on-one may not be transferred in, but must be completed at USF.
- May transfer in up to 50% of a given graduate major's total minimum hours as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums. *Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit.*
- Must not have been used for a completed degree at the same level. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the graduate advisor. For students entering a doctorate after completion of a master's degree, departments may count up to 50% of the structured graduate credits from the master's toward the post-baccalaureate requirements for the doctorate. The courses must be individually evaluated and transferred in. Block transfers are not permitted.
- Transferred courses must not be older than ten years at the time of graduation or course currency is required.

Approval Process and Deadlines for Transfer of Credit

Acceptance of transfer of credit requires submission of the Transfer of Credit Form and approval of the:

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

The Graduate Major / Department will be responsible for evaluating, approving, and initiating the transfer using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.

Application of USF Credit

Up to 50% of graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better, taken as a student at USF may be applied toward their master's or specialist degree provided the courses are required for the major and have not been applied to any other graduate degree. Department approval is required.

- Doctoral degree-seeking students may enter either a post-bachelor's or a post-master's doctoral program. If admitted to the post-master's doctoral program, they only need to complete those requirements for the doctoral portion of the degree since the requirements for a master's degree have been met.
- If admitted to the post-bachelor's doctoral program, students must complete both the masters and doctoral requirements. In this situation, students entering the doctoral program after completion of a master's degree from USF, departments may count up to 50% of the structured graduate credits (5000-7999) with a grade of B (3.00) or better, from the USF master's toward the post-master's requirements for the doctoral program. The courses must be individually evaluated and transferred in and may not be applied toward a second master's degree. Block transfers are not permitted. Department approval is required.
- The 50% is calculated based on the total minimum hours of the major as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums.
- Courses must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the major.
- Unstructured courses and courses with Satisfactory/Unsatisfactory (S/U) grades are not eligible for application of credit. Grades from courses taken at USF are calculated in the USF GPA and are noted on the transcript.
- Courses must not be older than ten years at the time of graduation or course currency is required.

Exceptions:

All non-degree seeking coursework that is applicable to the major, taken from USF will be applied in the following situations, pending approval of the graduate major, College, and Office of Graduate Studies.

Only structured graduate courses, with a grade of B (3.00) or better and are applicable to the major, will be transferred in when taken as

- an undergraduate student, and were not used as part of the undergraduate degree requirements
- a Graduate Certificate student
- a degree-seeking student, where the student is approved for a Change of Major to another graduate major

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

Approval Process and Deadlines for Application of Internal Credit

Acceptance requires completion of the Application of Credit Form and approval of the

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

The Graduate Major / Department will be responsible for evaluating, approving, and initiating the application of credit using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.

Change of Graduate Major

See Change of Graduate Major in the Admissions Section.

Bachelor's/Master's Pathways

Refer to the Bachelor's/Master's Pathways section for information

Concurrent Degrees

Refer to the Concurrent Degrees Section for information.

Concurrent Concentrations

Students may complete more than one concentration within a major. Structured courses required for both concentrations may be shared across the two concentrations but may not be shared again with additional concentrations. If more than two concentrations are pursued, then the required courses already shared in the first two concentrations would be waived for the additional concentrations and other coursework would need to be completed as a substitute. The minimum hours for the major must still be met and all concentrations must be completed prior to degree conferral. If the minimum hours for the major are not met as a result of the shared courses, then the student will need to complete additional elective coursework to meet the degree requirements.

Interdisciplinary Majors

A student may pursue a single graduate degree that spans several academic areas.

An Interdisciplinary Major –
Defined as a student pursuing a single stand-alone graduate degree, which is offered across two or more graduate majors. (Note: where two separate degrees are preferred, refer to the Concurrent Degree information above).

Application to an Interdisciplinary Major

Students interested in applying for admission to an Interdisciplinary Major follow the established University, College, and Major admission requirements – refer to the Office of Graduate Studies website for specific information for that particular major.

Development of an Interdisciplinary Major

Interdisciplinary Majors are formalized through the College, Office of Graduate Studies, and Graduate Council and must follow the University requirements for development of a new degree program and/or major, including notation on the Accountability Plan, if applicable. Procedures for developing an Interdisciplinary Major are available on the Office of Graduate Studies website. For information contact the Office of Graduate Studies.

Off-Campus Courses and Majors

Graduate courses and majors are offered at locations other than the Tampa, Sarasota, and St. Petersburg, campuses. Information on course enrollment procedures for off-campus courses and majors may be obtained from the College in which the courses or majors are offered.

Degree Requirements

Degree Requirements

The following sections describe the University minimum requirements established by the Office of Graduate Studies for the Master's, Education Specialist, and Doctoral / Professional degrees. However, individual majors and colleges may establish additional or *more stringent* requirements.

Student Responsibilities

The University of South Florida and all colleges, departments and majors 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 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, majors, 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.

Academic Definitions

Refer to: https://academicplanning.usf.edu/definitions.php

In addition, Specialization has been defined by Graduate Council as follows:

- **Specialization** is an informal sub-curriculum within a major and/or concentration that gives a focus to a content area or research interest within the major and/or concentration. It is less formal than Concentrations and is not tracked in the Student Information System or recorded on the transcript.

Master's Degree Requirements

Minimum Hours

A minimum of thirty (30) hours is required for a master's degree. All coursework must be at the 5000 level or above. Specific coursework requirements are noted in the section for each major.

Undergraduate courses may not be used to satisfy master's course requirements but may be taken to meet specific prerequisites. Note that undergraduate coursework is not eligible for financial aid when taken as a graduate student. All graduate and undergraduate courses taken as a graduate student count will be included in the computation of the overall GPA, whether or not they count toward the minimum hours for the degree.

Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean.

The minimum number of credit hours required for each individual master's major is noted in the degree requirements section of the Graduate Catalog for that major listing. Majors must have core major requirements that all students must successfully complete.

Time Limitations

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

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified above, but 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 Office of Graduate Studies website: https://www.usf.edu/graduate-studies/forms.aspx

Requests must include:

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

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

If approved, the time-limit extension also applies to courses applied toward the degree, with the exception of those transferred in or from completed majors. However, majors may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's

progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

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

Note - Time Limit Extensions are valid for a maximum period of two (2) years from the date of request.

Enrollment Requirements

Refer to the Academic Policies section

Institutional Enrollment Requirement

The majority of credits toward a graduate degree must be earned through instruction offered by USF. For information about the minimum number of credit hours required for the major refer to the curriculum requirements in the Catalog listing for that major. Students are responsible for consulting with their Graduate Director for information on courses that may be taken outside their graduate major, as well as the Transfer of Credit Policy for course transfer eligibility requirements. Although equivalent courses may be offered at other institutions, they may not satisfy degree requirements.

Students must matriculate for at least one semester following admission to the University before graduation may be approved. Students who want to change majors following admission into the University, must wait one semester before submitting the Change of Major request.

Students who change to a lower degree level (e.g. change from doctorate to master's), in the same major, may graduate the same semester that the change is approved, provided that it is not the first semester following admission to the University.

Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the academic area to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor from the student's academic area, approved by the student's Department/School (or College if a College administered major), and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed as soon as possible, but no later than the time the student has completed 50% of the major. 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 from the Department (or equivalent). Students who are unable to find a replacement major professor should confer with the Graduate Director for available options (including converting to a non-thesis option if available.) If no other options exist, the student may be requested to voluntarily withdraw from the major 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 of study, 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, from the student's academic area.
- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements
- Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor

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

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

In the event a Major Professor leaves the University for an appointment at another university and the Major Professor is willing and able to continue serving on the student's committee, the Major Professor will apply for Affiliate Member of the Graduate Faculty and becomes a Co-Major Professor on the Committee. Another graduate faculty member from the student's Department will be appointed as the other Co-Major Professor. In the event that the other Co-Major is an Affiliate Member of Graduate Faculty, the faculty leaving the University may remain as a member, with another Graduate Faculty member from within the student's Department appointed as the other Co-Major Professor. To ensure that the student can make satisfactory progress, one of the Co-Major Professors must be accessible on the University campus for the student to make satisfactory progress on the thesis/dissertation.

If the Major Professor (or any committee member) retires, the committee appointment will be terminated. Any retired volunteers being added to a committee must submit a Curriculum Vitae (CV) for Affiliate Graduate Faculty approval.

In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.); the Major Professor shall coordinate with the Graduate 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.)

(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities

Approved by the Graduate Council on May 15, 2000; revised August 26, 2013:

- Approving and submitting the Graduate Student Supervisory Committee Form to the Program, and if necessary, the College
- Approving and submitting the Admission to Candidacy Form.
- Specifying the style manual to be used for the thesis/dissertation before the student begins writing the manuscript. The style manual should be appropriate to the discipline.
- Students should not be told to follow other theses/dissertations.
- Referring students to the Thesis and Dissertation Guidelines (http://www.grad.usf.edu/ETD-res-main.php) to obtain information on University Format Requirements.
- Verifying by signing the Certificate of Approval, that the student's thesis or dissertation is ready to be submitted to the OGS for publication.

- Verifying, by signing the Request for the Ph.D./Ed.D. Final Oral Examination Form, that the student is ready to defend the dissertation.
- Verifying, by signing the Successful Defense of the Ph.D./Ed.D. Form, that the doctoral student has successfully defended the dissertation.
- Reading and approving the final copy of the thesis/dissertation for **content and format** prior to signing the Certificate of Approval.

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 either:

- the major professor and at least two other members or
- two co-major professors and at least one other member

Committee members should be from the general research area in which the degree is sought. (Colleges and Majors 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 Office of Graduate Studies 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 (CV) and be approved by the Department, College, and, as needed, the Office of Graduate Studies, 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 major or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

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 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 major/college before graduation may be certified. Committee forms need to be processed as early in the major as possible, but no later than the

semester prior to graduation. (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.

Faculty will automatically be removed when they leave or retire from the University. In addition, faculty can be removed from a committee at the direction of the Major Professor or by a unanimous vote of the Committee members (excluding the member in question). Faculty who are being 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. Anyone who is not Graduate 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 major and college. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a CV must be included for the faculty member who is being added to that position.

Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the major and college. An approved and current Supervisory Committee Form must be on file before graduation may be certified. Original signatures of graduate or approved affiliate members of graduate faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Electronic signatures are acceptable.

Masters Comprehensive Examination

When the substantial majority of the course work is completed, the student must pass a Comprehensive Examination covering the subject matter in the Major and related fields. This Examination may take many different formats, as determined by the Department/School. The Comprehensive Exam, or designated alternative method, must be completed while in residency (i.e. current active student) at USF, administered by USF faculty, covering content for the USF major. Students must be degree-seeking and enrolled for a minimum of two (2) hours of graduate credit during the semester when the Comprehensive Examination is taken. If the exam is taken between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

Thesis

If a thesis is required, it must conform to the guidelines of the University. Refer to the Thesis and Dissertation Guidelines, available on the web at:

Tampa: http://www.grad.usf.edu/ETD-res-main.php
St. Petersburg: http://www.usfsp.edu/grad
Sarasota: http://sar.usfsm.edu/catalog/academics/academic-policies-regulations/thesis/

for complete information about requirements, procedures, and deadlines. *For enrollment requirements, refer to the Academic Policies section.*

Thesis Format

The University accepts the standard format for the discipline of the major. Formats must be consistently applied and follow national standards for the discipline.

For the preliminary pages, which follow a standard University format, refer to the ETD website - http://www.grad.usf.edu/ETD-res-main.php

Directed Research

Directed Research hours may satisfy up to 50% of the thesis hour requirement.

Manuscript Processing Fee

USF Regulation USF4-0107, https://usf.app.box.com/v/usfregulation40107

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 Office of Graduate Studies Petition is filed with the Office of Graduate Studies no later than the last day to withdraw (see Academic Calendar for applicable dates). If a student enrolled in a thesis required major has taken thesis credits but elects to change to a 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 Major. Contact the College and Major for requirements.

Thesis Final Submission Guidelines

Information on requirements for submission of the finished and approved manuscript copy is available online at the Thesis and Dissertation website http://www.grad.usf.edu/ETD-res-main.php . 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 ETD website. Only after the Office of Graduate Studies 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 Office of Graduate Studies website http://www.grad.usf.edu/ETD-res-main.php

Submission for Official Publication and Archiving

All theses/dissertations will be submitted to the Office of Graduate Studies designated System for official publication and archiving.

Changes after Publication

Once a thesis is approved and accepted by the Office of Graduate Studies 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" (USF Policy 0-300: https://usf.app.box.com/v/usfregulation12003) 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 filled prior to publication, thereby preserving patent rights..." (April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.)

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 Office of Graduate Studies. 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 Office of Graduate Studies 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 - https://usf.app.box.com/v/usfpolicy0-300 and USF 12.003 https://usf.app.box.com/v/usfregulation12003.

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 Office of Graduate Studies 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.

Application for Degree and Exit Survey

Students must submit an Application for Degree and an Exit Survey to graduate and have the degree be certified. See Graduation and Postdoctoral Affairs section for more information.

Conferring a Master's Degree for Student in a Doctoral Degree Program

Doctoral Degree Programs that admit students with Bachelor's degrees may choose to award a Master's degree during the completion of the requirements for the Doctoral degree.In this case, a student making satisfactory progress in a Doctoral, program and who meets all of the Master's degree requirements, may be eligible to be awarded a Master's degree in the same discipline. *(a.k.a., Master's along the way).*

Students must:

- Complete at least twenty (20) hours of formal, regularly scheduled structured coursework.
- Meet the specific curriculum requirements for the requested Master's Degree, as specified in the Graduate Catalog posted at the time of the request.
- Perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit.
- Complete the requirements of the thesis or non-thesis option, as outlined in the Graduate Catalog. Master's degree programs that require a thesis must conform to the Thesis and Dissertation Guidelines. If the student chooses the thesis option, he/she must register for thesis hours and complete the thesis before Admission to Doctoral Candidacy and registration of dissertation hours.
- Register for a minimum of two (2) graduate credits in the semester the Master's degree will be awarded.

The two degrees are not considered part of a formal "concurrent degree" program and, therefore, are not subject to the policies governing concurrent degree programs. However, the College must identify which courses are used to meet each of the Master's and Doctoral degree requirements.

The Master's degree requirements may not be fulfilled using from credits from a previously earned Master's degree.

Requests for conferring a Master's degree for a student in a Doctoral Degree Program require approval from the Department, College Dean or designee, and the Office of Graduate Studies Dean or designee.

Education Specialist Degree (Ed.S.) Requirements

Ed.S. Thesis

Students who are required to submit an Ed.S. Thesis must meet all of the requirements for the thesis, as specified in the Master's Degree section of this publication.

Ed.S. Project

Students who are required to submit an Ed.S. Non-Thesis project must meet all of the requirements as specified by the College of Education. A project does not need to meet the requirements of a thesis and is not submitted to the Office of Graduate Studies for approval and archiving.

Doctoral Degree Requirements

The doctoral degree is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is not conferred solely upon the earning of credit, the completion of courses, or the acquiring of a number of terms of residency, but also the successful completion of scholarly work. The length of residency and the requirements below are minimums; majors/colleges may elect to establish more rigorous requirements. The degree will be granted after the student has shown proficiency and distinctive achievement in a specified field, has demonstrated the ability to do original, independent investigation, and has presented these findings with a high degree of literary skill in a dissertation. A major professor will be appointed as soon as possible but no later than the time the student has completed 50% of the major. The advisor will advise on any specific subject matter deficiencies and assist in the choice of a major professor and area of research.

Responsible Conduct of Research

Responsible Conduct of Research (RCR) is a critical element in training for scholarship. USF has information about RCR available online at: www.grad.usf.edu/rcr.php

The Office of Graduate Studies requires all new doctoral students to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to the student's program of study. The CITI modules have been designed to introduce researchers to various elements of research conduct ranging from research misconduct to data management to mentoring. As this is a minimum requirement, specific doctoral majors may require training that goes beyond the basic components introduced in this module. Graduate Majors that have received Office of Graduate Studies approval for rigorous RCR training consistent with disciplinary standards and practices may exempt their students from the CITI requirement. Students must complete the module, or provide evidence of previous qualified RCR training to their Major Director and Office of Graduate Studies, in the first semester enrolled in a doctoral major. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the Registration hold will be lifted.

Doctoral Minimum Hours

The doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation. *Note- for professional doctorates (e.g. Au.D., D.N.P., Dr.P.H., D.P.T., M.D.), a dissertation may not be required. Refer to the major listing for more information.* The minimum number of credit hours to earn the doctorate is 72, post-bachelors, including dissertation (or project). The minimum number of credit hours required for each individual doctorate major is noted in the degree requirements section of the Graduate Catalog for that major listing. Some graduate majors may require more than 72 hours. Majors with formally approved concentrations must have core major requirements that all students must successfully complete.

Students with a completed master's degree may request a review of their master's coursework to determine if they meet the requirements for the post-master's hours option. Students with master's degrees within the same field or a related field of study may qualify for this option. Those students with master's degrees outside of the desired doctoral degree may qualify to have specific master's courses transferred in to the doctoral degree. These decisions are at the discretion of the Graduate Program Director.

Students must comply with general enrollment requirements and also institutional residency requirements. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements. No undergraduate course may be used to satisfy the gradable minimal course requirement for the doctoral degree. Lower level

undergraduate courses may not be used to satisfy doctoral major requirements, but may be taken to meet specific prerequisites. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree.

Time Limitations

Doctoral degrees must be completed within seven (7) years from the student's original date of admission for doctoral study. All courses applied to the doctoral degree must be completed within ten (10) years, including courses taken

1. prior to admission to the USF doctoral major,
2. taken as non-degree seeking, or
3. transferred in from other institutions.

There is no time limitation for courses from a completed master's degree used toward a doctoral degree. Course currency is still required for courses over ten years. For students who are readmitted, see Readmission Policy. Typically, a student will reach candidacy within four years, but this may vary per discipline.

M.D., D.P.T., Pharm.D. Professional level doctoral programs are subject to program defined time limits.   Students in these professional programs can request a time limit extension if needed. However, such a request would only be granted in extraordinary circumstances. Contact the program for specific information.

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 Office of Graduate Studies website https://www.usf.edu/graduate-studies/forms.aspx

Requests must include

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

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

If approved, the time-limit extension applies to courses applied toward the degree, with the exception of those transferred in or from completed majors. However, majors may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

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

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

Enrollment Requirements

See Academic Policies Section

Institutional Enrollment Requirement

The majority of credits toward a graduate degree must be earned through instruction offered by USF. For information about the minimum number of credit hours required for the degree refer to the degree requirements in the major listing. Students are responsible for consulting with their graduate coordinator for information on courses that may be taken outside their graduate major, as well as the Transfer of Credit Policy for course transfer eligibility requirements. Although equivalent courses may be offered at other institutions, they may not satisfy degree requirements.

Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the Department (or equivalent) to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor from the student's academic area, approved by the student's Department/School (or College if a College administered major), and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed as soon as possible, but no later than the time the student has completed 50% of the major. 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 Graduate Director for available options. If no other options exist the student may be requested to voluntarily withdraw from the major 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 of study, signed by the student and professor, should be maintained in the student's department file.

Major Professors must meet the following requirements:

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

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

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

In the event a Major Professor leaves the University for an appointment at another university, and the Major Professor is willing and able to continue serving on the student's committee, the Major Professor will apply for Affiliate Member of the Graduate Faculty and becomes a Co-Major Professor on the Committee. Another Graduate Faculty member from within the student's Department will be appointed as the other Co-Major Professor. In the event that the other Co-Major is an Affiliate Member of Graduate Faculty, the faculty leaving the University may remain as a member, with another Graduate Faculty member from within the student's Department 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.

If the Major Professor (or any committee member) retires, the committee appointment will be terminated. Any retired volunteers being added to a committee must submit a Curriculum Vitae (CV) for Affiliate Graduate Faculty approval.

In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.); the Major Professor shall coordinate with the Graduate 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, admission to candidacy, etc.)

(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities

Approved by the Graduate Council on May 15, 2000; revised August 26, 2013:

- Approving and submitting the Graduate Student Supervisory Committee Form to the Program, and if necessary, the College
- Approving and submitting the Admission to Candidacy Form.
- Specifying the style manual to be used for the thesis/dissertation before the student begins writing the manuscript. The style manual should be appropriate to the discipline.
- Students should not be told to follow other theses/dissertations.
- Referring students to the Thesis and Dissertation Guidelines (http://www.grad.usf.edu/ETD-res-main.php) to obtain information on University Format Requirements.
- Verifying by signing the Certificate of Approval, that the student's thesis or dissertation is ready to be submitted to the OGS for publication.
- Verifying, by signing the Request for the Ph.D./Ed.D. Final Oral Examination Form, that the student is ready to defend the dissertation.
- Verifying, by signing the Successful Defense of the Ph.D./Ed.D. Form, that the doctoral student has successfully defended the dissertation.
- Reading and approving the final copy of the thesis/dissertation for content and format prior to signing the Certificate of Approval.

Doctoral Committees

There are two types of doctoral committees:

1. a graduate committee that works with the student up to admission to doctoral candidacy, and

2. a Doctoral Dissertation Committee that works with the student from admission to candidacy to completion of the dissertation.

In some programs, the Doctoral Dissertation Committee serves both roles. Depending on the Program, either the graduate committee or the Doctoral Dissertation Committee is responsible for:

- approving the student's course of study
- advising and mentoring the student towards timely completion of the Qualifying Exam
- grading the written comprehensive qualifying exam

For specific requirements as to composition and other responsibilities of the graduate committee, refer to the individual Program Handbook. For University requirements of the Doctoral Dissertaiton Committee, see below.

As soon as an area of research is determined and a major professor is selected, a Doctoral Dissertation Committee will be appointed and approved for the student. The Program will request approval of the Doctoral Dissertation Committee from the Dean of the College and, as needed, the Dean of the Office of Graduate Studies for the credentialing of committee members who are not Graduate Faculty.

Doctoral Dissertation Committee

Doctoral Dissertation Committees will,

- approve the plan for research
- supervise the research
- read and approve the dissertation, and
- conduct the dissertation defense.

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 Office of Graduate Studies as qualified to be a member of and/or supervise a doctoral committee. Persons desiring to serve on a 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 Office of Graduate Studies, 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 major or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

Composition

The Doctoral Dissertation Committee will consist of at least four members:

- the Major Professor must be from the student's academic area-- two additional members must come from the academic area (i.e. discipline) of the student
- at least one external member (from outside the Department, School, or equivalent, hosting the doctoral major, but may be within the academic discipline)
- Faculty holding joint or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot be external members on a student's committee.

Approval

Once a committee has been determined, a *Doctoral Dissertation Committee Form* needs to be completed by the student and submitted to the Committee Members for original signature. Check with the College for instructions and forms. The original appointment form should be submitted to the College Associate Dean's office for approval.

To insure uniformity of excellence across the colleges, the (Co-)Major Professor(s) of Doctoral Dissertation Committees will also need to submit a current curriculum vita highlighting the last three (3) years of scholarly activity included) with the committee appointment form to the College Dean or designee. This approval is in addition to the approval from their department chairperson.

Once approved, the original form and the approved Curriculum Vitae (CV) are placed in the student's file. An approved and current Form must be on file in the major/college before graduation may be certified. *Doctoral Dissertation Committee Forms* need to be processed as early in the major as possible, but no later than the semester prior to graduation. (College and departments may institute additional requirements for membership on Doctoral Dissertation Committees.)

Changes to Committee

Changes to a Doctoral Dissertation Supervisory Committee must be submitted on a *Change of Committee Form.* Check with the College for instructions and forms.

Faculty will automatically be removed when they leave or retire from the University. In addition, faculty can be removed from a committee at the direction of the Major Professor or by a unanimous vote of the Committee members (excluding the member in question). Faculty who are being 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 one who is not Graduate Faculty being added to a committee must submit a CV for approval. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a CV must be included for the faculty member who is being added to that position.

Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the major and college. An approved and current Doctoral Dissertation Committee Form must be on file before graduation may be certified. Original signatures of graduate or approved affiliate members of graduate faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Electronic signatures are acceptable.

Doctoral Qualifying Examination

When the substantial majority of the course work is completed, the student must pass a written Qualifying (or Comprehensive) Examination covering the subject matter in the major and related fields. This Examination may take many different formats, as determined by the Department/School, and may be supplemented by an oral examination. The Qualifying Exam must be taken while in residency (i.e. current active student) at USF, administered by USF faculty, covering content for the USF major. Students must be degree-seeking and enrolled a minimum of two (2) hours of graduate credit in their discipline at the time they take the Qualifying Examination. If the Exam is taken between semesters, students must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the Exam.

Admission to Candidacy

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

- admission to a doctoral major
- appointment and approval of a Doctoral Committee,
- attainment of an overall and major Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. All "I" and "M" grades, including "IF" and "MF", must be cleared before candidacy may be finalized.
- successful completion of a qualifying examination
- certification by the Doctoral Committee that the above qualifications have been successfully completed
- must meet enrollment requirements for completion of the exam and submission of the form (See *Enrollment Requirements*)

The Admission to Candidacy form should be submitted for approval during the semester that the Qualifying Exams were completed, but no later than the semester following the successful completion of the Exam. The form will be approved by the Dean of the College and forwarded to the Office of Graduate Studies for final approval. Doctoral Candidacy is effective in the semester following processing and approval by the Office of Graduate Studies. At this time, the student's status changes to 6C. For procedures and processing deadlines refer to the Office of Graduate Studies website at www.grad.usf.edu.

Once candidacy status is approved, students with approved candidacy are eligible to enroll in dissertation hours (7980) in the semester that immediately follows the semester in which the Candidacy form is submitted and approved. For example, students approved during the Fall approval window may enroll in the Spring. Students approved during the Spring approval window may enroll in the Summer and students approved during the Summer approval window may enroll in the Fall. **Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy.**

Each major has a required number of dissertation hours for completion of the degree. Departments, with College approval, may apply Directed Research hours toward the total number of dissertation hours required. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the approval window. *For more information, refer to Enrollment Requirements in the Academic Policies section.*

Dissertation

Dissertation requirements are for the academic degrees of Ph.D. and Ed.D., and for students in professional doctorate programs (e.g. DNP, DBA, Au.D., DrPH., DPT) who choose to complete a dissertation. Students in professional doctorate degree programs may choose to complete a doctoral project instead of a dissertation. Please contact the professional school for doctoral project requirements.

Dissertation Hours

For dissertation hour enrollment requirements, see the Academic Policies section: Enrollment requirements.

Dissertation Format

The University accepts the standard format for the discipline of the major. Formats must be consistently applied and follow national standards for the discipline. For the preliminary pages, which follow a standard University format, refer to the ETD website. http://www.grad.usf.edu/ETD-res-main.php

Directed Research

Directed Research hours taken with the (Co) Major Professor(s) prior to approval to doctoral candidacy by the Office of Graduate Studies may satisfy up to 50% of the dissertation hour requirement, with program approval.

Manuscript Processing Fee

USF Regulation USF4-0107, https://usf.app.box.com/v/usfregulation40107. Students participating in the thesis/dissertation process are required to pay a processing fee. More information is available on the website at http://www.grad.usf.edu/ETD-res-main.php

Doctoral Dissertation Defense (Final Oral Examination)

Scheduling and Announcement

After the Doctoral Dissertation Committee has determined that the final draft of the dissertation is suitable for presentation, the Committee will request the scheduling and announcement of the Dissertation Defense (also called Final Oral Examination or Oral Defense.) The Dissertation Defense announcement must be posted in a public forum for a minimum of twenty-four hours to comply with statute requirements for a public meeting. The College and Department may specify additional procedures for this process.

Attendance

It is desirable for all members of the final oral examination committee to be present during the entire examination. The Committee has three options for a defense format: face to face, online, or a hybrid model. A minimum of three members,

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

Video Conferencing

Graduate programs must adhere to the following if the final oral examination involves video conferencing. Departments can enforce stricter guidelines. Video conferencing may not be ideal in all circumstances.

Facilities and Support Requirements

The video conferencing room must allow the candidate and all members of the examination committee to see and hear one another during the entire examination. There must be appropriate software/hardware available for the transmission of any text, graphics, photographs, or writing referred to or generated during the examination.

Audio-only communications are not permitted.

Prior to the defense, the student must agree to the video conferencing set-up. The student and Major Professor must confirm in advance that the video conferencing setup is satisfactory. On the day of the defense, if the video conferencing capabilities differ significantly from the initial agreement as noted on the Request for Defense Form, then the student may cancel the examination without penalty.

Any technical support staff required to operate equipment must observe strict confidentiality.

The video conference must be scheduled for a three-and-a-half hour time period to allow for any delays resulting from technical issues during the dissertation defense.

Should a technical failure arise, the Doctoral Dissertation Defense Chair in consultation with the Major Professor and other committee members will determine if the examination should continue. If the examination is cancelled, the examination will be rescheduled and there will be no penalty to the student.

All committee members must record their vote on the Successful Defense form. Off-site committee members must sign a copy of the Successful Defense form (completed within the College) and send it back to the Major Professor as soon as possible, but no later than a week after the defense date.

Doctoral Dissertation Defense Chair

The Doctoral Dissertation Defense (Final Oral Examination) shall be presided by

- an external committee member from outside the Department, School, or equivalent, hosting the doctoral major, and may be within the academic discipline.
  OR,
- a non-committee member (a.k.a. Outside Chair), (Refer to the individual Program's Degree Requirements in the Graduate Catalog for information). If the Chair is from another institution, this individual must be approved for Affiliate Graduate Faculty status.

The Doctoral Dissertation Defense Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process. Faculty holding joint, courtesy, or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot serve as the Defense Chair.

Procedures for Conducting the Doctoral Dissertation Defense (Final Oral Examination)

1. The Doctoral Dissertation defense (final oral examination) should be conducted within a timeline to allow for the student to make any necessary corrections following the defense and still meet the final copy deadline for turning in the Dissertation to the Office of Graduate Studies.
2. The presentation should be considered an important function in the Department and all graduate students and faculty be encouraged to attend.
3. The presentation and defense are open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The Doctoral Dissertation Committee deliberation is not public.
4. The room selected for the examination should have adequate seating with an alternate room selected in case of problems.
5. The length of the examination period will generally not exceed three hours. Throughout this time the Doctoral Dissertation Defense Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention.
6. The Doctoral Dissertation Defense Chair, at any time during the course of the examination, may request all visitors to leave. If this is a virtual defense, the committee should be careful to ensure that all non-committee members are not able to see or hear the committee deliberations. It is possible to set up a separate virtual meeting only for committee member deliberations.
7. **Presentation**
   o The Doctoral Dissertation Defense Chair should open the proceedings by introducing the candidate and the Doctoral Dissertation Committee.
   o The examination should begin with a presentation by the candidate designed to summarize the dissertation.
8. **Questions**
   Following the presentation, the Defense may be moved to a different physical/virtual setting for the main examination. The College determines the order of the proceedings described below:
   o The examination will consist of questions about the research by the Doctoral Dissertation Defense Chair and the Doctoral Dissertation Committee. All committee members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result.
   o It is suggested that questioning should be limited to about 15 minutes for each Doctoral Dissertation Committee member with subsequent rounds of questioning as necessary.
   o Questions from the faculty-at-large and/or the public may be allowed following the presentation. It is suggested that questioning from the general audience be limited up to 5minutes per person.
9. **Deliberations and Voting**
   Following the completion of these proceedings, the Doctoral Dissertation Defense Chair
   o will ask all visitors and the candidate to leave and will reconvene the Doctoral Dissertation Committee only.
   o will preside over the deliberations and voting of the Committee (Note: if a non-committee member (Outside chair) is used he/she will not participate in the voting)
   o is responsible for tallying the votes and informing the candidate of the final decision. The voting is to be limited to "pass" and "fail" votes. *The vote of the Doctoral Dissertation Committee must be unanimous.* If unanimous agreement cannot be reached, the Doctoral Dissertation Defense Chair notifies the student's Department Chair (or appropriate equivalent) who will endeavor to resolve the dispute in an expedient fashion.
   o records the vote on the Successful Defense Form and conveys the decision of the Doctoral Dissertation Committee (Successful Defense Form) to the Department/College Graduate Office to be kept in the student's file.
10. **Approval of the Final Dissertation**
    All committee members must approve the final version of the dissertation via the Certificate of Approval Form. If the Committee is unable to **unanimously** approve a final draft of the dissertation, the student's Department Chair and College Dean will work with the Doctoral Dissertation Committee to seek an equitable resolution.

Dissertation Final Submission Guidelines

Information on requirements for submission of the finished and approved manuscript copies is available online at the Thesis and Dissertation website at http://www.grad.usf.edu/ETD-res-main.php. Students who fail to submit the final copy of a dissertation by the posted submission deadline will not be considered for graduation. The student may be considered for graduation in the following semester and must therefore apply for the degree (graduation) by the posted deadline, enroll in a minimum of two (2)dissertation hours for that subsequent semester, and meet the submission requirements as posted on the Thesis/Dissertation website. Only after the Office of Graduate Studies has approved the manuscript can the student be certified for the degree.

Mandatory Electronic Submission

Students are required to submit the dissertation in an electronic format (ETD). Requirements and procedures are available at the Office of Graduate Studies website at http://www.grad.usf.edu/ETD-res-main.php

Submission for Official Publication and Archiving

All theses/dissertations will be submitted to the Office of Graduate Studies designated System for official publication and archiving.

Changes after Publication

Once a dissertation is approved and accepted by the Office of Graduate Studies for publication, it cannot be changed.

Release of Dissertation 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" " (USF Policy 0-300: https://usf.app.box.com/v/usfpolicy0-300) 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 filled prior to publication, thereby preserving patent rights..." (April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.)

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, Dissertations will be released for worldwide access once submitted to and approved by the USF Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the Dissertation, a petition to request a

one year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the dissertation.

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

Duty to Disclose New Inventions and Works

USF 0-300 https://usf.app.box.com/v/usfpolicy0-300 and USF 12.003 https://usf.app.box.com/v/usfregulation12003
For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

Dissertation 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 Office of Graduate Studies submits the change of grade from "Z" to "S" for the last registration of dissertation courses to the Office of the Registrar when all grades are due at the end of the semester.

The Use of "Ph.D." in Credentials and Publication

Students may only use the credential of "Ph.D." after degree conferral is granted. It is inappropriate to use the credential until it is officially and formally granted. The use of the abbreviation "Ph.D." in university publications, correspondence, etc., including websites and other electronic media, shall be upper case "P", lower case "h" followed by a period, an upper case "D" and another period. It shall not be used in the format of all upper case letters without periods, as in "PHD".

Application for Degree and Exit Survey

Students must submit an Application for Degree and an Exit Survey to graduate and have the degree be certified. See Graduation and Postdoctoral Affairs section for more information.

Graduation and Postdoctoral Affairs

Graduation Information

Application for Degree (Graduation)

To graduate, a student must submit the Application for Degree online through Student Self-Service. 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 online at https://www.usf.edu/registrar/services/apply-for-graduation/index.aspx

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.

Exit Survey

The Office of Graduate Studies requires graduate students to complete an exit survey the semester of graduation as part of their application for degree.

Graduation Requirements

It is the student's responsibility to make sure that he/she has met all degree requirements (e.g. be *In good standing*) as specified in the Policies and Degree Requirements sections of this publication, as well as any College and Major requirements for the degree. Students must apply for graduation to have the degree conferred. Note - Application for graduation is a separate process from registering for the Commencement ceremony.

Commencement

Graduate students **may not** participate in commencement exercises **until all requirements** for the degree sought have been fulfilled. Please check with the Commencement Office for more information: https://www.usf.edu/commencement/

Diplomas

Diplomas are mailed to the student's permanent address approximately six (6) weeks after commencement after the conclusion of the student's final semester. Students with a change of address need to fill out a change of address form at the Registrar's office/Registration and Records Office (St. Petersburg and Sarasota/Manatee).Frequently asked questions: https://www.usf.edu/registrar/faq/index.aspx. Questions regarding diplomas and degree certification should be directed to graduation@usf.edu or 9813-974-2000.

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 university identification (U-ID) Number, name of major and official name of the degree. The Major Professor, the College Dean (or designee), the Department Chair or Graduate Director (or designee), the Dean (or Designee) in the Office of Graduate Studies (Graduate Academic Advisor only in Sarasota), and the Registrar must sign the Letter of Certification. A template for the Certification Letter is available on the Office of Graduate Studies website at http://www.grad.usf.edu/student-forms.php

Transcripts

Transcripts of a student's USF academic record may be requested by the student through the Office of the Registrar/Office of Records and Registration. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or on the Office of the Registrar website: http://www.registrar.usf.edu/.

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. Degree statements are posted approximately five weeks after the end of the student's final semester. Current term grades are posted approximately one week after the final exams end. If grades or degree certification for the current term are needed, clearly indicate that the transcript request is to be held for grades and/or degree posting. For questions, email asktheregistrar@usf.edu

Posthumous Degrees and Degrees in Memoriam

Reference – USF Policy 10-047 - https://usf.app.box.com/v/usfpolicy10-047

Award of Posthumous Degrees

The University of South Florida may award a posthumous master's, doctoral, or medical degree to a student who was in good academic standing at the time of his or her death and who had completed all critical requirements for the degree. 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 students are 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 degree requirements must have been satisfied as well. To award a thesis or dissertation degree, all courses must be completed as described above and the thesis/dissertation must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student's record.

Award of Degrees in Memoriam

USF may award master's, doctoral, or medical degrees in memoriam to a student who was in good academic standing at the time of his or her death.

Procedures for Award of Posthumous Degrees or Degrees in Memoriam

Departmental Chairs, or appropriate faculty members, on their own initiative or upon request of a student's family, may recommend a posthumous, or an in memoriam degree, by forwarding the recommendation to the respective Dean of the appropriate college. If approved by the Dean, the request, accompanied by supporting documentation, will be forwarded to the Dean of Graduate Studies (respective to the degree type at USF) or to the Chief Academic Officer at USF St. Petersburg or USF Sarasota/Manatee for approval. If the Dean or Chief Academic Officer approves the recommendation, the institution's Office of the Registrar will be notified. Posthumous degrees and in memoriam Degrees may also be presented to the student's family in an appropriate setting, which may include the ceremony held in fall and spring terms. A posthumous degree may be awarded at a commencement ceremony.

Note:
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, Master of Science in Memoriam," "Doctor of Philosophy in Memoriam," etc., depending upon the degree the student was pursuing at the time of his or her death.

Office of Postdoctoral Affairs

4202 E. Fowler Ave., ALN 200
Tampa, FL 33620
813-974-0795
https://www.usf.edu/postdoctoral-affairs/index.aspx
The Office of Postdoctoral Affairs (OPA) serves as an administrative and academic center of excellence for postdoctoral scholars, and ensures they have an exemplary professional and personal development experience while at USF. It fosters a robust postdoctoral community, provides opportunities to enhance the postdoctoral experience and future success of its constituents, and serves as a dedicated resource for postdoctoral scholars, faculty, and administrators.

Objectives of the OPA:

- Provide guidance to colleges and postdoctoral scholars throughout the hiring process.
- Establish, maintain, and evaluate postdoctoral policies.
- Build collaboration among postdoctoral scholars, colleges, and graduate students.
- Offer professional development workshops for postdoctoral scholars and their mentors.
- Provide 1-1 advising and career coaching to postdoctoral scholars and graduate students.
- Maintain a detailed database of current and alumni postdoctoral scholars.
- Curate, quality assure, and submit postdoctoral data for university, state, national and international reports.
- Facilitate the development of a USF Postdoctoral Association.

For more information, please see https://www.usf.edu/postdoctoral-affairs/

Degree, Majors, and Concentrations

New graduate degree programs, majors and concentrations are continually under development. Check the website for recently approved curriculum and for information on which majors are currently accepting applications and which are currently closed for admission. For the most current list of authorized degrees programs, majors and concentrations, Accelerated Degree Programs, and Concurrent Degrees, go to http://www.grad.usf.edu/majors. As of the date of this publication, the University is authorized to offer over 50 different degrees with graduate majors offered as follows:

116	Master's	199	Concentrations at the Master's level
2	Education Specialist	15	Concentrations at the Specialist level
52	Doctoral (Ph.D., Ed.D., Au.D., D.N.P., D.P.H., D.B.A.)	89	Concentrations at the Doctoral level
3	Professional doctoral (including M.D., D.P.T., PharmD)	1	Concentration at the Professional level

USF Curriculum Definitions

– reference USF 3.038 Academic Curricular Offerings for definitions of Degree Program, Major, Concentration, etc.
https://www.systemacademics.usf.edu/curriculum/definitions.php

Other Offerings:

Accelerated Majors

Accelerated Majors allow academically qualified students to complete an undergraduate Bachelor's degree and a graduate degree (typically master's degree) on an accelerated timeline, graduating sooner than in traditional majors. Typically, students will complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate status, where the remaining graduate requirements are fulfilled. Refer to the policy in the Academic Policies section for more information.   For specific curriculum requirements and to see how many hours are shared, refer to the Bachelor's/Master's Pathways section of the Graduate Catalog. The Application and Progression Forms are available online at: http://www.grad.usf.edu/accelerated.php

Concurrent Degree Options

Concurrent Degrees allow academically qualified students to complete two separate graduate degrees. For more information, refer to the Academic Policies. To view current options, go to the Concurrent Degrees section of the Graduate Catalog.

Bachelor's/Master's Pathways

Bachelor's/Master's Pathways:

Bachelor/Master's Pathways allow highly qualified undergraduate students to complete a bachelor's degree and a master's degree or a Bachelor's degree and a professional doctorate in a select few majors. Bachelor/Master's Pathways commonly offer a shorter duration to completion of both degrees, graduating sooner than in traditional programs. Students may be nominated by faculty or may directly apply to a Pathway option by submitting the Bachelor's/Master's Pathways Application Form.

Once approved, students complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, a Progression Form is submitted to admit the student to graduate student status, where the remaining graduate requirements are fulfilled.

Note: Although students may be in a Bachelor/Master's Pathway, pursuing a Bachelor's and Master's Degree at the same time, they cannot be enrolled in two levels at once.

Pathways:

- Require that degrees are conferred sequentially (bachelor's should be conferred as soon as requirements are met).
- Have an approved Program of Study, including a plan for academic advising and notation for financial aid impact.
- May share three to twelve (3-12) hours of structured graduate coursework depending on the combined credit total of the bachelor's/master's pathway or between the graduate degree and the Judy Genshaft Honors College curriculum requirements tied to the undergraduate major. Refer to the specific major below for total hours approved to be shared.
- Require approval from the Undergraduate Council, Graduate Council, and if applicable, SACSCOC. It is preferred that the total combined credits be at least 150 credits (120 bachelor's and 30 master's) after the shared coursework is counted. Bachelor's/Master's Pathways with less than 150 total combined credits may be considered for approval but require submission of a justification form for approval.
- Require a 3.33 GPA overall and a 3.50 GPA in the undergraduate major.
- Require a minimum of 15 hours in the undergraduate major to be completed before a student may apply for consideration for the Bachelor's/Master's Pathway. Typically students apply at the end of the junior year.
- Require a "B" (3.00) in each graduate course taken as part of the shared credits applied to both undergraduate and graduate majors. Students who receive lower than a "B" (3.00) in a graduate course may be required to re-take the course to obtain a minimum grade of "B" for it to apply to the graduate degree requirements if the overall graduate GPA is less than a 3.00 or if the major requires a "B" in that course.
- Must meet admission requirements for the graduate major to progress to the graduate level.
- Students pay graduate tuition when taking graduate courses.

Application and Progression

- **Application** - Students may be considered for acceptance into the Bachelor's/Master's Pathways through faculty nomination or student self-nomination via submission of the Bachelor's/Master's Pathways Application Form. The application requires approval from the Graduate Major, College, and Office of Graduate Studies. Prior to formal application students should have met with Undergraduate Advisor and Graduate Director to develop an approved Program of Study, including plan for advising and notation for financial aid impact.

- **Notes:**

  - **Applicants to the Art History B.A. to M.A.** must have completed 24 credit hours in the Art History undergraduate major prior to application.

  - **Applicants to the English B.A. to M.A. (Literature Concentration)** must have completed ENG 3014 prior to admission to the Pathway and must include a letter of recommendation from a Literary Studies faculty with the application.

  - **Applicants to the Humanities and Cultural Studies B.A. to Liberal Arts M.A.** must have completed FIL 1002 with a "B" or higher prior to admission to the Pathway.

  - **Applicants to the Biomedical Sciences B.S. to Pharmacy Pharm.D.** must be admitted to the Honors College and must hold US citizenship or permanent resident status. A 3.50 GPA overall and in science is required. In addition - completion of a minimum of 60 contact credit hours of volunteering (that is not part of employment) is required by the end of the second year. Contact the College of Pharmacy for advising and application procedures.   Application to the Pathway must be completed during the summer between their Second and Third undergraduate years. An e-submission of the PharmCAS application is required (including transcripts and letters of recommendation) by the priority deadline (note – applicants are encouraged to apply by the end of July). Requirements can be reviewed in the Pharmacy, Pharm.D. Catalog section. For progression to the PharmD., prerequisite coursework and the application to the PharmD must be completed. Applicants who have met all requirements and have submitted required application materials by the deadlines will receive an invitation for a formal required interview by the PharmD faculty. Students must also meet with the PharmD Director of admissions at least once prior to the end of the second year as an undergraduate. Students earning below the required 3.00 in the shared coursework can still proceed to earn a Pharm.D. degree but will no longer be in the B.S. to Pharm.D. Pathway program. Students in that situation who wish to also complete the B.S. degree will need to consult with a Chemistry Department Academic Advisor.

  - **Applicants to the Environmental Engineering B.S. to Civil Engineering M.S.C.E.** must submit a statement of purpose, resume, and two reference letters with the Pathway Application.

  - **Applicants to the Environmental Engineering B.S. to Environmental Engineering M.S.E.V.** must submit a statement of purpose, resume, and two reference letters with the Pathway Application.

- **Progression to Graduate Student Status** - Advisors/Graduate Directors will verify graduate admission eligibility and submit the required paperwork (Progression Form) to the Office of Admissions to officially admit the student to graduate standing, no later than the semester in which the student will reach 120 hours or the semester in which the Bachelor's degree will be conferred.

For information on the specific admission and curriculum requirements for each major, refer to the listing in their respective Undergraduate or Graduate Catalogs. Contact the Department(s) offering the Bachelor's/Master's Pathway for more information and advising. A list of contacts for graduate majors is available here: http://www.grad.usf.edu/programs/search_all.php

List of Bachelor's/Master's Pathways

Shared Requirements are Listed Alphabetically by Graduate Major.
For faster searching, type Control F and enter the major name.

Pathway	Total Minimum Combined Hours	Number of Credit hours of structured graduate coursework from the graduate major that satisfies the same number of credit hours of undergraduate major electives	Total Combined Hours After Sharing
ADVERTISING M.S.	156	6	150
Advertising B.S. (120 Credit Hours) to Advertising M.S. (36 Credit Hours)	156	6	150
Integrated Public Relations and Advertising B.S. (120 Credit Hours to Advertising (36 Credit Hours)	156	6	150
Mass Communications B.A. (120 Credit Hours) to Advertising (36 Credit Hours)	156	6	150
ART HISTORY M.A.			
Art History B.A. (120 Credit Hours) to Art History M.A. (38 Credit Hours)	158	8	150
BIOMEDICAL ENGINEERING M.S.B.E.			
Biomedical Engineering B.S.B.E. (126 Credit Hours) to Biomedical Engineering M.S.B.E. (30 Credit Hours)	156	6	150
Chemical Engineering B.S.C.H. (131 Credit Hours) to Biomedical Engineering M.S.B.E. (30 Credit Hours)	161	9	151
CHEMICAL ENGINEERING M.S.C.H.			

Pathways

Pathway	Total Minimum Combined Hours	Number of Credit hours of structured graduate coursework from the graduate major that satisfies the same number of credit hours of undergraduate major electives	Total Combined Hours After Sharing
Chemical Engineering B.S.C.H. (131 Credit Hours) to Chemical Engineering M.S.C.H. (30 Credit Hours)	161	6	155
CIVIL ENGINEERING M.S.C.E.			
Civil Engineering B.S.C.E. (131 Credit hours) to Civil Engineering M.S.C.E. (30 Credit Hours)	161	6	155
Environmental Engineering B.S. (120 Credit hours) to Civil Engineering M.S.C.E. (30 Credit Hours)	150	6	144
COMPUTER ENGINEERING M.S.C.P.			
Computer Engineering B.S.C.P. (120 Credit Hours) to Computer Engineering M.S.C.P. (30 Credit Hours)	150	6	144
COMPUTER SCIENCE M.S.C.S.			
Artificial Intelligence B.S.A.I. (120 Credit Hours) to Computer Science M.S.C.S. (30 Credit Hours)	150	6	144
Computer Science B.S. (120 Credit Hours) to Computer Science M.S.C.S. (30 Credit Hours)	150	6	144
Cybersecurity B.S.C.Y.S. (120 Credit Hours) to Computer Science M.S.C.S. (30 Credit Hours)	150	6	144
ELECTRICAL ENGINEERING M.S.E.E.			

Pathways

Pathway	Total Minimum Combined Hours	Number of Credit hours of structured graduate coursework from the graduate major that satisfies the same number of credit hours of undergraduate major electives	Total Combined Hours After Sharing
Electrical Engineering B.S.E.E. (128 Credit Hours) to Electrical Engineering M.S.E.E. (30 Credit Hours)	158	6	152
ENGINEERING MANAGEMENT M.S.E.M.			
Chemical Engineering B.S.C.H. (131 Credit Hours) to Engineering Management M.S.E.M. (30 Credit Hours)	161	6	155
Civil Engineering B.S.C.E. (131 Credit Hours) to Engineering Management M.S.E.M. (30 Credit Hours)	161	6	155
Electrical Engineering B.S.E.E. (128 Credit Hours) to Engineering Management M.S.E.M. (30 Credit Hours)	158	3	155
ENGLISH M.A.			
English with a Concentration in Literary Studies B.A. (120 Credit Hours) to English with a Concentration in Literature M.A. (33 Credit Hours)	153	3	150
ENVIRONMENTAL ENGINEERING M.S.E.V.			
Civil Engineering B.S.C.E. (131 Credit Hours) to Environmental Engineering M.S.E.V. (30 Credit Hours)	161	6	155

Pathways

Pathway	Total Minimum Combined Hours	Number of Credit hours of structured graduate coursework from the graduate major that satisfies the same number of credit hours of undergraduate major electives	Total Combined Hours After Sharing
Environmental Engineering B.S.E.V. (120 Credit Hours) to Environmental Engineering M.S.E.V. (30 Credit Hours)	150	6	144
LIBERAL ARTS M.A.			
Humanities and Cultural Studies: Film & Media Studies Concentration B.A. (120 Credit Hours) to Liberal Arts: Film Studies Concentration M.A. (33 Credit Hours)	153	12	141
MASS COMMUNICATIONS M.A.			
Integrated Public Relations and Advertising B.S. (120 Credit Hours) to Mass Communications M.A. (36 Credit Hours)	156	6	150
Mass Communications (120 Credit Hours) to Mass Communications M.A. (36 Credit Hours)	156	6	150
MATERIALS SCIENCE AND ENGINEERING M.S.M.S.E.			
Chemical Engineering B.S.C.E. (131 Credit Hours) to Materials Science and Engineering M.S.M.S.E. (30 Credit Hours)	161	6	155
Civil Engineering B.S.C.H. (131 Credit Hours) to Materials Science and Engineering M.S.M.S.E. (30 Credit Hours)	161	6	155

Pathways

Pathway	Total Minimum Combined Hours	Number of Credit hours of structured graduate coursework from the graduate major that satisfies the same number of credit hours of undergraduate major electives	Total Combined Hours After Sharing
Electrical Engineering B.S.E.E. (128 Credit Hours) to Materials Science and Engineering M.S.M.S.E. (30 Credit Hours)	158	3	155
MEDICINE M.D.			
Honors College - Undergraduate Bachelor's B.S. (120 Credit Hours) to Medicine M.D. (4-Year Professional Program)	N/A	12	120/4 year program
PHARMACY PHARM.D.			
Biomedical Sciences B.S. (120 Credit Hours) to Pharmacy Pharm.D. (151 Credit Hours)	271	10	261
PUBLIC HEALTH M.P.H.			
Public Health B.S. (120 Credit Hours) to Public Health M.P.H. (42 Credit Hours)	162	12	150

Bachelor's/Master's Pathways By Undergraduate Major

The following lists the Bachelor's/Master's Pathways by Undergraduate Major. To view the requirements, go to the Bachelor's/Master's Pathways page.

Undergraduate Major	Graduate Major	Shared	Total Combined after Sharing
Advertising (BS)	Advertising (MS)	6 Credit Hours	150 Credit Hours
Art History (BA)	Art History (MA)	12 Credit Hours	150 Credit Hours
Biomedical Engineering (BSBE)	Biomedical Engineering (MSBE)	6 Credit Hours	150 Credit Hours
Biomedical Sciences (BS)	Pharmacy (PharmD)	10 Credit Hours	Prof Prog
Chemical Engineering (BSCH)	Biomedical Engineering (MSBE)	9 Credit Hours	151 Credit Hours
Chemical Engineering (BSCH)	Chemical Engineering (MSCH)	6 Credit Hours	155 Credit Hours
Chemical Engineering (BSCH)	Engineering Management (MSEM)	6 Credit Hours	155 Credit Hours
Chemical Engineering (BSCH)	Materials Science and Engineering (MSMSE)	6 Credit Hours	155 Credit Hours
Civil Engineering (BSCE)	Civil Engineering (MSCE)	6 Credit Hours	155 Credit Hours
Civil Engineering (BSCE)	Engineering Management (MSEM)	6 Credit Hours	155 Credit Hours
Civil Engineering (BSCE)	Environmental Engineering (MSEV)	6 Credit Hours	155 Credit Hours
Civil Engineering (BSCE)	Materials Science and Engineering (MSMSE)	6 Credit Hours	155 Credit Hours
Computer Science (BSCS)	Computer Science (MSCS)	6 Credit Hours	144 Credit Hours
Electrical Engineering (BSEE)	Electrical Engineering (MSEE)	6 Credit Hours	152 Credit Hours
Electrical Engineering (BSEE)	Engineering Management (MSEM)	6 Credit Hours	152 Credit Hours

Electrical Engineering (BSEE)	Materials Science and Engineering (MSMSE)	6 Credit Hours	152 Credit Hours
English (Literary Studies) (BA)	English (MA)	3 Credit Hours	153 Credit Hours
Honors College (Undergraduate in a BS)	Medicine (MD)	12 Credit Hours	Prof Program
Honors College (Public Health BS)	Public Health (MPH) - Fast-track	12 Credit Hours	150 Credit Hours
Humanities and Cultural Studies (Film & New Media Studies) (BA)	Liberal Arts (Film Studies) (MA)	12 Credit Hours	141 Credit Hours
Integrated PR and Advertising (BS)	Advertising (MS)	6 Credit Hours	150 Credit Hours
Integrated PR and Advertising (BS)	Mass Communications (MA)	6 Credit Hours	150 Credit Hours
Mass Communications (BA)	Advertising (MS)	6 Credit Hours	150 Credit Hours
Mass Communications (BA)	Mass Communications (MA)	6 Credit Hours	150 Credit Hours

Bachelor's/Master's Pathways By Graduate Major

The following lists Bachelor's/Master's Pathways by graduate major. To view the requirements go to the Bachelor's/Master's Pathways page.

Graduate Major	Undergraduate Major	Shared Hours	Total Hours after sharing
Advertising (MS)	Advertising (BS)	6 Credit Hours	150 Credit Hours
Advertising (MS)	Integrated PR and Advertising (BS)	6 Credit Hours	150 Credit Hours
Advertising (MS)	Mass Communications (BA)	6 Credit Hours	150 Credit Hours
Art History (MA)	Art History (BA)	12 Credit Hours	150 Credit Hours
Biomedical Engineering (MSBE)	Biomedical Engineering (BSBE)	6 Credit Hours	150 Credit Hours
Biomedical Engineering (MSBE)	Chemical Engineering (BSCH)	9 Credit Hours	151 Credit Hours
Chemical Engineering (MSCH)	Chemical Engineering (BSCH)	6 Credit Hours	155 Credit Hours
Civil Engineering (MSCE)	Civil Engineering (BSCE)	6 Credit Hours	155 Credit Hours
Computer Science (MSCS)	Computer Science (BSCS)	6 Credit Hours	144 Credit Hours
Electrical Engineering (MSEE)	Electrical Engineering (BSEE)	6 Credit Hours	152 Credit Hours
Engineering Management (MSEM)	Chemical Engineering (BSCH)	6 Credit Hours	155 Credit Hours
Engineering Management (MSEM)	Civil Engineering (BSCE)	6 Credit Hours	155 Credit Hours

Engineering Management (MSEM)	Electrical Engineering (BSEE)	6 Credit Hours	152 Credit Hours
English (MA)	English (Literary Studies) (BA)	3 Credit Hours	153 Credit Hours
Environmental Engineering (MSEV)	Civil Engineering (BSCE)	6 Credit Hours	155 Credit Hours
Liberal Arts (Film Studies) (MA)	Humanities and Cultural Studies (Film & New Media Studies) (BA)	12 Credit Hours	141 Credit Hours
Mass Communications (MA)	Integrated PR and Advertising (BS)	6 Credit Hours	150 Credit Hours
Mass Communications (MA)	Mass Communications (BA)	6 Credit Hours	150 Credit Hours
Materials Science and Engineering (MSMSE)	Chemical Engineering (BSCH)	6 Credit Hours	155 Credit Hours
Materials Science and Engineering (MSMSE)	Civil Engineering (BSCE)	6 Credit Hours	155 Credit Hours
Materials Science and Engineering (MSMSE)	Electrical Engineering (BSEE)	6 Credit Hours	152 Credit Hours
Medicine (MD)	Honors College (BS)	12 Credit Hours	Prof Program
Pharmacy (PharmD)	Biomedical Sciences (BS)	10 Credit Hours	Prof Program
Public Health (MPH) - Fast-track	Public Health/Honors College (BS)	12 Credit Hours	150 Credit Hours

Concurrent Degree

Concurrent degrees allow a student to pursue two majors simultaneously and share between 0%-15% of the total combined minimum credit hours. Only structured graduate coursework may be shared. Students must be in good standing at the time of application to a Concurrent Degree. The Concurrent Degree application is online at: https://www.usf.edu/graduate-studies/documents/usf-graduate-studies-application-for-concurrent-degrees-fillable.pdf. Review the requirements below prior to submission of the form.

Students interested in Concurrent Degrees:

- Must apply for admission to the first major and validate admission through enrollment. In the semester following that enrollment, the student must apply for admission to the second major and concurrent degree approval by submitting the Application for Concurrent Degree Form from the Office of Graduate Studies.
- May share between 0% and 15% of the total combined minimum credit hours. Only structured graduate coursework may be shared.
- Will meet all other separate degree requirements (e.g., two dissertations, one thesis/one dissertation, projects, exams, etc.), unless the Concurrent Degree was approved with a combined requirement by Graduate Council through the formal Concurrent Degree Curriculum Approval.
- Must have a minimum of 60 total combined graduate hours after the shared hours are applied for concurrent master's majors, or a minimum of 102 total combined graduate hours for a concurrent master's/doctorate
- Degrees may be conferred sequentially or concurrently, as specified in the approved Major requirements
- Both Degrees must be conferred within five (5) years initial admission for two (2) master's degrees and within seven (7) years of initial admission for a combined master's/doctoral degree or professional/doctoral degree. For the MD/Ph.D. Concurrent Degree option, the time limit of seven (7) years reflects the time to complete the Ph.D. per the University time limit for doctoral degrees.

Example: A student is enrolled in two master's majors, one requires 30 hours and the other requires 42 hours minimum. With approval, the student may share 9 hours (equal to or less than 15%) across the combined 72 total minimum credit hours required. The total minimum hours completed would then be 63. The student would also complete two separate theses. In concurrent degrees where the student is completing a thesis for one major and the other does not require a thesis, the thesis submitted to the Office of Graduate Studies reflects the Major for which it is required.

Concurrent Degree Curriculum Approval

A Concurrent Degree may be developed in the following ways:

- an established relationship between two majors formulated through the Department(s) and then formalized through the College(s), Office of Graduate Studies, and Graduate Council. A current list of formalized programs with Concurrent Degree designation may be found in the Graduate Catalog.
- formulation by an individual student who is interested in pursuing two majors that are not currently a formalized Concurrent Degree. Students must request approval from both majors of interest to pursue a Concurrent Degree with those majors. Any approved Concurrent Degrees must meet the minimum accreditation requirements (e.g. 60 hours combined after sharing hours between two Master's degrees). For procedures and the necessary forms, refer to the Office of Graduate Studies website. Note: when a Major has this occur more than three times, the Major should follow the process to formalize that Concurrent Degree.

Graduate Majors with a Concurrent Degree Option

Click on the Concurrent Degree of interest to view requirements.

Applied Anthropology, M.A.
Applied Anthropology M.A. and Public Health, M.P.H.
Applied Anthropology M.A. and Public Health, Ph.D.

Applied Anthropology Ph.D.
Applied Anthropology Ph.D. and Public Health, M.P.H.

Audiology, Au.D.
Audiology Au.D. and Communication Sciences and Disorders, Ph.D.

Biomedical Engineering, M.S.B.E.
Biomedical Engineering, M.S.B.E. and Entrepreneurship in Applied Technologies, M.S.

Biomedical Engineering Ph.D.
Biomedical Engineering Ph.D. and Medicine, M.D.

Biotechnology, M.S.B.
Biotechnology, M.S.B. and Entrepreneurship in Applied Technologies, M.S.

Business Administration, M.B.A.
Business Administration, M.B.A. and Medicine, M.D.
Business Administration, M.B.A. and Pharmacy, Pharm.D.
Business Administration, M.B.A. and Sport and Entertainment Management, M.S.

Communication Sciences and Disorders, Ph.D.
Communication Sciences and Disorders, Ph.D. and Audiology, Au.D.

Entrepreneurship in Applied Technologies, M.S.
Entrepreneurship in Applied Technologies, M.S. and Biomedical Engineering, M.S.B.E.
Entrepreneurship in Applied Technologies, M.S. and Biotechnology, M.S.B.
Entrepreneurship in Applied Technologies, M.S. and Global Sustainability, M.A.
Entrepreneurship in Applied Technologies, M.S. and Global Sustainability, M.S.

Global Sustainability, M.A.
Global Sustainability, M.A. and Entrepreneurship in Applied Technologies, M.S.

Health Administration, M.H.A.
Health Administration, M.H.A. and Public Health, M.P.H.

Linguistics: English as a Second Language, M.A.
Linguistics: English as a Second Language, M.A. and French, M.A.
Linguistics: English as a Second Language, M.A. and Spanish, M.A.

Medical Sciences, Ph.D.
Medical Sciences, Ph.D. and Medicine, M.D.

Medicine, M.D.
Medicine, M.D. and Biomedical Engineering, Ph.D.
Medicine, M.D. and Business Administration, M.B.A.
Medicine, M.D. and Medical Sciences, Ph.D.
Medicine, M.D. and Law, J.D. (Stetson)
Medicine, M.D. and Public Health, M.P.H.

Nursing, M.S.N.
Nursing, M.S.N. and Public Health, M.P.H.

Pharmaceutical Nanotechnology, M.S.
Pharmaceutical Nanotechnology, M.S. and Pharmacy, Pharm.D.

Pharmacy, Pharm.D.
Pharmacy, Pharm.D. and Pharmaceutical Nanotechnology, M.S.
Pharmacy, Pharm.D. and Business Administration, M.B.A.
Pharmacy, Pharm.D. and Public Health, M.P.H.

Public Health, M.P.H.

Public Health, M.P.H. and Applied Anthropology, M.A.
Public Health, M.P.H. and Applied Anthropology, Ph.D.
Public Health, M.P.H. and Health Administration, M.H.A.
Public Health, M.P.H. and Medicine, M.D.
Public Health, M.P.H. and Nursing, M.S.N.
Public Health, M.P.H. and Pharmacy, Pharm.D.
Public Health, M.P.H. and Social Work, M.S.W.

Public Health, Ph.D.
Public Health, Ph.D. and Applied Anthropology, M.A.

Social Work, M.S.W.
Social Work, M.S.W. and Public Health, M.P.H.

Spanish, M.A.
Spanish, M.A. and Linguistics: English as a Second Language, M.A.

Sport and Entertainment Management, M.S.
Sport and Entertainment Management, M.S. and Business Administration, M.B.A.

Concurrent Degree Requirements

The coursework that is approved to be shared and apply toward both degrees is listed below. For all other curriculum requirements, including Thesis/non-Thesis, Internship, Comprehensive Examination, etc., refer to the Catalog listing for that major.

Anthropology, M.A. and Public Health, M.P.H.

Applied Anthropology (APA) – 34 Credit Hours
Bio-cultural Medical Anthropology (BCM) Concentration
> **Public Health (MPH) – 42 Credit Hours**
> *Epidemiology, Maternal and Child Health, Health Promotion and Behavior, Global Health Practice Concentrations*

> Approved 201205
> Total minimum hours combined: 76 Credit Hours
> Shared – 12 Credit Hours
> Total hours combined after sharing – 64 Credit Hours

> **Admission**
> In choosing which major to apply to first, students should take into consideration the following: major requirements differ between Anthropology and Public Health; the student's interests and future career plans. Concurrent degree students in Anthropology select a track and an optional concentration in Bio-Cultural Medical Anthropology. Concurrent degree students in Public Health select one of the above concentrations.

> **Shared – 12 Credit Hours**
> In consultation with their major advisors, students will select two courses as electives in Anthropology and two courses as electives in Public Health. The two courses in Public Health will be selected from a concentration listed above. The two courses in Anthropology will be selected from electives. The student may choose from the following list of courses. Other courses may be selected in consultation with the advisor.

> **Anthropology**
> * ANG 6585 Theories in Applied Bioanthropology Credit Hours: 3
> * ANG 6469 Selected Topics in Medical Anthropology Credit Hours: 3
> * ANG 6570 Nutritional Assessment Credit Hours: 3
> * ANG 6730 Socio Cultural Aspects of HIV/AIDS Credit Hours: 3
> * ANG 6733 Issues in Migrant Health Credit Hours: 3
> * ANG 6735 Reproductive Health Credit Hours: 3
> * ANG 6533 Anthropology of Human Growth and Development Credit Hours: 3
> * ANG 6731 Health and Disasters Credit Hours: 3
> * ANG 6732 Global Health from an Anthropological Perspective Credit Hours: 3

> **Public Health**
> * PHC 6053 Categorical Data Analysis Credit Hours: 3
> * PHC 6701 Data Management in SAS for Public Health Researchers Credit Hours: 3
> * PHC 6764 Global Health Principles and Contemporary Issues Credit Hours: 3
> * PHC 6761 Global Health Assessment Strategies Credit Hours: 3
> * PHC 6505 Changing Health Through Program Design Credit Hours: 3
> * PHC 6412 Health Disparities and Social Determinants Credit Hours: 3

- PHC 6725 Focus Group Research Strategies Credit Hours: 3
- PHC 6530 Issues and Concepts in Maternal and Child Health Credit Hours: 3
- PHC 6532 Women's' Health Issues in Public Health Credit Hours: 3

Anthropology, M.A. - Public Health, Ph.D.

Applied Anthropology (APA) - 34 Credit Hours
Biocultural Medical Anthropology (BCM) Concentration
    Public Health (PPH)- 55 Credit Hours Post-Master's
    Community and Family Health (CFH), Epidemiology (EPY), Global Communicable Disease (TCD) Concentrations

Approved 201205
Total minimum hours combined: 89 Credit Hours
Shared − 12 Credit Hours
Total hours combined after sharing − 77 Credit Hours

Admission
In choosing which major to apply to first, students should take into consideration the following: major requirements differ between Anthropology and Public Health; the student's interests and future career plans. Concurrent degree students in Anthropology select a track and an optional concentration in Bio-Cultural Medical Anthropology. Concurrent degree students in Public Health select one of the above concentrations.

Shared   -   12   Credit   Hours
In consultation with their major advisors, students will select two courses as electives in Anthropology and two courses as electives in Public Health. The two courses in Public Health will be selected from a concentration listed above. The two courses in Anthropology will be selected from electives. The student may choose from the following list of courses. Other courses may be selected in consultation with the advisor.

Anthropology
- ANG 6585 Theories in Applied Bioanthropology Credit Hours: 3
- ANG 6469 Selected Topics in Medical Anthropology Credit Hours: 3
- ANG 6570 Nutritional Assessment Credit Hours: 3
- ANG 6730 Socio Cultural Aspects of HIV/AIDS Credit Hours: 3
- ANG 6733 Issues in Migrant Health Credit Hours: 3
- ANG 6735 Reproductive Health Credit Hours: 3
- ANG 6533 Anthropology of Human Growth and Development Credit Hours: 3
- ANG 6731 Health and Disasters Credit Hours: 3
- ANG 6732 Global Health from an Anthropological Perspective Credit Hours: 3

Public Health
- PHC 6053 Categorical Data Analysis Credit Hours: 3
- PHC 6701 Data Management in SAS for Public Health Researchers Credit Hours: 3
- PHC 6764 Global Health Principles and Contemporary Issues Credit Hours: 3
- PHC 6761 Global Health Assessment Strategies Credit Hours: 3
- PHC 6505 Changing Health Through Program Design Credit Hours: 3
- PHC 6412 Health Disparities and Social Determinants Credit Hours: 3
- PHC 6725 Focus Group Research Strategies Credit Hours: 3

- PHC 6530 Issues and Concepts in Maternal and Child Health Credit Hours: 3
- PHC 6532 Women's' Health Issues in Public Health Credit Hours: 3

Anthropology, Ph.D. - Public Health, M.P.H.

Applied Anthropology (APA) – 42 Credit Hours Post-Master's
Biocultural Medical Anthropology (BCM) Concentration

Public Health (MPH) – 42 Credit Hours
Epidemiology, Maternal and Child Health, Health Promotion and Behavior, Global Health Practice Concentrations

Approved 201205
Total hours combined: 84 Credit Hours
Shared − 12 Credit Hours
Total hours combined after sharing − 72 Credit Hours

Admission
In choosing which major to apply to first, students should take into consideration the following: admission requirements differ in Anthropology and Public Health, student interests and future career plans. Concurrent degree students in Anthropology select a track and an optional concentration in Bio-Cultural Medical Anthropology. Concurrent degree students in Public Health select one of the above concentrations.

Shared   -   12   Credit   Hours
In consultation with their major advisors, students will select two courses as electives in Anthropology and two courses as electives in Public Health. The two courses in Public Health will be selected from a concentration listed above. The two courses in Anthropology will be selected from electives. The student may choose from the following list of courses. Other courses may be selected in consultation with the advisor.

Anthropology
- ANG 6585 Theories in Applied Bioanthropology Credit Hours: 3
- ANG 6469 Selected Topics in Medical Anthropology Credit Hours: 3
- ANG 6570 Nutritional Assessment Credit Hours: 3
- ANG 6730 Socio Cultural Aspects of HIV/AIDS Credit Hours: 3
- ANG 6733 Issues in Migrant Health Credit Hours: 3
- ANG 6735 Reproductive Health Credit Hours: 3
- ANG 6533 Anthropology of Human Growth and Development Credit Hours: 3
- ANG 6731 Health and Disasters Credit Hours: 3
- ANG 6732 Global Health from an Anthropological Perspective Credit Hours: 3

Public Health
- PHC 6053 Categorical Data Analysis Credit Hours: 3
- PHC 6701 Data Management in SAS for Public Health Researchers Credit Hours: 3
- PHC 6764 Global Health Principles and Contemporary Issues Credit Hours: 3
- PHC 6761 Global Health Assessment Strategies Credit Hours: 3
- PHC 6505 Changing Health Through Program Design Credit Hours: 3
- PHC 6412 Health Disparities and Social Determinants Credit Hours: 3
- PHC 6725 Focus Group Research Strategies Credit Hours: 3
- PHC 6530 Issues and Concepts in Maternal and Child Health Credit Hours: 3
- PHC 6532 Women's' Health Issues in Public Health Credit Hours: 3

Audiology, Au.D. – Communication Sciences and Disorders, Ph.D.

Audiology (AYD) – 111 Credit Hours
Communication Sciences and Disorders (CSD) - 42 Credit Hours (post-Au.D.)

Approved 200601
Total hours combined: 153 Credit Hours
Shared – 12 Credit Hours
Total hours combined after sharing – 141 Credit Hours

The concurrent Au.D. /Ph.D. degrees option is designed to offer a path for those interested in Clinical Research to earn both doctoral degrees within approximately six years. The primary objective is to produce research audiologists competent to perform the wide array of diagnostic, remedial and other services associated with the practice of audiology as well as conduct independent research in the area of hearing and balance disorders.

Admission
• Admission to the Au.D. Major or Ph.D. Major
• One (1) letter of recommendation from a member of the USF Audiology research faculty who serves or will serve as the Ph.D. mentor. The recommendation should address the student's potential for research, potential for clinical work, and how having both degrees would benefit the applicant's career trajectory.
• A 1-2 page letter of intent. Students in the Au.D. Major should address the reasons for wishing to pursue a Ph.D., research interests, desired research lab and mentor, and career goals. Students in the Ph.D. should address the reasons for wishing to pursue an Au.D., clinical interests, and career goals.
• Demonstration of competency in communication skills as determined by the chairperson or delegate.

Shared– 12 credit hours
Coursework meeting the Advanced Study requirement for the Au.D. degree (12 credit hours) may be shared and apply toward both degrees, provided that the courses selected also meet the requirements of the Ph.D. degree.

Biomedical Engineering, M.S.B.E. - Entrepreneurship in Applied Technologies, M.S.

Biomedical Engineering (EBI) – 30 Credit Hours
Entrepreneurship in Applied Technologies (EAT) – 30 Credit Hours

Approved 200701
Total hours combined: 60 Credit Hours
Shared – 0 Credit Hours
Total hours combined after sharing – 60 Credit Hours

Designed to prepare students who can effectively function in the complex world of Biotechnology companies ("Biotechs"). The program's objectives are to provide a strong Biomedical foundation for technical product development and research and development along with the skill set to effectively participate in the entrepreneurship, venture capital, business, and financial aspects of Biotechs.

Biomedical Engineering, Ph.D. – Medicine, M.D.

Biomedical Engineering (EBI) – 60 Credit Hours Post-Master's
Medicine (MED) – 369 Credit hours; 4 year professional program

Approved 200701
Total hours combined: 429 Credit Hours

Objectives of the M.D./Ph.D. Concurrent Degree are

1. Produce Highly Trained Professionals who can work effective in the area of Biomedical Translational Research, more specifically Engineer-Physicians who can conduct research in a Biomedical Engineering Area that addresses a significant clinical problem, and bring that research through to Clinical application; and
2. provide an integrated educational experience leading to both the M.D. degree and the Ph.D. (BME) Degree. In order to accomplish the first objective, advances in health care increasingly involves the application of emerging science and technology (I.E., Engineering) to clinical problems, including problems in diagnostics treatment and the health care system itself.

In order to conduct effective biomedical translational research, the investigator must be trained in both clinical science (i.e. the MD Degree) and Engineering (Specifically Biomedical Engineering). This need has been delineated by both academics and industry and is validated by the growing number of MD/PH.D. (BME) majors nationally. USF has the necessary educational components and research infrastructure for this endeavor; both degrees are currently available.

Admission

Students apply for the BME degree through the Office of Graduate Studies; Students apply seperately for the M.D. Degree through the College of Medicine. Admissions are on the same time schedule as that for general M.D. students. Applicants should contact a major advisor prior to application.

Curriculum

This is a seven (7) year major. Students initially complete a non-thesis M.S. in Biomedical Engineering. Then proceed to complete the first three (3) years of the Medical School Curriculum. The following two (2) years focus on the Ph.D. requirements, specifically the completion of coursework, qualifying exams, and dissertation research. In the seventh (7th) year, students complete the fourth (4th) year of Medical School and also complete any Ph.D. requirements as needed. Students must have at least one publication in an appropriate peer-reviewed journal prior to graduation.

Students establish a Graduate Committee immediately after starting the major, with members from both Engineering and Medicine. This committee guides the student through the major until a formal Ph.D. committee is established, typically in year four or five.

Biotechnology, M.S.B. - Entrepreneurship in Applied Technologies, M.S.

Biotechnology (MSB) – 36 Credit Hours
Entrepreneurship in Applied Technology (EAT) – 30 Credit Hours

Approved 200808
Total hours combined: 66 Credit Hours
Shared – 6 Credit Hours
Total hours combined after sharing – 60 Credit Hours

The combination of majors educates students to understand the scientific process and its challenges and at the same time provides the training that will enable them to facilitate the translation of scientific data from mind to market. This makes graduate students outstandingly versatile and thereby lays an essential step-stone for their future success. The

Biotechnology Major has also been recognized as a "Professional Science Master's Program" by the U.S. Council of Graduate Schools.

Admission
Once the student has been admitted to both majors, he/she seeks permission from the Graduate Directors of both majors for concurrent crediting of the six (6) credit hours.

Shared - 6 Credit Hours
Six credit hours of coursework selected with the advisors are shared between the majors.

Business Administration, M.B.A. − Medicine, M.D.

Business Administration (BUS) - 33 Credit Hours
Medicine (MED) − 369 Credit Hours; 4-year professional program

Total hours combined: 402 Credit Hours
Shared − 0 Credit Hours
Total hours combined after sharing − 402 Credit Hours

Shared − 0 Credit Hours
No courses are shared, but students in the MD degree program may opt to complete the MBA with a healthcare specialization with approval from both majors.

Suggested Schedule for M.D. students
Students joining the M.D. program could earn an M.D. degree, an M.B.A. degree as well the Business Foundations Certificate in five years, if they successfully complete courses as per the following schedule.

Year 1 − M.D. Courses
Summer 1 − Business Foundation Courses
Year 2 − M.D. Courses
Summer 2 − Business Foundation Courses; Earn Business Foundations Certificate
Year 3 − M.D. Courses
Summer 3 − M.D. Courses
Year 4 − M.B.A. Courses
Summer 4 − M.B.A. Courses; Earn M.B.A. Degree
Year 5 − M.D. Courses; Earn M.D. Degree

Business Administration, M.B.A. - Pharmacy, Pharm.D.

Business Administration (BUS) - 33 Credit Hours
Pharmacy (PRY) − 151 Credit Hours

Approved 201808
Total hours combined: 184 Credit Hours
Shared − 9 Credit Hours
Total hours combined after sharing − 175 Credit Hours

Shared – 9 Credit Hours

PHA 6261 Healthcare Innovation 3   Healthcare Innovation III (3 credit hours)

Electives (6 credit hours are shared)

Suggested Schedule for Pharm.D. students

Students admitted to the PharmD degree program could earn a PharmD, an M.B.A. degree as well the Business Foundations Certificate in four years, if they successfully complete courses as per the following schedule:

Year 1   PharmD Courses
Summer 1   Business Foundation Course
Year 2   PharmD Courses
Summer 2   Business Foundation Courses; Earn Business Foundations Certificate
Year 3   PharmD Courses; students will complete two (2) M.B.A courses in lieu of PharmD elective course
Summer 3   PharmD Courses
Year 4   PharmD Courses; Earn PharmD Degree
Summer 4   M.B.A. Courses
Year 5   M.B.A. Courses; Earn M.B.A. Degree

Business Administration (M.B.A.) and Sports and Entertainment Management (M.S.)

Business Administration (BUS) - 33 Credit Hours minimum
Sports and Entertainment Management (SMG) – 36 Credit Hours

Approved 201305
Total hours combined: 69 Credit Hours
Shared – 9 Credit Hours
Total hours combined after sharing – 60

The Business Administration major with a Concentration in Sport Business is a 33 credit hour program comprising 18 hours of advanced tools and 15 hours of sport and entertainment-focused coursework. The MS in Sport and Entertainment Management is a 36 credit hour program.

Shared – 9 Credit hours

The two programs share the following courses. Students must consult with the Graduate Program Director for advising on the required course sequence.

- SPB 6719 Sport and Entertainment Marketing Strategy Credit Hours: 3
- SPB 6406 Sport and Entertainment Law Credit Hours: 3
- SPB 6706 Sport Business Analytics Credit Hours: 3

Entrepreneurship in Applied Technologies M.S. - Global Sustainability M.A.

Entrepreneurship in Applied Technologies – 30 Credit Hours
Global Sustainability – 36 Credit hours

Approved 201105
Total hours combined: 66 Credit Hours

Shared − 6 Credit Hours
Total hours combined after sharing − 60 Credit Hours

The combination of a Master's in Global Sustainability with a Master's in Entrepreneurship provides students with a comprehensive understanding of concepts, tools, and skills of sustainability, and students will be able to apply these areas in a problem-solving context. Students shall have the opportunity to focus on the areas of sustainable development, sustainability policy, livable communities, ecotourism, climate mitigation and green business.

Shared – 6 Credit Hours
All graduation requirements of the individual majors apply. All Concurrent Degree Master's in Global Sustainability and Entrepreneurship students must also complete:

- ENT 6116 Business Plan Development Credit Hours: 3
- ENT 6415 Fundamentals of Venture Capital and Private Equity Credit Hours: 3
  Internship/Research Requirement - 6 Credit Hours

All Concurrent Degree Global Sustainability and Entrepreneurship students must complete a six (6) credit hour final project. Choose one of the following:

- IDS 6946 Sustainability Internship **Credit Hours: 6**
- IDS 6935 Capstone Research Project **Credit Hours: 6**

Entrepreneurship in Applied Technologies M.S. - Global Sustainability M.S.

Entrepreneurship in Applied Technologies – 30 Credit Hours
Global Sustainability – 36 Credit hours

Approved 202108
Total hours combined: 66 Credit Hours
Shared − 6 Credit Hours
Total hours combined after sharing − 60 Credit Hours

The combination of a Master's in Global Sustainability with a Master's in Entrepreneurship provides students with a comprehensive understanding of concepts, tools, and skills of sustainability, and students will be able to apply these areas in a problem-solving context. Students shall have the opportunity to focus on the areas of sustainability science, environmental protection, public transportation, sustainable food systems, renewable energy, green technology, biofuels development, material ecology, water resource management.

Shared – 6 Credit Hours
All graduation requirements of the individual majors apply. All Concurrent Degree Master's in Global Sustainability and Entrepreneurship students must also complete:

- ENT 6116 Business Plan Development Credit Hours: 3
- ENT 6415 Fundamentals of Venture Capital and Private Equity Credit Hours: 3
  Internship/Research Requirement - 6 Credit Hours

All Concurrent Degree Global Sustainability and Entrepreneurship students must complete a six (6) credit hour final project. Choose one of the following:

- IDS 6946 Sustainability Internship **Credit Hours: 6**

- IDS 6935 Capstone Research Project **Credit Hours: 6**

Health Administration, M.H.A. and Public Health, M.P.H.

Health Administration (MHA) - 54 Credit Hours
Public Health (MPH) - *42 Credit hours - Health Policies and Program Concentration*

Approved 201101
Total hours combined: 96 Credit Hours
Courses Common to both degrees: 9 Credit Hours

Shared – 9 Credit Hours

The M.H.A./M.P.H. concurrent degree provides a unique opportunity for students who are interested in both health administration and health policy to pursue both interests, recognizing that the health care marketplace has professional opportunities that require both skill sets. For specific information on each degree, refer to that degree program's listing in the Catalog.

Plan of Study (78 Credit Hours Minimum)

Courses Common to Both Degrees - 9 Credit Hours

- PHC 6588 History & Systems of Public Health Credit Hours: 1
- PHC 6756 Population Assessment: Part 1 Credit Hours: 5
- PHC 6757 Population Assessment: Part 2 Credit Hours: 3

Shared - 9 Credit Hours

- PHC 6151 Health Policy and Politics
- PHC 6180 Health Services Management
- PHC 6181 Organizational Behavior in Health Services

Linguistics: English as a Second Language, M.A. – Spanish, M.A.

Linguistics: English as a Second Language (ESL) – 36 Credit Hours
Spanish (SPA) - 36 Credit Hours

Total hours combined: 72 Credit Hours
Shared – 9 Credit Hours
Total hours combined after sharing – 63 Credit Hours

Shared – 9 Credit Hours
TSL 5371 Methods of Teaching English as a Second Language – (required for Linguistics; elective for Spanish): 3
LIN 5700 Applied Linguistics – (required for Linguistics; elective for Spanish): 3
SPW 6806 Introduction to Hispanic Graduate Studies (required for Spanish; elective for Linguistics): 3

Medical Sciences Ph.D. and Medicine M.D.

Medical Sciences (MSG) – 59 Credit Hours Post-Master's
Medicine (MED) – 369 hours; 4-year professional program

Approved 200608
Total hours combined: 428 Credit Hours

The combined M.D./Ph.D. concurrent degree is designed to provide well-qualified students who are interested in careers in translational medicine with a broad knowledge in the basic biomedical and clinical sciences that is integrated with the advanced experimental training that is critical for their development as productive and versatile researchers.

To meet these objectives, student's complete courses in both the basic and clinical sciences, participate in patient-care activities and seminars, and receive individual research training in one of the many research concentrations available within the College. Graduate advisory committees counsel the entering students on planning their curriculum and selecting a research mentor. During the first two years, students complete the basic science course work and participation in research rotations that assist in the selection of a dissertation mentor. Following the successful completion of the second year of medical training and the selection of a major professor, a formal dissertation committee is appointed which assists the student in planning the research and course of study, evaluates the student's progress and supervises the comprehensive examination.

The successful completion of this examination leads to formal admission to candidacy for the Ph.D. degree. The remainder of this phase of the major emphasizes research and independent study and leads to a written dissertation and its oral defense. Following the completion and defense of their Ph.D. dissertation, students embark on the final two years of their medical training. The major culminates in the award of both M.D. and Ph.D. degrees. Departments within the Morsani College of Medicine may have additional requirements that pertain to their respective portions of the training program. Contact the department for information.

Admission
In additional meeting admission requirements for each major, applicants must also meet the following:
• Applications must be submitted through AMCAS.
• Minimum overall grade-point average of 3.70 out of a possible 4.00 with a minimum grade-point average of 3.70 in the sciences
• Medical College Admissions Test score of 30 (The MCAT substitutes for the GRE).
• Additional completed pre-requisites in:
o Quantitative analysis (1 course)
o Mathematics including integral and differential calculus

Medicine, M.D. and Law, J.D. (Stetson)

Medicine (MED) – 369 Credit Hours; 4-year professional program
Law

Approved 2007
This is a dual degree with Stetson Law School. Contact the College of Medicine for information.

Medicine M.D. and Public Health M.P.H.

Medicine (MED) – 369 Credit Hours; 4-year professional program
Public Health (MPH) – 42 Credit hours

Total hours combined: 411 Credit Hours

Shared − 9 Credit Hours

Total hours combined after sharing − 402 Credit Hours

The concurrent M.P.H/M.D. degree provides a unique opportunity for medical students who are interested in blending their field of medicine with the discipline of public health. The students recognize the value of inter-professional education within health as well as the professional opportunities that require dual skill sets.

The two majors review applicants independently and admission to one major in no way guarantees admission into the other major. Medical students must be admitted and in good standing when applying for the M.P.H. degree.

Shared- 9 Credit Hours

The following courses are approved to be shared with both majors:

Transferred from M.D. degree

BMS 5005   Professions of Health: 2 credits

BMS 6825   Doctoring I: 7 out of 12 credits

Nursing M.S.N. and Public Health M.P.H.

Nursing -*Adult-Gerontology PrimaryCare Nurse Practitioner Concentration*– **45 Credit Hours**

Public Health - *Environmental and Occupational Health Concentration*– **42 Credit hours**

Total hours combined: 86 Credit Hours

Shared − 8 Credit Hours

Total hours combined after sharing − 78 Credit Hours

The College of Nursing and the College of Public Health offer an Interdisciplinary Concurrent Degree. This program provides training to prepare advanced occupational health nurses for practice at diverse work settings, including direct clinical practice and occupational health program development, administration and management. The student concurrently earns two degrees: a Master of Science in Nursing (M.S.N. with a Concentration in Adult Gerontology Primary Care Nurse Practitioner (with specialty in Occupational Health Nursing) and a Master of Public Health (M.P.H.) with a Concentration in Environmental and Occupational Health. The Program is open to RN's with a baccalaureate degree in nursing.

Shared − 8 Credit Hours

NGR 6651 Occupational Health Nursing II   Credit Hours: 2

NGR 6803 Research and Evidence-Based Practice[1] Credit Hours: 3

NGR 6291L Health Management of Adults and Older Adults: Special Topics Clinical[2] Credit Hours: 3

[1]*The required nursing course NGR 6803 (including the requirement for writing assignments focused on occupational health) shall be accepted in lieu of the MPH core course requirement for PHC 6943 Integrative Learning Experience.*

[2]*The required nursing concentration course NGR 6291L (including over 90 clock hours of preceptor supervised clinical practicum as an occupational health nurse practitioner) shall be accepted in lieu of the MPH core course requirement of PHC 6949 Applied Practice Experiences.*

Pharmaceutical Nanotechnology M.S. - Pharmacy Pharm.D.

Pharmaceutical Nanotechnology (PCT) - 31 Credit Hours
Pharmacy (PRY) – 151 Credit hours

Total hours combined: 182 Credit Hours
Shared − 9 Credit Hours
Total hours combined after sharing − 173 Credit Hours

Shared – 9 Credit Hours
The following courses are approved to be shared with both majors:
PHA 6124 Principles of Pharmacokinetics and Pharmacodynamics 3 Credit Hours
PHA 6148 Nanoformulations and Nanopharmaceuticals 3 Credit Hours
PHA 6185 Drug Discovery and Frontier   3 Credit Hours

If student begins M.S. program first, they are only permitted to enroll in up to 9 credit hours prior to the start of their first semester in the PharmD program.

Pharmacy, Pharm.D. and Public Health M.P.H.

Pharmacy (PRY) – 151 Credit hours
Public Health (MPH) – 42 Credit Hours

Total hours combined: 193 Credit Hours
Shared − 17-23 Credit Hours
Total hours combined after sharing − 170-176 Credit Hours

Shared– 17 Credit Hours
The following courses are approved to be shared with both majors:
PHC 6756 Population Assessment: Part 1 **Credit hours:** 5
PHC 6757 Population Assessment: Part 2 **Credit hours:** 3
PHC 6943 Integrated Learning Experience **Credit hours:** 3
PHC 6949 Applied Practice Experiences **Credit hours:** 3

Electives 3-9 credit hours

Public Health will accept a minimum of three (3) and maximum of nine (9) hours of additional pharmacy courses as electives.

Public Health, M.P.H. - Social Work, M.S.W.

Public Health (MPH) – 42 Credit Hours
Social Work (SOK) – 35 Credit hours*

Total hours combined: 77 Credit Hours
Shared − 9 hours
Total hours combined after sharing − 68 Credit Hours

Admission
*Students can begin the concurrent degree program only after completing the first 25 credits in the M.S.W. program,

including: SOW 6105 , SOW 6305 , SOW 6348 , SOW 6186 , SOW 6235 ,SOW 6534 , SOW 6405 , SOW 6535 and SOW 6931 or if they have a B.S.W. in Social Work and are admitted to Social Work as an Advanced Standing M.S.W. student.

For social work students seeking the concurrent -degree, expanded study in public health encourages a well-balanced macro-micro orientation to clinical practice. Such expansion can provide the social work student with specific skills that result in comprehensive and effective client interventions in health care settings. The fundamental methodological tools of public health, such as biostatistics, epidemiology, and health management and evaluation, further assist the social worker in targeting the needs of individuals and communities. The M.S.W./M.P.H. concurrent -degree option is a two to three-year full-time course of study.

Shared – 9 Credit Hours
9 credit hours of graduate electives

Graduate Certificate Policies

Office of Graduate Certificates

University of South Florida
140 Seventh Avenue South, PNM 102
St. Petersburg, FL 33701

Web address: https://www.usf.edu/graduate-studies/graduate-certificates/
Phone: 727-873-4657
Email: gradstudies@usf.edu

Individual Graduate Certificate Contacts

The Graduate Certificate comprises a credential that, when completed, affords the student some record of distinct academic accomplishment in a given discipline. Applicants often pursue a Graduate Certificate to support continuing education or career enhancement, as well as to prepare for potential admission into a graduate degree at USF.

Students must apply, be admitted into the Graduate Certificate and successfully complete all requirements to be eligible to receive a Graduate Certificate. The Graduate Certificate is not a guaranteed means of entry into a graduate major. However, the courses comprising the Graduate Certificate may be used as evidence in support of a student's application for admission into a graduate major and these courses may be transferred into the major with departmental/school approval.

Curriculum

Graduate Certificates are developed by the faculty within a department/school and approved through the standard curriculum process by the department/school, college, Graduate Council, and Office of Graduate Studies.

Graduate Certificates are comprised of a focused collection of typically 9-12 graduate credit hours, but no more than 15 graduate credit hours. At least one structured graduate course is required in common for all students in the Graduate Certificate. Requirements may not include directed research, thesis, internship (unless the internship is for a certificate designed to pursue State Certification or licensure), etc.

Admission Requirements

All applicants must submit an application for admission to a graduate certificate and meet University admission requirements, including minimums for English proficiency.   For programs that lead to licensure, the associated graduate certificates may have additional requirements (e.g. standardized tests, letters of recommendation, pre-requisites, etc.) which are noted in the catalog copy for that certificate   Applicants should submit their application by the admission application deadlines posted below. Applications received after the deadline will be considered on a space available and time permitting basis for the next available semester. Questions about the admission requirements may be directed to the Graduate Certificate Director, or the Office of Graduate Certificates.

Admission Application Deadlines

- **Fall Semester: June 1**
- **Spring Semester: October 15**
- **Summer Semester: February 15**

Students who are enrolled in a graduate degree program and would like to add a graduate certificate should apply for admission to the graduate certificate during, or prior to the completion of, their first graduate certificate course, but MUST APPLY no later than the deadline to apply for graduation (typically the fourth week of the semester in which the student plans to graduate with the graduate degree). For degree-seeking students, the Office of Graduate Studies will waive the application fee.

Important Note: Once the degree is conferred, it is no longer possible to be admitted to a Graduate Certificate using graduate courses from that major.

Student Classification

Non-degree seeking students admitted to a graduate certificate will be classified as "Graduate Certificate Students." As such, they are not eligible for financial aid and will receive a later registration date than degree-seeking students.

Degree-seeking students who simultaneously pursue a graduate certificate will retain the degree-seeking classification but will also have the graduate certificate classification added to the student record. Degree-seeking students may be eligible for financial aid for certificate coursework that also applies to their graduate degree. Students should consult with the Office of Financial Aid for more information.

Academic Policies and Requirements

For academic policies and procedures refer to the Academic Policies section of the Graduate Catalog. In addition to those policies, Graduate Certificate students also must comply with the following policies specific to Graduate Certificates:

1. **Good Standing** - Students pursuing a graduate certificate are required to meet the same academic requirements as those defined for degree-seeking students to remain in "good standing" to avoid being academically dismissed from the graduate certificate. Students enrolled in a graduate certificate are required to maintain a 3.00 GPA in the graduate certificate coursework to be eligible for completion and to avoid being academically dismissed from the graduate certificate.
2. **Courses -** Graduate certificate seeking students may only share one graduate course with another graduate certificate. A graduate course that is shared may only be applied to a maximum of two graduate certficates.
3. **Course Currency -** Graduate certificate requirements must be completed within five (5) years of completing the first course that applies to the graduate certificate.
4. **Application of Credit - s**hould a graduate certificate student subsequently apply and be accepted to a graduate major, the *University's Application of Internal Credit Policy* applies. Any application of such credit must be approved by the degree-granting college and must be appropriate to the major. No courses taken outside of USF may be transferred into a graduate certificate at USF.
5. **Probation/Withdrawal/Dismissal -** Graduate certificate student are held to the same policies that apply to all graduate students. See the appropriate section in Academic Policies for information.

Certificate Completion Requirements

Graduate certificate seeking students must submit their *Graduate Certificate Completion Form* to the Office of Graduate Certificates by the deadline to apply for graduation (the fourth week) of the semester in which they will complete the final course(s) for their graduate certificate. Please consult the Academic Calendar for graduation application deadlines.

- For Graduate Certificate Seeking Students concurrently enrolled in a graduate degree, the student must be admitted into the graduate certificate prior to conferring their concurrent graduate degree.
- For all Graduate Certificate Seeking Students, a *Completion Form* must be submitted no later than five years after starting the first course applied to the graduate certificate.

All students must be active at the time the Graduate Certificate Completion Form is submitted.

The department/school offering the graduate certificate will certify the student for the graduate certificate once the requirements are successfully completed. The *Graduate Certificate Completion Form* is approved by the department/school, college, and Office of Graduate Studies. Courses may not be applied to a graduate certificate once the degree is conferred, unless an approved application for the graduate certificate is on file before the last day of classes in the semester when the graduate degree is conferred.

College Information

- Bellini College of Artificial Intelligence, Cybersecurity, and Computing
- College of Arts and Sciences
    - College of Arts and Sciences: School of Humanities
    - College of Arts and Sciences: School of Natural Sciences and Mathematics
    - College of Arts and Sciences: School of Social Sciences
- College of Behavioral and Community Sciences
- College of Design, Art and Performance
- College of Education
- College of Engineering
- College of Graduate Studies
- College of Marine Science
- College of Nursing
- College of Public Health
- Judy Genshaft Honors College
- Morsani College of Medicine
- Muma College of Business
- Patel College of Global Sustainability
- Taneja College of Pharmacy

Office of Graduate Studies
Office of Undergraduate Studies
USF Libraries

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)

College Information
Mission Statement
About the College
Collaboration with Other Colleges and Departments
Programs and Certificates
University of South Florida
Bellini College of Artificial Intelligence, Cybersecurity and Computing
4202 E. Fowler Ave LIB 608
Tampa, FL 33620

Web address: usf.edu/bellinicollege
Phone: 813-974-3652
Email: bellini-collegecommunications@usf.edu
Interim College Dean: Sudeep Sarkar, Ph.D.
Associate Deans:
• Ken Christensen, Professor and Associate Dean of Academic Affairs
• Lawrence Hall, Distinguished University Professor, Professor and Associate Dean of Research Innovation
• Jay Ligatti, Professor and Associate Dean of Faculty Affairs

Mission Statement

The mission of the Bellini College of Artificial Intelligence, Cybersecurity and Computing is to transform the role of computing technologies in society by focusing on three key areas:

1. Delivering High-Demand Academic Programs: Deliver a comprehensive range of undergraduate, graduate, and professional majors, both disciplinary and interdisciplinary, in artificial intelligence, cybersecurity and computing. The majors are pedagogically effective and designed with high standards to be rigorous, relevant and meet the current and future needs of industry, government and society.
2. Advancing Research Excellence: Focus on innovative investigations and technological advances to elevate the state of artificial intelligence, cybersecurity and computing research. Push the boundaries of knowledge in our fields, facilitating collaboration and innovation across all academic disciplines and fostering an environment that encourages curiosity, creativity and critical thinking.
3. Promoting Ethics and Trust: Instill a deep sense of responsibility in our students and faculty, emphasizing the importance of secure and trustworthy technology. Through research, curricula, industry partnerships and community engagement, promote ethically driven policies and practices that protect privacy, ensure security and foster social good.

About the College

Established in 2024, the Bellini College of Artificial Intelligence, Cybersecurity and Computing is the first of its kind in Florida and one of the pioneers in the nation to bring together the disciplines of artificial intelligence, cybersecurity and computing into a dedicated college. We aim to position Florida as a global leader and economic engine in AI, cybersecurity and

computing education and research. We promote interdisciplinary innovation and ethical technology development through strong industry and government partnerships.

We empower our students and faculty to drive responsible, secure technological advancements across all disciplines, contributing to a society that values ethical considerations and trusts in digital transformation.

The college serves as a central hub for advancing foundational knowledge and interdisciplinary collaborations, catalyzing innovation across all academic fields. By integrating AI and cybersecurity expertise into varied disciplines, the college fosters a seamless environment where ethical, secure and responsible computing technologies are developed. This mission-driven approach positions our college to meet the growing demand for computing professionals and aligns with USF's goal of being a national leader in high-impact, socially responsible technology development.

The college's structure is both integrative and pioneering, applying a "hub-and-spoke" model to maintain strong ties with colleges across USF while serving as a dedicated focal point for artificial intelligence, cybersecurity and computing education and research. This cross-cutting approach facilitates agile responses to technological advancements and creates a vibrant space for interdisciplinary research. By anchoring foundational expertise within and promoting collaboration with other units, the college strengthens USF's capacity to tackle complex societal challenges through cutting-edge research and to provide a comprehensive educational pathway that prepares students for diverse careers in the fast-evolving, technology-driven digital landscape.

For more information or to explore specific degree offerings, visit the Bellini College of AI, Cybersecurity and Computing's website: https://www.usf.edu/caicc/.

Collaboration with Other Colleges and Departments

For current information, see https://www.usf.edu/ai-cybersecurity-computing/academics/joint-affiliated-programs-certificates.aspx

Programs and Graduate Certificates

The list of programs and graduate certificates may be viewed on Programs by College/Department

Department of Artificial Intelligence, Cybersecurity, and Computing (AICC)

Artificial Intelligence, M.S.A.I.

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Department of Artificial Intelligencer, Cybersecurity, and Computing
Major Contacts, Deadlines, and Delivery Information

This major shares a core with the Cybersecurity, M.S.C.Y.S.
The Master of Science in Artificial Intelligence (M.S.A.I.) provides comprehensive training in foundational computer science and artificial intelligence concepts while emphasizing practical applications and real-world problem-solving. Designed specifically for students without an undergraduate degree in Computer Science or Computer Engineering, the program equips graduates with the technical skills necessary to transition into AI-focused roles across various industries. The M.S.A.I. is available in both in-person and online formats, offering flexibility to accommodate diverse learning needs. Due to the interdisciplinary nature of AI and the diverse applications it encompasses, students are encouraged to work closely with the Graduate Director to develop a cohesive plan of study tailored to their individual goals. Applicants with prior computing backgrounds are advised to consider the M.S. in Computer Science program or the AI Graduate Certificate for a more advanced pathway.

Major Research Areas:
Machine learning (ML), neural networks, deep learning, natural language processing (NLP), computer vision, robotics and autonomous systems, knowledge representation and reasoning, ethics and policy in AI, AI tools and frameworks, AI in healthcare, finance, education, marketing, and other industries

Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- Three letters of recommendation.
- Statement of purpose.
- Resume.
- PDF of unofficial transcripts.
- PDF of English proficiency, if needed.
- Evidence of mathematics, problem-solving, and quantitative reasoning abilities either through undergraduate coursework or standardized test scores, such as GRE quantitative score.

Curriculum Requirements

Total Minimum hours: 31 Credit Hours
- Shared Core Requirements - 6 Credit Hours
- Additional required courses -16 Credit hours
- Electives - 9 Credit Hours

Shared Core Requirements (6 Credit Hours)

Successful completion with a letter grade "B" or better of the two core graduate-level courses is required.

- CAI 5005 Introduction to Artificial Intelligence **Credit Hours: 3**

- COP 6536 Advances in Data Structures for IT **Credit Hours: 3**

Additional Required Courses (16 Credit Hours)

Successful completion with a letter grade "B" or better:

- COP 5008 Computing Essentials **Credit Hours: 2**
- COT 5105 Discrete Structures Essentials **Credit Hours: 2**
- COP 5532 Data Structures Essentials **Credit Hours: 2**
- CAI 5035 Mathematics for Artificial Intelligence **Credit Hours: 3**
- COP 5230 Object-Oriented Programming Essentials **Credit Hours: 2**
- COT 5407 Algorithms Essentials **Credit Hours: 2**
- CAI 5026 Ethical Issues in Artificial Intelligence **Credit Hours: 3**

Electives (9 Credit Hours Minimum)

With prior permission from the Graduate Director, students can take a maximum of 3 hours of Independent Study or Internship, a maximum of three (3) hours of one-hour seminar courses.

Graduate elective courses are separated into two categories: deepening and broadening. Students must select at least 6 hours from the list of deepening electives and at least 3 hours from the list of broadening electives in consultation with the Graduate Director.

Examples of deepening AI courses (6 Credit Hours):

- CAI 5135 Data Mining **Credit Hours: 3**
- CAI 5205 Deep Learning **Credit Hours: 3**
- CAI 5307 Natural Language Processing **Credit Hours: 3**
- CAI 5615 Affective Computing **Credit Hours: 3**
- CAI 5815 Autonomous Mobile Robots **Credit Hours: 3**
- CAI 5845 Computer Vision **Credit Hours: 3**
- CAI 5846 Digital Image Processing **Credit Hours: 3**
- CAI 6605 Trustworthy AI Systems **Credit Hours: 3**
- CAP 6100 Human Computer Interface **Credit Hours: 3**
- CAP 6109 Brain-Computer Interfaces **Credit Hours: 3**
- CAP 6455 Advanced Robotic Systems **Credit Hours: 3**
- CAP 6632 Automated Reasoning and Theorem Proving **Credit Hours: 3**
- CAP 6672 Robot Intelligence and Computer Vision **Credit Hours: 3**
- CIS 6900 Independent Study **Credit Hours: 1-19**
- CIS 6930 Special Topics **Credit Hours: 1-5**
  taken as:
- *Topics in NLP (3 Credit Hours for this program)*
- *Social Network Analysis (3 Credit Hours for this program)*
- *Security & Privacy in ML (3 Credit Hours for this program)*
- *Hardware Accelerators for ML (3 Credit Hours for this program)*
- *Augmented Reality (3 Credit Hours for this program)*
- *Computational Methods for Imaging (3 Credit Hours for this program)*
- *Smart & Connected Health (3 Credit Hours for this program)*
- *Seminar in AI Credit Hours: (1 Credit Hour for this program)*

- CIS 6946 Internships/Practicums/Clinical Practice **Credit Hours: 0-3**
- Or other graduate course approved by the Graduate Director

  Examples of broadening AI elective courses (3 Credit Hours):
- ISM 7930 Selected Topics in Management Information Systems **Credit Hours: 1-3** *taken as Fundamentals of AI (3 Credit Hours for this program)*
- RED 6449 AI Literacy and Technology: Navigating Extended Reality, Interactive Media, Gaming, and Cyberspace **Credit Hours: 3**
- **Special Topics Course** *taken as AI Literacy and Technology, Navigating Extended Reality, Interactive Media, Gaming, and Cyberspace (3 Credit Hours for this Program) (Proposed as RED 5449)*
- JOU 5367 AI and the Future of Media: Trends, Technologies & Ethics **Credit Hours: 3**
- Or other graduate course approved by the Graduate Director

Comprehensive Exam

Students must pass the comprehensive exam in the semester prior to the semester of graduation.

Exit Survey

All students are required to complete the College exit survey.

Big Data Analytics, Ph.D.

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Department: Dean's Office
Major Contacts, Deadlines, and Delivery Information

The Ph.D. in Big Data Analytics is an interdisciplinary area of scientific methods, processes and systems to extract knowledge and insight from large, diverse data sets that include structured, semi-structured and unstructured data, from different sources, and in different sizes. This interdisciplinary major comprises faculty from Artificial Intelligence, Computer Science, Engineering, Business, Arts and Sciences, Public Health, and other areas. Students in the program will develop broad theoretical and applied skills, including how to design, implement, and evaluate information-focused big data technologies that support decision-making across social and organizational contexts.

Major Research Areas:

Big Data, Data Analytics, Data Mining, Database Management, Statistical Computing, Ethics and Human Factors, Artificial Intelligence, Machine Learning, Data Science, Experiment Design

Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.
- Three letters of recommendation
- Personal statement of purpose/interest
- Resume/CV
- PDF of unofficial or official transcripts
- PDF of English proficiency, if needed
- Master's degree in a relevant area preferred
- Prior training and/or experience in technology, including areas such as computer programming through data structures, database management systems, linear algebra, and networking and graph theory. Each student will be reviewed to determine their level of technical qualifications to pursue the Ph.D. If deficiencies are noted, additional suggested coursework may be required for admission.
- The GRE is suggested but not required. Applicants may provide a PDF of unofficial GRE scores.

All applications will be reviewed by an interdisciplinary Doctoral Program Committee that will be charged with making recommendations for admissions. This committee will also, as applicable, recommend applications for consideration for financial aid or assistantships that are available.

Foundation Courses
Students are expected to have completed coursework in the foundation areas of data structures, linear algebra and graph theory prior to entering the program.
- COP 5532 Data Structures Essentials (2 credits)
- COP 5008 Computing Essentials (2 credits)
- COT 5105 Discrete Structures Essentials (2 credits)
- COP 5230 Object-Oriented Programming Essentials (2 credits)
- COT 5407 Algorithms Essentials (2 credits)

- MAS 3105 Linear Algebra -(3 credits) *(refer to Undergraduate Catalog for information)*
- MAD 4301 Introduction to Graph Theory - (3 credits) *(refer to Undergraduate Catalog for information)*

Students can demonstrate proficiency in these areas by having completed coursework at USF (Courses or Certificate) or equivalent courses at a different institution, as approved by the Graduate Director before registration in the program's core courses. These credits do not count as part of the Ph.D. minimum hour requirements.

Curriculum Requirements

Total Minimum Hours - 72 hours post-bachelor's

- **Core - 6 Credit Hours**
- **Human Issues Courses - 15 Credit Hours**
- **Computational Factors Courses - 12 Credit Hours**
- **Mathematical/Statistical Courses - 9 Credidt Hours**
- **Electives - 3 Credit Hours**
- **Practicum/Independent Study - 3 Credit Hours Minimum**
- **Dissertation - 24 Credit Hours Minimum**

Core (6 Credit Hours)

- CAI 5005 Introduction to Artificial Intelligence **Credit Hours: 3**
- ISM 7936 Design Science Research Seminar **Credit Hours: 3**

Course Requirements:

The curriculum is divided into three different areas (Human Issues, Computational Factors, and Mathematical and Statistical Processes) from which students are required to gain competency.

Students must take at least one course (or two if specified) from each of the categories listed below each area.

Human Issues Courses (15 Credit Hours)

Ethics and Privacy (3 Credit Hours)

Select one:

- GEB 6445 Social, Ethical, and Legal Systems **Credit Hours: 3**
- GEB 6457 Ethics, Law and Sustainable Business Practices **Credit Hours: 3**
- CAI 5026 Ethical Issues in Artificial Intelligence **Credit Hours: 3**

Cognitive Biases Impact on Modeling, Decision Making (3 Credit Hours)

Select one:

- EXP 7099 Graduate Seminar in Experimental Psychology **Credit Hours: 1-3**
- EXP 6608 Cognitive Psychology **Credit Hours: 3**

Data Communication and Storytelling (3 Credit Hours)

Select one:

- ISM 6419 Data Visualization **Credit Hours: 3**
- CAP 5745 Interactive Data Visualization **Credit Hours: 3**
- LIS 5318 Visual Analytics **Credit Hours: 3**
- MMC 6456 Media Storytelling with Data **Credit Hours: 3**
- PSY 6220 Presentation and Data Visualization **Credit Hours: 3**

Causality and Experimentation (6 Credit Hours)

Select two:

- EDF 7474 Applied Multilevel Modeling in Education **Credit Hours: 3**
- ESI 6247 Statistical Design Models **Credit Hours: 3**
- STA 6205 Design of Experiments **Credit Hours: 3**
- PSY 6217 Research Methods and Measurement **Credit Hours: 2-4**
- PHC 6020 Clinical Trials: Design, Conduct, and Analysis **Credit Hours: 3**

Computational Factors (12 Credit Hours)

Artificial Intelligence and Deep Learning (6 Credit Hours)

- CAI 5307 Natural Language Processing **Credit Hours: 3**
- CAI 5205 Deep Learning **Credit Hours: 3**
- CAI 5615 Affective Computing **Credit Hours: 3**
- CAI 5815 Autonomous Mobile Robots **Credit Hours: 3**
- CAI 5845 Computer Vision **Credit Hours: 3**
- CAI 5846 Digital Image Processing **Credit Hours: 3**
- CAP 6632 Automated Reasoning and Theorem Proving **Credit Hours: 3**
- CAP 6455 Advanced Robotic Systems **Credit Hours: 3**
- CAP 6672 Robot Intelligence and Computer Vision **Credit Hours: 3**
- ISM 6561 Deep Learning **Credit Hours: 3**

Machine Learning, Data Mining and Big Data (6 Credit Hours)

Select two:

- CAI 5135 Data Mining **Credit Hours: 3**
- ISM 6136 Data Mining **Credit Hours: 3**
- ESI 6635 Advanced Analytics I **Credit Hours: 3**
- ISM 6251 Machine Learning **Credit Hours: 3**
- CAI 5107 Machine Learning **Credit Hours: 3**
- ESI 6681 Deep Learning Analytics **Credit Hours: 3**
- ESI 6613 Applied Data Intelligence **Credit Hours: 3**
- ISM 6564 Text Analytics **Credit Hours: 3**
- ISM 6642 Advanced Data Science **Credit Hours: 3**
- ISM 6218 Advanced Database Management **Credit Hours: 3**

- ISM 6562 Big Data for Business **Credit Hours: 3**

Mathematical and Statistical Processes (9 Credit Hours)

Mathematics (3 Credit Hours)

Select one:

- STA 5326 Mathematical Statistics I **Credit Hours: 3**
- STA 5446 Probability Theory I **Credit Hours: 3**

Statistics (3 Credit Hours)

Select one:

- STA 6876 Time Series Analysis **Credit Hours: 3**
- STA 6703 Statistical Learning Theory and Applications **Credit Hours: 3**
- STA 6746 Multivariate Analysis **Credit Hours: 3**
- STA 6208 Linear Statistical Models **Credit Hours: 3**
- STA 6206 Stochastic Processes **Credit Hours: 3**
- STA 5526 Non-Parametric Statistics **Credit Hours: 3**
- ISM 6137 Advanced Statistical Modeling **Credit Hours: 3**

Optimization (3 Credit Hours)

Select one:

- MAP 6205 Control Theory and Optimization **Credit Hours: 3**
- ESI 6491 Linear Programming and Network Optimization **Credit Hours: 3**
- ESI 6448 Integer Programming **Credit Hours: 3**
- ESI 6684 Decision Making with Deep Reinforcement Learning **Credit Hours: 3**
- ESI 6493 Multi-Objective Optimization **Credit Hours: 3**
- ESI 6410 Optimization Methods with Applications **Credit Hours: 3**
- ESI 5522 Computer Simulation **Credit Hours: 3**

Electives (3 Credit Hours Minimum)

Students are expected to take at least one three (3) credit hour elective course chosen in consultation with the Graduate Director.

The elective course can be in the area of the student's specialization from one of the three perspective areas, or outside in consultation and approval by the Major Professor and the Graduate Director.

- ISM 6905 Independent Study **Credit Hours: 1-6**
- IDS 6940 Cooperative Internship **Credit Hours: 0-6**
- Other elective graduate course approved by the Graduate Director

Practicum/Independent Study (3 Credit Hours Minimum)

Students must complete either three (3) credit hours of Practicum or Independent Study course, depending on the project.

In the practicum course, students will solve a real-world big data analytics project. This real-world big data analytics project could be done jointly with an industry partner as part of an internship.

In the independent study course, students will solve a real-world big data analytics project completed inside the University, in the form of a faculty-supervised project versus an industry internship.

- ISM 6905 Independent Study **Credit Hours: 1-6**
- CIS 6900 Independent Study **Credit Hours: 1-19**
- MAT 6908 Independent Study **Credit Hours: 1-19**
- IDS 6940 Cooperative Internship **Credit Hours: 0-6**
- ESI 6906 Independent Study **Credit Hours: 1-19**

Comprehensive Qualifying Exam

Students must pass a comprehensive written and oral examination. The exam will be based on a completed research paper and accompanying code written by the student on a big data analytics project.

Dissertation (24 Credit Hours Minimum)

After admission to candidacy, a doctoral candidate must write and then defend a dissertation as the final phase of the doctoral program. Refer to department handbook for more information. Students enroll in one of the dissertation courses confirmed by the advisor.

The student's progress in the program is monitored by a supervisory doctoral committee, typically appointed early in the student's major. This committee consists of at least five members, at least one of whom are from outside Bellini College. The Major Professor or a Co-major Professor can be from another college.

- ISM 7980 Dissertation **Credit Hours: 2-12** (24 credits required for this program)
- CIS 7980 Dissertation: Doctoral **Credit Hours: 2-19** (24 credits required for this program)
- MAT 7980 Dissertation: Doctoral **Credit Hours: 2-19** (24 credits required for this program)
- ESI 7980 Dissertation: Doctoral **Credit Hours: 2-19** (24 credits required for this program)

Exit Survey

All students are required to complete the college exit survey.

Computer Engineering, M.S.C.P.

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Major Contacts, Deadlines, and Delivery Information

Also offered as a Bachelor's/Master's Pathway

The Master of Science in Computer Engineering (M.S.C.P.) graduate program combines advanced coursework and research opportunities in areas related to computing systems, software, hardware, and algorithms. It equips students with advanced skills in computer engineering and software development, including but not limited to (a) the co-development of hardware and software, (b) efficient, low-power and low-energy realization of emerging applications, and (c) AI-driven automation to enhance system security. Students learn to design optimized hardware and explore advanced topics like digital circuit design, computer architecture, and embedded systems.

The curriculum also covers emerging fields in hardware and computer engineering, including quantum computing, neuromorphic engineering, edge computing, and hardware acceleration. Graduates are prepared to address complex challenges in creating secure, efficient, and intelligent systems tailored to the demands of modern technology.

Major Research Areas:
Interconnected hardware and software, Computer-Aided Design (CAD) of Integrated Circuits (ICs), AI chips, hardware and software security, computer architecture, computer networks, distributed systems, embedded systems, formal verification, robotics, databases, software engineering, compilers, programming languages, and VLSI design.

Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- The GRE is required except for US domestic applicants with an undergraduate degree from ABET-accredited degree programs, or from a Carnegie R1 university, or for applicants who have successfully completed USF Pathway to Computing (PTC) Graduate Certificate
- Three letters of recommendation
- Statement of purpose
- Resume
- PDF of unofficial GRE Scores
- PDF of unofficial transcripts
- PDF of English proficiency, if needed.
- Students applying to this program are expected to have a solid foundation in mathematics and core areas of computer science and computer engineering, such as logic design, computer architecture, data structures, operating systems, and algorithms.
- Applicants without the required background in computing must complete the Pathway to Computing (PTC) Graduate Certificate prior to starting the rest of the coursework in the curriculum. This certificate helps them acquire the necessary mathematical and computing foundations. Must maintain an overall 3.0 GPA in all referenced graduate certificate coursework. PTC courses cannot be counted as electives toward the degree. (Note: PTC is a program with a different tuition rate.)

Curriculum Requirements

Pathway to Computing (PTC) Graduate Certificate - 15 Credit Hours (Note: PTC has a different tuition rate)**

Total Minimum Hours: 30 Credit Hours

- **Core Requirements - 6 Credit Hours**
- **Electives - 15 Credit Hours Minimum**
- **Non-thesis Option - additional 9 hours of electives**
- **Thesis Option - 9 Credit Hours Minimum**

*Students with a bachelor's degree in Computer Science, Computer Engineering, or related field from an accredited institution complete a minimum of 30 credit hours.

**Students without a bachelor's degree in Computer Science, Computer Engineering, or related field from an accredited institution complete a minimum of 45 credit hours, including the Pathway to Computing Graduate Certificate coursework.

Core Requirements: (6 Credit Hours)

Successful completion with a letter grade of "B" or better of two core graduate-level courses is required:

- EEL 6764 Principles of Computer Architecture **Credit Hours: 3**
- COT 6405 Introduction to the Theory of Algorithms **Credit Hours: 3**

Electives (15 Credit Hours Minimum)

Students in the thesis option complete a minimum of 15 credit hours of electives.
Students in the non-thesis option complete a minimum of 24 credit hours of electives.

With prior permission from the Graduate Director, students can take a maximum of three (3) hours of Independent Study or Internship, a maximum of three (3) hours of one-hour seminar courses, and up to one graduate level course (3 credit hours) outside the department.
Students must select the graduate elective courses in consultation with the Graduate Director or individual advisor.

Non-thesis students need to take a minimum of nine (9) credits from the list of electives that are hardware related in the following topic areas: artificial intelligence, machine learning, computer architecture, distributed systems, embedded systems, expert systems, formal verification, computer security, or VLSI design and CAD as determined by the Graduate Director and documented in the Plan of Work.

    Examples of Courses:
- CAI 5005 Introduction to Artificial Intelligence **Credit Hours: 3**
- CAI 5107 Machine Learning **Credit Hours: 3**
- CAI 5815 Autonomous Mobile Robots **Credit Hours: 3**
- CAP 6101 Mobile Biometrics **Credit Hours: 3**
- CAP 6109 Brain-Computer Interfaces **Credit Hours: 3**
- CAP 6110 Augmented Reality **Credit Hours: 3**
- CAP 6455 Advanced Robotic Systems **Credit Hours: 3**
- CAP 6505 Smart and Connected Health **Credit Hours: 3**
- CDA 5416 Computer System Verification **Credit Hours: 3**
- CDA 6328 Cryptographic Hardware and Embedded Systems **Credit Hours: 3**
- CIS 6214 Privacy-Preserving and Trustworthy Cyber-Infrastructures **Credit Hours: 3**
- COP 6527 Computing in Massively Parallel Systems **Credit Hours: 3**

- CIS 6900 Independent Study **Credit Hours: 1-19**
- CIS 6930 Special Topics **Credit Hours: 1-5**
  taken as:
- *Security & Privacy in ML (3 Credit Hours for this program)*
- *Hardware Accelerators for ML (3 Credit Hours for this program)*
- *Quantum Computing & Algorithms (3 Credit Hours for this program)*
- *Emerging Topics in Net Security (3 Credit Hours for this program)*
- *CMOS- VLSI Design (3 Credit Hours for this program)*
- *Wireless & Mobile Computing (3 Credit Hours for this program)*
- *Practical Hardware Security (3 Credit Hours for this program)*
- *Seminar in AI (1 Credit Hour for this program)*
- CIS 6946 Internships/Practicums/Clinical Practice **Credit Hours: 0-3**
  Or other graduate course approved by the Graduate Director

Thesis Option (9 Credit Hours Minimum)

The thesis option requires nine (9) credit hours of thesis in computer engineering related problems, as determined by the Major Professor and documented in the Plan of Work.

- CIS 6971 Thesis: Master's **Credit Hours: 2-19** (9 Credit Hours Minimum)

Non-Thesis Option (9 Credit Hours Minimum)

The non-thesis option requires an additional nine (9) credit hours of graduate level electives for a total of 24 credit hours of electives selected in consultation with the Graduate Director.

Comprehensive Exam

For students taking the thesis option, the requirement for a comprehensive exam is satisfied by the successful completion and defense of the thesis. Non-thesis option students must pass the comprehensive exam in the semester prior to the semester of graduation.

Exit Survey

All students are required to complete the college exit survey.

Computer Science and Engineering, Ph.D.

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Major Contacts, Deadlines, and Delivery Information

The Ph.D. in Computer Science and Engineering is designed for those driven to innovate at the forefront of computing and technology. This program emphasizes advanced research in areas such as artificial intelligence, cybersecurity, computing hardware and sensors, human-centered computing, networks and computing systems, equipping graduates with deep expertise to tackle real-world challenges. Students work alongside renowned faculty in cutting-edge laboratories, gaining hands-on experience with transformative technologies and methodologies.

Graduates of the program are prepared for leadership roles in academia, industry, and government, capable of advancing scientific knowledge and developing novel solutions to complex engineering problems. By completing the Ph.D., students not only contribute to the evolution of computing but also open doors to prestigious careers in research, development, and entrepreneurship.

Major Research Areas:

Major research areas of computer science and engineering, include but not limited to, Artificial Intelligence (AI) and Machine Learning (ML), Cybersecurity, Computer Vision, Natural Language Processing, Robotics, Human-Centered Computing, Human Computer Interaction, Networking and Distributed Systems, Computer Architecture, Software Engineering, and Embedded Systems.

Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.
- Three letters of recommendation
- Statement of purpose
- Resume/CV
- PDF of unofficial or official transcripts
- PDF of English proficiency, if needed
- Applicants typically have a Bachelor's degree in Computer Science, Computer Engineering, a related field, or a STEM field, broadly construed, with a GPA well above 3.00 on a 4.00 scale. Applicants are encouraged to have basic knowledge of programming, data structures, logic design, computer architecture, operating systems, and algorithms.
- The GRE is suggested but not required. Applicants may provide a PDF of unofficial GRE scores.

Curriculum Requirements

Total Program hours:
72 minimum (post-bachelor's)
42 minimum (post-master's)

A minimum of 72 semester hours including dissertation hours beyond the baccalaureate degree are required of all Ph.D. students

Post-Bachelor's: 72 hours minimum

- Core – 9 credit hours
- Electives – 24 credit hours minimum
- Independent Study/Dir Research – Up to 15 credit hours
- Dissertation – At least 20 credit hours
- *Remaining hours taken in dissertation or electives - 4 credit hours*

Students with an MS degree in computer science and engineering or a related field can be admitted as post-master's if the degree is approved by the grad director in consultation with their major professor. This should be documented on the student's plan of work.

Post-Master's: 42 hours minimum

- Core – 9 credit hours
- Electives/Independent Study/Dir Research – 13 credit hours
- Dissertation – At least 20 credit hours minimum

Core Requirements (9 Credit Hours)

- COP 6611 Operating Systems **Credit Hours: 3**
- EEL 6764 Principles of Computer Architecture **Credit Hours: 3**
- COT 6405 Introduction to the Theory of Algorithms **Credit Hours: 3**

Electives (24 Credit Hours)

At least 24 credit hours minimum in elective coursework taken within the Bellini College of Artificial Intelligence, Cybersecurity, and Computing (CAICC), excluding independent study and directed research chosen by the student and approved by the supervisory committee to provide the student with a stimulating educational experience.

Elective Options

(Examples)

- CAI 5005 Introduction to Artificial Intelligence **Credit Hours: 3**
- CAI 5107 Machine Learning **Credit Hours: 3**
- CAI 5133 Social Media Mining **Credit Hours: 3**
- CAI 5135 Data Mining **Credit Hours: 3**
- CAI 5205 Deep Learning **Credit Hours: 3**
- CAI 5307 Natural Language Processing **Credit Hours: 3**
- CAI 5615 Affective Computing **Credit Hours: 3**
- CAI 5815 Autonomous Mobile Robots **Credit Hours: 3**
- CAI 5845 Computer Vision **Credit Hours: 3**
- CAI 5846 Digital Image Processing **Credit Hours: 3**
- CAI 6605 Trustworthy AI Systems **Credit Hours: 3**
- CAP 5745 Interactive Data Visualization **Credit Hours: 3**
- CAP 6100 Human Computer Interface **Credit Hours: 3**
- CAP 6101 Mobile Biometrics **Credit Hours: 3**
- CAP 6109 Brain-Computer Interfaces **Credit Hours: 3**
- CAP 6110 Augmented Reality **Credit Hours: 3**
- CAP 6406 Computational Methods for Imaging **Credit Hours: 3**
- CAP 6455 Advanced Robotic Systems **Credit Hours: 3**

- CAP 6505 Smart and Connected Health **Credit Hours: 3**
- CAP 6736 Geometric Modeling **Credit Hours: 3**
- CDA 5416 Computer System Verification **Credit Hours: 3**
- CDA 6328 Cryptographic Hardware and Embedded Systems **Credit Hours: 3**
- CIS 6214 Privacy-Preserving and Trustworthy Cyber-Infrastructures **Credit Hours: 3**
- CIS 6373 Foundations of Software Security **Credit Hours: 3**
- COP 6021 Programming Languages: Design and Analysis **Credit Hours: 3**
- COP 6527 Computing in Massively Parallel Systems **Credit Hours: 3**
- COP 6625 Compilers **Credit Hours: 3**
- COP 6712 Database Management Systems **Credit Hours: 3**
- EEL 5771 Introduction to Computer Graphics I **Credit Hours: 3**
- CIS 6930 Special Topics **Credit Hours: 1-5**
  taken as:
- *Distributed Systems (3 Credit Hours for this program)*
- *Topics in NLP (3 Credit Hours for this program)*
- *Social Network Analysis (3 Credit Hours for this program)*
- *Security & Privacy in ML (3 Credit Hours for this program)*
- *Hardware Accelerators for ML (3 Credit Hours for this program)*
- *Computational Geometry (3 Credit Hours for this program)*
- *Quantum Computing & Algorithms (3 Credit Hours for this program)*
- *Emerging Topics in Net Security (3 Credit Hours for this program)*
- *CMOS-VLSI Design (3 Credit Hours for this program)*
- *Wireless & Mobile Computing (3 Credit Hours for this program)*
- *Practical Hardware Security (3 Credit Hours for this program)*
- *Seminar in AI (1 Credit Hour for this program)*
- CIS 6946 Internships/Practicums/Clinical Practice **Credit Hours: 0-3**
- Or other graduate course approved by the Graduate Director

Independent Study/Directed Research (1-15 Credit Hours)

Students may take up to 15 credit hours of independent study/directed research or they may take additional elective or dissertation hours beyond the specified minimums.

- CIS 6900 Independent Study **Credit Hours: 1-19 (1-15 credits for this program)**
- CIS 7910 Directed Research **Credit Hours: 1-19 (1-15 credits for this program)**

Qualifying Examination

Students must pass the Ph.D. Qualifying examinations in Computer Architecture, Operating Systems, and Theory of Algorithms. The qualifying examination is a two-step process. First, students must get a GPA of 3.60 or better in these three courses within one year of enrollment, otherwise they will have to re-take only the necessary course(s) and get a GPA of 3.60 or better using the best three grades If a student does not meet these requirements by the end of the second year, he or she will be withdrawn from the Ph.D. program. Second, students must take the qualifying exam and pass it. Students are required to take the exam as soon as they meet the requirements of the first step.

Major Research-Area Paper and Future Research Directions

To fulfil this milestone, students are required to write a survey or research paper on his/her area of research as the lead author. A journal or conference paper already published will count towards this requirement. The student is then required to give an oral presentation on the subject to his/her major professor and a doctoral evaluating committee. The oral presentation must also contain a section on future research directions, a draft plan of research activities towards graduation. The presentation will be open to the public. The paper and presentation is to be completed within one year of passing the Qualifying Examinations and will have to be formally approved by his/her major professor the doctoral evaluating committee before applying for Candidacy.

Admission to Candidacy

A student will not be admitted to candidacy until a Doctoral committee has been appointed, and the committee has certified that the student has successfully completed the qualifying examination and the Major Research Area Paper and Future Research Directions presentation, and demonstrated the qualifications necessary to successfully complete the requirements for the degree. The admission to Candidacy form must be approved by the Dean of the college and forwarded to the Dean of Graduate Studies for final approval. The student may elect to enroll in dissertation credits in the semester following approval of the Admission to Candidacy form by Graduate Studies.

The student's progress in the program is monitored by a supervisory doctoral committee, which is usually appointed at an early stage in the student's major. This committee consists of at least five members, at least one of whom is outside the Bellini College of Artificial Intelligence, Cybersecurity and Computing. The Major Professor and two additional faculty members must be from the Bellini College of Artificial Intelligence, Cybersecurity and Computing. A Co-Major Professor can be from another college.

The student must conduct research of sufficient quality that demonstrates an independent and original contribution to the field of computer science and engineering. Students must take at least 20 semester hours of doctoral dissertation credits; the exact number of credits is determined by the candidate's supervisory committee. It is strongly recommended that doctoral students submit journal articles for publication relevant to dissertation research.

Dissertation Hours (At Least 20 Credit Hours)

Student are required to take at least 20 hours of dissertation hours until they accumulate a minimum number of 72 hours in the major. If a student takes more than 15 credits of directed research, up to 10 hours of the additional credits may be counted as part of the dissertation hour requirement.

- CIS 7980 Dissertation: Doctoral **Credit Hours: 2-19** (20 credit hours minimum required for this program)

Dissertation Defense

A doctoral candidate must defend her/his research before her/his committee. The defense is usually open to the university community and conducted in accordance with the university's general rules and regulations. The defense involves a formal presentation of the dissertation followed by a critical exchange between the candidate and the committee. The committee chairman moderates the proceedings and determines procedure, originality of the research, and contributions made by the candidate.

Major Ph.D. Milestones

1. Complete the 3 core courses with a 3.60 GPA or better
2. Pass the Ph.D. qualifying exam with a 24 or better

3. Submit your Ph.D. Supervisory Committee Form
4. Schedule your Major Area Presentation
5. Complete your Major Area Presentation and submit your application for candidacy
6. Once admitted to candidacy, start taking dissertation hours
7. Complete at least 20 hours of dissertation
8. Schedule your dissertation defense and apply for graduation
9. You MUST have a final plan of work on file the semester before you plan to graduate, but it is recommended you submit one the semester you plan to finish your 33 hours of coursework. An approved plan of work confirms that you have met this requirement and all your classes will count towards your degree. If you are post-master's then you should submit the plan of work once you finish the core courses and note on it that you are post-master's.

Exit Survey

All students are required to complete the college exit survey.

Computer Science, M.S.C.S.

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Department of Artificial Intelligence, Cybersecurity, and Computing
Major Contacts, Deadlines, and Delivery Information
Also offered as a Bachelor's/Master's Pathways

This major shares a core with the **Computer Science and Engineering M.S.C.S.E**.

The Master of Science in Computer Science (MSCS) program offers a dynamic and comprehensive curriculum designed for students seeking to deepen their expertise in computing and technology. With a focus on both foundational principles and advanced topics, the program provides opportunities to specialize in areas such as artificial intelligence, cybersecurity, computing hardware and sensors, human-centered computing, networks and computing systems. Students opting for the thesis option engage in hands-on projects, cutting-edge research, and real-world applications, fostering innovation and critical thinking. Graduates of the MSCS program are well-equipped to excel in the fast-paced tech industry, pursue a PhD studies, or lead in interdisciplinary fields where computing drives progress.

Major Research Areas:
The major areas of computer science include, but not limited to, Artificial Intelligence (AI) and Machine Learning (ML), Computer Vision, Natural Language Processing, Robotics, Human-Centered Computing, Human Computer Interaction, Networking and Distributed Systems, Computer Architecture, and Software Engineering.

Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.
- The GRE is required except for US domestic applicants with an undergraduate degree from ABET-accredited degree programs, or from a Carnegie R1 university, or for applicants who have successfully completed USF Pathway to Computing (PTC) Graduate Certificate
- Three letters of recommendation.
- Statement of purpose.
- Resume.
- PDF of unofficial GRE Scores.
- PDF of unofficial transcripts.
- PDF of English proficiency, if needed.
- Students applying to this program are expected to have a solid foundation in mathematics and core areas of computer science and computer engineering, such as logic design, computer architecture, data structures, operating systems, and algorithms.
- Applicants without the required background in computing must complete the Pathway to Computing (PTC) Graduate Certificate Graduate prior to taking the rest of the coursework in the curriculum. This certificate helps them acquire the necessary mathematical and computing foundations. Must maintain an overall 3.0 GPA in all referenced graduate certificate coursework. PTC courses cannot be counted as electives toward the degree. (Note: PTC is a program with a different tuition rate.)

Curriculum Requirements

Total Minimum hours: 30 hours*

- *Pathway to Computing (PTC) Graduate Certificate – 15 Credit Hours (Note: PTC is a program with a different tuition rate.)***

- **Shared Core Requirements - 6 Credit Hours**
- **Additional Required Courses - 3 Credit Hours**
- **Electives - 12 Credit Hours**
- **Non-thesis Option - additional 9 Credit hours of electives**
- **Thesis Option - 9 Credit Hours Minimum**

*Students with a bachelor's degree in Computer Science or related field from an accredited institution complete a minimum of 30 credit hours.

**Students without a bachelor's degree in Computer Science or related field from an accredited institution complete a minimum of 45 credit hours, including the Pathway to Computing Graduate Certificate coursework.

Shared Core Requirements (6 Credit Hours)

Successful completion with a letter grade "B" or better of the two core graduate-level courses is required.

- EEL 6764 Principles of Computer Architecture **Credit Hours: 3**
- COT 6405 Introduction to the Theory of Algorithms **Credit Hours: 3**

Additional Required Courses (3 Credit Hours)

Successful completion with a letter grade "B" or better:
- COP 6611 Operating Systems **Credit Hours: 3**

Electives (12 Credit Hours Minimum)

Students in the non-thesis option complete a minimum of 21 credit hours.
Students in the thesis option complete a minimum of 12 credit hours.

With prior permission from the Graduate Director, students can take a maximum of 3 hours of Independent Study or Internship, a maximum of three (3) hours of one-hour seminar courses, and up to one graduate level course (3 credit hours) outside of the department.

Students must select at least 12 hours from the list of available graduate elective courses in consultation with the Graduate Director or individual advisor.

Non-thesis students need to take a minimum of six (6) credits from the list of electives that are software related in the following topic areas: advanced algorithms, compilers, databases, parallel computing and distributed systems, computer security, data mining, machine learning, programming languages, or software engineering, as determined by the Graduate Director and documented in the Plan of Work.

Examples of Courses:
- CAI 5005 Introduction to Artificial Intelligence **Credit Hours: 3**
- CAI 5107 Machine Learning **Credit Hours: 3**
- CAI 5133 Social Media Mining **Credit Hours: 3**
- CAI 5135 Data Mining **Credit Hours: 3**
- CAI 5205 Deep Learning **Credit Hours: 3**
- CAI 5307 Natural Language Processing **Credit Hours: 3**

- CAI 5615 Affective Computing **Credit Hours: 3**
- CAI 5815 Autonomous Mobile Robots **Credit Hours: 3**
- CAI 5845 Computer Vision **Credit Hours: 3**
- CAI 5846 Digital Image Processing **Credit Hours: 3**
- CAI 6605 Trustworthy AI Systems **Credit Hours: 3**
- CAP 5745 Interactive Data Visualization **Credit Hours: 3**
- CAP 6100 Human Computer Interface **Credit Hours: 3**
- CAP 6101 Mobile Biometrics **Credit Hours: 3**
- CAP 6109 Brain-Computer Interfaces **Credit Hours: 3**
- CAP 6110 Augmented Reality **Credit Hours: 3**
- CAP 6455 Advanced Robotic Systems **Credit Hours: 3**
- CAP 6736 Geometric Modeling **Credit Hours: 3**
- CDA 5416 Computer System Verification **Credit Hours: 3**
- CDA 6328 Cryptographic Hardware and Embedded Systems **Credit Hours: 3**
- CIS 6214 Privacy-Preserving and Trustworthy Cyber-Infrastructures **Credit Hours: 3**
- CIS 6373 Foundations of Software Security **Credit Hours: 3**
- COP 6021 Programming Languages: Design and Analysis **Credit Hours: 3**
- COP 6527 Computing in Massively Parallel Systems **Credit Hours: 3**
- COP 6625 Compilers **Credit Hours: 3**
- COP 6712 Database Management Systems **Credit Hours: 3**
- EEL 5771 Introduction to Computer Graphics I **Credit Hours: 3**
- CIS 6900 Independent Study **Credit Hours: 1-19**
- CIS 6930 Special Topics **Credit Hours: 1-5**
  taken as:
- *Distributed Systems (3 credit hours for this program)*
- *Topics in NLP (3 credit hours for this program)*
- *Social Network Analysis (3 credit hours for this program)*
- *Security & Privacy in ML (3 credit hours for this program)*
- *Hardware Accelerators for ML (3 credit hours for this program)*
- *Computational Geometry (3 credit hours for this program)*
- *Computational Methods for Imaging (3 credit hours for this program)*
- *Smart & Connected Health (3 credit hours for this program)*
- *Quantum Computing & Algorithms (3 credit hours for this program)*
- *Emerging Topics in Net Security (3 credit hours for this program)*
- *CMOS-VLSI Design (3 credit hours for this program)*
- *Wireless & Mobile Computing (3 credit hours for this program)*
- *Practical Hardware Security (3 credit hours for this program)*
- *Seminar in AI (1 credit hour for this program)*
- CIS 6946 Internships/Practicums/Clinical Practice **Credit Hours: 0-3**
  Or other graduate course approved by the Graduate Director

Thesis Option (9 Credit Hours Minimum)

The thesis option requires nine (9) credit hours of thesis in computer science related problems, as determined by the Major Professor and documented in the Plan of Work.

- CIS 6971 Thesis: Master's **Credit Hours: 2-19** (9 Credit Hours Minimum)

Non-Thesis Option (9 Credit Hours Minimum)

The non-thesis option requires an additional nine (9) credit hours of graduate level electives for a total of 21 credit hours of electives selected in consultation with the Graduate Director.

Comprehensive Exam

For students taking the thesis option, the requirement for a comprehensive exam is satisfied by the successful completion and defense of the thesis. Non-thesis option students must pass the comprehensive exam in the semester prior to the semester of graduation.

Exit Survey

All students are required to complete the college exit survey.

Cybersecurity, M.S.C.Y.S.

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Department of Artificial Intelligence, Cybersecurity, and Computing
Major Contacts, Deadlines, and Delivery Information
This major shares a core with the Artificial Intelligence M.S.A.I.

The Master of Science in Cybersecurity trains graduate students with advanced skills and practices related to the design, development, and operation of technologies and processes in secure computing systems, networks, and infrastructures from malicious cyberattacks causing damages and data losses. This program will allow graduates to pursue technical careers in a wide range of areas, including network security design and operation, software security, secure software development, hardware security design, cyberphysical systems security, Internet of Things (IoT) security, and social networks, and other.

Major Research Areas:
Network security, software security, hardware security, cyberphysical systems security, Internet of Things (IoT) security, ethical hacking, forensics, risk management, compliance and regulations, and security policies.

Admissions Information

Must meet University Graduate Admissions and English Proficiency requirements as well as requirements for admission to the major, listed below..

- GRE is required except for US domestic applicants with an undergraduate degree from ABET-accredited degree programs, or from a Carnegie R1 university, or for applicants who have successfully completed USF Pathway to Computing (PTC) Graduate Certificate
- Three Letters of Recommendation
- Statement of Purpose
- Resume
- PDF of unofficial GRE Scores
- PDF of unofficial transcripts
- PDF of English proficiency, if needed.
- Students applying to this program are expected to have a solid foundation in mathematics and core areas of computer science and/or electrical engineering, computer engineering, such as logic design, computer architecture, data structures, operating systems networks, and algorithms.
- Applicants without the required background in computing must complete the Pathway to Computing (PTC) Graduate Certificate prior to taking the rest of the coursework in the curriculum. This certificate helps them acquire the necessary mathematical and computing foundations. Must maintain an overall 3.00 GPA in all referenced graduate certificate coursework. PTC courses cannot be counted as electives toward the degree. (Note: PTC is a program with a different tuition rate.)

Curriculum Requirements

Total Minimum Hours - 30*

*Pathway to Computing (PTC) Graduate Certificate - 15 Credit Hours (Note: PTC is a program with a different tuition rate)***

- **Shared Core Requirements- 6 credit hours**

- **Additional Required Course - 3 credit hours**
- **Electives - 12 credit hours**
- **Non-Thesis Option - Additional 9 credit hours of electives**
- **Thesis Option - Additional 9 credit hours minimum of thesis credits**

*Students entering with a bachelor's degree in Computer Science, Computer Engineering, Electrical Engineering, or related field from an accredited institution complete a minimum of 30 credit hours.

**Students entering without a bachelor's degree in Computer Science, Computer Engineering, Electrical Engineering, or related field from an accredited institution complete a minimum of 45 credit hours, including the Pathway to Computing Graduate Certificate.

Shared Core Requirements (6 Credit Hours)

Successful completion with a letter grade "B" or better of the core graduate-level courses are required:
- COP 6536 Advances in Data Structures for IT **Credit Hours: 3**
- CAI 5005 Introduction to Artificial Intelligence **Credit Hours: 3**

Additional Required Course (3 Credit Hours)

Successful completion with a letter grade "B" or better is required:
- EEL 6787 Data Network, Systems, and Security **Credit Hours: 3**

Electives (12 Credit Hours)

Students in the non-thesis option complete a minimum of 21 credit hours.
Students in the thesis option complete a minimum of 12 credit hours.

With prior permission from the Graduate Director, students can take a maximum of three (3) hours of Independent Study or Internship, a maximum of three (3) hours of one-hour seminar courses, and up to one graduate level course (3 credit hours) outside of the college.

Students must select at least twelve (12) hours from the list of available graduate elective courses in consultation with the Graduate Director or individual advisor.
Non-thesis students need to take a minimum of six (6) credits from the list of electives, as determined by the Graduate Director and documented in the Plan of Work.

Examples of Courses:
- EEE 6749 Cryptography and Data Security **Credit Hours: 3**
- EEE 6747 Wireless Mobile Computing and Security **Credit Hours: 3**
- EEE 6875 AI and Security in Cyber Physical Systems **Credit Hours: 3**
- CDA 6328 Cryptographic Hardware and Embedded Systems **Credit Hours: 3**
- CIS 6373 Foundations of Software Security **Credit Hours: 3**
- CAP 6101 Mobile Biometrics **Credit Hours: 3**
- CIS 6214 Privacy-Preserving and Trustworthy Cyber-Infrastructures **Credit Hours: 3**
- CIS 6082 Cloud Computing **Credit Hours: 3**
- CAP 5745 Interactive Data Visualization **Credit Hours: 3**
- CIS 6220 Penetration Testing for IT **Credit Hours: 3**

- CIS 6218 Human Aspects of Cybersecurity **Credit Hours: 3**
- CAI 5107 Machine Learning **Credit Hours: 3**
- CAI 5135 Data Mining **Credit Hours: 3**
- CAI 5205 Deep Learning **Credit Hours: 3**
- CAI 5815 Autonomous Mobile Robots **Credit Hours: 3**
- CAI 6605 Trustworthy AI Systems **Credit Hours: 3**
- CIS 6930 Special Topics **Credit Hours: 1-5**
  taken as:
- *Security & Privacy in ML Credit Hours: 3*
- *Emerging Topics in Net Security Credit hours: 3*
- *Practical Hardware Security Credit Hours: 3*
- *Hardware Security Credit Hours: 3*
- *Wireless & Mobile Computing Credit Hours: 3*
- *Emerging Topics in Network Security Credit Hours: 3*
- *Seminar in AI Credit Hours: 1*

- CIS 6946 Internships/Practicums/Clinical Practice **Credit Hours: 0-3**
- Or other graduate course approved by the Graduate Director

Thesis Option (9 Credit Hours Minimum)

The thesis option requires nine (9) credit hours of thesis in cybersecurity related problems, as determined by the Major Professor and documented in the Plan of Work.

- CIS 6971 Thesis: Master's **Credit Hours: 2-19** (9 Credit Hours Minimum for this program)

Non-Thesis Option (9 Credit Hours Minimum)

The non-thesis option requires an additional nine (9) credit hours of graduate level electives for a total of 21 credit hours of electives selected in consultation with the Graduate Director.

Comprehensive Exam

For students taking the thesis option, the requirement for a comprehensive exam is satisfied by the successful completion and defense of the thesis. Non-thesis option students must pass the comprehensive exam in the semester prior to the semester of graduation.

Exit Survey

All students are required to complete the College exit survey.

AI and Everyday Impact: Applied Practices Graduate Certificate

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Department of AI, Cybersecurity and Computing
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

The Graduate Certificate in AI and Everyday Impact: Applied Practices is designed for individuals seeking a comprehensive, non-technical understanding of the social, ethical, and cultural dimensions of AI. As Artificial Intelligence (AI) becomes more integrated into various sectors of society, industry leaders from business, finance, health, education, and government foresee an increasing need for AI literacy in the workforce. This certificate program helps students comprehend the impact of AI tools and technologies on human interactions, ethics, and transparency.

The Certificate offers a non-technical understanding of AI's social, ethical, and cultural dimensions. As AI integrates into various sectors, industry leaders see a growing need for AI literacy. This program helps students understand AI's impact on human interactions, ethics, and transparency.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements

3. **Application Process**

Curriculum Requirements (9 Credit Hours)

Complete the following required courses (6 Credit Hours):

- RED 6449 AI Literacy and Technology: Navigating Extended Reality, Interactive Media, Gaming, and Cyberspace **Credit Hours: 3**
- ISM 6930 Selected Topics in Management Information Systems **Credit Hours: 1-6** *taken as Fundamentals of Artificial Intelligence (3 credit hours for this program)*

     And Complete One of the Following (3 Credit Hours):
- JOU 5367 AI and the Future of Media: Trends, Technologies & Ethics **Credit Hours: 3**
- Or other graduate course approved by the Certificate Director

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Artificial Intelligence Graduate Certificate

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

Fall 2025 - this is a self-supporting program. Information on tuition and fees can be found here. *Please note: With the exception of the Department of Children and Family (DCF) waivers, all other waivers (including State of Florida and USF employee) are not accepted for Self-Funded/Self-Supporting or Market Rate Tuition program courses. For additional information, visit: USF Tuition Waiver.*

This will no longer be a self-supporting program as of Spring 2026.

The Graduate Certificate in Artificial Intelligence is for individuals with good computer programming knowledge and some statistics and who desire to learn about artificial intelligence. This certificate will cover both theory and practice of Artificial Intelligence (AI) to enable one to use AI approaches to solve problems effectively. There is a focus on machine and deep learning approaches to develop problem solutions quickly.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.
Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements
3. Application Process

Curriculum Requirements (12 Credit Hours)

Complete the following (3 credit hours):
- CAI 5005 Introduction to Artificial Intelligence **Credit Hours: 3**

And select three (3) courses from the following (9 Credit Hours):
- CAI 5135 Data Mining **Credit Hours: 3**
- CAI 5107 Machine Learning **Credit Hours: 3**
- CAI 5307 Natural Language Processing **Credit Hours: 3**
- CAI 5845 Computer Vision **Credit Hours: 3**
- CAP 6455 Advanced Robotic Systems **Credit Hours: 3**
- CAI 5815 Autonomous Mobile Robots **Credit Hours: 3**
- CAI 5615 Affective Computing **Credit Hours: 3**
- CAI 5205 Deep Learning **Credit Hours: 3**

Graduate Certificate Time Limit

Five (5) years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Pathway to Computing Graduate Certificate

Bellini College of Artificial Intelligence, Cybersecurity, and Computing (AI)
Department: Artificial Intelligence, Cybersecurity, and Computing
Major Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

This is a self-supporting program. Information on tuition and fees can be found here.

Please note: With the exception of the Department of Children and Family (DCF) waivers, all other waivers (including State of Florida and USF employee) are not accepted for Self-Funded/Self-Supporting or Market Rate Tuition program courses. For additional information, visit: USF Tuition Waiver.

The **Graduate Certificate in Pathway To Computing** is for individuals without a prior computing background who desire to pivot into a career in tech. This Certificate teaches students the essential knowledge of computer science, preparing them for advanced studies such as Masters of Science in Computer Science (MSCS), and Masters of Science in Cybersecurity (MSCYS). This program provides students the foundational skills required to advance in their career.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.
Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements
3. Application Process

Additional Admission Requirements

A complete application must include the following:

1. Up-to-date resume or CV
2. Statement of Purpose that clearly explains why the applicant intends to pursue the Graduate Certificate
3. In addition, applicants are strongly recommended to submit two letters of recommendation from someone of authority who can speak to the applicant's academic and/or professional abilities.

Curriculum Requirements (15 Credit Hours)

This Certificate requires completion of eight (8) courses for a total of 15 semester hours. The student must obtain a grade of "C" or better in each class for it to be applied toward the Certificate. 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 academic standing."

Complete the following:

- CNT 5008 Networks Essentials **Credit Hours: 1**
- COP 5230 Object-Oriented Programming Essentials **Credit Hours: 2**
- COP 5227 C Programming Essentials **Credit Hours: 2**
- COP 5008 Computing Essentials **Credit Hours: 2**
- COP 5532 Data Structures Essentials **Credit Hours: 2**
- COP 5612 Computer Systems Essentials **Credit Hours: 2**
- COT 5105 Discrete Structures Essentials **Credit Hours: 2**
- COT 5407 Algorithms Essentials **Credit Hours: 2**

Graduate Certificate Time Limit

Three (3) Years

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

CAI 5005 Introduction to Artificial Intelligence

CAI 5107 Machine Learning

CAI 5133 Social Media Mining

CAI 5135 Data Mining

CAI 5205 Deep Learning

CAI 5307 Natural Language Processing

CAI 5615 Affective Computing

CAI 5815 Autonomous Mobile Robots

CAI 5845 Computer Vision

CAI 5846 Digital Image Processing

CAP 5745 Interactive Data Visualization

CAP 6100 Human Computer Interface

CAP 6101 Mobile Biometrics

CAP 6109 Brain-Computer Interfaces

CAP 6455 Advanced Robotic Systems

CAP 6632 Automated Reasoning and Theorem Proving

CAP 6672 Robot Intelligence and Computer Vision

CAP 6736 Geometric Modeling

CAP 6940 IT Graduate Practicum

CDA 5416 Computer System Verification

CDA 6328 Cryptographic Hardware and Embedded Systems

CEN 6084 Advances in Object Oriented Programming for IT

CGS 6842 IT and Systems for E-Business

CIS 6082 Cloud Computing

CIS 6214 Privacy-Preserving and Trustworthy Cyber-Infrastructures

CIS 6218 Human Aspects of Cybersecurity

CIS 6220 Penetration Testing for IT

CIS 6348 Big Data Storage and Analysis with Hadoop

CIS 6373 Foundations of Software Security

CIS 6375 Information Security and Privacy in Distributed Systems

CIS 6377 Information Security Architecture for IT

CIS 6511 IT Risk Management

CIS 6624 Practical Cybersecurity

CIS 6900 Independent Study

CIS 6930 Special Topics

CIS 6946 Internships/Practicums/Clinical Practice

CIS 6971 Thesis: Master's

CIS 7910 Directed Research

CIS 7980 Dissertation: Doctoral

CNT 5008 Networks Essentials

CNT 6410 Emerging Topics in Network Security

CNT 6806 Network Science

COP 5008 Computing Essentials

COP 5016 Introduction to Unix and C

COP 5227 C Programming Essentials

COP 5230 Object-Oriented Programming Essentials

COP 5532 Data Structures Essentials

COP 5612 Computer Systems Essentials

COP 6021 Programming Languages: Design and Analysis

COP 6527 Computing in Massively Parallel Systems

COP 6536 Advances in Data Structures for IT

COP 6611 Operating Systems

COP 6625 Compilers

COP 6712 Database Management Systems

COT 5105 Discrete Structures Essentials

COT 5407 Algorithms Essentials

COT 6405 Introduction to the Theory of Algorithms

CTS 6716 Network Programming for IT

EEL 5771 Introduction to Computer Graphics I

EEL 6764 Principles of Computer Architecture

ETG 6932 Special Technical Topics

College of Arts and Sciences (AC)

College Information
Mission Statement
Programs and Certificates
University of South Florida
College of Arts and Sciences
4202 E. Fowler Ave BEH 201
Tampa, FL 33620

Web address: http://www.cas.usf.edu/
Email: see individual department listings
Phone: 813-974-6957
Fax: 813-974-4075

College Dean: Elizabeth Spiller, Ph.D.
Associate Dean (Graduate Programs): Valerie "Jody" Harwood, Ph.D.
Associate Dean (Undergraduate Programs): Allison Cleveland Roberts

College Structure

The College of Arts and Sciences is USF's largest college. The College is comprised of three schools including the School of Social Sciences, the School of Natural Sciences & Mathematics, and the School of Humanities, all with strong interdisciplinary connections among them and throughout the University.

Mission Statement

The College of Arts and Sciences is a community of scholars dedicated to the idea that educated people are the basis of a just and free society. The essences of education are a capacity for the appreciation of social change within a context of prior human achievement. The faculty of the Arts and Sciences strive to instill in their students a history of human ideas, a love of learning, and an understanding of the means that scholars have used in their search for beauty and order in the natural world. The education provided by the disciplines of the Arts and Sciences is the foundation upon which the lives and professions of our students are built, and the basis from which personal growth occurs.

The College of Arts and Sciences takes as its goal a melding of the natural, humanistic and social philosophies into a comprehensive whole that encourages the development of new ideas and new approaches to the understanding of our universe. It is the responsibility of scholars to share their discoveries for the betterment of society. Thus, the Arts and Sciences embrace the disciplines that strive to make immediate use of knowledge in the service of social goals as well as the disciplines whose discoveries contribute to the fund of basic information that is the stepping-stone of applied knowledge.

Programs and Certificates

For the College of Arts and Sciences, programs are listed with the Schools offering them and Graduate Certificates are listed with the College.
To view all graduate programs by College/Department in one list, go to the Programs by College/Department page.

Click on the links below to view programs by Schools within Arts and Sciences:

- College of Arts and Sciences: School of Humanities
- College of Arts and Sciences: School of Natural Sciences and Mathematics
- College of Arts and Sciences: School of Social Sciences

American Culture & Society Graduate Certificate

College of Arts and Sciences
Department: Dean's Office
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies
The American Culture and Society Graduate Certificate offers an interdisciplinary approach to the study of American culture and society. Classes integrate interpretations of the literature, arts and music of the United States with an understanding of the social values and historical issues they engage. The field of American Studies offers students a unique opportunity to study a broad range of cultural phenomena of contemporary social relevance.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements

3. **Application Process**

Curriculum Requirements (12 Credit Hours)

Complete the following:

- AMS 6254 Contemporary American Culture: Selected Topics **Credit Hours: 3**

  And select three of the following:
- AMS 6805 Enduring Questions in American Culture **Credit Hours: 3**
- AMS 6934 Selected Topics **Credit Hours: 1-3**
- or other graduate course approved by the Director

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Cellular Therapies Graduate Certificate

College of Arts and Sciences
Department: Dean's Office
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

Advances in medical technology have put cellular therapies at the forefront of patient treatment in both oncology and stem cell regenerative medicine. Skilled scientists with knowledge of cell therapies are in high demand. The concepts presented in this certificate will establish a framework of knowledge and practical experience in the cell therapy production processes, interlocking the preclinical research with translation into Good Manufacturing Practice (GMP) processing for patient therapy.

Graduates will have the skills and knowledge base to enter the workforce as a cell therapy or stem cell therapy scientist.

This Graduate Certificate consists of both didactic courses and hands- on laboratory experience to be delivered over a one-year period for individuals with basic biological and/or medical science background.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements

3. **Application Process**

Additional Admission Requirements

- Bachelor's degree from an accreditation institution, or its equivalent, in the Biological Sciences

Curriculum Requirements (14 Credit Hours)

> **Complete the following (12 Credit Hours):**
- PCB 6281 Cancer Immunotherapy **Credit Hours: 4**
- PCB 6282 Cancer Biology and the Immune System **Credit Hours: 2**
- IDS 6940 Cooperative Internship **Credit Hours: 0-6** (taken for 6 credit hours)

> **Also complete the following (2 Credit Hours):**
- BSC 6939 Selected Topics in Cancer Biology **Credit Hours: 1-4** taken as *Concepts of Cellular Therapy (1 credit hour for this program)*
- BSC 6939 Selected Topics in Cancer Biology taken as *Principles of GMP and FDA Regulations (1 credit hour for this program)*

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Community Development Graduate Certificate

College of Arts and Sciences
Department: Dean's Office
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

The Graduate Certificate in Community Development allows students to explore the urban communities that have suffered from decades of disinvestment and to examine the efforts of their residents to revitalize them. The approach is interdisciplinary, weaving together a variety of perspectives so that students come to understand what communities are and how they differ; how communities fit into broader social systems; and what strategies are necessary to develop communities. The Certificate is also applied, focusing on the current issues and efforts of community development in the Tampa area. The Certificate is designed to attract students from three distinct pools:

1. Students who have completed an undergraduate degree but are uncertain as to the graduate program they want to pursue;
2. Students enrolled in USF graduate programs who want to focus on community development.
3. Professionals already working in the field that want a graduate-level credentials

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements

3. **Application Process**

Additional Admission Requirements

In addition, applicants should submit the following materials with their application form:

- Letter of Intent/Purpose
- Resume or CV

Curriculum Requirements (12 Credit Hours)

> **Complete the following (6 Credit Hours):**
- URP 6058 Community Development Planning **Credit Hours: 3**
- URP 6115 Planning, Policy and Politics **Credit Hours: 3**

> **Additional Courses (6 Credit Hours)**
> Please select two courses from the following list:

- URP 6232 Planning Research and Community Engaged Methods **Credit Hours: 3**
- URP 6549 Urban Economic Development **Credit Hours: 3**
- URP 6100 Planning Theory and History **Credit Hours: 3**
- URP 6401 Planning for Floods **Credit Hours: 3**
- URP 6406 Urban Environmental Policy **Credit Hours: 3**
- URP 6930 Special Topics in Urban and Regional Planning **Credit Hours: 3** *Taken as Community Real Estate Development (3 Credit hours for this program)*

   Or one of the following:
- PAD 6338 Urban Land Use and Policy Administration **Credit Hours: 3**
- URP 6316 Land Use Planning **Credit Hours: 3**

   Or one of the following:
- URP 6743 Planning for Affordable Housing **Credit Hours: 3**
   URP 6930 Special Topics in Urban and Regional Planning *taken as Community Real Estate Development (3 Credit Hours for this program)*
- PAD 6339 Housing and Public Policy **Credit Hours: 3**

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Comparative Literary Studies Graduate Certificate

College of Arts and Sciences
Department: Dean's Office
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

The Comparative Literary Studies Graduate Certificate provides an in-depth exploration of how different national literatures are interconnected and how they relate to other disciplines such as art, music, history, psychology, philosophy, and politics.   Graduate students in degree programs in other USF departments such as Philosophy, World Languages, and others are encouraged to apply.
 Upon completion of this Certificate, students will have developed further skills in comparative or interdisciplinary studies and enhanced their teaching and research credentials for people graduating with a Ph.D. in Literature or other discipline.

For careers beyond academe, graduates of this Certificate offer advanced skills in research, writing, and critical thinking and have knowledge that can be applied to work in the arts, publishing, broadcasting, journalism, museums, public administration, and more.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1.   University Admission Requirements, including English Proficiency
2.   Graduate Certificate Admission Requirements

3.   **Application Process**

Additional Admission Requirements

- Contact the Graduate Certificate Director before applying.
- All applications should include:
  - Statement of Intent for comparative literary study. This statement should identify their two languages/literatures or two disciplines.

Curriculum Requirements (12 Credit Hours)

Required:
- ENG 6019 Studies in Criticism and Theory II **Credit Hours: 3**
- ENG 6939 Graduate Seminar in English **Credit Hours: 3**

And select two courses (6 Credit Hours) with one course taken in Literature from the list below and one course taken outside of Literature selected in consultation with the Graduate Certificate Director:

- ENL 6206 Studies in Old English **Credit Hours: 3**
- ENL 6216 Studies in Middle English **Credit Hours: 3**
- ENL 6226 Studies in Sixteenth-Century British Literature **Credit Hours: 3**
- ENL 6228 Studies in Seventeenth-Century British Literature **Credit Hours: 3**
- AML 6017 Studies in American Literature to 1860 **Credit Hours: 3**
- ENL 6246 Studies of the English Romantic Period **Credit Hours: 3**
- ENL 6256 Studies in Victorian Literature **Credit Hours: 3**
- AML 6018 Studies in American Literature 1860 to 1920 **Credit Hours: 3**
- AML 6027 Studies in Modern American Literature **Credit Hours: 3**
- ENL 6276 Studies in Modern British Literature **Credit Hours: 3**
- LIT 6096 Studies in Contemporary Literature **Credit Hours: 3**
- GMS 6094 Experimental Design and Analysis **Credit Hours: 3**
- AML 6608 Studies in African American Literature **Credit Hours: 3**
  Or other graduate course approved by the Certificate Director

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Creative Writing Graduate Certificate

College of Arts and Sciences
Department: Dean's Office
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

The Creative Writing Certificate provides expert instruction, a supportive atmosphere, and a well-structured program. The Graduate Certificate fulfills the needs for both degree seeking (internal) and non-degree seeking (external) students. It provides students enrolled in traditional graduate programs with opportunity to develop their writing skills, widen the scope of their graduate education, and enhance their employment opportunities. Additionally, it provides an ideal learning environment for students who, although not pursuing a Master's degree in English, want to acquire the necessary skills for creative writing.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements

3. **Application Process**

Additional Admissions Requirements

In addition, must also submit the following with the application form:

- a writing sample

Curriculum Requirements (15 Credit Hours)

Required Courses (6 credit hours):
Select two of the following graduate courses:

- CRW 6164 The Craft of Fiction **Credit Hours: 3**
- CRW 6130 Fiction Writing **Credit Hours: 3**
- CRW 6352 The Craft of Poetry **Credit Hours: 3**
- CRW 6331 Poetry Writing **Credit Hours: 3**
- CRW 6231 The Craft of Nonfiction **Credit Hours: 3**
- CRW 6236 Nonfiction Writing **Credit Hours: 3**

Elective Courses (9 credit hours):
Select three additional courses from either the list above (if not already taken) or the courses listed below.

- ENG 6018 Studies in Criticism and Theory I **Credit Hours: 3**
- LIT 6096 Studies in Contemporary Literature **Credit Hours: 3**
- LIT 6934 Selected Topics in English Studies **Credit Hours: 1-6** approved by the Creative Writing Coordinator or Graduate Director
- Any 6000-level literature course or other graduate course approved by the Graduate Certificate Director.

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Cyber Intelligence Graduate Certificate

College of Arts and Sciences
Department: Dean's Office
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

The Graduate Certificate in Cyber Intelligence prepares you to acquire and assess the intentions, capabilities, and activities of potential adversaries and insiders who pose a threat, including attack methods that target people to penetrate systems, sometimes referred to as social engineering.

Learn to generate and evaluate courses of action to manage risks, counter vulnerabilities and enhance organizational decision-making as you develop an understanding of how intelligence drives a cybersecurity mission.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements

3. **Application Process**

Additional Admission Requirements

In addition, the following are required:

- Professional résumé
- Statement of Purpose (max 500 words)
- Coursework or background in programming concepts, computer architecture, operating systems concepts (not just user-level experience), computer hardware, and computer networks, which can be met through an undergraduate degree in a computing discipline, equivalent documented work experience, or through an approved "bridge program."

Curriculum Requirements (18 Credit Hours)

- LIS 6107 Advanced Professional & Technical Communication for Analysts **Credit Hours: 3**
- LIS 6700 Information Strategy and Decision-Making **Credit Hours: 3**
- LIS 6702 Advanced Intelligence Analytic Methods **Credit Hours: 3**
- LIS 6703 Core Concepts in Intelligence **Credit Hours: 3**
- LIS 6709 Cyber Intelligence **Credit Hours: 3**

- LIS 6670 Advanced Cyber Intelligence **Credit Hours: 3**

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Data Analysis (Psychology) Graduate Certificate

College of Arts and Sciences
Department: Dean's Office
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

The Graduate Certificate in Data Analysis is designed for students interested in acquiring knowledge and skills related to research methods and statistical methods. This information will be useful for students pursuing doctoral studies in psychology or related fields as well as students in or entering the workforce who are interested in jobs requiring data analytic skills. Upon completion of the Graduate Certificate, students will be able to:

- Recognize and understand appropriate use of major research designs and statistical methods of the field.
- Write clear and precise summaries of data analysis and findings when presented with raw data and prepare a power point presentation to succinctly communicate program evaluation findings to a mock community agency.
- Demonstrate the ability to effectively analyze and synthesize information in multiple formats (e.g., written narratives, bulleted summaries, oral presentation).

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements

3. **Application Process**

Additional Admission Requirements

- GRE Scores

Curriculum Requirements

Required:
- PSY 6065 Introduction to Advanced Psychology **Credit Hours: 1-4** (3 Credit Hours for this program)

Experimental Design and ANOVA (3 credit hours for this program)
Satisfied by one of the following:
- PSY 6217 Research Methods and Measurement **Credit Hours: 2-4** (3 Credit Hours for this program)
- PSY 6208 Experimental Design and Analysis of Variance **Credit Hours: 3**

Multiple Regression (3 credit hours required)
Satisfied by one of the following:

- PSY 6218 Graduate Research Methods **Credit Hours: 3**
- PSY 6206C Regression and Generalized Linear Models **Credit Hours: 4**

  One Graduate-Level Elective Course in data analysis (3 credit hours required)
  Satisifed by Program Evaluation or Grant Writing, currently offered as:
- SOP 6709 Topics in Social Psychology **Credit Hours: 3** or another data-focused elective with prior approval by the Graduate Director.

  Students must earn at least a B average (3.00 GPA) across all four courses to qualify for the Graduate Certificate.

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.

Contacts

Contact Information: http://www.grad.usf.edu/cert

Environmental Policy & Management Graduate Certificate

College of Arts and Sciences
Department: Dean's Office
Certificate Contacts, Deadlines, and Delivery Information

Office of Graduate Certificates Website
Graduate Certificate Policies

The Graduate Certificate in Environmental Policy and Management prepares industrial and government professionals, regular practitioners, local citizens, and university students who wish to acquire or strengthen their knowledge of the environment through formal graduate-level coursework. The curriculum is designed to allow students to choose courses from across the spectrum of disciplines that explore the human and natural environments.

Graduate Certificate Admissions and Process

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. Applicants are encouraged to contact the Graduate Certificate Director prior to applying.

Applicants must meet the following admission requirements:

1. University Admission Requirements, including English Proficiency
2. Graduate Certificate Admission Requirements

3. **Application Process**

Curriculum Requirements (15 Credit Hours)

> **Complete the following (6 Credit Hours):**

- GEO 6116 Perspectives on Environmental Thought **Credit Hours: 3**
- EVR 6922 ESP Capstone Seminar **Credit Hours: 3**

> **And select two of the following (6 Credit Hours):**

- PAD 5605 Administrative Law and Regulation **Credit Hours: 3**
- PHI 6934 Selected Topics **Credit Hours: 1-3**
- EVR 6320 Environmental Management **Credit Hours: 3**
- POS 6933 Selected Topics in Political Science **Credit Hours: 3**
- GEO 6605 Contemporary Urban Issues **Credit Hours: 3**
- EVR 6216 Advances in Water Quality Policy and Management **Credit Hours: 3**
- EVR 6937 Seminar in Environmental Policy **Credit Hours: 3**
- EVR 6936 Seminar in Environmental Science **Credit Hours: 3**

> **And select one or two electives from the following (3 Credit hours minimum):**

- GEO 6286 Advances in Water Resources **Credit Hours: 3**
- PHI 6405 Seminar in the Philosophy of Natural Science **Credit Hours: 3**

- ANG 6197 Public Archaeology **Credit Hours: 3**
- ANG 5937 Seminar in Anthropology **Credit Hours: 2-4**
- GEO 6255 Weather, Climate, and Society **Credit Hours: 3**
- GEO 6347 Natural Hazards **Credit Hours: 3**
- GIS 6306 Environmental Applications of Geographic Information Systems **Credit Hours: 3**
- PAD 6307 Policy Design and Implementation **Credit Hours: 3**
- or any add. Core courses

Graduate Certificate Time Limit

Five (5) Years.

Graduate Certificate Completion

For procedures to confirm completion of the Graduate Certificate, please refer to the website.