



# 2024-2025 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.

USF Office of Graduate Studies, 4202 E. Fowler Avenue - ALN226, Tampa, FL 33620

[www.grad.usf.edu](http://www.grad.usf.edu)

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*This catalog is effective for the 2024-2025 academic year. This catalog includes all policies, procedures, and major and course descriptions in effect at the time of publication. USF reserves the right to repeal, change, or modify the policies, procedures, majors, and course descriptions at any time.*

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## 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.*



# Table of Contents

Table of Contents .....	i
Updates for 2024-2025 Graduate Catalog .....	1
A Message from USF President Rhea Law.....	9
A Message from Provost and Executive Vice President, Dr. Prasant Mohapatra .....	10
A MESSAGE FROM OUR DEAN .....	11
Graduate Studies Directory.....	12
About USF .....	15
Campus Locations / Parking .....	16
USF Strategic Plan:.....	17
Goals:.....	18
Accreditation .....	19
Graduate Degrees Offered by the University.....	20
Specialized Accreditation .....	22
Majors, Concentrations, Graduate Certificates (Authorized) .....	25
Administration.....	26
USF Policies and Resources .....	32
Graduate Faculty.....	42
Reinstatement and Re-application for Admission Policies .....	52
Change of Graduate Major .....	53
Student Accessibility Services .....	54
Student Information .....	58
Course Information.....	62
Academic Dismissal .....	66
Intellectual and Scholarship Integrity.....	71
Assistantships .....	73
Enrollment Requirements .....	74
Satisfactory Academic Progress (SAP).....	76
Academic Standards and Grades.....	77
Degree Requirements.....	84
Master's Degree Requirements.....	85
Manuscript Processing Fee .....	89



Conferring a Master's Degree for Student in a Doctoral Degree Program .....	91
Education Specialist Degree (Ed.S.) Requirements .....	92
Doctoral Degree Requirements.....	93
Graduation Information .....	102
Posthumous Degrees and Degrees in Memoriam .....	104
Office of Postdoctoral Affairs .....	105
USF Curriculum Definitions .....	106
Concurrent Degree .....	114
Graduate Certificates .....	129
Majors (A-Z) .....	132
Accountancy and Analytics, M.S.A.A .....	133
Admission Information.....	134
Advertising, M.S. ....	136
Admission Information.....	137
Aging Studies, Ph.D.....	139
Admission Information.....	140
Applied Aging Sciences, M.S. ....	142
Admission Information.....	143
Applied Anthropology, M.A.....	145
Admission Information.....	146
Applied Anthropology, Ph.D. ....	150
Admission Information.....	151
Applied Behavior Analysis, M.A. ....	156
Admission Information.....	157
Applied Behavior Analysis, M.S. ....	159
Admission Information.....	160
Applied Behavior Analysis, Ph.D. ....	162
Admission Information.....	163
Applied Mathematics, M.A. ....	165
Architecture, MArch.....	169
Admission Information.....	170
Art History, M.A.....	173
Admission Information.....	174



Art, M.F.A.	177
Admission Information	178
Artificial Intelligence (AI) and Business Analytics, M.S.	180
Admission Information	181
Athletic Training, M.S.	185
Admission Information	186
Audiology, Au.D.	189
Admission Information	190
Behavioral and Community Sciences, Ph.D.	193
Admission Information	194
Big Data Analytics, Ph.D.	197
Admission Information	198
Bioinformatics and Computational Biology, M.S.B.C.B.	201
Admission Information	202
Biology, M.S.	204
Admission Information	205
Biomedical Engineering, M.S.B.E.	209
Admission Information	210
Biomedical Engineering, Ph.D.	215
Admission Information	216
Biotechnology, M.S.B.	220
Admission Information	221
Business Administration, D.B.A.	223
Admission Information	224
Business Administration, M.B.A.	228
Admission Information	229
Business Administration, Ph.D.	234
Admission Information	235
Cancer Biology, Ph.D.	239
Admission Information	240
Cancer Chemical Biology, Ph.D.	242
Admission Information	243
Cancer Immunology and Immunotherapy, Ph.D.	245
Admission Information	246



Career and Technical Education, M.A.....	248
Admission Information.....	249
Cell and Molecular Biology, Ph.D.....	250
Admission Information.....	251
Chemical Engineering, M.S.Ch.....	254
Admission Information.....	255
Chemical Engineering, Ph.D.....	257
Admission Information.....	258
Chemistry, M.A.....	260
Admission Information.....	261
Chemistry, M.S.....	263
Admission Information.....	264
Chemistry, Ph.D.....	266
Admission Information.....	267
Child and Adolescent Behavioral Health, M.S.....	269
Admission Information.....	270
Civil Engineering, M.S.C.E.....	272
Accreditation .....	273
Major Research Areas .....	274
Admission Information.....	275
Civil Engineering, Ph.D.....	279
Accreditation .....	280
Admission Information.....	281
Clinical Rehabilitation and Mental Health Counseling, M.A.....	284
Admission Information.....	285
Communication Sciences and Disorders, Ph.D.....	288
Admission Information.....	289
Communication, M.A.....	292
Admission Information.....	293
Communication, Ph.D.....	295
Admission Information.....	296
Computer Engineering, M.S.C.P.....	298
Admission Information.....	299
Computer Science and Engineering, Ph.D.....	301



Admission Information.....	302
Computer Science, M.S.C.S.....	305
Admission Information.....	306
Conservation Biology, M.S.....	308
Admission Information.....	309
Counselor Education, M.A.....	311
Admissions Information.....	312
Creative Writing, M.F.A.....	314
Admission Information.....	315
Criminal Justice, M.A.....	317
Admission Information.....	318
Criminology, M.A.....	320
Admission Information.....	321
Criminology, Ph.D.....	323
Admission Information.....	324
Curriculum and Instruction, Ed.S.....	326
Admission Information.....	327
Curriculum and Instruction, M.Ed.....	332
Admission Information.....	334
Curriculum and Instruction, Ph.D.....	340
Admission Information.....	342
Cybercrime, M.S.....	350
Admission Information.....	351
Cybersecurity Intelligence and Information Security, M.S.....	353
Admissions Information.....	354
Cybersecurity, M.S.C.Y.S.....	356
Admissions Requirements.....	357
Data Intelligence, M.S.D.I.....	359
Admission Information.....	360
Digital Journalism and Design, M.A.....	362
Admission Information.....	363
Economics, M.A.....	365
Admission Information.....	366
Economics, Ph.D.....	368



Admission Information.....	369
Educational Leadership, Ed.S.....	371
Admission Information.....	372
Educational Leadership, M.Ed.....	374
Admission Information.....	375
Educational Leadership, Ph.D.....	377
Admission Information.....	378
Educational Program Development, Ed.D.....	380
Admission Information.....	381
Educational Studies, M.A.....	384
Admission Information.....	385
Electrical Engineering, M.S.E.E.....	387
Admission Information.....	388
Electrical Engineering, Ph.D.....	390
Admission Information.....	391
Elementary Education (ESOL Endorsement), M.A.T.....	394
Admission Information.....	395
Elementary Education, M.A.....	397
Admission Information.....	398
Engineering Management, M.S.E.M.....	399
Admission Information.....	400
English, M.A.....	402
Admission Information.....	403
English, Ph.D.....	406
Admission Information.....	407
Entrepreneurship in Applied Technologies, M.S.....	410
Admission Information.....	411
Environmental Engineering, M.S.E.V.....	413
Accreditation: .....	414
Major Research Areas: .....	415
Admission Information.....	416
Environmental Engineering, Ph.D.....	418
Admission Information.....	419
Environmental Science and Policy, M.S.....	421



Admission Information.....	422
Exceptional Student Education (ESOL and Reading Endorsements), M.A.T. ....	424
Admission Information.....	425
Exceptional Student Education, M.A. ....	427
Admission Information.....	428
Executive, M.B.A. ....	429
Admission Information.....	430
Exercise Science, M.S. ....	432
Admission Information.....	433
Financial Analytics, M.S. ....	436
Admission Information.....	437
French, M.A. ....	440
Admission Information.....	441
Geography and Environmental Science and Policy, Ph.D. ....	443
Admission Information.....	444
Geography, M.A. ....	446
Admission Information.....	447
Geology, M.S. ....	450
Admission Information.....	451
Geology, Ph.D. ....	453
Admission Information.....	454
Gerontology, M.A. ....	456
Admission Information.....	457
Global Sustainability, M.A. ....	459
Admission Information.....	460
Global Sustainability, M.S. ....	463
Admission Information.....	464
Health Administration, M.H.A. ....	467
Admission Information.....	468
Health Informatics, M.S.H.I. ....	470
Admission Information.....	471
Higher Education Administration, Ph.D. ....	473
Admission Information.....	474
History, M.A. ....	476



Admission Information.....	477
History, Ph.D.....	480
Admission Information.....	481
Hospitality Management, M.S.....	484
Admission Information.....	485
Industrial Engineering, M.S.I.E.....	487
Admission Information.....	488
Industrial Engineering, Ph.D .....	490
Admission Information.....	491
Information Assurance and Cybersecurity Management, M.S.....	493
Integrated Mathematical Oncology, Ph.D.....	495
Admission Information.....	496
Integrative Biology, Ph.D .....	498
Admission Information.....	499
Intelligence Studies, M.S .....	502
Admissions Information.....	503
International Affairs, M.A.....	505
Admission Information.....	506
Latin American, Caribbean, and Latino Studies, M.A.....	508
Admission Information.....	509
Learning Design and Technology, M.S .....	511
Admission Information.....	512
Liberal Arts, M.A. ....	514
Admission Information.....	515
Library and Information Science, M.A.....	518
Admission Information.....	519
Linguistics and Applied Language Studies, Ph.D.....	521
Admission Information.....	522
Linguistics: English as a Second Language, M.A.....	524
Admission Information.....	525
Management, M.S.....	527
Admission Information.....	528
Marine Science, M.S .....	531
Admission Information.....	533



Marine Science, Ph.D.....	536
Admission Information.....	538
Marketing, M.S.M.....	542
Admission Information.....	543
Marriage and Family Therapy, M.S. ....	545
Admission Information.....	546
Mass Communications, M.A. ....	548
Admission Information.....	549
Materials Science and Engineering, M.S.M.S.E. ....	551
Admission Information.....	552
Mathematics Education, M.A.T.....	553
Admission Information.....	554
Mathematics, M.A. ....	556
Admission Information.....	557
Mathematics, Ph.D.....	561
Admission Information.....	562
Mechanical Engineering, M.S.M.E. ....	567
Admission Information.....	568
Mechanical Engineering, Ph.D.....	570
Admission Information.....	571
Medical Sciences, M.S.M.S. ....	573
Admission Information.....	574
Medical Sciences, Ph.D.....	578
Admission Information.....	579
Medicine, M.D.....	584
Admission Information.....	585
Microbiology, M.S.....	588
Admission Information.....	589
Music Education, M.A. ....	591
Admission Information.....	592
Music, M.M. ....	594
Admission Information.....	595
Music, Ph.D. ....	599
Admission Information.....	600



Nurse Anesthesiology, D.N.P.....	602
Admission Information.....	603
Nursing (BSN to MSN), M.S.N.....	607
Admission Information.....	609
Nursing Science, Ph.D.....	612
Admission Information.....	613
Nursing, D.N.P.....	615
Admission Information.....	616
Pharmaceutical Nanotechnology, M.S.....	621
Admission Information.....	622
Pharmacy, Pharm.D.....	625
Admission Information.....	626
Philosophy, M.A.....	630
Admission Information.....	631
Philosophy, Ph.D.....	634
Admission Information.....	635
Physical Education, M.A.....	638
Admission Information.....	639
Physical Therapy, D.P.T.....	641
Admission Information.....	642
Physician Assistant Studies, M.P.A.S.....	644
Admission Information.....	645
Physics (Applied Physics), Ph.D.....	648
Admission Information.....	649
Physics, M.S.....	651
Admission Information.....	652
Politics and International Affairs, Ph.D.....	653
Admission Information.....	654
Psychological Sciences, M.A.....	656
Admission Information.....	657
Psychology, Ph.D.....	659
Admission Information.....	660
Psychology, M.A.....	664
Admission Information.....	665



Public Administration, M.P.A.....	668
Admission Information.....	669
Public Health, Dr.P.H. ....	671
Admission Information.....	672
Public Health, M.P.H.....	675
Admission Information.....	677
Public Health, M.S.P.H.....	682
Admission Information.....	683
Public Health, Ph.D. ....	686
Admission Information.....	687
Reading Education, M.A.....	691
Admission Information.....	693
Rehabilitation Counseling and Disability Sciences, M.A.....	695
Religious Studies, M.A.....	697
Admission Information.....	698
School Psychology, Ed.S.....	700
ADMISSION INFORMATION .....	701
School Psychology, M.A.....	703
Admission Information.....	704
School Psychology, Ph.D. ....	705
Admission Information.....	706
Science Education, M.A.T. ....	708
Admission Information.....	709
Secondary English Education (ESOL and Reading Endorsements), M.A.T.....	711
Admission Information.....	712
Secondary English Education, M.A. ....	714
Admission Information.....	715
Social Science Education, M.A.T. ....	717
Admission Information.....	718
Social Work, M.S.W. ....	720
Admission Information.....	721
Social Work, Ph.D. ....	724
Admission Information.....	725
Sociology, M.A. ....	727



Admission Information.....	728
Sociology, Ph.D. ....	729
Admission Information.....	730
Spanish, M.A. ....	732
Admission Information.....	733
Speech-Language Pathology, M.S. ....	735
Admission Information.....	736
Sport and Entertainment Management, M.S. ....	738
Admission Information.....	739
Statistics, M.A. ....	741
Admission Information.....	742
STEM Education, M.S. ....	745
Admission Information.....	746
Supply Chain Management, M.S. ....	747
Admission Information.....	748
Technology in Education and Second Language Acquisition (TESLA), Ph.D. ....	749
Admission Information.....	750
Urban and Community Design, M.U.C.D. ....	752
Admission Information.....	753
Urban and Regional Planning, M.U.R.P. ....	755
Admission Information.....	756
Urban Educational Leadership, M.A. ....	758
Admission Information.....	759
Women's, Gender, and Sexuality Studies, M.A. ....	761
Admission Information.....	762
Academic Advising Graduate Certificate .....	764
Addictions and Substance Abuse Counseling Graduate Certificate.....	766
Adult Learning and Development Graduate Certificate.....	767
Adult-Gerontology Acute Care (Post Master's) Graduate Certificate .....	768
Advanced Pain Management Fellowship Graduate Certificate .....	770
Advanced Quantitative Research Graduate Certificate .....	772
Aging & Neuroscience Graduate Certificate .....	774
American Culture & Society Graduate Certificate .....	776
Anatomy Graduate Certificate .....	777



Applied Biostatistics Graduate Certificate .....	778
Applied Linguistics Graduate Certificate .....	780
Artificial Intelligence Graduate Certificate .....	782
Athletic Coaching Graduate Certificate .....	784
Autism Spectrum Disorder Graduate Certificate .....	785
Big Data and Learning Analytics Graduate Certificate .....	786
Bioinformatics Graduate Certificate .....	788
Biotechnology Graduate Certificate .....	790
Business Analytics Graduate Certificate .....	792
Business Foundations Graduate Certificate .....	794
Career and Technical Education Graduate Certificate .....	795
Cellular Therapies Graduate Certificate .....	796
Child Advocacy Studies Graduate Certificate .....	798
Children's Mental Health Graduate Certificate .....	799
Climate Mitigation and Adaptation Graduate Certificate .....	801
Clinical Aging Sciences Graduate Certificate .....	803
College Teaching Graduate Certificate .....	805
Community Development Graduate Certificate .....	807
Comparative Literary Studies Graduate Certificate .....	809
Compliance, Risk, & Anti-Money Laundering Graduate Certificate .....	811
Concepts & Tools of Epidemiology Graduate Certificate .....	813
Creative Writing Graduate Certificate .....	815
Creativity and Innovation Graduate Certificate .....	817
Critical Global Literacies Graduate Certificate .....	818
Cyber Intelligence Graduate Certificate .....	819
Data Analysis (Psychology) Graduate Certificate .....	821
Data Analytics Graduate Certificate .....	823
Data Science for Public Administration Graduate Certificate .....	825
Digital & Transdisciplinary Literacies Graduate Certificate .....	827
Digital Forensics Graduate Certificate .....	828
Digital Humanities Graduate Certificate .....	830
Disabilities Education: Severe/Profound Graduate Certificate .....	831
Disaster Management Graduate Certificate .....	832
Diversity in Education Graduate Certificate .....	834
Drug Discovery and Development Graduate Certificate .....	835



eLearning Design and Development Graduate Certificate.....	836
Energy Sustainability Graduate Certificate .....	838
Entrepreneurship Graduate Certificate .....	840
Environmental Policy & Management Graduate Certificate.....	842
Epidemiology of Infectious Diseases Graduate Certificate .....	844
ESOL Graduate Certificate.....	846
Evaluation Graduate Certificate .....	847
Exceptional Student Education Graduate Certificate .....	849
Film & New Media Studies Graduate Certificate.....	850
Financial Planning Graduate Certificate.....	851
Florida Studies Graduate Certificate .....	853
Food Sustainability and Security Graduate Certificate.....	855
Food Writing and Photography Graduate Certificate.....	857
Foreign Language Education: Culture and Content Graduate Certificate.....	858
Foreign Language Education: Professional Graduate Certificate.....	860
Game Design for Learning Graduate Certificate.....	861
Geographic Information Science Graduate Certificate.....	862
Gerontology Graduate Certificate.....	864
Gifted Education Graduate Certificate.....	866
Global Health Practice Graduate Certificate.....	867
Global Sustainability Graduate Certificate .....	868
Health Informatics Graduate Certificate.....	870
Health Management & Leadership Graduate Certificate.....	871
Health Sciences Graduate Certificate .....	872
Healthcare Analytics Graduate Certificate .....	874
Homeland Security Graduate Certificate.....	875
Hospice and Palliative Care Graduate Certificate .....	876
Human Resources Graduate Certificate .....	878
Humanitarian Assistance Graduate Certificate.....	880
Infant-Family Mental Health Graduate Certificate .....	882
Infection Control Graduate Certificate.....	884
Information Assurance Graduate Certificate .....	886
Instructional Technology: Web Design Graduate Certificate .....	888
Integrative Pain Management Graduate Certificate .....	889
Latin American & Caribbean Studies Graduate Certificate.....	891



Leadership for Coastal Resiliency Planning Graduate Certificate .....	893
Leadership in Higher Education Graduate Certificate .....	895
Life Science Entrepreneurship Graduate Certificate .....	897
Management of Non-Governmental and Non-Profit Organizations Graduate Certificate.....	899
Marriage & Family Therapy Graduate Certificate .....	901
Maternal & Child Health Graduate Certificate .....	903
Medicine and Gender Graduate Certificate .....	905
Nanopharmaceutics Graduate Certificate .....	907
National Security Studies Graduate Certificate .....	909
Nursing Education (Post Master's) Graduate Certificate.....	911
Online Teaching and Learning Graduate Certificate .....	913
Pathology Graduate Certificate .....	914
Pathway to Computing Graduate Certificate.....	915
Pharmacoepidemiology Graduate Certificate .....	917
Pharmacy Entrepreneurship, Leadership & Management Graduate Certificate.....	919
Positive Behavior Support Graduate Certificate.....	921
Post Graduate Family Health Nurse Practitioner Graduate Certificate .....	923
Pre-Professional Pharmacy Graduate Certificate .....	925
Professional and Technical Communication Graduate Certificate.....	927
Project Management Graduate Certificate .....	929
Psychiatric-Mental Health Nurse Practitioner (Post Master's or DNP) Graduate Certificate .....	930
Public Health Generalist Graduate Certificate .....	932
Public Health Policy & Programs Graduate Certificate .....	934
Public Management Graduate Certificate .....	936
Qualitative Research Graduate Certificate .....	938
Reading Endorsement Graduate Certificate .....	939
Scholarly Excellence, Leadership Experiences, & Collaborative Training (S.E.L.E.C.T) Graduate Certificate .....	941
Semiconductor Technology and Manufacturing (STeM) Graduate Certificate .....	943
Smart City Technology Graduate Certificate.....	945
Social Marketing and Social Change Graduate Certificate .....	946
Social Work Therapeutic Modalities Graduate Certificate .....	948
Statistical Data Analysis Graduate Certificate .....	949
Strategic Intelligence Graduate Certificate.....	950
Sustainable Business Graduate Certificate.....	952



Sustainable Tourism Graduate Certificate .....	954
Sustainable Transportation Graduate Certificate.....	956
Systems Engineering Graduate Certificate .....	958
Teacher Leadership for Student Learning Graduate Certificate .....	959
Teaching & Communicating Ocean Sciences Broader Impacts Graduate Certificate.....	960
Teaching in Pharmacy & Pharmaceutical Sciences Graduate Certificate .....	962
Teaching of Digitally-Enhanced Middle Grades Mathematics Education Graduate Certificate .....	964
Technology Management Graduate Certificate .....	965
Toxicology Graduate Certificate .....	967
Translational and Clinical Research in Pharmacy Graduate Certificate .....	969
Translational Research in Adolescent Behavioral Health Graduate Certificate .....	971
Transportation Systems Analysis Graduate Certificate .....	973
Water Sustainability Graduate Certificate.....	974
Water, Health and Sustainability Graduate Certificate.....	976
Wireless Engineering Graduate Certificate .....	978
Women's, Gender, and Sexuality Studies Graduate Certificate .....	980
<b>Programs by College/Department .....</b>	<b>982</b>
College of Arts and Sciences .....	982
Dean's Office (AC) .....	984
American Culture & Society Graduate Certificate .....	985
Applied Linguistics Graduate Certificate .....	986
Cellular Therapies Graduate Certificate .....	988
Community Development Graduate Certificate .....	990
Comparative Literary Studies Graduate Certificate .....	992
Creative Writing Graduate Certificate.....	994
Cyber Intelligence Graduate Certificate.....	996
Data Analysis (Psychology) Graduate Certificate .....	998
Data Science for Public Administration Graduate Certificate .....	1000
Digital Humanities Graduate Certificate .....	1002
Environmental Policy & Management Graduate Certificate.....	1003
Film & New Media Studies Graduate Certificate .....	1005
Florida Studies Graduate Certificate .....	1006
Food Writing and Photography Graduate Certificate.....	1008
Geographic Information Science Graduate Certificate.....	1009



Infant-Family Mental Health Graduate Certificate .....	1011
Latin American & Caribbean Studies Graduate Certificate.....	1013
Leadership for Coastal Resiliency Planning Graduate Certificate .....	1015
Management of Non-Governmental and Non-Profit Organizations Graduate Certificate.....	1017
National Security Studies Graduate Certificate .....	1019
Professional and Technical Communication Graduate Certificate.....	1021
Public Management Graduate Certificate .....	1023
Smart City Technology Graduate Certificate.....	1025
Statistical Data Analysis Graduate Certificate .....	1026
Strategic Intelligence Graduate Certificate.....	1027
Women's, Gender, and Sexuality Studies Graduate Certificate .....	1029
<b>College of Arts and Sciences: School of Humanities.....</b>	<b>1030</b>
Department of Communication .....	1031
Communication, M.A.....	1032
Admission Information.....	1033
Communication, Ph.D.....	1035
Admission Information.....	1036
Department of English .....	1038
English, M.A.....	1039
Admission Information.....	1040
Creative Writing, M.F.A.....	1043
Admission Information.....	1044
English, Ph.D.....	1046
Admission Information.....	1047
Department of History.....	1050
History, M.A .....	1051
Admission Information.....	1052
History, Ph.D.....	1055
Admission Information.....	1056
Department of Humanities and Cultural Studies.....	1059
Liberal Arts, M.A. ....	1060
Admission Information.....	1061
Department of Journalism and Digital Communication .....	1064
Digital Journalism and Design, M.A.....	1065



Admission Information.....	1066
Department of Philosophy.....	1068
Philosophy, M.A. ....	1069
Admission Information.....	1070
Philosophy, Ph.D. ....	1073
Admission Information.....	1074
Department of Religious Studies .....	1077
Religious Studies, M.A. ....	1078
Admission Information.....	1079
Department of World Languages .....	1081
French, M.A. ....	1082
Admission Information.....	1083
Linguistics: English as a Second Language, M.A.....	1085
Admission Information.....	1086
Spanish, M.A.....	1087
Admission Information.....	1088
Linguistics and Applied Language Studies, Ph.D. ....	1090
Admission Information.....	1091
College of Arts and Sciences: School of Natural Sciences and Mathematics.....	1092
Biology, M.S. ....	1093
Admission Information.....	1094
Department of Chemistry.....	1097
Chemistry, M.A. ....	1098
Admission Information.....	1099
Chemistry, M.S. ....	1100
Admission Information.....	1101
Chemistry, Ph.D. ....	1103
Admission Information.....	1104
Department of Integrative Biology .....	1106
Conservation Biology, M.S. ....	1107
Admission Information.....	1108
Integrative Biology, Ph.D. ....	1110
Admission Information.....	1111



Department of Mathematics and Statistics.....	1114
Applied Mathematics, M.A. ....	1115
Mathematics, M.A. ....	1119
Admission Information.....	1120
Statistics, M.A. ....	1124
Admission Information.....	1125
Mathematics, Ph.D. ....	1128
Admission Information.....	1129
Department of Molecular Biosciences.....	1134
Microbiology, M.S. ....	1135
Admission Information.....	1136
Cancer Biology, Ph.D. ....	1138
Admission Information.....	1139
Cancer Chemical Biology, Ph.D. ....	1141
Admission Information.....	1142
Cancer Immunology and Immunotherapy, Ph.D. ....	1144
Admission Information.....	1145
Cell and Molecular Biology, Ph.D. ....	1147
Admission Information.....	1148
Integrated Mathematical Oncology, Ph.D. ....	1151
Admission Information.....	1152
Department of Physics.....	1154
Physics, M.S. ....	1155
Admission Information.....	1156
Physics (Applied Physics), Ph.D. ....	1157
Admission Information.....	1158
Department of Psychology .....	1160
Psychological Sciences, M.A. ....	1161
Admission Information.....	1162
Psychology, M.A. ....	1164
Admission Information.....	1165
Psychology, Ph.D. ....	1167
Admission Information.....	1168
School of Geosciences .....	1172



Geography, M.A. ....	1173
Admission Information.....	1174
Environmental Science and Policy, M.S. ....	1177
Admission Information.....	1178
Geology, M.S. ....	1180
Admission Information.....	1181
Geography and Environmental Science and Policy, Ph.D. ....	1183
Admission Information.....	1184
Geology, Ph.D. ....	1186
Admission Information.....	1187
College of Arts and Sciences: School of Social Sciences.....	1188
Department of Anthropology .....	1189
Applied Anthropology, M.A. ....	1190
Admission Information.....	1191
Applied Anthropology, Ph.D. ....	1195
Admission Information.....	1196
Department of Economics.....	1200
Economics, M.A. ....	1201
Admission Information.....	1202
Economics, Ph.D. ....	1204
Admission Information.....	1205
Department of Sociology and Interdisciplinary Social Sciences.....	1207
Sociology, M.A. ....	1208
Admission Information.....	1209
Sociology, Ph.D. ....	1210
Admission Information.....	1211
Department of Women's, Gender, and Sexuality Studies .....	1213
Women's, Gender, and Sexuality Studies, M.A. ....	1214
Admission Information.....	1215
School of Information.....	1217
Library and Information Science, M.A. ....	1218
Admission Information.....	1219
Cybersecurity Intelligence and Information Security, M.S. ....	1221
Admissions Information.....	1222



Intelligence Studies, M.S. ....	1224
Admissions Information.....	1225
School of Interdisciplinary Global Studies.....	1227
International Affairs, M.A.....	1228
Admission Information.....	1229
Latin American, Caribbean, and Latino Studies, M.A.....	1231
Admission Information.....	1232
Politics and International Affairs, Ph.D.....	1234
Admission Information.....	1235
School of Public Affairs .....	1237
Public Administration, M.P.A.....	1238
Admission Information.....	1239
Urban and Regional Planning, M.U.R.P. ....	1241
Admission Information.....	1242
Zimmerman School of Advertising and Mass Communications .....	1244
Mass Communications, M.A. ....	1245
Admission Information.....	1246
Advertising, M.S. ....	1248
Admission Information.....	1249
College of Behavioral and Community Sciences.....	1250
Dean's Office (BC) .....	1252
Behavioral and Community Sciences, Ph.D.....	1253
Admission Information.....	1254
Addictions and Substance Abuse Counseling Graduate Certificate.....	1257
Child Advocacy Studies Graduate Certificate .....	1258
Children's Mental Health Graduate Certificate .....	1259
Clinical Aging Sciences Graduate Certificate.....	1261
Digital Forensics Graduate Certificate.....	1263
Gerontology Graduate Certificate.....	1265
Marriage & Family Therapy Graduate Certificate.....	1267
Positive Behavior Support Graduate Certificate.....	1269
Social Work Therapeutic Modalities Graduate Certificate .....	1271
Translational Research in Adolescent Behavioral Health Graduate Certificate .....	1272
Department of Child and Family Studies.....	1274



Applied Behavior Analysis, M.A.....	1275
Admission Information.....	1276
Clinical Rehabilitation and Mental Health Counseling, M.A.....	1278
Admission Information.....	1279
Rehabilitation Counseling and Disability Sciences, M.A.....	1282
Applied Behavior Analysis, M.S.....	1284
Admission Information.....	1285
Child and Adolescent Behavioral Health, M.S.....	1287
Admission Information.....	1288
Marriage and Family Therapy, M.S.....	1290
Admission Information.....	1291
Applied Behavior Analysis, Ph.D.....	1293
Admission Information.....	1294
Department of Communication Sciences and Disorders .....	1296
Speech-Language Pathology, M.S.....	1297
Admission Information.....	1298
Audiology, Au.D.....	1300
Admission Information.....	1301
Communication Sciences and Disorders, Ph.D.....	1304
Admission Information.....	1305
Department of Criminology .....	1308
Criminal Justice, M.A.....	1309
Admission Information.....	1310
Criminology, M.A.....	1312
Admission Information.....	1313
Cybercrime, M.S.....	1315
Admission Information.....	1316
Criminology, Ph.D .....	1318
Admission Information.....	1319
Department of Mental Health Law and Policy .....	1321
School of Aging Studies .....	1322
Gerontology, M.A.....	1323
Admission Information.....	1324
Applied Aging Sciences, M.S.....	1326



Admission Information.....	1327
Aging Studies, Ph.D.....	1329
Admission Information.....	1330
School of Social Work .....	1332
Social Work, M.S.W. ....	1333
Admission Information.....	1334
Social Work, Ph.D.....	1337
Admission Information.....	1338
College of Design, Art, and Performance.....	1339
Dean's Office (FA) .....	1341
School of Architecture and Community Design.....	1342
Architecture, M.Arch.....	1343
Admission Information.....	1344
Urban and Community Design, M.U.C.D.....	1346
Admission Information.....	1347
School of Art and Art History .....	1349
Art History, M.A.....	1350
Admission Information.....	1351
Art, M.F.A. ....	1354
Admission Information.....	1355
School of Music .....	1357
Music Education, M.A. ....	1358
Admission Information.....	1359
Music, M.M. ....	1361
Admission Information.....	1362
Music, Ph.D. ....	1366
Admission Information.....	1367
School of Theatre and Dance .....	1369
College of Education .....	1369
Dean's Office (EU) .....	1371
Curriculum and Instruction, M.Ed. ....	1372
Admission Information.....	1374
Curriculum and Instruction, Ed.S. ....	1380



Admission Information.....	1381
Educational Program Development, Ed.D. ....	1386
Admission Information.....	1387
Curriculum and Instruction, Ph.D. ....	1390
Admission Information.....	1392
Academic Advising Graduate Certificate .....	1400
Adult Learning and Development Graduate Certificate.....	1401
Advanced Quantitative Research Graduate Certificate.....	1402
Athletic Coaching Graduate Certificate .....	1404
Autism Spectrum Disorder Graduate Certificate.....	1405
Big Data and Learning Analytics Graduate Certificate .....	1406
Career and Technical Education Graduate Certificate .....	1408
College Teaching Graduate Certificate .....	1409
Critical Global Literacies Graduate Certificate .....	1411
Digital & Transdisciplinary Literacies Graduate Certificate .....	1412
Disabilities Education: Severe/Profound Graduate Certificate.....	1413
Diversity in Education Graduate Certificate .....	1414
eLearning Design and Development Graduate Certificate.....	1415
ESOL Graduate Certificate .....	1417
Evaluation Graduate Certificate .....	1418
Exceptional Student Education Graduate Certificate .....	1420
Foreign Language Education: Culture and Content Graduate Certificate.....	1421
Foreign Language Education: Professional Graduate Certificate.....	1423
Game Design for Learning Graduate Certificate.....	1424
Gifted Education Graduate Certificate.....	1425
Instructional Technology: Web Design Graduate Certificate .....	1426
Leadership in Higher Education Graduate Certificate .....	1427
Online Teaching and Learning Graduate Certificate .....	1429
Qualitative Research Graduate Certificate .....	1430
Reading Endorsement Graduate Certificate .....	1431
Teacher Leadership for Student Learning Graduate Certificate .....	1433
Teaching of Digitally-Enhanced Middle Grades Mathematics Education Graduate Certificate .....	1434
Department of Educational and Psychological Studies .....	1435
School Psychology, M.A. ....	1436



Admission Information.....	1437
Exercise Science, M.S. ....	1438
Admission Information.....	1439
Learning Design and Technology, M.S. ....	1441
Admission Information.....	1442
School Psychology, Ed.S. ....	1444
ADMISSION INFORMATION .....	1445
School Psychology, Ph.D. ....	1447
Admission Information.....	1448
Department of Language, Literacy, Ed.D., Exceptional Education, and Physical Education .....	1450
Exceptional Student Education, M.A. ....	1451
Admission Information.....	1452
Physical Education, M.A. ....	1453
Admission Information.....	1454
Reading Education, M.A. ....	1456
Admission Information.....	1458
Exceptional Student Education (ESOL and Reading Endorsements), M.A.T. ....	1460
Admission Information.....	1461
Technology in Education and Second Language Acquisition (TESLA), Ph.D. ....	1463
Admission Information.....	1464
Department of Leadership, Policy, and Lifelong Learning.....	1466
Career and Technical Education, M.A. ....	1467
Admission Information.....	1468
Counselor Education, M.A. ....	1469
Admissions Information .....	1470
Urban Educational Leadership, M.A. ....	1472
Admission Information.....	1473
Educational Leadership, M.Ed. ....	1474
Admission Information.....	1475
Educational Leadership, Ed.S. ....	1477
Admission Information.....	1478
Educational Leadership, Ph.D. ....	1480
Admission Information.....	1481
Higher Education Administration, Ph.D. ....	1483



Admission Information.....	1484
Department of Teaching and Learning.....	1486
Educational Studies, M.A. ....	1487
Admission Information.....	1488
Elementary Education, M.A. ....	1490
Admission Information.....	1491
Secondary English Education, M.A. ....	1492
Admission Information.....	1493
Elementary Education (ESOL Endorsement), M.A.T. ....	1495
Admission Information.....	1496
Mathematics Education, M.A.T. ....	1498
Admission Information.....	1499
Science Education, M.A.T. ....	1501
Admission Information.....	1502
Secondary English Education (ESOL and Reading Endorsements), M.A.T. ....	1504
Admission Information.....	1505
Social Science Education, M.A.T. ....	1507
Admission Information.....	1508
STEM Education, M.S. ....	1510
Admission Information.....	1511
College of Engineering.....	1511
Dean's Office (EN) .....	1515
Artificial Intelligence Graduate Certificate.....	1516
Data Analytics Graduate Certificate .....	1518
Pathway to Computing Graduate Certificate.....	1520
Semiconductor Technology and Manufacturing (STeM) Graduate Certificate .....	1522
Systems Engineering Graduate Certificate .....	1524
Technology Management Graduate Certificate .....	1525
Transportation Systems Analysis Graduate Certificate .....	1527
Wireless Engineering Graduate Certificate .....	1528
Department of Chemical, Biological and Materials Engineering .....	1530
Chemical Engineering, M.S.Ch.....	1531
Admission Information.....	1532
Materials Science and Engineering, M.S.M.S.E. ....	1534



Admission Information.....	1535
Chemical Engineering, Ph.D. ....	1536
Admission Information.....	1537
Department of Civil and Environmental Engineering .....	1539
Civil Engineering, M.S.C.E. ....	1540
Accreditation .....	1541
Major Research Areas .....	1542
Admission Information.....	1543
Environmental Engineering, M.S.E.V.....	1547
Accreditation: .....	1548
Major Research Areas: .....	1549
Admission Information.....	1550
Civil Engineering, Ph.D. ....	1552
Accreditation .....	1553
Admission Information.....	1554
Environmental Engineering, Ph.D. ....	1556
Admission Information.....	1557
Department of Computer Science and Engineering .....	1559
Computer Engineering, M.S.C.P. ....	1560
Admission Information.....	1561
Computer Science, M.S.C.S.....	1563
Admission Information.....	1564
Computer Science and Engineering, Ph.D.....	1566
Admission Information.....	1567
Department of Electrical Engineering .....	1570
Cybersecurity, M.S.C.Y.S.....	1571
Admissions Requirements .....	1572
Electrical Engineering, M.S.E.E.....	1574
Admission Information.....	1575
Electrical Engineering, Ph.D. ....	1577
Admission Information.....	1578
Department of Industrial and Management Systems Engineering .....	1580
Data Intelligence, M.S.D.I.....	1581



Admission Information.....	1582
Engineering Management, M.S.E.M.....	1584
Admission Information.....	1585
Industrial Engineering, M.S.I.E.....	1587
Admission Information.....	1588
Industrial Engineering, Ph.D. ....	1590
Admission Information.....	1591
Department of Mechanical Engineering.....	1593
Mechanical Engineering, M.S.M.E .....	1594
Admission Information.....	1595
Mechanical Engineering, Ph.D.....	1597
Admission Information.....	1598
Department of Medical Engineering .....	1600
Biomedical Engineering, M.S.B.E .....	1601
Admission Information.....	1602
Biomedical Engineering, Ph.D. ....	1606
Admission Information.....	1607
College of Graduate Studies .....	1610
Dean's Office (GS) .....	1611
College of Marine Science .....	1611
Department of Marine Science.....	1613
Marine Science, M.S. ....	1614
Admission Information.....	1616
Marine Science, Ph.D.....	1619
Admission Information.....	1621
Teaching & Communicating Ocean Sciences Broader Impacts Graduate Certificate.....	1624
College of Nursing.....	1625
Dean's Office (NR).....	1628
Adult-Gerontology Acute Care (Post Master's) Graduate Certificate .....	1629
Advanced Pain Management Fellowship Graduate Certificate.....	1631
Hospice and Palliative Care Graduate Certificate .....	1633
Integrative Pain Management Graduate Certificate .....	1635
Nursing Education (Post Master's) Graduate Certificate.....	1637
Post Graduate Family Health Nurse Practitioner Graduate Certificate .....	1639



Psychiatric-Mental Health Nurse Practitioner (Post Master's or DNP) Graduate Certificate .....	1641
Department of Nursing .....	1643
Nursing (BSN to MSN), M.S.N. ....	1644
Admission Information.....	1646
Nurse Anesthesiology, D.N.P. ....	1649
Admission Information.....	1650
Nursing, D.N.P. ....	1654
Admission Information.....	1655
Nursing Science, Ph.D. ....	1659
Admission Information.....	1660
College of Public Health .....	1661
Dean's Office (PH) .....	1663
Health Administration, M.H.A. ....	1664
Admission Information.....	1665
Public Health, M.P.H.....	1667
Admission Information.....	1668
Public Health, M.S.P.H. ....	1673
Admission Information.....	1674
Public Health, Ph.D. ....	1677
Admission Information.....	1678
Public Health, Dr.P.H. ....	1682
Admission Information.....	1683
Applied Biostatistics Graduate Certificate.....	1686
Concepts & Tools of Epidemiology Graduate Certificate .....	1688
Disaster Management Graduate Certificate .....	1690
Epidemiology of Infectious Diseases Graduate Certificate .....	1692
Global Health Practice Graduate Certificate.....	1694
Health Management & Leadership Graduate Certificate.....	1695
Homeland Security Graduate Certificate .....	1696
Humanitarian Assistance Graduate Certificate.....	1697
Infection Control Graduate Certificate.....	1699
Maternal & Child Health Graduate Certificate .....	1701
Pharmacoepidemiology Graduate Certificate .....	1703
Public Health Generalist Graduate Certificate .....	1705



Public Health Policy & Programs Graduate Certificate .....	1707
Social Marketing and Social Change Graduate Certificate .....	1709
Toxicology Graduate Certificate .....	1711
Water, Health and Sustainability Graduate Certificate .....	1713
Department of Public Health.....	1715
Judy Genshaft Honors College.....	1715
Dean's Office (HC) .....	1716
Morsani College of Medicine .....	1716
Dean's Office (MD) .....	1717
Aging & Neuroscience Graduate Certificate .....	1718
Anatomy Graduate Certificate .....	1720
Bioinformatics Graduate Certificate.....	1721
Biotechnology Graduate Certificate .....	1723
Entrepreneurship Graduate Certificate .....	1725
Health Informatics Graduate Certificate.....	1727
Health Sciences Graduate Certificate .....	1728
Healthcare Analytics Graduate Certificate .....	1730
Medicine and Gender Graduate Certificate .....	1731
Pathology Graduate Certificate .....	1733
Scholarly Excellence, Leadership Experiences, & Collaborative Training (S.E.L.E.C.T) Graduate Certificate .....	1734
Department of Medical Education.....	1736
Physician Assistant Studies, M.P.A.S.....	1737
Admission Information.....	1738
Medicine, M.D.....	1741
Admission Information.....	1742
Department of Medical Sciences.....	1744
Biotechnology, M.S.B.....	1745
Admission Information.....	1746
Bioinformatics and Computational Biology, M.S.B.C.B.....	1748
Admission Information.....	1749
Health Informatics, M.S.H.I.....	1751
Admission Information.....	1752
Medical Sciences, M.S.M.S .....	1754



Admission Information.....	1755
Medical Sciences, Ph.D.....	1759
Admission Information.....	1760
School of Physical Therapy and Rehabilitation Sciences.....	1764
Athletic Training, M.S.....	1765
Admission Information.....	1766
Physical Therapy, D.P.T .....	1769
Admission Information.....	1770
Muma College of Business .....	1771
Dean's Office (BU).....	1773
Business Administration, M.B.A .....	1774
Admission Information.....	1775
Executive, M.B.A.....	1780
Admission Information.....	1781
Business Administration, D.B.A.....	1783
Admission Information.....	1784
Big Data Analytics, Ph.D.....	1788
Admission Information.....	1789
Business Administration, Ph.D. ....	1792
Admission Information.....	1793
Business Analytics Graduate Certificate.....	1797
Business Foundations Graduate Certificate .....	1799
Compliance, Risk, & Anti-Money Laundering Graduate Certificate .....	1800
Creativity and Innovation Graduate Certificate .....	1802
Financial Planning Graduate Certificate .....	1803
Human Resources Graduate Certificate .....	1805
Information Assurance Graduate Certificate .....	1807
Life Science Entrepreneurship Graduate Certificate.....	1809
Project Management Graduate Certificate .....	1811
Kate Tiedemann School of Business and Finance.....	1812
Financial Analytics, M.S. ....	1813
Admission Information.....	1814
Lynn Pippenger School of Accountancy.....	1817
Accountancy and Analytics, M.S.A.A .....	1818



Admission Information.....	1819
School of Hospitality and Tourism Management .....	1821
Hospitality Management, M.S.....	1822
Admission Information.....	1823
School of Information Systems and Management .....	1825
Artificial Intelligence (AI) and Business Analytics, M.S. ....	1826
Admission Information.....	1827
Information Assurance and Cybersecurity Management, M.S.....	1830
Management, M.S.....	1832
Admission Information.....	1833
School of Marketing and Innovation .....	1836
Entrepreneurship in Applied Technologies, M.S. ....	1837
Admission Information.....	1838
Sport and Entertainment Management, M.S. ....	1840
Admission Information.....	1841
Supply Chain Management, M.S.....	1843
Admission Information.....	1844
Marketing, M.S.M.....	1845
Admission Information.....	1846
Patel College of Global Sustainability.....	1847
Dean's Office (CS) .....	1849
Global Sustainability, M.A.....	1850
Admission Information.....	1851
Global Sustainability, M.S.....	1854
Admission Information.....	1855
Climate Mitigation and Adaptation Graduate Certificate.....	1858
Energy Sustainability Graduate Certificate .....	1860
Food Sustainability and Security Graduate Certificate .....	1862
Global Sustainability Graduate Certificate.....	1864
Sustainable Business Graduate Certificate.....	1866
Sustainable Tourism Graduate Certificate.....	1868
Sustainable Transportation Graduate Certificate.....	1870
Water Sustainability Graduate Certificate.....	1872
Taneja College of Pharmacy .....	1873



Dean's Office (RX) .....	1876
Pharmaceutical Nanotechnology, M.S. ....	1877
Admission Information.....	1878
Drug Discovery and Development Graduate Certificate .....	1881
Nanopharmaceutics Graduate Certificate .....	1882
Pharmacy Entrepreneurship, Leadership & Management Graduate Certificate.....	1884
Pre-Professional Pharmacy Graduate Certificate .....	1886
Teaching in Pharmacy & Pharmaceutical Sciences Graduate Certificate .....	1888
Translational and Clinical Research in Pharmacy Graduate Certificate .....	1890
Department of Pharmacy .....	1892
Pharmacy, Pharm.D. ....	1893
Admission Information.....	1894
College of Arts and Sciences .....	1897
Dean's Office (AC) .....	1899
American Culture & Society Graduate Certificate .....	1900
Applied Linguistics Graduate Certificate .....	1901
Cellular Therapies Graduate Certificate .....	1903
Community Development Graduate Certificate .....	1905
Comparative Literary Studies Graduate Certificate.....	1907
Creative Writing Graduate Certificate.....	1909
Cyber Intelligence Graduate Certificate.....	1911
Data Analysis (Psychology) Graduate Certificate.....	1913
Data Science for Public Administration Graduate Certificate .....	1915
Digital Humanities Graduate Certificate .....	1917
Environmental Policy & Management Graduate Certificate.....	1918
Film & New Media Studies Graduate Certificate .....	1920
Florida Studies Graduate Certificate .....	1921
Food Writing and Photography Graduate Certificate.....	1923
Geographic Information Science Graduate Certificate.....	1924
Infant-Family Mental Health Graduate Certificate .....	1926
Latin American & Caribbean Studies Graduate Certificate.....	1928
Leadership for Coastal Resiliency Planning Graduate Certificate .....	1930
Management of Non-Governmental and Non-Profit Organizations Graduate Certificate.....	1932
National Security Studies Graduate Certificate .....	1934



Professional and Technical Communication Graduate Certificate.....	1936
Public Management Graduate Certificate .....	1938
Smart City Technology Graduate Certificate.....	1940
Statistical Data Analysis Graduate Certificate .....	1941
Strategic Intelligence Graduate Certificate.....	1942
Women's, Gender, and Sexuality Studies Graduate Certificate .....	1944
College of Arts and Sciences: School of Natural Sciences and Mathematics.....	1945
Biology, M.S.....	1946
Admission Information.....	1947
Department of Chemistry .....	1950
Chemistry, M.A. ....	1951
Admission Information.....	1952
Chemistry, M.S.....	1953
Admission Information.....	1954
Chemistry, Ph.D. ....	1956
Admission Information.....	1957
Department of Integrative Biology .....	1959
Conservation Biology, M.S. ....	1960
Admission Information.....	1961
Integrative Biology, Ph.D. ....	1963
Admission Information.....	1964
Department of Mathematics and Statistics.....	1967
Applied Mathematics, M.A. ....	1968
Mathematics, M.A. ....	1972
Admission Information.....	1973
Mathematics, Ph.D.....	1977
Admission Information.....	1978
Statistics, M.A.....	1983
Admission Information.....	1984
Department of Molecular Biosciences.....	1987
Cancer Biology, Ph.D.....	1988
Admission Information.....	1989
Cancer Chemical Biology, Ph.D. ....	1991
Admission Information.....	1992



Cancer Immunology and Immunotherapy, Ph.D.....	1994
Admission Information.....	1995
Cell and Molecular Biology, Ph.D.....	1997
Admission Information.....	1998
Integrated Mathematical Oncology, Ph.D.....	2001
Admission Information.....	2002
Microbiology, M.S.....	2004
Admission Information.....	2005
Department of Physics.....	2007
Physics (Applied Physics), Ph.D.....	2008
Admission Information.....	2009
Physics, M.S.....	2011
Admission Information.....	2012
Department of Psychology .....	2013
Psychological Sciences, M.A .....	2014
Admission Information.....	2015
Psychology, Ph.D. ....	2017
Admission Information.....	2018
Psychology, M.A.....	2022
Admission Information.....	2023
School of Geosciences .....	2025
Environmental Science and Policy, M.S.....	2026
Admission Information.....	2027
Geography and Environmental Science and Policy, Ph.D.....	2029
Admission Information.....	2030
Geography, M.A. ....	2032
Admission Information.....	2033
Geology, M.S.....	2036
Admission Information.....	2037
Geology, Ph.D. ....	2039
Admission Information.....	2040
College of Arts and Sciences: School of Social Sciences.....	2041
Department of Anthropology .....	2042
Applied Anthropology, M.A.....	2043



Admission Information.....	2044
Applied Anthropology, Ph.D. ....	2048
Admission Information.....	2049
Department of Economics.....	2053
Economics, M.A. ....	2054
Admission Information.....	2055
Economics, Ph.D. ....	2057
Admission Information.....	2058
Department of Sociology and Interdisciplinary Social Sciences.....	2060
Sociology, M.A. ....	2061
Admission Information.....	2062
Sociology, Ph.D. ....	2063
Admission Information.....	2064
Department of Women's, Gender, and Sexuality Studies .....	2066
Women's, Gender, and Sexuality Studies, M.A. ....	2067
Admission Information.....	2068
School of Information.....	2070
Cybersecurity Intelligence and Information Security, M.S. ....	2071
Admissions Information.....	2072
Intelligence Studies, M.S. ....	2074
Admissions Information.....	2075
Library and Information Science, M.A. ....	2077
Admission Information.....	2078
School of Interdisciplinary Global Studies.....	2080
International Affairs, M.A. ....	2081
Admission Information.....	2082
Latin American, Caribbean, and Latino Studies, M.A. ....	2084
Admission Information.....	2085
Politics and International Affairs, Ph.D. ....	2087
Admission Information.....	2088
School of Public Affairs .....	2090
Public Administration, M.P.A. ....	2091
Admission Information.....	2092



Urban and Regional Planning, M.U.R.P.	2094
Admission Information	2095
Zimmerman School of Advertising and Mass Communications	2097
Advertising, M.S.	2098
Admission Information	2099
Mass Communications, M.A.	2101
Admission Information	2102
College of Behavioral and Community Sciences	2103
Dean's Office (BC)	2105
Behavioral and Community Sciences, Ph.D.	2106
Admission Information	2107
Addictions and Substance Abuse Counseling Graduate Certificate	2110
Child Advocacy Studies Graduate Certificate	2111
Children's Mental Health Graduate Certificate	2112
Clinical Aging Sciences Graduate Certificate	2114
Digital Forensics Graduate Certificate	2116
Gerontology Graduate Certificate	2118
Marriage & Family Therapy Graduate Certificate	2120
Positive Behavior Support Graduate Certificate	2122
Social Work Therapeutic Modalities Graduate Certificate	2124
Translational Research in Adolescent Behavioral Health Graduate Certificate	2125
Department of Child and Family Studies	2127
Applied Behavior Analysis, M.A.	2128
Admission Information	2129
Applied Behavior Analysis, M.S.	2131
Admission Information	2132
Applied Behavior Analysis, Ph.D.	2134
Admission Information	2135
Child and Adolescent Behavioral Health, M.S.	2137
Admission Information	2138
Clinical Rehabilitation and Mental Health Counseling, M.A.	2140
Admission Information	2141
Marriage and Family Therapy, M.S.	2144
Admission Information	2145



Rehabilitation Counseling and Disability Sciences, M.A.....	2147
Department of Communication Sciences and Disorders .....	2149
Audiology, Au.D.....	2150
Admission Information.....	2151
Communication Sciences and Disorders, Ph.D.....	2154
Admission Information.....	2155
Speech-Language Pathology, M.S. ....	2158
Admission Information.....	2159
Department of Criminology .....	2161
Criminal Justice, M.A.....	2162
Admission Information.....	2163
Criminology, M.A.....	2165
Admission Information.....	2166
Criminology, Ph.D .....	2168
Admission Information.....	2169
Cybercrime, M.S.....	2171
Admission Information.....	2172
Department of Mental Health Law and Policy .....	2174
School of Aging Studies .....	2175
Aging Studies, Ph.D.....	2176
Admission Information.....	2177
Applied Aging Sciences, M.S. ....	2179
Admission Information.....	2180
Gerontology, M.A. ....	2182
Admission Information.....	2183
School of Social Work .....	2185
Social Work, M.S.W. ....	2186
Admission Information.....	2187
Social Work, Ph.D.....	2190
Admission Information.....	2191
College of Education .....	2192
Dean's Office (EU) .....	2194
Curriculum and Instruction, Ed.S.....	2195
Admission Information.....	2196



Curriculum and Instruction, M.Ed.	2201
Admission Information	2203
Curriculum and Instruction, Ph.D.	2209
Admission Information	2211
Educational Program Development, Ed.D.	2219
Admission Information	2220
Academic Advising Graduate Certificate	2223
Adult Learning and Development Graduate Certificate	2224
Advanced Quantitative Research Graduate Certificate	2225
Athletic Coaching Graduate Certificate	2227
Autism Spectrum Disorder Graduate Certificate	2228
Big Data and Learning Analytics Graduate Certificate	2229
Career and Technical Education Graduate Certificate	2231
College Teaching Graduate Certificate	2232
Critical Global Literacies Graduate Certificate	2234
Digital & Transdisciplinary Literacies Graduate Certificate	2235
Disabilities Education: Severe/Profound Graduate Certificate	2236
Diversity in Education Graduate Certificate	2237
eLearning Design and Development Graduate Certificate	2238
ESOL Graduate Certificate	2240
Evaluation Graduate Certificate	2241
Exceptional Student Education Graduate Certificate	2243
Foreign Language Education: Culture and Content Graduate Certificate	2244
Foreign Language Education: Professional Graduate Certificate	2246
Game Design for Learning Graduate Certificate	2247
Gifted Education Graduate Certificate	2248
Instructional Technology: Web Design Graduate Certificate	2249
Leadership in Higher Education Graduate Certificate	2250
Online Teaching and Learning Graduate Certificate	2252
Qualitative Research Graduate Certificate	2253
Reading Endorsement Graduate Certificate	2254
Teacher Leadership for Student Learning Graduate Certificate	2256
Teaching of Digitally-Enhanced Middle Grades Mathematics Education Graduate Certificate	2257
Department of Educational and Psychological Studies	2258



Exercise Science, M.S. ....	2259
Admission Information.....	2260
Learning Design and Technology, M.S. ....	2262
Admission Information.....	2263
School Psychology, Ed.S. ....	2265
ADMISSION INFORMATION .....	2266
School Psychology, M.A. ....	2268
Admission Information.....	2269
School Psychology, Ph.D. ....	2270
Admission Information.....	2271
Department of Language, Literacy, Ed.D., Exceptional Education, and Physical Education .....	2273
Exceptional Student Education (ESOL and Reading Endorsements), M.A.T. ....	2274
Admission Information.....	2275
Exceptional Student Education, M.A. ....	2277
Admission Information.....	2278
Physical Education, M.A. ....	2279
Admission Information.....	2280
Reading Education, M.A. ....	2282
Admission Information.....	2284
Technology in Education and Second Language Acquisition (TESLA), Ph.D. ....	2286
Admission Information.....	2287
Department of Leadership, Policy, and Lifelong Learning....	2289
Career and Technical Education, M.A. ....	2290
Admission Information.....	2291
Counselor Education, M.A. ....	2292
Admissions Information.....	2293
Educational Leadership, Ed.S. ....	2295
Admission Information.....	2296
Educational Leadership, M.Ed. ....	2298
Admission Information.....	2299
Educational Leadership, Ph.D. ....	2301
Admission Information.....	2302
Higher Education Administration, Ph.D. ....	2304
Admission Information.....	2305



Urban Educational Leadership, M.A. ....	2307
Admission Information.....	2308
Department of Teaching and Learning.....	2309
Educational Studies, M.A. ....	2310
Admission Information.....	2311
Elementary Education (ESOL Endorsement), M.A.T. ....	2313
Admission Information.....	2314
Elementary Education, M.A. ....	2316
Admission Information.....	2317
Mathematics Education, M.A.T. ....	2318
Admission Information.....	2319
Science Education, M.A.T. ....	2321
Admission Information.....	2322
Secondary English Education (ESOL and Reading Endorsements), M.A.T. ....	2324
Admission Information.....	2325
Secondary English Education, M.A. ....	2327
Admission Information.....	2328
Social Science Education, M.A.T. ....	2330
Admission Information.....	2331
STEM Education, M.S. ....	2333
Admission Information.....	2334
College of Engineering.....	2335
Dean's Office (EN) .....	2338
Artificial Intelligence Graduate Certificate.....	2339
Data Analytics Graduate Certificate .....	2341
Pathway to Computing Graduate Certificate.....	2343
Semiconductor Technology and Manufacturing (STeM) Graduate Certificate .....	2345
Systems Engineering Graduate Certificate .....	2347
Technology Management Graduate Certificate .....	2348
Transportation Systems Analysis Graduate Certificate .....	2350
Wireless Engineering Graduate Certificate .....	2351
Department of Chemical, Biological and Materials Engineering .....	2353
Chemical Engineering, M.S.Ch.....	2354
Admission Information.....	2355



Chemical Engineering, Ph.D. ....	2357
Admission Information.....	2358
Materials Science and Engineering, M.S.M.S.E. ....	2360
Admission Information.....	2361
Department of Civil and Environmental Engineering .....	2362
Civil Engineering, M.S.C.E. ....	2363
Accreditation .....	2364
Major Research Areas .....	2365
Admission Information.....	2366
Civil Engineering, Ph.D. ....	2370
Accreditation .....	2371
Admission Information.....	2372
Environmental Engineering, M.S.E.V. ....	2374
Accreditation: .....	2375
Major Research Areas: .....	2376
Admission Information.....	2377
Environmental Engineering, Ph.D. ....	2379
Admission Information.....	2380
Department of Computer Science and Engineering .....	2382
Computer Engineering, M.S.C.P. ....	2383
Admission Information.....	2384
Computer Science and Engineering, Ph.D. ....	2386
Admission Information.....	2387
Computer Science, M.S.C.S. ....	2390
Admission Information.....	2391
Department of Electrical Engineering .....	2393
Cybersecurity, M.S.C.Y.S. ....	2394
Admissions Requirements .....	2395
Electrical Engineering, M.S.E.E. ....	2397
Admission Information.....	2398
Electrical Engineering, Ph.D. ....	2400
Admission Information.....	2401
Department of Industrial and Management Systems Engineering .....	2403



Data Intelligence, M.S.D.I.....	2404
Admission Information.....	2405
Engineering Management, M.S.E.M.....	2407
Admission Information.....	2408
Industrial Engineering, M.S.I.E.....	2410
Admission Information.....	2411
Industrial Engineering, Ph.D.....	2413
Admission Information.....	2414
Department of Mechanical Engineering.....	2416
Mechanical Engineering, M.S.M.E .....	2417
Admission Information.....	2418
Mechanical Engineering, Ph.D.....	2420
Admission Information.....	2421
Department of Medical Engineering .....	2423
Biomedical Engineering, M.S.B.E .....	2424
Admission Information.....	2425
Biomedical Engineering, Ph.D.....	2429
Admission Information.....	2430
College of Graduate Studies .....	2433
Dean's Office (GS) .....	2434
College of Marine Science .....	2434
Department of Marine Science.....	2436
Marine Science, M.S. ....	2437
Admission Information.....	2439
Marine Science, Ph.D.....	2442
Admission Information.....	2444
Teaching & Communicating Ocean Sciences Broader Impacts Graduate Certificate.....	2447
College of Nursing.....	2448
Dean's Office (NR).....	2451
Adult-Gerontology Acute Care (Post Master's) Graduate Certificate .....	2452
Advanced Pain Management Fellowship Graduate Certificate.....	2454
Hospice and Palliative Care Graduate Certificate .....	2456
Integrative Pain Management Graduate Certificate .....	2458
Nursing Education (Post Master's) Graduate Certificate.....	2460



Post Graduate Family Health Nurse Practitioner Graduate Certificate .....	2462
Psychiatric-Mental Health Nurse Practitioner (Post Master's or DNP) Graduate Certificate .....	2464
Department of Nursing .....	2466
Nurse Anesthesiology, D.N.P. ....	2467
Admission Information.....	2468
Nursing (BSN to MSN), M.S.N. ....	2472
Admission Information.....	2474
Nursing Science, Ph.D. ....	2477
Admission Information.....	2478
Nursing, D.N.P. ....	2480
Admission Information.....	2481
Taneja College of Pharmacy .....	2484
Dean's Office (RX) .....	2487
Pharmaceutical Nanotechnology, M.S. ....	2488
Admission Information.....	2489
Drug Discovery and Development Graduate Certificate .....	2492
Nanopharmaceutics Graduate Certificate .....	2493
Pharmacy Entrepreneurship, Leadership & Management Graduate Certificate.....	2495
Pre-Professional Pharmacy Graduate Certificate .....	2497
Teaching in Pharmacy & Pharmaceutical Sciences Graduate Certificate .....	2499
Translational and Clinical Research in Pharmacy Graduate Certificate .....	2501
Department of Pharmacy .....	2503
Pharmacy, Pharm.D. ....	2504
Admission Information.....	2505
College of Public Health .....	2508
Dean's Office (PH) .....	2510
Health Administration, M.H.A. ....	2511
Admission Information.....	2512
Public Health, Dr.P.H. ....	2514
Admission Information.....	2515
Public Health, M.P.H. ....	2518
Admission Information.....	2519
Public Health, M.S.P.H. ....	2524
Admission Information.....	2525



Public Health, Ph.D.....	2528
Admission Information.....	2529
Applied Biostatistics Graduate Certificate.....	2533
Concepts & Tools of Epidemiology Graduate Certificate .....	2535
Disaster Management Graduate Certificate .....	2537
Epidemiology of Infectious Diseases Graduate Certificate .....	2539
Global Health Practice Graduate Certificate.....	2541
Health Management & Leadership Graduate Certificate.....	2542
Homeland Security Graduate Certificate.....	2543
Humanitarian Assistance Graduate Certificate.....	2544
Infection Control Graduate Certificate.....	2546
Maternal & Child Health Graduate Certificate .....	2548
Pharmacoepidemiology Graduate Certificate .....	2550
Public Health Generalist Graduate Certificate .....	2552
Public Health Policy & Programs Graduate Certificate .....	2554
Social Marketing and Social Change Graduate Certificate .....	2556
Toxicology Graduate Certificate.....	2558
Water, Health and Sustainability Graduate Certificate.....	2560
Department of Public Health.....	2562
College of Design, Art, and Performance.....	2562
Dean's Office (FA) .....	2564
School of Architecture and Community Design.....	2565
Architecture, M.Arch.....	2566
Admission Information.....	2567
Urban and Community Design, M.U.C.D.....	2569
Admission Information.....	2570
School of Art and Art History .....	2572
Art History, M.A.....	2573
Admission Information.....	2574
Art, M.F.A .....	2577
Admission Information.....	2578
School of Music .....	2580
Music Education, M.A.....	2581
Admission Information.....	2582



Music, M.M.....	2584
Admission Information.....	2585
Music, Ph.D. ....	2589
Admission Information.....	2590
School of Theatre and Dance .....	2592
Morsani College of Medicine .....	2592
Dean's Office (MD) .....	2593
Aging & Neuroscience Graduate Certificate .....	2594
Anatomy Graduate Certificate .....	2596
Bioinformatics Graduate Certificate.....	2597
Biotechnology Graduate Certificate .....	2599
Entrepreneurship Graduate Certificate .....	2601
Health Informatics Graduate Certificate.....	2603
Health Sciences Graduate Certificate .....	2604
Healthcare Analytics Graduate Certificate .....	2606
Medicine and Gender Graduate Certificate .....	2607
Pathology Graduate Certificate .....	2609
Scholarly Excellence, Leadership Experiences, & Collaborative Training (S.E.L.E.C.T) Graduate Certificate .....	2610
Department of Medical Education.....	2612
Medicine, M.D.....	2613
Admission Information.....	2614
Physician Assistant Studies, M.P.A.S.....	2616
Admission Information.....	2617
Department of Medical Sciences.....	2620
Bioinformatics and Computational Biology, M.S.B.C.B.....	2621
Admission Information.....	2622
Biotechnology, M.S.B.....	2624
Admission Information.....	2625
Health Informatics, M.S.H.I .....	2627
Admission Information.....	2628
Medical Sciences, M.S.M.S .....	2630
Admission Information.....	2631
Medical Sciences, Ph.D.....	2635



Admission Information.....	2636
School of Physical Therapy and Rehabilitation Sciences.....	2640
Athletic Training, M.S. ....	2641
Admission Information.....	2642
Physical Therapy, D.P.T. ....	2645
Admission Information.....	2646
Muma College of Business .....	2647
Dean's Office (BU).....	2649
Big Data Analytics, Ph.D. ....	2650
Admission Information.....	2651
Business Administration, D.B.A.....	2654
Admission Information.....	2655
Business Administration, M.B.A. ....	2659
Admission Information.....	2660
Business Administration, Ph.D. ....	2665
Admission Information.....	2666
Executive, M.B.A. ....	2670
Admission Information.....	2671
Business Analytics Graduate Certificate.....	2673
Business Foundations Graduate Certificate .....	2675
Compliance, Risk, & Anti-Money Laundering Graduate Certificate .....	2676
Creativity and Innovation Graduate Certificate .....	2678
Financial Planning Graduate Certificate .....	2679
Human Resources Graduate Certificate .....	2681
Information Assurance Graduate Certificate .....	2683
Life Science Entrepreneurship Graduate Certificate.....	2685
Project Management Graduate Certificate .....	2687
Kate Tiedemann School of Business and Finance.....	2688
Financial Analytics, M.S. ....	2689
Admission Information.....	2690
Lynn Pippenger School of Accountancy.....	2693
Accountancy and Analytics, M.S.A.A. ....	2694
Admission Information.....	2695
School of Hospitality and Tourism Management.....	2697



Hospitality Management, M.S.....	2698
Admission Information.....	2699
School of Information Systems and Management .....	2701
Artificial Intelligence (AI) and Business Analytics, M.S. ....	2702
Admission Information.....	2703
Information Assurance and Cybersecurity Management, M.S.....	2706
Management, M.S. ....	2708
Admission Information.....	2709
School of Marketing and Innovation .....	2712
Entrepreneurship in Applied Technologies, M.S. ....	2713
Admission Information.....	2714
Marketing, M.S.M.....	2716
Admission Information.....	2717
Sport and Entertainment Management, M.S. ....	2719
Admission Information.....	2720
Supply Chain Management, M.S.....	2722
Admission Information.....	2723
Patel College of Global Sustainability.....	2723
Dean's Office (CS) .....	2725
Global Sustainability, M.A.....	2726
Admission Information.....	2727
Global Sustainability, M.S.....	2730
Admission Information.....	2731
Climate Mitigation and Adaptation Graduate Certificate.....	2734
Energy Sustainability Graduate Certificate .....	2736
Food Sustainability and Security Graduate Certificate.....	2738
Global Sustainability Graduate Certificate.....	2740
Sustainable Business Graduate Certificate.....	2742
Sustainable Tourism Graduate Certificate.....	2744
Sustainable Transportation Graduate Certificate.....	2746
Water Sustainability Graduate Certificate.....	2748
USF Graduate Course Information .....	2750
Course Descriptions .....	2752





# Updates for 2024-2025 Graduate Catalog

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

## Policy Updates

Administrative and Delivery Mode Changes

Majors - New and Changes to CIP, Title, and Hours

Majors - Changes

Concentrations - New

Concentrations - Terminated

Bachelor's/Master's Pathways

Graduate Certificates - New, Hours Change, and Terminated

Priority Admission Deadline Changes- Majors

Corrections

## Policy Updates

Policy	Revisions	GC Approved
English Proficiency Exemption	added exemption option with ENC 1101,1102	9/11/2023
GRE	Clarified waiver options	9/11/2023
Concurrent Concentrations	simplified policy	12/4/2023
Leave of Absence (LOA)	clarified that one semester must be completed prior to requesting a LOA	3/11/2024



## Administrative and Delivery Mode Changes

Center for Global Health and Infectious Diseases Research	Changed to Center for Global Health and Inter-Disciplinary Research	noted Sept 2023
Dept of Curriculum, Instruction, and Learning	Changed to Teaching and Learning	Noted 11/6/2023
Materials Science and Engineering MSMSE	Changed from Dean's office to Dept of Chemical, Biological, and Materials Engineering (ECM) eff 202408	Noted 11/6/2023
INTO Pathways	Curriculum codes terminated	Noted 1/8/2024
MAT Majors	Clarified catalog language to reflect degree completion not tied to state exam	Noted
Pharmacoepidemiology Graduate Certificate (XPED)	Change from Tampa to Online Only	Noted 1/8/2024
Pharmacy PharmD. (PRY)	Change from Tampa to South Tampa Location	Noted 11/6/2023
Hospitality Management M.S.	Added a method of delivery to existing face-to-face method	Noted 12/4/2023
"OASIS" changing to "Student Self-Service" in Banner 9	Updated catalog to reflect change to "Student Self-Service" which launches September 2024	Noted Aug 2024

## Majors - New and Changes to CIP, Title, and Hours

Higher Education Administration	Ph.D.	New Major (HEA)	4/1/2024
School Psychology	Ed.S.	New Major (SYC)	12/4/2023
Financial Analytics	M.S.	Change CIP from 52.0801 to 30.7104	Noted 3/4/2024
Medical Sciences	MSMS, Ph.D.	Change CIP from 26.9999 to 26.0102	Noted 3/4/24 - pending final approval
Business Analytics and Information Systems (BAI)	M.S.	Change to Artificial Intelligence (AI) and Business Analytics (AIL)	3/4/2024
Secondary STEM Education	M.S.	Change to STEM Education	3/4/2024
Women's and Gender Studies	M.A.	Change to Women's, Gender, and Sexuality Studies	1/8/2024
Audiology	Au.D.	Decrease hours from 120 to 111	1/8/2024
Exceptional Student Education	M.A.T.	Decrease hours from 48 to 34	2/5/2024



Exercise Science	M.S.	Increase hours from 33 to 34	1/8/2024
History	Ph.D.	Decrease post-bac hours from 75 to 72	4/1/2024
Medical Sciences	Ph.D.	Increase post masters hours to 60	4/1/2024
Secondary English Education	M.A.T.	Decrease hours from 37 to 33	4/1/2024

## Majors - changes

Applied Behavior Analysis	M.A.	Change	1/8/2024
Architecture	M.Arch.	Change	4/1/2024
Art	M.F.A.	Change	3/4/2024
Audiology	Au.D.	Change	1/8/2024
Big Data Analytics	Ph.D.	Change	4/1/2024
Biomedical Engineering	Ph.D.	Change	4/1/2024
Biomedical Engineering	M.S.B.E.	Change	4/1/2024
Business Administration	M.B.A.	Change	3/4/2024
Business Analytics and Information Systems	M.S.	Change	3/4/2024
Career and Technical Education	M.A.	Change	1/8/2024
Cell and Molecular Biology	Ph.D.	Change	10/2/2023
Cell and Molecular Biology	Ph.D.	Change	1/8/2024
Chemical Engineering	M.S.C.H.	Change	4/1/2024
Chemical Engineering	Ph.D.	Change	4/1/2024
Civil Engineering	Ph.D.	Change	4/1/2024
Civil Engineering	M.S.C.E.	Change	4/1/2024
Clinical Rehabilitation and Mental Health Counseling	M.A.	Change	2/5/2024
Communication Sciences and Disorders	Ph.D.	Change	2/5/2024
Computer Engineering	M.S.C.P.	Change	4/1/2024
Computer Science	M.S.C.S.	Change	4/1/2024
Computer Science and Engineering	Ph.D.	Change	3/4/2024



Counselor Education	M.A.	Change	4/1/2024
Creative Writing	M.F.A.	Change	4/1/2024
Criminal Justice	M.A.	Change	2/5/2024
Curriculum and Instruction	Ed.S.	Change	4/1/2024
Curriculum and Instruction	Ph.D.	Change	4/1/2024
Cybercrime	M.S.	Change	12/4/2023
Cybersecurity	M.S.C.Y.S.	Change	3/4/2024
Cybersecurity Intelligence and Information Security	M.S.	Change	Noted
Data Intelligence	M.S.D.I.	Change	4/1/2024
Digital Journalism and Design	M.A.	Change	4/1/2024
Education Program Development	Ed.D.	Change	4/1/2024
Educational Leadership	Ph.D.	Change	2/5/2024
Electrical Engineering	Ph.D.	Change	4/1/2024
Electrical Engineering	M.S.E.E.	Change	4/1/2024
Elementary Education	M.A.	Change	3/4/2024
Engineering Management	M.S.E.M.	Change	4/1/2024
English	Ph.D.	Change	4/1/2024
Environmental Engineering	M.S.E.V.	Change	4/1/2024
Environmental Engineering	Ph.D.	Change	4/1/2024
Exceptional Student Education	M.A.T.	Change	2/5/2024
Exceptional Student Education	M.A.	Change	2/5/2024
Executive MBA	M.B.A.	Change	3/4/2024
Exercise Science	M.S.	Change	1/8/2024
French	M.A.	Change	1/8/2024
Health Administration	M.H.A.	Change	2/5/2024
History	Ph.D.	Change	4/1/2024
Hospitality Management	M.S.	Change	3/4/2024



Industrial Engineering	M.S.I.E.	Change	4/1/2024
Industrial Engineering	Ph.D.	Change	4/1/2024
Intelligence Studies	M.S.	Change	Noted
Latin American, Caribbean, and Latino Studies	M.A.	CHange	12/4/2023
Liberal Arts	M.A.	Change	1/8/2024
Marketing	M.S.M.	Change	1/8/2024
Materials Science and Engineering	M.S.M.S.E.	Change	4/1/2024
Mathematics Education	M.A.T.	Change	4/1/2024
Mechanical Engineering	M.S.M.E.	Change	4/1/2024
Mechanical Engineering	Ph.D.	Change	4/1/2024
Medical Sciences	Ph.D.	Change	4/1/2024
Microbiology	M.S.	Change	1/8/2024
Nurse Anesthesiology	D.N.P.	Change	3/4/2024
Nursing	D.N.P.	Change	3/4/2024
Nursing	M.S.N.	Change	3/4/2024
Nursing	D.N.P.	Change	4/1/2024
Nursing Science	Ph.D.	Change	4/1/2024
Pharmacy	Pharm.D.	Change	2/5/2024
Physical Therapy	D.P.T	Change	2/5/2024
Physics	M.S.	Change	1/8/2024
Politics and International Affairs	Ph.D.	Change	12/4/2023
Psychological Sciences	M.A.	Change	4/1/2024
Psychology	M.A.	Change	4/1/2024
Psychology	Ph.D.	Change	4/1/2024
Public Health	M.P.H.	Change	2/5/2024
Public Health	M.S.P.H.	Change	2/5/2024
Public Health	Ph.D.	Change	2/5/2024



Public Health	Ph.D.	Change	4/1/2024
School Psychology	Ph.D.	Change	4/1/2024
Science Education	M.A.T.	Change	4/1/2024
Secondary English Education (ESOL and Reading Endorsements)	M.A.T.	Change	4/1/2024
Secondary STEM Education	M.S.	Change	3/4/2024
Social Science Education	M.A.T.	Change	4/1/1024
Sport and Entertainment Management	M.S.	Change	1/8/2024
Women's and Gender Studies	M.A.	Change	1/8/2024

#### New Concentrations

Title	Degree	New Concentrations	GC Approved
Business Administration	M.B.A.	<b>Personal Finance Planning</b>	3/4/2024
Criminal Justice	M.A.	Administration (CADM)	2/5/2024
Electrical Engineering	Ph.D.	Artificial Intelligence and Machine Learning in Cancer Research	4/1/2024
Executive MBA	M.B.A.	Healthcare Leadership	3/4/2024
Public Health	M.P.H.	Genomics; Community Nutrition	2/5/2024
STEM Education	M.S.	Elementary	3/4/2024
Terminated Concentrations	Degree	Terminated Concentrations	GC Approved
Civil Engineering	Ph.D.	Environmental Engineering; Geotec; Materials; Structures; Transportation	4/1/2024
Curriculum and Instruction	Ed.S.	School Psychology	4/1/2024
Curriculum and Instruction	Ph.D.	Higher Education Administration	4/1/2024
Elementary Education	M.A.	STEM	3/4/2024

#### Bachelor's/Master's Pathways and Concurrent Degrees

Title	Degrees	Action	GC Approved
All Pathways	All Pathways	Updated shared requirements to structured graduate course satisfied undergrad major electives	Noted



Title	Degrees	Action	GC Approved
Public Health	BSPH/MPH	New	4/1/2024
Concurrent: Au.D./CSD	Au.D./Ph.D.	Update shared hours due to change in Audiology	1/8/2024

**Graduate Certificates - New, Hours Change, and Terminated**

Title	New/Title Change/Hours Change/Terminated	GC Approved
Advanced Quantitative Research	New	2/5/2024
Athletic Coaching	New	4/1/2024
Financial Planning	New	3/4/2024
Hospice and Palliative Care	New	3/4/2024
Psychiatric Mental Health for Nurse Practitioners	New	3/4/2024
Translational and Clinical Research in Pharmacy	New	3/4/2024
Adult Learning and Development	Change	11/6/2023
Children's Mental Health	Change	Noted
Digital Forensics	Change	12/4/2023
Post Master's in Leadership in Higher Education	Change to Leadership in Higher Education	11/6/2023
Professional and Technical Communication	Change	4/1/2024
Toxicology	Change	11/6/2023
Women's and Gender Studies	Change to Women's, Gender, and Sexuality Studies	1/8/2024
Assessing Chemical Toxicity and Public Health Risk	Termination	11/6/2023



## Priority Admission Deadline Changes - Majors

Art	M.F.A.	Change to fall only (remove spring)	12/4/2023
Bioinformatics and Computational Biology	M.S.B.C.B.	Change Fall June 1; remove spring/summer	1/8/2024
Environmental Science and Policy	M.S.	Change fall to Jan 7	10/2/2023
Geography	M.A.	Change fall to Jan 7	10/2/2023
Geography Environmental Science and Policy	Ph.D.	Change fall to Jan 7	10/2/2023
International Affairs	M.A.	Change fall to March 15	12/4/2023
Nursing	D.N.P.	Remove spring	3/4/2024
Public Health	M.P.H	Remove summer and add fall for NUD concentration	4/1/24
Urban Educational Leadership	M.A.	Add spring deadline oct 15	10/2/2023



# 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. I am pleased to have an opportunity to greet you as you begin this exciting time and challenging journey into graduate education. As a top 50 research university situated in the Tampa Bay region, USF attracts many of the world's best and brightest students, and today, that includes you.

Graduate school is a significant commitment and one to which USF's dedicated faculty and staff attach special importance. We promise to engage you in meaningful programs and initiatives that promote the educational and socio-economic welfare of the communities we serve locally, nationally, and globally. We champion interdisciplinary inquiry and collaboration as the keys to success within our academic programs and in the global landscape of 21st-century business, communications, science, and culture. We commit to equipping you with the skills and knowledge needed for lifelong success whether you aspire to remain in academia or pursue professional 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 and sustainable way. I have no doubt that your time, talent, and energy as a graduate student at USF will open exciting and fulfilling opportunities for your future.

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

[www.acad.usf.edu](http://www.acad.usf.edu)



## A Message from our DEAN

Welcome! We are glad that you have chosen to attend the University of South Florida. I invite you to explore the many academic opportunities available. As a new member of the Association of American Universities (AAU), USF provides a quality graduate education preparing you to meet the demands of today's workforce. USF is also one of 65 public research universities nationwide classified by the Carnegie Foundation as a Doctoral University with "Very High Research Activity" and as a "Community Engaged" institution. Our metropolitan location provides many opportunities to engage in internships, research, and study abroad activities that allow you to put your knowledge into practice and impact the local community and beyond.

Our Graduate Catalog serves two purposes: 1) to provide information to individuals interested in pursuing a graduate degree and 2) to support our current students as they navigate their graduate careers. It serves as the primary source of academic information, University policies and procedures, as well as specific details on 178 graduate majors and over 129 graduate certificates .

The Office of Graduate Studies is ready to answer your questions and assist you with your graduate journey. Please visit our website to learn about funding opportunities, as well as workshops and professional development events, which can help you with your personal and professional goals. Each major has a Graduate Director who is available to assist with Department/School level issues. You can find your Graduate Director and contact information at this link: [http://www.grad.usf.edu/programs/search\\_all.php](http://www.grad.usf.edu/programs/search_all.php)

We hope that you enjoy your time at USF and that you will take full advantage of the opportunities that the University of South Florida has to provide.

Ruth Huntley Bahr, Ph.D.  
Dean, Office of Graduate Studies  
[www.grad.usf.edu](http://www.grad.usf.edu)



# Graduate Studies Directory

- Senior Administration
- Administrative Support
- Academics
- Finance
- Graduate Student Services
- Office of Graduate Certificates
- Office of Postdoctoral Affairs
- Helpful Resources

## Office of Graduate Studies

**Website:** [www.grad.usf.edu](http://www.grad.usf.edu)

Tampa	Tampa Email	813-974-2846
St. Petersburg	St. Petersburg Email	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 Campus	727-873-4567
Sandra Stone, Ph.D.	Campus Assistant Dean, Sarasota-Manatee Campus	941-359-4507

## Administrative Support:

Amber Thomas	Executive Administrative Assistant Specialist to Dr. Bahr (Tampa Campus)	813-974-7359
Gianna Taravella	Web Content Administrator (Tampa Campus)	---
TBA	Receptionist	813-974-2846



## Academics:

Carol Hines-Cobb	Assistant Director, Academics (Tampa Campus)	813-974-4239
Joseph Butts	Technology & Systems Manager, Academics (Tampa Campus)	813-974-3586
Noelle Sanchez	Academic Services Administrator (Tampa Campus)	813-974-2847
Stephanie Harper, Ph.D.	ETD Administrative Specialist	---
Jahzel Honrado	Academic Services Administrator (St. Petersburg Campus)	727-873-4283

## Finance:

Elizabeth "Sheela" Fernandez	Manager, Fiscal and Business Administration (Tampa Campus)	813-974-8356
Javier Rodriguez	Fiscal and Business Analyst (Tampa Campus)	813-974-9328

## Graduate Student Services:

Gary Oliver, Ed.D.	Assistant Director, Graduate Student Services (Tampa Campus)	813-974-7935
TBA	Graduate Recruiter/Advisor (St. Petersburg Campus)	727-873-4770
Aaron Reecher	(Sarasota-Manatee Campus)	941-359-4333



## 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.	Director, Postdoctoral Affairs and Graduate Student Development (Tampa Campus)	813-974-0795
TBA	OPS Graduate Assistant	---

## Helpful Resources:

Office of the President

Tampa Campus Information

St. Petersburg Campus Information

Sarasota-Manatee Campus Information

Admissions

Office of Financial Aid

Office of the Registrar

Graduate Council

Graduate and Professional Student Council

Graduate Student Life Guide

Graduate Studies - St. Petersburg Office

Graduate Studies - Sarasota-Manatee Office

Graduate Studies - Tampa Office



# About USF

## Selected USF Policies and Resources

- Welcome to USF
- Accreditation
- Administration
- Campus Locations / Maps
- College Deans and Associate Deans
- Graduate Council
- Graduate Degrees Offered
- Majors, Concentrations, Graduate Certificates
- Mission and Goals
- Office of Graduate Studies
- Specialized Accreditation
- Campus Alcohol Beverages Policy
- Center for Career and Professional Development
- Center for Victim Advocacy and Violence Prevention
- Diversity and Equal Opportunity: Discrimination and Harassment
- Drug-Free Workplace / Drug-Free Schools Policy
- Office of Veteran Success
- Student Accessibility Services
- Student Ombuds Office
- Title IX Policy
- Tobacco and Smoke Free University
- University Libraries

**Welcome to the University of South Florida!** Though a relatively young university, founded in 1956, we have rich traditions – traditions of access and opportunity for students, of academic excellence, of groundbreaking research, of serving our communities.

USF is situated in the vibrant and diverse Tampa Bay region, with campuses in Tampa, St. Petersburg and Sarasota-Manatee. Together these campuses serve more than 50,000 students pursuing undergraduate, graduate, specialist and professional degrees. Across our 14 colleges, graduate students choose from over 178 majors and over 259 concentrations, from business and engineering to the arts and USF Health.

U.S. News and World Report has ranked USF as one of the nation's top 50 public universities for five consecutive years, and in 2023 USF earned its highest ranking ever among all universities public or private.

In 2023, USF became the first public university in Florida in nearly 40 years to be invited to join the Association of American Universities (AAU), a prestigious group of the leading universities in the United States and Canada.

High-impact global research is central to USF's mission as one of only three Preeminent Research Universities, as designated by the Florida Board of Governors. The Preeminence program rewards high-achieving universities based on multiple metrics, including graduation rates, student retention rates, research expenditures and the number of patents awarded.

With 88 new U.S. utility patents granted in 2023, USF is 14th among American public research universities and 34th among all universities worldwide in generating new patents. The ranking places USF as a leader among the more than 1,000 academic institutions generating new, novel and useful inventions granted intellectual property protection from the U.S. Patent and Trademark Office.

USF's innovation and economic development efforts produce tangible benefits across Florida. The University has a total annual economic impact of \$6.02 billion and supports 68,704 jobs in the state. Many of the jobs supported by USF are in high-skill, high-wage, knowledge-based industries, such as life sciences, information technology and financial services.

As Tampa Bay's only academic medical center, **USF Health** is in partnership with the Morsani College of Medicine, 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. **Tampa General Hospital** achieved national recognition in six adult medical specialties, many led or co-led by USF Health faculty physicians, demonstrating a strong partnership in delivering top-quality care. Together through talent and innovation, USF Health is integrating education, research, and patient care to our shared value: Making Life Better.

At USF, we believe every student will succeed if given the opportunity. Everyone can find a connection, as we embrace a global culture on our campuses with students representing nearly 150 countries and a diverse selection of nearly 800 student organizations. We invite you to explore more about our university – in person and online – and discover how you can prosper at USF.

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](#)

# USF Strategic Plan

<https://www.usf.edu/system/about/strategic-plans.aspx>

## 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.



# Goals

## Goal 1: Student Success at USF and beyond

To promote the success of well-educated, highly skilled, and adaptable alums who, as lifelong learners, lead enriched lives, contribute to the democratic process, function as engaged community citizens, and thus thrive in a dynamic global market.

## Goal 2: Faculty excellence in research and innovation

To conduct high-impact research and innovation to advance frontiers of knowledge, solve global problems, and improve lives.

## Goal 3: Partnerships and engagement with local, national, and global impact

To be a major social and economic engine creating robust global, national, and regional partnerships to build a prosperous and sustainable future for our regional communities and the state of Florida.

## Goal 4: A diverse and inclusive community for learning and discovery

To provide a safe, inclusive, and vibrant community for learning, discovery, creative activities, and transformative experiences enabled through adaptive design of physical, social, and digital environments.

## Goal 5: A strong, sustainable, and adaptable financial base

To practice continuous visionary planning and sound stewardship throughout USF to ensure a strong and sustainable financial base and adapt proactively to emerging opportunities in a dynamic environment.



## 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.sacsoc.org](http://www.sacsoc.org)). 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 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.



# Specialized Accreditation

For the most current information, refer to: <https://academicplanning.usf.edu/Internal/SpecializedAccreditation>

USF Major Name	Specialized Accreditor
Accountancy and Analytics, M.S.A.A.	Association to Advance Collegiate Schools of Business (AACSB)
Athletic Training, M.S.	Commission on Accreditation of Athletic Training Education (CAATE)
Applied Behavior Analysis, M.S.	Association for Behavior Analysis International (ABA)
Physics (Applied Physics), Ph.D. - Medical Physics Concentration	Commission on Accreditation of Medical Physics Education Programs (CAMPEP)
Architecture, M.Arch.	National Architectural Accrediting Board (NAAB)
Art M.F.A.	National Association of Schools of Art and Design (NASAD)
Art History, M.A.	National Association of Schools of Art and Design (NASAD)
Audiology, Au.D.	American Speech-Language-Hearing Association (ASHA) Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA)
Business Administration, M.B.A. and Ph.D.	Association to Advance Collegiate Schools of Business (AACSB)
Business Analytics and Information Systems, M.S.	Association to Advance Collegiate Schools of Business (AACSB)
Counselor Education, M.A. - School Counseling Concentration	Council for Accreditation of Counseling and Related Educational Programs (CACREP)
Digital Journalism and Design, M.A.	Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)
Educational Leadership, M.Ed. and Ed.S.	Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)
Elementary Education (ESOL and Reading Endorsements), M.A.T.	Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)
Entrepreneurship in Applied Technologies, M.S.	Association to Advance Collegiate Schools of Business (AACSB)
Exceptional Student Education (ESOL and Reading Endorsements), M.A.T.	Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)
Finance, M.S.	Association to Advance Collegiate Schools of Business (AACSB)
Foreign Language Education (ESOL Endorsement), M.A.T.	Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)
Health Administration, M.H.A.	Commission on Accreditation of Healthcare Management Education (CAHME); Council on Education for Public Health (CEPH)
Health Informatics, M.S.H.I.	Commission on Accreditation of Health Informatics and Information Management (CAHIIM)



Information Assurance and Cybersecurity Management, M.S.	Association to Advance Collegiate Schools of Business (AACSB)
Library and Information Science, M.A.	American Library Association (ALA) Committee on Accreditation (CoA)
Management, M.S.	Association to Advance Collegiate Schools of Business (AACSB)
Marketing, M.S.M.	Association to Advance Collegiate Schools of Business (AACSB)
Mathematics Education, M.A.T.	Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)
Medicine, M.D.	Accreditation Council for Graduate Medical Education (ACGME); Liaison Committee on Medical Education (LCME)
Music, M.M. and Ph.D.	National Association of Schools of Music (NASM)
Music Education, M.A.	National Association of Schools of Music (NASM)
Nurse Anesthesiology, D.N.P.	Council on Accreditation of Nursing Anesthesia Educational Programs (COA)
Nursing, M.S.N. and D.N.P.	Commission on Collegiate Nursing Education (CCNE)
Pharmacy, PharmD	Accreditation Council for Pharmacy Education (ACPE)
Physical Therapy, D.P.T.	Commission on Accreditation in Physical Therapy Education (CAPTE)
Physician Assistant Studies, M.P.A.S.	Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)
Psychology, Ph.D. - Clinical Psychology Concentration	American Psychological Association (APA) Committee on Accreditation (CoA); Psychological Clinical Science Accreditation System (PCSAS)
Public Administration, M.P.A.	Network of Schools of Public Policy, Affairs, and Administration (NASPAA) Commission on Peer Review and Accreditation (COPRA)
Public Health, M.P.H., M.S.P.H., Dr.Ph.	Council on Education for Public Health (CEPH)
Public Health, M.S.P.H. - Genetic Counseling Concentration	Accreditation Council for Genetic Counseling (ACGC)
Clinical Rehabilitation and Mental Counseling, M.A.	Council for Accreditation of Counseling and Related Educational Programs (CACREP)
School Psychology, Ph.D.	American Psychological Association (APA) Committee on Accreditation (CoA)
Science Education, M.A.T.	Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)
Secondary English Education (ESOL and Reading Endorsements), M.A.T.	Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)
Social Science Education, M.A.T.	Council for the Accreditation of Educator Preparation (CAEP) (formerly NCATE)
Social Work, M.S.W.	Council on Social Work Education (CSWE)
Speech-Language Pathology, M.S.	American Speech-Language-Hearing Association (ASHA) Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA)



Sport and Entertainment Management, M.S.	Association to Advance Collegiate Schools of Business (AACSB)
Supply Chain Management, M.S.	Association to Advance Collegiate Schools of Business (AACSB)
Urban and Regional Planning, M.U.R.P.	Planning Accreditation Board (PAB)

*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 46 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

129	Graduate Certificates		
178	Total Graduate Majors	259	Total Concentrations
119	<ul style="list-style-type: none"><li>• Master's (including M.A., M.S., etc.)</li></ul>	173	<ul style="list-style-type: none"><li>• Concentrations at the Master's Level</li></ul>
3	<ul style="list-style-type: none"><li>• Education Specialist (Ed.S.)</li></ul>	9	<ul style="list-style-type: none"><li>• Concentrations at the Specialist Level</li></ul>
50	<ul style="list-style-type: none"><li>• Doctoral (including Ph.D., Ed.D., Dr.P.H., D.B.A.)</li></ul>	71	<ul style="list-style-type: none"><li>• Concentrations at the Doctoral Level</li></ul>
6	<ul style="list-style-type: none"><li>• Professional Doctoral (including Au.D., D.N.P., M.D., D.P.T., PharmD.)</li></ul>	6	<ul style="list-style-type: none"><li>• Concentration at the Professional Level</li></ul>

# Administration

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

## **Florida Board of Governors**

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

## **University Board of Trustees**

The USF Board of Trustees 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>

## **Trustees:**

William Weatherford, Chair  
Michael E. Griffin, Vice Chair  
Sandra Callahan  
Michael Carrere  
N. Rogan Donelly  
Cesar Esmeraldi  
Oscar Horton  
Jenifer Jasinski Schneider  
Lauran Monbarren  
Shilen Patel  
Fredrick Piccolo  
Melissa Seixas

## USF Administration:

USF President	Rhea Law, J.D.
USF Provost & Executive Vice President for Academic Affairs	Prasant Mohapatra, Ph.D.
Executive Vice President for USF Health	Charles Lockwood, M.D.
Senior Vice President for University-Community Partnerships	Eric Eisenberg, Ph.D.
Senior Vice President and Chief Human Resources and Administrative Officer	Angela Sklenka
Senior Vice President for Legal Affairs and General Counsel	Gerard D. Solis, J.D.
Senior Vice President for Advancement and Alumni Affairs	Jay Stroman
Regional Chancellor - USF St. Petersburg campus	Christian E. Hardigree, J.D.
Regional Chancellor - USF Sarasota-Manatee campus	Karen Holbrook, Ph.D.
Vice President for Communications and Marketing and Chief Marketing Officer	Dan Caterinicchia
Vice President and Chief Financial Officer	Jennifer Condon
Vice President for Student Success	Cynthia DeLuca
Vice President and Chief Information Officer	Sidney Fernandes
Vice President for Athletics	Michael Kelly
Vice President for Facilities and Public Safety Operations	Carole Post
Vice President for Research and Innovation	Sylvia Wilson Thomas, Ph.D.
Assistant Vice President for Government Relations	Mark Walsh
Executive Director of the Global and National Security Institute of Cybersecurity	Frank McKenzie
Special Advisor to the President	Darren Schumacher
Chief of Staff	Paige Beles Geers

## 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 USF - St. Petersburg campus	Ruth Bahr, Ph.D. Christian Hardigree, J.D.
USF - St. Petersburg campus USF - Sarasota-Manatee campus	Donna Knudsen, Ph.D. Karen Holbrook, Ph.D.
USF - Sarasota-Manatee campus USF Health	Sandra Stone, Ph.D. Charles J. Lockwood, M.D., MHCM

## College Deans

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 Education	R. Anthony Rolle, Ph.D.
College of Engineering	Sanjukta Bhanja, Ph.D., Interim Dean
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	Kevin Sneed, Ph.D.
College of Nursing	Usha Menon, Ph.D., RN, FAAN
College of Public Health	Jay Wolfson, Dr.P.H., J.D., Interim Dean
College of Design, Art, and Performance	Chris Garvin, M.F.A.
Judy Genshaft Honors College	Charles Adams, Ph.D.
Library	Todd Chavez, M.A.
Undergraduate Studies	Allison Crume, Ph.D.

## College Graduate Associate Deans (EGAD)

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

College of Arts and Sciences	Bob Potter, Ph.D.
College of Behavioral and Community Sciences	Jennifer Lister, Ph.D.
Muma College of Business	Timothy Heath, Ph.D.
College of Education	Ann Cranston-Gingras, Ph.D.
College of Engineering	Rasim Guldiken, Ph.D.
Patel College of Global Sustainability	Joseph Dorsey, 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
College of Nursing	Alan Todd
Taneja College of Pharmacy	Shyam Mohapatra, Ph.D.
College of Public Health	Janice Zgibor, Ph.D.
College of Design, Art, and Performance	Barton Lee



## 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.

2024-2025 Leadership:

Chair:	Shivendu Shivendu
Vice-Chair:	Vrushank Dave
Secretary:	Pamela Muller
Policy/Fellowship Committee:	Ingrid Bahner
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>



# USF Policies and Resources

## Diversity and Equal Opportunity: Discrimination and Harassment

Website- <https://usf.app.box.com/v/usfpolicy0-007>

The University of South Florida is a diverse community that values and expects respect and fair treatment of all people. USF strives to provide a work and study environment for faculty, staff and students that is free of discrimination and harassment on the basis of age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, sexual harassment, sexual orientation, and gender identity ("Protected Class") as provided by law. USF is also committed to the employment and advancement of qualified veterans with disabilities and veterans protected under the VEVRAA). Additionally, discriminatory conduct in the form of sexual misconduct/sexual harassment (including sexual violence) is also prohibited and allegations of violations in that regard are handled by the Title IX Office. (Please refer to USF Policy 0-004 Sexual Misconduct/Sexual Harassment (Including Sexual Violence) for detailed information regarding the investigation of these allegations.

Protected Class discrimination, harassment and retaliation are prohibited within USF, and complaints of such conduct are to be filed with designated offices within USF (please refer to the Office of Compliance and Ethics for which office to file the complaint). The designated office will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from USF. In addition, the Central Human Resources Employee Experience Team's Equal Opportunity Office (EET-EO) and Student Conduct and Ethical Development (SCED) will, as part of their internal processes, report any conduct that may be criminal in nature, such as bias-motivated crimes, to the appropriate law enforcement entities as set forth in section [III.F.] of the policy.

In addition, Compliance & Ethics, and SCED will, as part of their internal processes, report any conduct that may be criminal in nature, such as bias-motivated crimes, to the appropriate law enforcement entities as set forth in section [IV.B] of the policy.

### Reasonable Academic Accommodations and Services for Students

Ms. Deborah McCarthy, Director  
4202 E. Fowler Avenue, Student Services Building (SVC) 1133, Tampa, FL 33620- 6500  
(813) 974-4309 (Voice), Email Contact: [dmccarthy@usf.edu](mailto:dmccarthy@usf.edu),  
Web Contact: <http://www.usf.edu/student-affairs/student-disabilities-services/>

## Title IX Policy

USF's commitment to maintaining an inclusive campus environment that is free from harassment, discrimination, and violence is a cornerstone of USF's Pillars of Community. As USF develops programs, policies, and procedures that foster our vision of a community that cherishes justice, accessibility and meaningful participation by all of its members, the University aligns its efforts to comply with various civil rights laws that prohibit gender and sex-based discrimination.

Title IX is a federal law that prohibits discrimination based on sex of employees and students of educational institutions that receive federal financial assistance. Sex discrimination is a broad category that includes sexual harassment, sexual violence, dating and domestic violence, stalking, discrimination based on pregnancy, and discrimination based on sexual orientation/identity. Sexual harassment is unwelcomed conduct based on sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a school's educational program or activity. Sexual harassment includes unwanted and/or unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

The University of South Florida does not tolerate sex discrimination, sexual harassment, or sexual violence of any kind. This prohibition and the application of Title IX is further explained in the University's Sexual Harassment and Sexual Misconduct Policy 0-004. To ensure compliance with Title IX and other federal and state civil rights laws, the University has a designated Title IX Coordinator charged with monitoring compliance with Title IX and ensuring that reports of sex discrimination, sexual harassment, and sexual violence are investigated and addressed by the University.

Any student, faculty, or staff member with questions or concerns about the applicable University policies or who believes that they have been the victim of sex discrimination, sexual harassment, or sexual violence is encouraged to contact the Title IX Coordinator.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 to the Higher Education Act of 1965. The most up-to-date information regarding Title IX at USF can be found on the Title IX website: [www.usf.edu/title-ix](http://www.usf.edu/title-ix).

#### **TITLE IX COORDINATOR:**

Maggie Denney, M.Ed., LMHC, CCEP  
Director, Title IX & VAWA Compliance  
Office of Compliance & Ethics  
4202 E. Fowler Ave, ALN 172  
Tampa, FL 33620  
[denney1@usf.edu](mailto:denney1@usf.edu)  
813-974-8616  
[www.usf.edu/title-ix](http://www.usf.edu/title-ix)  
[titleixreports@usf.edu](mailto:titleixreports@usf.edu)

#### **Deputy Title IX Coordinators:**

Katie Johnson, B.A.  
Assistant Director Title IX & VAWA Compliance  
Office of Compliance & Ethics  
4202 E. Fowler Ave, ALN 172  
Tampa, FL 33620  
[johnson210@usf.edu](mailto:johnson210@usf.edu)  
813-974-9901

Mallory Davis, LMHC  
Deputy Title IX Coordinator – USF Health  
Office of Compliance & Ethics  
4202 E. Fowler Ave, ALN 172  
Tampa, FL 33620  
[mallorydavis@usf.edu](mailto:mallorydavis@usf.edu)  
813-974-6092

Dr. Jake Diaz, Ph.D.  
Deputy Title IX Coordinator for St. Petersburg campus  
Dean of Students  
Student Life Center  
131 6th Ave S.  
Saint Petersburg, FL 33701  
[jacobdiaz@usf.edu](mailto:jacobdiaz@usf.edu)  
727-873-4826

## **Drug-Free Workplace / Drug-Free Schools Policy**

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.



## Tobacco and Smoke Free University

USF Policy 06-026: <https://usf.app.box.com/v/usfpolicy6-026>

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.

## Campus Alcoholic Beverages Policy

USF Policy 30-023 Alcohol & Drug Policy - <https://usf.app.box.com/v/usfpolicy30-023>

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.

## Student Accessibility Services

In accordance with Section 504 Of 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. Students seeking accommodation must register with the Student Accessibility Services Office. See <https://www.usf.edu/student-affairs/student-accessibility/>; <https://www.stpetersburg.usf.edu/student-life/resources/student-accessibility-services/>; Diversity and Equal Opportunity: Discrimination and Harassment for a list of common accommodations and more information on the accommodations process.

Admissions: Students with disabilities apply under the same guidelines as all students through the Office of Admissions.

Course Substitution: Students with disabilities requesting substitution of coursework for General Education, or foreign language requirements should contact Students Accessibility Services on the USF campus where the course is being taught. Students with declared majors requesting substitution of departmental graduation requirements will need to contact the chair of their department. In either case, students will be requested to submit documentation to SAS to support their request for an exception.

Parking: Students with state parking privileges need only supply their state card as documentation for eligibility to Parking and Transportation Services. Students without state privileges need medical documentation to be considered for on-campus parking. For more information: <http://www.usf.edu/administrative-services/parking/> Housing: Accessible on-campus residence hall housing is available for students with special needs. Specific information is available through Housing and Residential Education. For more information: <http://www.usf.edu/student-affairs/housing/>

If you are interested in applying for accommodation at the University of South Florida, we suggest that you visit the U.S. Department of Education website: Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities.



## Student 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. The Ombuds Offices are not official offices of notice for the University of South Florida. Rather, the Student Ombuds, as a neutral facilitator, will listen to concerns and help students develop a range of options in an informal attempt to achieve resolution. The Ombuds may also refer students to appropriate individuals and offices and to clarify University policies and procedures. All information disclosed in the Ombuds Offices will be held confidential unless otherwise authorized by the student or otherwise required by applicable law, including Chapter 119, Florida Statutes.

For convenience, offices are located on all three campuses. For all offices: <https://www.usf.edu/student-affairs/ombuds/>

Students from any USF campus can schedule a face-to-face, telephone, or Teams appointment by calling or emailing us at:

(813) 974-0835  
ombuds@usf.edu

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.

## Center for Victim Advocacy and Violence Protection

The Center for Victim Advocacy and Violence Prevention provides free and confidential services to all students, faculty, and staff of all sexual orientations, gender identities, and gender expression who have experienced crime, violence, or abuse for incidents occurring on or off campus, recently or in the past. Services are provided by professional Victims Services Practitioners and may include crisis intervention, emotional support, personal and systems advocacy, court accompaniment, victim helpline, safety planning, and assistance filing for injunctions (protective orders) and crime victim's compensation claims. Prevention and education presentations, programs, and events are also available.

Appointments are available during business hours (Monday-Friday, 8am- 4pm). Feel free to call (813-974-5756), email (va@usf.edu) or come to the office (SVC 2057) to schedule an appointment.

If you have urgent advocacy needs while the office is closed, an advocate is available through our 24/7 Victim Helpline at (813) 974-5757.

Walk-in appointments are available for individuals with immediate advocacy needs. These needs can include:

- serious safety concerns
- sexual violence within the last 120 hours
- immediate assistance with filing a report.

Tampa campus:

- **24/7 Victim Helpline: (813) 974-5757**
- **Office Phone:** (813) 974-5756. Press 2 to leave a voicemail and a Victim Advocate will return your call as soon as possible.
- **Fax:** (813) 974-8589
- **Email:** va@usf.edu
- **Address:** 4202 E Fowler Avenue, SVC 2057, Tampa, Florida 33620
- **For emergencies, please call UPD at (813) 974-2628.**

## St. Petersburg campus

- Contact an advocate by calling the Wellness Center main line at (727) 873-4422 and selecting option 4.
- After hours, you can call the Wellness Center main line and select option 2. *The clients' needs will be assessed by an on-call mental health counselor and referred to the Victim Advocate for emergency responses as needed.*
- **Address:** 140 7th Avenue South, SLC 2200, St. Petersburg, Florida 33701
- Visit our website for more information
- **For emergencies, please call UPD at (727) 873-4444.**
- *For domestic violence concerns, immediate shelter, legal assistance, or law enforcement assistance, call CASA St. Pete at (727) 828-1269*
- *For sexual assault services and examinations, please contact Suncoast Center Sexual Assault Services at (727) 530-7273.*

### Sarasota-Manatee campus

- A campus Victim Advocate is available 24 hours a day to assist victims of crime, sexual assault, and partner violence.
- 24/7 Victim Helpline: (813) 974-5757  
Office Phone: (813) 974-5756. Press 2 to leave a voicemail and a Victim Advocate will return your call as soon as possible  
Fax: (813) 974-8589  
Email: va@usf.edu  
Address: 4202 E Fowler Avenue, SVC 2057, Tampa, Florida 33620

## Office of Veteran Success

The primary mission of this office is to assist Military-Connected Students integrate into a welcoming and inclusive environment at the University of South Florida and the local community where they discover academic success, personal growth, and professional development through the student life cycle. USF is approved for the education of veterans, eligible dependents/spouses, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All majors currently offered at USF are approved by the Department of Veterans Affairs. Students who may be eligible for benefits are urged to contact the Office of Veteran Success/Military and Veterans Success, conveniently located on all three campuses:

### Tampa Campus Office of Veteran Success

Email: ovs@usf.edu  
813-974-2291  
<http://www.usf.edu/student-affairs/veterans/>  
Located: 4202 E Fowler Ave, ALN 241, Tampa, FL 33620

### St. Petersburg Campus - <https://www.stpetersburg.usf.edu/resources/military-and-veteran-success/index.aspx>

Email: stp-va@usf.edu  
727-873-4467  
Located: Military and Veterans Success Center  
USF St. Petersburg, TER 301/302  
140 7th Ave. S, St. Petersburg, FL 33701TER

### Sarasota-Manatee Campus

Email: cjmoreira@usf.edu or sm-veteransuccess@usf.edu  
941-359-4291  
<https://www.sarasotamanatee.usf.edu/campus-life/campus-resources/veterans-success/index.aspx>

# 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:

Center for Career and Professional Development offices:

Tampa Campus: <https://careers.usf.edu>

email: TPA-Careers@usf.edu

813-974-2171

4202 E. Fowler Ave., SVC 2088

Tampa, FL 33620

St. Petersburg Campus: <https://careers.usf.edu/channels/st-petersburg/>

email: Stp-careers@usf.edu

727-873-4129

Office: SLC 2300

Sarasota-Manatee Campus: <https://careers.usf.edu/channels/sarasota-manatee/>

email: sar-careers@usf.edu

941-359-4703

Office: C 107



## USF LIBRARIES

### Tampa

4101 USF Apple Drive

Tampa FL 33620

813-974-2729

<https://www.lib.usf.edu/>

### St. Petersburg

140 7th Avenue South

St. Petersburg, FL 33701

Phone: 727-873-4123

### Sarasota-Manatee

8350 N. Tamiami Trail C203B

Sarasota, FL 34243

Phone: 941-359-4225

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:

- Academic Calendar for 2024-2025
- Thesis/Dissertation Deadlines
- Attendance Policy for the Observance of Religious Days - *Ref USF 10-045*

**NOTE:** Dates and times listed below are subject to change. For current information, refer to the Academic Calendar:  
<https://www.usf.edu/registrar/calendars/>

FALL 2024	
August 23	Last day to register for fall classes without late registration fee penalty
August 26	First Day of Classes
August 30	Last day to Drop/Add or late register
August 30	Last day to pay fees
August 30	Last day to change major for fall 2024 term
September 2	Labor Day HOLIDAY - No classes and USF offices closed
October 4	Fall graduation application deadline for fall 2024 term
November 2	Fall last day to withdraw; no refund and no academic penalty
November 4	Spring Registration Opens for degree-seeking students
November 11	Veteran's Day HOLIDAY Observed; no classes and USF offices closed
November 28 & 29	Thanksgiving HOLIDAY; no classes and USF offices closed
November 30 - December 6	Test Free Week
December 6	Fall classes end
December 7-12	Final Exams week
December 12	End of Fall Semester
December 12	Last day to apply to graduate for the fall 2024 term
December 13-15	Commencement
December 16	Start of Wintersession
December 19	Wintersession Drop/Add ends
December 25	Christmas Holiday; no classes and USF offices closed



December 31	Deadline to Withdraw from Wintersession
<b>Spring 2025</b>	
January 1	New Years Day 2024 HOLIDAY; no classes and USF offices closed
January 10	Last day of class for Wintersession
January 10	Last day to register for Spring without late registration fee penalty
January 13	Spring classes begin
January 17	Last day to Drop/Add or late register
January 17	Last day to pay fees
January 17	Last day to change major for spring 2025 term
January 20	Dr. Martin Luther King Jr. HOLIDAY; no classes and USF offices closed
February 21	Spring graduation application deadline
March 17-23	Spring Break - USF offices are open
March 29	Spring last day to withdraw; no refund and no academic penalty
March 31	Summer/Fall Registration begins for degree-seeking students
April 26 - May 2	Test Free Week
May 2	Spring last day of classes
May 3 - 8	Final Exam Week
May 8	Spring end of term
May 8 - 11	Commencement (tentative)
<b>Summer 2025</b>	
May 12	Maymester begins
May 15	Maymester drop/add ends
May 19	First day of classes for Summer Sessions A&C
May 27	Maymester last day to withdraw; no refund & no academic penalty
May 23	Summer sessions A&C last day to Drop/Add or late register
May 23	Last day to pay fees
May 26	Memorial Day HOLIDAY; no classes and USF offices closed



June 6	Maymester classes end
June 14	Last day to withdraw from session A; no refunds & no academic penalty
June 16	Summer graduation application deadline
June 19	Juneteenth Holiday; No classes & USF offices closed
June 27	Summer Session A classes end
June 30	Summer Session B first day of classes
July 4	Last day to drop/add Summer Session B
July 4	Last day to pay fees
July 5	Last day to withdraw from session C; no refunds, no academic penalty
July 4	Independence Day HOLIDAY; no classes and USF offices closed
July 14	Summer Session D classes begin
July 15	College of Nursing alternative calendar courses last day to withdraw; no refund
July 17	Summer Session D end of drop/add; last day to drop without fee liability
July 25	Summer Session C classes end
July 26	Last day to withdraw from Session B; no refund, no academic penalty
July 29	Last day to withdraw from Session D; no refund, no academic penalty
August 8	Summer Session B and D classes end
August 9 - 10	Commencement (tentative)



# Graduate Faculty

The University of South Florida recognizes Graduate Faculty and Affiliate Members of Graduate Faculty. Only Graduate Faculty, and Affiliate Members of Graduate Faculty approved for such purposes, may serve as Major Professors, Co-Major Professors, and members of thesis and dissertation committees.

## Graduate Faculty Definition

**Graduate Faculty** is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline. For USF Health, this would include all faculty ranked at the Assistant, Associate, or Professor ranks. Graduate Faculty members are eligible to direct and serve on masters, specialist, and doctoral level committees. To serve as a Major Professor for a doctoral level committee, a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions and research grants.

Note: A faculty member who retires from the State of Florida while serving on a student Thesis/Dissertation Committee must be removed from that Committee as of the date of retirement. Please contact the Office of Graduate Studies for guidance related to thesis/dissertation committees. A request for approval as an Affiliate Member of Graduate Faculty might be needed to be submitted to return to Committee service. For more information on the State requirements, refer to the FRS section on re-employment: <https://employer.frs.fl.gov/forms/Retiree-FAQ.pdf>

**Affiliate Members of Graduate Faculty** membership may be granted by the Office of Graduate Studies Dean or designee to individuals who do not meet the University definition of Graduate Faculty, but whose scholarly activity, skills or expertise meet criteria established by the College. Affiliate Members of Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate Members may be eligible to

- serve on masters, specialist, and doctoral level committees,
- co-direct master's, specialist's, and doctoral level committees, at the discretion of the College.

Affiliate Membership is effective for up to three (3) years; following which a request for reaffirmation of approval to renew the Affiliate Membership is required. Once approved, membership is good for the duration of the Committee. When membership expires, a new membership request must be submitted to be approved for any additional committees.

In exceptional circumstances, applicants for Affiliate Member of Graduate Faculty status who are employed by the University and demonstrate continued scholarly activity may also request approval to serve as Major Professor on master's, specialist, and doctoral level committees as part of the request. (*Also see Committee Approval policy and procedures*)

Emeritus Professors and retired or recently resigned professors may also be appointed as an Affiliate Member of Graduate Faculty with the approval of the Department, College, and Office of Graduate Studies Dean or designee.

Note: A faculty member who retires from the State of Florida while serving on a student Thesis/Dissertation Committee must be removed from that Committee as of the date of retirement. Please contact the Office of Graduate Studies for guidance related to thesis/dissertation committees. A request for approval as an Affiliate Member of Graduate Faculty might be needed to be submitted to return to Committee service. For more information on the State requirements, refer to the FRS section on re-employment: <https://employer.frs.fl.gov/forms/Retiree-FAQ.pdf>

For approval, a current CV and request for approval, including the reason for the request (e.g. serving on a master's student supervisory committee), is submitted through the Major, the Department, the College, and the Office of Graduate Studies. For procedures, contact the Office of Graduate Studies.

**Graduate Faculty Approval** – Graduate faculty is defined as noted above; Colleges and Departments may have additional requirements. The Office of Graduate Studies will maintain a list of Graduate Faculty along with approval guidelines from the Departments and Colleges.

### List of Graduate Faculty

#### References:

SACSCOC Comprehensive Standard 3.7.1, <https://sacscoc.org/app/uploads/2019/07/faculty-credentials.pdf> for specific information and requirements in reference to the teaching of graduate courses.

Also, note, per USF Policy 10-115 – Faculty Credentials for Teaching Undergraduate and Graduate Courses - <https://usf.app.box.com/v/usfpolicy10-115>

# Admissions

- Office of Admissions
- Statement of Principles
- Admission Requirements
- Application Process
- Admission Deadlines
- Priority Admission Deadlines
- International Applicants
- Application Checklist
  1. Application
  2. Fee
  3. Transcripts
  4. Test Scores
  5. English Proficiency
  6. Conduct Clearance Policy
  7. Florida Residency Policy
- Application Documents Access/Forward/Return Policy
- Additional Application Requirements
- Admission Classifications
  - Final Admission
  - Provisional Admission
  - Exception Admission
  - Conditional Admission
  - Deferment of Admission Request
  - Update of Admission Request
  - Denial of Admission/Appeal for Reconsideration Criteria
  - Activation of Admission
- Reinstatement and Re-application Policies
  - Reinstatement
  - Re-Application for Admission
- Change of Graduate Major
- Student Accessibility Services

## 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](mailto: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](mailto: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](mailto: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
<ul style="list-style-type: none"><li>• Applications received by the Priority Deadline will receive maximum consideration.</li><li>• Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis.</li><li>• 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.</li></ul>			
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
<ul style="list-style-type: none"><li>• Applications received by the Priority Deadline will receive maximum consideration.</li><li>• Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis.</li></ul>			



- Applications must be complete with all required information by the stated deadline. Any application materials 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](http://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 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](http://www.grad.usf.edu/International_Teaching_Assistants_Handbook.php)) who want to be considered for a teaching assistantship must show proficiency in spoken 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](mailto: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](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](http://www.usf.edu/SAS). For convenience, offices are located on all three campuses.

**Tampa Campus:** (813) 974-4309 or visit [www.usf.edu/SAS](http://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
  - Administrative Holds
  - Cancellation for Non-Payment
  - Late Registration
  - Medical Requirements for Registration
  - Register
  - Registration Information
  - Semester System
- Student Information
  - Academic Dismissal
  - Academic Load
  - Academic Standing
  - Classification of Students
  - Exclusions
  - GA/RA/TA Assistantships
  - Graduate Studies Petition Form
  - Student Definitions
  - Student ID Card
  - Student Records Policy
    - Student Record
    - Release of Student Information
  - Visiting Graduate Students
  - Voluntary Withdrawal (from Major)
- Course Information
  - Academic Credit Hours
  - Adds
  - Attendance Policy - Mandatory First-Day Attendance
  - Attendance Policy for Observance of Religious Days
  - Auditing Privileges and Fees
  - Availability of Courses
  - Course Currency
  - Course Descriptions
  - Course Syllabi Policy
  - Cross-listing 4000/6000 Courses
  - Drops
  - Fee Adjustment Options
  - Retroactive Actions
  - Withdrawal
  - Military Withdrawal

## Office of the Registrar

**Website:** <https://www.usf.edu/registrar>

**E-mail:** [asktheregistrar@usf.edu](mailto: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](http://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)
  - Submit proof of 2 MMRs given after 1st birthday, or
  - IgG quantitative lab report (performed within last 5 years). Lab report must include the results and reference range.
2. Hepatitis B Immunity (Recommended):
  - Submit proof of immunity to Hepatitis B by providing 3 vaccine dates or
  - Quantitative lab report or



- 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.
  - For important information on Hepatitis B from the CDC click here.
- 3. Meningitis Immunity (Recommended):
  - Submit proof of Meningitis vaccination administered after 16th birthday or
  - 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.
  - 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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
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## 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 Academic 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.



## 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

In accordance with Sections 1006.53 and 1001.74(10) (g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (USF) has established the following policy regarding religious observances: <https://usf.app.box.com/v/usfpolicy10-045>

### STATEMENT OF POLICY

All students, faculty, and staff within USF have a right to expect reasonable accommodation of their religious observances, practices and beliefs. USF will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. USF, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising USF's constituency.

Students are expected to attend classes and take examinations as determined by USF. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course.

Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination (including final examinations), in accordance with this policy. Students absent for religious reasons, as noticed to the instructor at the beginning of each academic term, will be given reasonable opportunities to make up any work missed. If a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, finals, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade at the discretion of the instructor.

Any student who believes that he or she has been treated unfairly with regard to the above may seek review of a complaint through established USF Academic Grievance Procedures or USF Policy 0-007 Diversity and Equal Opportunity Discrimination and Harrassment.

## 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>.

## Adds

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>.

## Drops

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](mailto:AskTheRegistrar@usf.edu) to request to drop a course. It is the student's sole responsibility to ensure they drop to avoid fee liability.

## Withdrawal (Course Withdrawal)

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

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](mailto:AskTheRegistrar@usf.edu). In-State fees are assessed for all audit courses.

## Voluntary Withdrawal (from the Major)

A student may voluntarily withdraw from their graduate major. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the last day of the last class that the student attended. Students who wish to withdraw must submit a Voluntary Withdrawal Form, available from the Office of Graduate Studies: <https://www.usf.edu/graduate-studies/forms.aspx>

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. Withdrawals can impact financial aid and questions regarding this should be directed to the Office of Financial Aid. For convenience, offices are located on all three campuses:

Tampa Campus: (813) 974-4700

St. Petersburg Campus: (727) 873-4128

Sarasota Campus: (941)359-4459.

The student will remain financially and academically responsible for any course(s) for which they have registered for the semester in which they withdraw from the Major. If the student meets the requirements for a Fee Adjustment, they can withdraw from the course(s) and file a Fee Adjustment Request.



# 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](mailto: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/](http://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 Integrity of Students
- Academic Policy and Regulation Information
- Academic Renewal
- Academic Standards and Grades
- Application of USF Credit
- Assistantships
- Bachelor's/Master's Pathways
- Change of Graduate Major
- Concurrent Concentrations
- Concurrent Degrees
- Disruption of Academic Process
- Enrollment Requirements
- Graduate Catalog
- Grades
- In Good Standing
- Intellectual and Scholarship Integrity
- Interdisciplinary Majors
- Leave of Absence (LOA)
- Off-Campus Courses and Majors
- Probation
- Responsible Conduct of Research
- Satisfactory Academic Progress (SAP)
- Student Academic Grievance Procedure
- Student/Advisor Relationship
- Student Conduct
- Student Responsibilities
- Student's Major Degree Requirements
- Student's Program of Study
- Transfer of Credit
- Voluntary Withdrawal (from Major)

## 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](http://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)

## Enrollment Status for Graduate Students (including BISK Program)

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: 3-8 credit hours
- Less than half-time: 1-2 credit hours

## Academic Load for Graduate Students

Graduate students taking a minimum of nine (9) hours toward their degree in the fall or spring semester, or taking a minimum of six (6) hours in the summer semester, will be classified as Full-Time students for academic purposes. Students may not take more than eighteen (18) graduate hours per semester without prior written approval by the College.

Students receiving Veteran's Administration benefits should confirm their enrollment requirements with the Office of Veteran's Success (<https://www.usf.edu/student-affairs/veterans/apply/index.aspx>). Click on the breakdowns for the desired semester to view required credits. Or contact the Veteran's Coordinator.

Students receiving financial aid should confirm enrollment requirements with the Office of Financial Aid - <https://www.usf.edu/financial-aid/enrollment-status.aspx>

## Continuous Enrollment for All Graduate Students

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of six (6) hours of graduate credit every three (3) continuous semesters. **Courses that receive a "W" grade do not fulfill continuous enrollment requirements.** Colleges and majors may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been Admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement. See also the Time Limitations Policy. *Editor's Note: the six hours may be taken as 2/2/2, or 3/0/3, or 6/0/0, etc. Take any three sequential semesters and the total for the three must add up to six hours.*

## Readmission Following Non-enrollment

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the major to continue their studies. Readmission is at the discretion of the major and is not guaranteed. *Refer to the Readmission Policy in the Graduate Admissions Section for more information.*

## Enrollment during Comprehensive Exams and Admission to Candidacy

During the term in which students take the comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy.



## Dissertation Hours

To maintain active status, students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies. Dissertation hours may apply to the Continuous Enrollment Requirement. Receipt of financial aid or a fellowship/scholarship will require full-time enrollment\*. Colleges and majors may have additional requirements. *Refer to the Re-application for Admission Policy in the Graduate Admissions Section for more information. Note: students cannot be enrolled in thesis and dissertation at the same time.*

\*refer to the financial aid enrollment policy for more information.

## Enrollment during Semester of Thesis/Dissertation Submission

Students must be enrolled for a minimum of two (2) thesis/dissertation hours during the semester that the thesis or dissertation is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis/dissertation approved and therefore may not be certified for graduation. *Note: students cannot be enrolled in thesis and dissertation at the same time.*

## Enrollment during Semester of Thesis/Dissertation Defense

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

## Enrollment during Semester of Completion of Degree Requirements

Students must be enrolled for a minimum of two (2) graduate hours during the semester they complete their degree requirements. *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.*

## 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>

Letter grade = number of grade points

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

*<sup>^</sup>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 semester shall be considered on probation as of the following semester. The College or Major may also place students on probation for other reasons as designated by the College or Major. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

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

Students on probation may only enroll in graduate courses (5000-7000 level) that are part of the approved degree major requirements as specified in the Graduate Catalog. Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time.

## Voluntary Withdrawal

A student may withdraw from the university without grade penalty by the University deadline. Information on the different types of withdrawal (i.e., withdrawing from a single class – see the Drop section, an entire semester, or from the major itself) can be obtained from the Office of Graduate Studies website: <https://www.usf.edu/graduate-studies/forms.aspx>. Appropriate alternative calendar dates may apply. Students who withdraw may not continue to attend classes.

## 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. 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

- Student Responsibilities
- Graduate Faculty
- Academic Definitions
- Master's Degree Requirements
  - Minimum Hours
  - Time Limitations
  - Enrollment Requirements
  - Institutional Enrollment Requirement
  - Major Professor
  - Thesis Committee
  - Comprehensive Exam
  - Thesis
  - Thesis Submission
  - Conferring a Master's Degree in a Doctoral Program
- Education Specialist Degree (Ed.S.) Requirements
  - Ed.S. Thesis
  - Ed.S. Project
- Doctoral Degree Requirements
  - Responsible Conduct of Research
  - Doctoral Minimum Hours
  - Institutional Enrollment Requirement
  - Time Limitations
  - Enrollment Requirements
  - Institutional Enrollment Requirement
  - Major Professor
  - Doctoral Committee
  - Qualifying Examination
  - Admission to Candidacy
  - Dissertation



## 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, they are not allowed to continue on the student's committee for a six (6) month period (see definition of Graduate Faculty). 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 and two (2) copies should be submitted to the College Associate Dean's office for approval. A copy of the approved form should be kept in the student's file. An approved and



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

## 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 filed 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.



# 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.

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 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](http://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 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. 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, they are not allowed to continue on the student's committee for a six (6)-month period (see definition of Graduate Faculty). 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 Dissertation 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. To insure uniformity of excellence across the colleges, the (Co-)Major Professor(s) of Doctoral Dissertation Committees will need to submit a current curriculum vita (equivalent to an NIH Bio, approximately two pages long with 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. (Colleges and departments may institute additional requirements for membership on Doctoral Dissertation Committees.) 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.



## Changes to Committee

Changes to a Doctoral Dissertation Committee must be submitted on a *Change of Committee Form*. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a 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.

## 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](http://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**
  - The Doctoral Dissertation Defense Chair should open the proceedings by introducing the candidate and the Doctoral Dissertation Committee.
  - 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:

- 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.
- 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.
- 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

- will ask all visitors and the candidate to leave and will reconvene the Doctoral Dissertation Committee only.
- 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)
- 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.
- 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 filed 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".

## Graduation and Postdoctoral Affairs

- Graduation Information
  - Application for Degree (Graduation)
  - Graduation Requirements
  - Commencement
  - Diplomas
  - Letters of Certification
  - Transcripts
- Posthumous Degrees and Degrees in Memoriam
- Office of 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.

## 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](mailto: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](mailto: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

### Jump to List of Current 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 Honors College as a first-year student and must hold US citizenship or permanent resident status. In addition - Completion of a minimum of 60 contact credit hours of volunteering is required by the end of the second year. Contact the College of Pharmacy for application requirements. 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 wishing to complete the B.S. degree will need to consult with a Chemistry Department Academic Advisor.
- **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](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.*



## 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
<b>ADVERTISING M.S.</b>	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
<b>ART HISTORY M.A.</b>			
Art History B.A. (120 Credit Hours) to Art History M.A. (38 Credit Hours)	158	8	150
<b>BIOMEDICAL ENGINEERING M.S.B.E.</b>			
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
<b>CHEMICAL ENGINEERING M.S.C.H.</b>			
Chemical Engineering B.S.C.H. (131 Credit Hours) to Chemical Engineering M.S.C.H. (30 Credit Hours)	161	6	155
<b>CIVIL ENGINEERING M.S.C.E.</b>			
Civil Engineering B.S.C.E. (131 Credit hours) to Civil Engineering M.S.C.E. (30 Credit Hours)	161	6	155
<b>COMPUTER SCIENCE M.S.C.S.</b>			
Computer Science B.S.C.S (120 Credit Hours) to Computer Science M.S.C.S. (30 Credit Hours)	150	6	144



## 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
<b>ELECTRICAL ENGINEERING M.S.E.E.</b>			
Electrical Engineering B.S.E.E. (128 Credit Hours) to Electrical Engineering M.S.E.E. (30 Credit Hours)	158	6	152
<b>ENGINEERING MANAGEMENT M.S.E.M.</b>			
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
<b>ENGLISH M.A.</b>			
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
<b>ENVIRONMENTAL ENGINEERING M.S.E.V.</b>			
Civil Engineering B.S.C.E. (131 Credit Hours) to Environmental Engineering M.S.E.V. (30 Credit Hours)	161	6	155
<b>LIBERAL ARTS M.A.</b>			
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
<b>MASS COMMUNICATIONS M.A.</b>			
Integrated Public Relations and Advertising B.S. (120 Credit Hours) to	156	6	150



## 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
Mass Communications M.A. (36 Credit Hours)			
Mass Communications (120 Credit Hours) to Mass Communications M.A. (36 Credit Hours)	156	6	150
<b>MATERIALS SCIENCE AND ENGINEERING M.S.M.S.E.</b>			
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
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
<b>MEDICINE M.D.</b>			
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
<b>PHARMACY PHARM.D.</b>			
Biomedical Sciences B.S. (120 Credit Hours) to Pharmacy Pharm.D. (151 Credit Hours)	271	10	261
<b>PUBLIC HEALTH M.P.H.</b>			
Public Health B.S.P.H. (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

Jump to List of Concurrent Degrees

## Concurrent Degrees

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.

French, M.A.

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

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 Program Planning in Community Health 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 Program Planning in Community Health 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
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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 Program Planning in Community Health 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 separately 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 III 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**

## French, M.A. - Linguistics: English as a Second Language, M.A.

**French (FRE) - 33 Credit Hours**

**Linguistics: English as a Second Language (ESL) – 36 Credit Hours**

Total hours combined: 69 Credit Hours

Shared – 9 Credit Hours

Total hours combined after sharing – 60 Credit Hours

Shared – 9 Credit Hours

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

- TSL 5371 Methods of Teaching English As A Second Language Credit Hours: 3 (required for Linguistics; elective for French)
- LIN 5700 Applied Linguistics Credit Hours: 3 (required for Linguistics; elective for French)
- FRW 5829 An Introduction to Modern French Literary Criticism Credit Hours: 3 (required for French; elective for Linguistics)

## 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 addition to 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<sup>1</sup> Credit Hours: 3

NGR 6291L Health Management of Adults and Older Adults: Special Topics Clinical<sup>2</sup> Credit Hours: 3

<sup>1</sup>*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.*

<sup>2</sup>*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) - 32 Credit Hours**

**Pharmacy (PRY) – 151 Credit hours**

Total hours combined: 183 Credit Hours

Shared – 9 Credit Hours

Total hours combined after sharing – 174 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



## 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**

*-Maternal and Child Health (PMC) or Behavioral Health (BHH) Concentrations*

### **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 Certificates

## 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

## Graduate Certificate Policies

The Graduate Certificate is a focused collection of typically 9-12 graduate credit hours, but no more than 15 graduate credit hours (except when approved as requirements leading to licensure or other professional credential). These courses comprise a credential that, when completed, affords the student some record of distinct academic accomplishment in a given discipline. See University Definition of Graduate Certificate.

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.

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.

## Student Eligibility and Admission Criteria

Students must apply and be admitted into the Graduate Certificate to be eligible to receive a Graduate Certificate. All requirements must be successfully completed for the Graduate Certificate to be awarded. Students are encouraged to contact the Graduate Certificate Director prior to applying. 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.

## University Admission Requirements for Graduate Certificates

Applicants must 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.) Questions about the admission requirements may be directed to the Department offering the Graduate Certificate, or the Office of Graduate Studies.

### Application

Applicants who wish to pursue a Graduate Certificate should apply for admission to the Graduate Certificate through the Office of Graduate Studies as soon as possible for maximum benefit, but must apply to the Graduate Certificate and complete required coursework within five years of taking the first course applicable to the Certificate.

*NOTE: Degree-seeking students MUST apply for admission to the Graduate Certificate no later than the deadline to apply for graduation, which is typically the fourth week of the semester in which the student plans to graduate with the graduate degree. Once the degree is conferred, it is no longer possible to be admitted to a Graduate Certificate using graduate courses from the major.*



# Admission Deadlines and Procedures

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

Non-degree seeking applicants should submit their application by the Admission Deadline post in the Graduate Catalog. Applications received after the University deadline will be considered on a space available and time permitting basis for the next available semester. Check with the Graduate Certificate Office or the Graduate Certificate Director for availability or to discuss options for admission.

Active degree-seeking students should complete and submit a *Graduate Certificate Application Form* (the certificate admissions form for degree-seeking students) during, or prior to the completion of, their first graduate certificate course. However, this form must be submitted to the Department offering the Graduate Certificate by the deadline to apply for graduation (the end of the fourth week) of the semester inwhich the graduate degree will be conferred to be eligible to share coursework between their graduate degree and the Graduate Certificate.

## 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 and a graduate degree program 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 only a graduate certificate (non-degree seeking) 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 certificates.
3. **Application of Credit** - should 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.

## Curriculum

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.

## 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.



# Completion

Graduate Certificate seeking students must submit their Graduate Certificate Completion Form to the Certificate Program by the deadline to apply for graduation (the fourth week) of the semester in which they will complete the final course(s) for their Graduate Certificate.

- 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 Graduate Certificate seeking students not concurrently enrolled in a Graduate Degree, 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 currently 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

- 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

## Archives and Print Copy

[Click here](#) for the printable .pdf file of the USF 2023-2024 Graduate Catalog, and previous years catalogs.



## Majors (A-Z)

By College

By Degree Type (e.g., M.A., M.S., Ph.D., Graduate Certificate, etc.)

Graduate Majors Contacts, Deadlines, and Delivery Information

For information on the different types of curriculum, refer to USF 3.038

Majors are listed below in Alphabetical order:



# Accountancy and Analytics, M.S.A.A.

Muma College of Business

**Department:** Lynn Pippenger School of Accountancy

Major Contacts, Deadlines, and Delivery Information

## Specializations:

- Assurance
- Corporate
- Tax

## Also offered as:

- Concentration under Business Administration, Ph.D.

The objective of the **Master of Science in Accountancy and Analytics (M.S.A.A.)** program is to provide candidates with greater breadth and depth of knowledge in accountancy than is possible in the baccalaureate program. The major is designed to meet the increasing needs of business, government, and public accounting, particularly regarding data analytics. Students entering the Accountancy major must already have the equivalent of an undergraduate degree in accounting from an accredited school. The major may also be structured to satisfy the requirements to sit for the CPA Examination in Florida.

## Accreditation:

Accredited by The Association to Advance Collegiate Schools of Business (AACSB International).

**Major Research Areas:** Visit the Faculty Research page under Faculty in the Lynn Pippenger School of Accountancy website.



# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- Completion of the following "foundation" courses from an AACSB or ACBSP accredited institution generally within the last 5 years with a 3.00 GPA or above:

- a. Intermediate Financial Accounting I (ACG 3103),
- b. Intermediate Financial Accounting II (ACG 3113),
- c. Cost Accounting and Control I (ACG 3341),
- d. Accounting Information Systems (ACG 3401),
- e. Auditing I (ACG 4632), and
- f. Concepts of Federal Income Taxation (TAX 4001).

OR

Completion of courses equivalent to the "foundation" courses listed above at an international institution within the past 5 years with the equivalent of a 3.00 GPA or above as attested to by NASBA International Evaluation Services (NIES).

OR

Evidence of proficiency in accounting as demonstrated by passing all or part of one of the following professional certification examinations: US CPA, CMA, CA (Canada, UK, Ireland, Australia, India, Hong Kong, and Singapore), AND a minimum of two years of relevant experience in the field of accounting, auditing, or taxation. Eligibility for admission based on proficiency in accounting through passing certification examinations and having relevant experience is subject to approval of the master's program committee.

- A minimum GMAT score of 500 or equivalent GRE score of 305 is required for admission into the program. Students may apply for a GMAT waiver if the following conditions have been met:
  - The student has obtained an undergraduate degree from an AACSB accredited institution that also has separate accounting AACSB accreditation and earned a GPA of at least 3.00 in the 6 core Accounting major courses; or
  - The student earned a bachelor's degree in Accounting within the last five years and has passed all four sections of the CPA test; or
  - The student previously earned a master's degree from an accredited institution.
- Students with undergraduate degrees with majors other than accounting are encouraged to contact Undergraduate advising at the Muma College of Business.
- Admission to the Master of Science in Accountancy and Analytics degree program is competitive. Meeting minimum requirements does not guarantee admission.

## Curriculum Requirements

For the student who has the equivalent of an undergraduate major in accounting at USF (including 21-24 hours of upper-level accounting coursework taken within the last 5 years), the program consists of 30 hours. Most (24 hours) of the program is devoted to the study of accounting with the remaining six (6) graduate level hours in management. At least 70% of the coursework must be at the 6000 level, with 100% being graduate level.

The M.S.A.A. curriculum has a set of five required common core accounting courses. Students may elect a specialization (9 hours) in Assurance, Corporate, or Tax. Students need not choose a specialization. The sequencing of courses will be determined in consultation with the M.S.A.A. Advisor.

### Total Minimum hours - 30 hours

At least 21 hours must be in 6000-level courses.

- Core – 15 hours
- Specialization – 9 hours
- Electives – 6 hours

### Core Requirements (15 Credit Hours)

- ACG 6875 Financial Reporting and Professional Issues **Credit Hours: 3**

- ACG 6419 Data Wrangling and Visualization for Accounting Professionals **Credit Hours: 3**
- ACG 6846C Innovation and Analytics in Accounting **Credit Hours: 3**
- ISM 6136 Data Mining **Credit Hours: 3**
- ISM 6316 Project Management **Credit Hours: 3**

## Specializations (9 Credit Hours Minimum)

Students can select from the following specializations:

### Assurance (9 Credit Hours)

- ACG 6457 Accounting Systems Audit, Control, and Security **Credit Hours: 3**
- ACG 6636 Contemporary Issues in Auditing **Credit Hours: 3**
- ACG 6688 Forensic Accounting and Legal Environment **Credit Hours: 3**

### Corporate (9 Credit Hours)

- ACG 6346 Contemporary Issues in Managerial Accounting **Credit Hours: 3**
- ACG 5675 Internal and Operational Auditing **Credit Hours: 3**
- ACG 5205 Advanced Financial Accounting **Credit Hours: 3**

### Tax (9 Credit Hours)

- TAX 5015 Federal Taxation of Business Entities **Credit Hours: 3**
- TAX 6134 Advanced Corporate Taxation **Credit Hours: 3**
- TAX 6005 Advanced Partnership Taxation **Credit Hours: 3**

### Accounting Electives (6 Credit Hours)

Students select a minimum of six (6) credit hours of electives in consultation with the Graduate Advisor.

### Comprehensive Exam

Students will prepare an oral presentation on a case that integrates program concepts in their last semester. The presentation will be graded by the Graduate Committee of the Lynn Pippenger School of Accountancy. Students must earn a passing grade to graduate.

### Other Requirements

- This program does not offer a thesis or non-thesis option.
- Any graduate-level ACG or TAX courses not used to fulfill the concentration requirement may be used to fulfill the elective requirements
- A maximum of three 5000-level courses may be used in the M.S.A.A. program.



# Advertising, M.S.

College of Arts and Sciences

**Department:** Zimmerman School of Advertising and Mass Communications

Major Contacts, Deadlines, and Delivery Information

**Also offered as a Bachelor's/Master's Pathways.**

The M.S. in Advertising provides in-depth training in extracting, analyzing and utilizing analytics associated with advertising media and how those analytics shape strategy and creative content. It is useful both for mid-career professionals and those seeking entry-level advertising positions.

**Major Research Areas:** Advertising, Mass Communications, Marketing, Communication, Media

# Admission Information

Must meet University Admission and English Proficiency requirements, as well as requirements for admission to the major, listed below.

- Appropriate bachelor's degree from an accredited institution (e.g. Mass Communications, Communication, Marketing)
- 153V (60<sup>th</sup> percentile), 144Q (18<sup>th</sup> percentile) preferred on the GRE
- a resume
- three letters of recommendation (academic recommendations preferred)
- a strong cover letter of intent
- Students who lack an appropriate background in the selected concentration may be required to take additional courses to meet concentration minimums.

## Curriculum Requirements

### Total Minimum Hours: 36

- Core Requirements - 12 Credit Hours
- Additional Required Courses - 6 Credit Hours
- Mass Communications Electives - 6 Credit Hours
- Marketing Electives- 6 Credit Hours
- Applied Research or Professional Practicum - 6 Credit Hours

### Core Requirements (12 Credit Hours)

- MMC 6447 Quantitative Research Methods in Mass Communications **Credit Hours: 3**
- ADV 5825 Advertising Proseminar **Credit Hours: 3**
- ADV 6505 Advertising Research **Credit Hours: 3**
- MMC 6449 Advertising Analytics **Credit Hours: 3**

### Additional Required Courses (6 Credit Hours)

Select one of the following:

- ADV 5005 Advertising Planning **Credit Hours: 3**
- ADV 6602 Advanced Advertising Management **Credit Hours: 3**

And select one of the following:

- ADV 5315 Interactive Advertising **Credit Hours: 3**
- ADV 6305 Advertising Media Strategy **Credit Hours: 3**

### Mass Communications Electives (6 Credit Hours)

Two 3-Credit hour, 6000-level courses offered by the Zimmerman School.

### Marketing Course Electives (6 Credit Hours)

Two 3-Credit hour, 6000-level courses with the MAR prefix.

### Applied Research Project or Professional Practicum (6 Credit Hours)

Students complete either an Applied Research Project or Professional Practicum.

- MMC 6950 Applied Research Project **Credit Hours: 1-6 (6 credits for this program)**
- MMC 6945 Professional Practicum **Credit Hours: 1-3 (6 credits for this program)**

## Comprehensive Exam

Requires successful completion of an Applied Research Project or Professional Practicum in lieu of a comprehensive exam.

## Non-Thesis

This is a non-thesis major.

## Bachelor's/Master's Pathway

Also available as a Bachelor's/Master's Pathway



# Aging Studies, Ph.D.

College of Behavioral and Community Sciences

**Department:** School of Aging Studies

Major Contacts, Deadlines, and Delivery Information

The Interdisciplinary Ph.D. in Aging Studies is the first of its kind in the United States, and to the best of our knowledge, the world. What makes this major unique is the combined emphasis on providing a broad based foundation in the interdisciplinary aspects of aging with a focus on developing in-depth expertise in a research area. The major draws on the expertise of faculty from multiple colleges, departments, and centers at the University of South Florida to provide students with exposure to other disciplines and their different approaches to scientific and scholarly inquiry.

The Ph.D. in Aging Studies is hosted by the School of Aging Studies, which is the organizational focal point for interdisciplinary research, educational, clinical and community service activities in aging for faculty and students. An interdisciplinary committee of faculty governs the major, allowing students to develop research programs that focus on their particular interests and capitalize on the breadth of opportunities throughout the university.

The Ph.D. in Aging Studies is a research-oriented program designed to train future leaders in the field of aging. The major admits students who show exceptional promise to become strong academic, public sector, and corporate researchers. Students are supported with a stipend plus a tuition waiver (if funds are available), which covers tuition but not student fees, and payment of much of the premium for the student health insurance. Students who wish to apply as part-time students must contact Dr. Debra Dobbs before applying.

## Faculty Organization

The interdisciplinary nature of the program is exemplified by the number of core faculty who teach and serve on dissertation committees in the program and the range of academic departments they represent. Other faculty from across the university participate in the program.



# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- GPA of 3.25
- a current (within the last 5 years) GRE; scores at or above the 50th percentile on Verbal, 30th percentile on quantitative and 50th percentile on analytical writing are preferred.
- In addition, students must submit
  - their best example of a single authored writing sample
  - a summary of their career goals and past preparation for a research career
  - three letters of recommendation from individuals familiar with the student's work and/or research

## Curriculum Requirements

**Total Minimum Hours - 72 credit hours beyond the baccalaureate**

**Core Courses - 12 hours**

**Additional Requirements - 22 credit hours**

**Directed Research/Dissertation - 38 credit hours**

### Core Requirements (12 Credit Hours)

- GEY 7610 Psychological Issues of Aging: Interdisciplinary Perspective **Credit Hours: 3**
- GEY 7604 Biomedical Aging **Credit Hours: 3**
- GEY 7649 Population Aging **Credit Hours: 3**
- GEY 7623 Social and Health Issues in Aging **Credit Hours: 3**

Each core course is taught from an interdisciplinary perspective with faculty from different fields addressing issues from their disciplinary perspectives.

### Additional Requirements (22 credit hours)

#### Methods Courses - 6 hours minimum

- GEY 6402 Statistical Methods in Aging Research **Credit Hours: 3**
- GEY 6403 Multivariate Statistical Analysis for Aging Research **Credit Hours: 3**

Students must also enroll in a sequence of at least two methods/statistics courses (6 hours total) and are encouraged to obtain additional training in methods relevant to their dissertation as elective courses.

#### Proseminar and Content Seminar - 16 credits minimum

- GEY 7936 Proseminar in Aging Studies **Credit Hours: 1-10**
- GEY 7602 Ph.D. Seminar in Health and Aging **Credit Hours: 3**
- GEY 7611 Ph.D. Seminar in Mental Health **Credit Hours: 3**
- GEY 7622 Seminar in Policy and Older Adults **Credit Hours: 3**
- GEY 7651 Ph.D. Seminar in Cognition **Credit Hours: 3**

Students are required to enroll in the GEY 7936 Proseminar in Aging Studies (2 credits) each fall of their first 2 years in the program. They must also enroll for at least four Content Seminars (GEY 7602 , GEY 7911 , GEY 7622 , GEY 7651 ) (3 credits). The Pro-seminars investigate different research topics, allow students to practice presenting their research, and provide students with exposure to distinguished lecturers from throughout the U.S. The content seminars cover different topics relevant to aging each spring semester.

#### Elective Requirement

Each Ph.D. student, in consultation with his/her major advisor, designs an appropriate curriculum to obtain content and skills that match their research interests.

**Project – 1 credit hour (recommended)**

- GEY 7911 Directed Research in Aging Studies **Credit Hours: 1-19**

It is recommended that all students complete a First Year Research Project, designed to be presented at a national conference in the fall of their second year. Students develop individualized courses of study, allowing specialization in a wide variety of content areas and research methods. Supervised research experience is available from a number of faculty with diverse research expertise. Students should enroll for GEY 7911 (Directed Research in Aging Studies) for 1 credit hour for a grade of S/U.

## Comprehensive/Qualifying Exam

The qualifying examination is usually taken during the end of the second year of course work or the following Fall semester.

## Dissertation (38 Credit Hours Minimum)

At least two (2) credits of Dissertation every semester after admission to candidacy; if more than minimum of required course credit is taken, then fewer credits of Directed Research are required.

- GEY 7911 Directed Research in Aging Studies **Credit Hours: 1-19**
- GEY 7980 Dissertation and Doctoral **Credit Hours: 2-12**

# Applied Aging Sciences, M.S.

College of Behavioral and Community Sciences  
Department: School of Aging Studies

Major Contacts, Deadlines, and Delivery Information

This Major shares a core with the Gerontology, M.A.

The M.S. in Applied Aging Sciences familiarizes students with important questions and challenges relevant to older Americans, providing applied, interdisciplinary approaches and solutions. The program trains students to recognize that there are multiple perspectives on virtually all issues that confront individuals working in the field of aging, and to gain key skills in multidisciplinary gerontology. Graduates of the program possess the education and training necessary to staff, consult with, and lead the expansion of institutional and community-based programs, government agencies, and private sector initiatives that serve older adults in Florida, the nation, and the world.

# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- The GRE examination is optional for applicants who either have a 3.25 or higher GPA for all work completed as an undergraduate student, a 3.50 or higher in a completed master's degree program, or a completed doctoral degree (including professional degrees such as the JD and MD), all from an accredited institution.
- For students submitting a GRE score, a preferred GRE score of at least 149V (41st percentile), 142Q (16th percentile), 3.5 A.W.
- Statement of Purpose in pursuing a M.S. in Applied Aging Sciences
- Current Resume
- Two (2) letters of references

## Curriculum Requirements

### Total Minimum Hours - 30 Credit Hours

- Shared Core Courses - 9 Credit hours
- Electives - 18 Credit Hours
- Capstone - 3 Credit Hours

### Shared Core Courses (9 Credit Hours)

- GEY 6600 Human Development and Aging **Credit Hours: 3**
- GEY 6613 Physical Change and Aging **Credit Hours: 3**
- GEY 6617 Gerontological Counseling Theories and Practice **Credit Hours: 3**

### Electives (18 Credit Hours Minimum)

The remaining hours of coursework beyond the required Core coursework and Capstone class must be selected from other graduate courses in gerontology. The following courses are suggested for the following areas of interest:

#### Geriatric Care Management

- GEY 6222 Elder Abuse **Credit Hours: 3**
- GEY 6206 Family Caregiving in Aging and Chronic Illness **Credit Hours: 3**
- GEY 6321 Gerontological Case Management **Credit Hours: 3**

#### Mental Health Assessment

- GEY 6614 Aging and Mental Disorders **Credit Hours: 3**
- GEY 6616 Geriatric Assessment and Care Planning **Credit Hours: 3**

#### Additional Elective Courses

- GEY 5504 Assisted Living Facility Management **Credit Hours: 3**
- GEY 5476 Program Evaluation in an Aging Society **Credit Hours: 3**
- GEY 5630 Economics and Aging **Credit Hours: 3**
- GEY 5642 Perspectives on Death and Dying **Credit Hours: 3**
- GEY 6626 Health, Ethnicity, and Aging **Credit Hours: 3**
- GEY 6646 Gerontological Issues and Concepts **Credit Hours: 3**

Under certain circumstances, students may be able to substitute other graduate classes as part of the elective courses required for the degree with permission from the Graduate Director.

## Capstone Requirement (3 Credit Hours)

The Capstone may include an internship, portfolio, or project, selected in consultation with the Graduate Director.

Following completion of the necessary coursework, students enroll in GEY 6910, and complete a capstone applied research project designed to integrate key knowledge, concepts, and information in the field of gerontology. This course is pass/fail and must be taken and passed by all students in the M.S. major to meet requirements for the degree.

- GEY 6910 Directed Research **Credit Hours: 1-4** (3 credits for this program)

## Internship (3 Credit Hours)

Internships are available for students local to USF who need practical experience in the field of aging. Please consult with the Program Director at least one semester before intended enrollment in an internship.

- GEY 6940 Field Placement **Credit Hours: 1-6** (3 Credits for this program)

## Comprehensive Exam

Students complete the Capstone requirement in lieu of a comprehensive exam.



# Applied Anthropology, M.A.

College of Arts and Sciences  
**Department:** Anthropology

Major Contacts, Deadlines, and Delivery Information

## Concentrations:

- Archaeological and Forensic Science
- Bio-cultural Medical Anthropology
- Cultural Resource Management
- Heritage Studies

## Also offered as a Concurrent Degrees

The Applied Anthropology major, initiated in 1974, was the first in the country to focus on career training for the practice of Applied Anthropology. Faculty at USF specialize in various areas, including medical anthropology, biological anthropology, urban policy and community development, environmental anthropology, education, archaeology, cultural resource management (CRM), economic development, immigration, media, and issues pertaining to race, gender, and ethnicity. Geographic specializations emphasize the Caribbean, Latin America, Sub-Saharan Africa, Europe, and the United States. More than 240 graduates have received an education in anthropology and its practical uses, leading to employment in government and private sector agencies and organizations. For many, the MA is a terminal degree that qualifies them for professional careers in administration, program evaluation, planning, research, and cultural resource management. Others have gone on to earn doctoral degrees and have gained employment in academic or higher level nonacademic positions.

Students entering the Applied Anthropology major at USF choose from one of four tracks: Archaeology, Biological Anthropology, Cultural Anthropology, or Medical Anthropology. Although these four tracks share some common requirements, and are bound by general rules of the USF Office of Graduate Studies, they have different curricula and employment trajectories. Archaeology Track graduates typically enter careers in contract archaeology, or public and private agencies and museums responsible for managing archaeological resources. The Cultural Anthropology Track is designed to lead to employment in diverse areas that include education, urban planning, human services, private sector consulting and research, and non-governmental community organizations. Museum and heritage programming represent an area of overlap between the two emphases. Students who wish to pursue these kinds of specialties will develop curricula that draw from both applied and public archaeology requirements in consultation with their advisors. Biological Anthropology students are trained to work in law enforcement, private sector consulting and research, and non-governmental organizations. The Medical Anthropology track prepares students to conduct research, evaluation, and consulting in a variety of settings, including community-based organizations, county and state health departments, and non-governmental organizations. In addition to following the curriculum of a track, M.A. students can select elective courses to fulfill one of four concentrations in Archaeological and Forensic Sciences, Bio cultural Medical Anthropology, Cultural Resource Management, or Heritage Studies.

Our M.A. offers flexibility, depending on the student's career plans. Students choose from one of three professional development options: research, internship, and internship-based research (a hybrid of the other two). All three options are expected to have an applied component, but differ in emphasis and setting.

## Major Research Areas:

Human biology; bio cultural medical anthropology; nutrition/diet; growth and development; population genetics; forensic anthropology and human rights; neuroanthropology; stress; immune function; maternal and child health; reproductive health; HIV/AIDS; disasters; water and sanitation; migrant health; health policy; sociocultural and historical anthropology; transnational migration; labor; neoliberal globalization; citizenship; media and visual anthropology; environmental anthropology; urban anthropology; pedagogy and educational anthropology; heritage and memory studies; Florida archaeology; Eastern U.S. prehistory; Mesoamerican archaeology; Mediterranean prehistory; archaeological science; bioarcheology; cultural resource management; public archeology.

# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- a statement of purpose
- a signed research ethics statement
- at least three letters of recommendation
- a resume or curriculum vitae
- supplemental department application form
- writing sample (optional)

## Curriculum Requirements

**Total Minimum Hours - 30 credit hours**

- **Core Requirements - 6 hours**
- **Required Track - 18 hours**
- **Optional Concentrations 9-12 hours\***
- **Internship/Thesis – 6 Credit Hours minimum**

\*students have the option of earning a concentration through coursework options within the track

### Core Requirements (6 Credit Hours)

- ANG 6705 Foundations of Applied Anthropology I **Credit Hours: 3**
- ANG 5486 Quantitative Methods in Anthropology **Credit Hours: 3**

### Required Track (18 Credit Hours)

Students select from one of the following Tracks:

#### Archaeology Track

- ANG 6110 Archaeology Theory and Current Issues **Credit Hours: 3**
- ANG 6197 Public Archaeology **Credit Hours: 3**
- Two courses in Archaeology **Credit(s): 6**
- One course in Anthropological Methods **Credit(s): 3**
- One course in Anthropology **Credit(s): 3 (can be external graduate course with approval)**

#### Biological Anthropology Track

- ANG 6701 Contemporary Applied Anthropology **Credit Hours: 3 OR**
- ANG 6110 Archaeology Theory and Current Issues **Credit Hours: 3**
- ANG 6516 Human Variation **Credit Hours: 3**
- ANG 6469 Selected Topics in Medical Anthropology **Credit Hours: 3 OR**
- ANG 6585 Theories in Applied Bioanthropology **Credit Hours: 3**
- Three courses in Anthropology **Credit(s): 9 (3 credits can be an external graduate course with approval)**

#### Cultural Anthropology Track



- ANG 6701 Contemporary Applied Anthropology **Credit Hours: 3**
- ANG 6766 Research Methods in Applied Anthropology **Credit Hours: 3**
- Four courses in Anthropology **Credit(s): 12** (*3 credits can be an external graduate course with approval*)

## Medical Anthropology Track

- ANG 6701 Contemporary Applied Anthropology **Credit Hours: 3**
- ANG 6766 Research Methods in Applied Anthropology **Credit Hours: 3**
- ANG 6469 Selected Topics in Medical Anthropology **Credit Hours: 3**
- Three courses in Anthropology **Credit(s): 12** (*3 credits can be an external graduate course with approval*)

## Paul D. Coverdell Fellows Program in Applied Anthropology for Returning Peace Corps Volunteers

Students in the Coverdell Program are required to complete internships related to the program of study in underserved American Communities.

For more information on the Fellows Program:

<https://www.peacecorps.gov/volunteer/university-programs/coverdell-fellows/>

## Concentration Requirements (Optional)

Students may select one of the following concentrations. Credit hours used toward the concentration would take the place of discretionary courses in the track.

### Concentration in Archaeological and Forensic Sciences (12 Credit Hours)

Two required courses (3 credits each), consisting of

- ANG 6701 Contemporary Applied Anthropology **Credit Hours: 3**
- ANG 6115 Seminar in Archaeology **Credit Hours: 3** (Archaeological Science)
- ANG 6745 Forensic Anthropology **Credit Hours: 3** OR
- ANG 6511 Seminar in Physical Anthropology **Credit Hours: 3** (Forensic Science)

Two additional courses (3 credits each) selected from one of the following: one may be outside of Anthropology

- ANG 6189 Ancient Diets **Credit Hours: 3**
- ANG 6195 Ancient Trade **Credit Hours: 3**
- ANG 6511 Seminar in Physical Anthropology **Credit Hours: 3** (Anthrogenetics)
- ANG 6536 Bioarchaeology **Credit Hours: 3**
- ANG 6745 Forensic Anthropology **Credit Hours: 3**
- ANG 6741 Introduction to Forensic Sciences **Credit Hours: 3**
- ANG 6511 Seminar in Physical Anthropology **Credit(s): 3** (Advanced Methods in Forensic Anthropology)
- ANG 6115 Seminar in Archaeology **Credit Hours: 3** (Soils)
- ANG 6115 Seminar in Archaeology **Credit(s): 3** (Technologies for Heritage Preservation)

## External Courses That Also Qualify

(only one can count towards concentration):

- GIS 6038C Remote Sensing **Credit Hours: 3**
- GIS 6039 Remote Sensing Seminar **Credit Hours: 3**
- GLY 6255 Tracer Geochemistry **Credit Hours: 3**
- GLY 6285C Analytical Techniques in Geology **Credit Hours: 3**



- GLY 6475C Principles of Applied Geophysics **Credit Hours: 4**
- GLY 6739 Selected Topics in Geology **Credit Hours: 1-4**

### Concentration in Bio-cultural Medical Anthropology (12 Credit Hours)

Four Graduate Medical Anthropology Courses with the ANG Prefix:

- ANG 6469 Selected Topics in Medical Anthropology **Credit Hours: 3** (Theory and Methods in Medical Anthropology)
- ANG 6511 Seminar in Physical Anthropology **Credit Hours: 3** (Theory and Methods of Applied Biological Anthropology)
- ANG 6511 Seminar in Physical Anthropology **Credit(s): 3** (e.g. Human Variation, Anthropology of Growth and Development, or Forensic Anthropology)

Or one of the following:

- ANG 6469 Selected Topics in Medical Anthropology **Credit Hours: 3** (e.g. Issues in Migrant Health, Anthropology and Development, Reproductive Health, Health & Medical System, Socio-Cultural Aspects of HIV/AIDS)
- ANG 5937 Seminar in Anthropology **Credit Hours: 2-4**

### Concentration in Cultural Resource Management (9 Credit Hours)

Graduate class in Geographic Information Systems, whether offered in Anthropology or another department.

Graduate students pursuing a concentration in Cultural Resource Management must take the basic course requirements of their graduate program.

- ANG 6197 Public Archaeology **Credit Hours: 3**
- ANG 6115 Seminar in Archaeology **Credit Hours: 3** (Current Issues and Techniques in Cultural Resources Management)

One of the following courses:

(or other course approved by Graduate Director):

- ANG 6436 Issues in Heritage Tourism **Credit Hours: 3**
- ANG 6115 Seminar in Archaeology **Credit Hours: 3** (e.g. Historical Archaeology, Florida Archaeology, Southeastern Archaeology, Museum Methods) Or other graduate course approved by the Graduate Director

### Concentration in Heritage Studies (9 Credit Hours)

- ANG 6436 Issues in Heritage Tourism **Credit Hours: 3**

And two courses from among the following options:

- ANG 5395 Visual Anthropology **Credit Hours: 3**
- ANG 6197 Public Archaeology **Credit Hours: 3**
- ANG 6436 Issues in Heritage Tourism **Credit Hours: 3**
- ANG 7487 Advanced Quantitative Research Methods Applied Anthropology **Credit Hours: 3**

### Comprehensive Exam

The comprehensive exam requirement is satisfied upon successful completion of ANG 6705 Foundations of Applied Anthropology I. Successful completion entails earning a final grade of "B" or better in this course.

## Internship/Thesis (6 Credit Hours Minimum)

The MA offers flexibility, depending on the student's career plans. Students choose from one of three professional development options, which must be decided in consultation with their major professor before the proposal is delivered. All three options are expected to have an applied component, but differ in emphasis and setting. Each option requires a minimum of six credit hours, taken in thesis and/or directed research internship as outlined below.

- ANG 6915 Directed Research Internship **Credit Hours: 1-19** (0-3 credits for this program)
- ANG 6971 Thesis: Master's **Credit Hours: 2-19** (3-6 credits for this program)

### Research Option

This option is designed for students who are planning a career in applied research and are considering a Ph.D. Degree. The final product is a thesis, which may be delivered as either a traditional thesis or as a peer-reviewed journal article. If an article is submitted, the student must be first author and the journal selected in consultation with the M.A. Committee. The publication must be formally accepted, but not necessarily published, to fulfill this requirement. Students register for six (6) hours of thesis.

### Internship-Based Research Option:

This option is designed for students who are planning a career in applied research and practice. It is designed for students whose thesis research is situated in an Internship setting. A formal Internship is required, and the final product is a thesis, which may be delivered as either a traditional thesis or a peer-reviewed journal article (same guidelines apply as in the Research option). Students register for three (3) hours of directed research internship and three (3) hours of thesis.

### Internship Option

This option is designed for students who are planning a career in applied research and practice. A formal Internship is required, and the final product consists of 1) a technical report or installation delivered to the host agency and 2) a substantial Internship report delivered to the M.A. committee. The student must be the first author on the technical report, and it must represent new and original work. The targeted length and substance of the Internship report should be discussed with the M.A. committee and agreement reached in advance. Students register for three (3) hours of directed research and three (3) hours of thesis.

### Concurrent Degree

Also available as a Concurrent Degree



# Applied Anthropology, Ph.D.

College of Arts and Sciences

**Department:** Anthropology

Major Contacts, Deadlines, and Delivery Information

## Concentrations:

- Archaeological and Forensic Sciences
- Bio-cultural Medical Anthropology
- Cultural Resource Management
- Heritage Studies

**Also offered as a Concurrent Degrees**

The Ph.D. in Applied Anthropology, initiated in 1984, was the first doctoral major of its kind and has to date awarded more than 140 degrees. The major is designed to prepare students to conduct research, teach, and practice in both academic and nonacademic settings. Students participate in either a structured research internship or independent field research for two consecutive semesters. Students must choose one of four tracks, which guide curriculum and required courses: Archaeology, Biological Anthropology, Cultural Anthropology, or Medical Anthropology. In addition, students can select elective courses to fulfill an optional concentration in Archaeological and Forensic Sciences, Biocultural Medical Anthropology, Cultural Resource Management, or Heritage Studies.

## Major Research Areas:

Human biology; biocultural medical anthropology; nutrition/diet; growth and development; population genetics; forensic anthropology and human rights; neuroanthropology; stress; immune function; maternal and child health; reproductive health; HIV/AIDS; disasters; water and sanitation; migrant health; health policy; sociocultural and historical anthropology; transnational migration; labor; neoliberal globalization; citizenship; media and visual anthropology; environmental anthropology; urban anthropology; pedagogy and educational anthropology; heritage and memory studies; Florida archaeology; Eastern U.S. prehistory; Mesoamerican archaeology; Mediterranean prehistory; archaeological science; bioarcheology; cultural resource management; public archeology.



# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- Master's degree in Anthropology or related field
- Concurrent Degree applicants (Anthropology/Public Health) must also meet GRE requirements for the MPH)
- a statement of purpose
- a signed research ethics statement
- at least 3 letters of recommendation
- a curriculum vitae
- supplemental department application form
- writing sample (optional)

## Curriculum Requirements

**Total minimum required hours - 42 hours beyond the M.A.**

- **Core Requirements - 6 Credit Hours**
- **Track - 30 Credit Hours**
- **Internship/Dissertation Research- 3 Credit Hours**
- **Dissertation - 3 Credit Hours Minimum**
- **Concentration – Optional – 9-12 hours minimum\***

\*students have the option of earning a concentration through coursework options within the track.

### Core Requirements (6 Credit Hours)

- ANG 7938 Doctoral Proseminar in Applied Anthropology **Credit Hours: 3**
- ANG 7487 Advanced Quantitative Research Methods Applied Anthropology **Credit Hours: 3**

Ph.D. students who do not have a recent (within the past five years) M.A. in Anthropology are also required to take:

- ANG 6705 Foundations of Applied Anthropology I **Credit Hours: 3** (If Required)

### Tracks (30 Credit Hours)

Students select one of the following tracks:

#### Archaeology Track:

- ANG 6110 Archaeology Theory and Current Issues **Credit Hours: 3**
- ANG 6197 Public Archaeology **Credit Hours: 3**
- ANG 6115 Seminar in Archaeology **Credit Hours: 3** (Advanced Archaeological Theory)
- One course in Anthropological Methods **Credit Hours: 3**
- Four courses in Anthropology **Credit Hours: 12**
- Two Courses External to Anthropology **Credit Hours: 6**

#### Biological Anthropology Track

- ANG 6701 Contemporary Applied Anthropology **Credit Hours: 3**
- OR
- ANG 6110 Archaeology Theory and Current Issues **Credit Hours: 3**



- ANG 6516 Human Variation **Credit Hours: 3**
- ANG 6585 Theories in Applied Bioanthropology **Credit Hours: 3**
- Four courses in Anthropology **Credit Hours: 12**
- Two courses External to Anthropology **Credit Hours: 6**
- One Anthropology or External course **Credit Hours: 3**

### Cultural Anthropology Track

- ANG 6084 Anthropological Theory Today **Credit Hours: 3**
- ANG 6701 Contemporary Applied Anthropology **Credit Hours: 3**
- ANG 6766 Research Methods in Applied Anthropology **Credit Hours: 3**
- ANG 7704 Legal and Ethical Aspects of Applied Anthropology **Credit Hours: 3**
- Three courses in Anthropology **Credit Hours: 9**
- One Anthropology or External Course **Credit Hours: 3**
- Two courses External to Anthropology **Credit Hours: 6**

### Medical Anthropology Track

- ANG 6084 Anthropological Theory Today **Credit Hours: 3**
- ANG 6701 Contemporary Applied Anthropology **Credit Hours: 3**
- ANG 6766 Research Methods in Applied Anthropology **Credit Hours: 3**
- ANG 7704 Legal and Ethical Aspects of Applied Anthropology **Credit Hours: 3**
- ANG 6469 Selected Topics in Medical Anthropology **Credit Hours: 3**

Taken as Theory and Methods in Medical Anthropology **Credit Hours 3**

- Two courses in Medical Anthropology **Credit Hours: 6**
- One Anthropology or External course **Credit Hours: 3**
- Two courses External to Anthropology **Credit Hours: 6**

### External Curriculum Requirement

The external curriculum requirement for each track is designed to promote interdisciplinary perspectives. As part of each track students are expected to enroll in graduate-level courses in departments other than Anthropology, selected on the basis of professional interests and in consultation with the major advisor (if the student takes only two external courses, he/she must take an additional anthropology elective). Refer to each track for specific requirements. Students who enter the Ph.D. program with post-baccalaureate degrees in disciplines other than Anthropology may be able to use that expertise to satisfy the requirement, after consultation with the major advisor and approval of the Graduate Director. In these cases, the remaining credit hours will be fulfilled through additional coursework in Anthropology.

### Concentration Requirements (Optional, not required)

Credit hours used toward the concentration would take the place of discretionary courses in the track.

#### Concentration in Archaeological and Forensic Sciences (12 Credit Hours)

Two required courses:

- ANG 6115 Seminar in Archaeology **Credit Hours: 3** (Archaeological Science)
- ANG 6745 Forensic Anthropology **Credit Hours: 3 OR**
- ANG 6511 Seminar in Physical Anthropology **Credit Hours: 3** (Forensic Science)

And two additional courses (3 Credits each)



Selected from the following; one may be outside of Anthropology

- ANG 6189 Ancient Diets **Credit Hours: 3**
- ANG 6195 Ancient Trade **Credit Hours: 3**
- ANG 6511 Seminar in Physical Anthropology **Credit Hours: 3**

Taken as:

- Anthrogenetics
- Advanced Methods in Forensic Anthropology
- ANG 6536 Bioarchaeology **Credit Hours: 3**
- ANG 6745 Forensic Anthropology **Credit Hours: 3**
- ANG 6741 Introduction to Forensic Sciences **Credit Hours: 3**
- ANG 6525 Human Osteology **Credit Hours: 3**
- ANG 6115 Seminar in Archaeology **Credit Hours: 3**

Taken as:

- Soils
- Technologies for Heritage Preservation

### External courses that also qualify

(only 1 can count towards concentration):

- GIS 6038C Remote Sensing **Credit Hours: 3**
- GIS 6039 Remote Sensing Seminar **Credit Hours: 3**
- GLY 6255 Tracer Geochemistry **Credit Hours: 3**
- GLY 6285C Analytical Techniques in Geology **Credit Hours: 3**
- GLY 6475C Principles of Applied Geophysics **Credit Hours: 4**
- GLY 6739 Selected Topics in Geology **Credit Hours: 1-4**

### Concentration in Bio-Cultural Medical Anthropology (12 Credit Hours)

Four graduate medical anthropology courses with the ANG prefix:

- ANG 6469 Selected Topics in Medical Anthropology **Credit Hours: 3**
- ANG 6511 Seminar in Physical Anthropology **Credit Hours: 3** (Theory and Methods of Applied Biological Anthropology)
- ANG 6511 Seminar in Physical Anthropology **Credit(s): 3** (e.g. Human Variation, Anthropology of Growth and Development, Forensic Anthropology)
- ANG 6469 Selected Topics in Medical Anthropology or ANG 5937 Seminar in Anthropology (e.g. Nutritional Anthropology, Socio-Cultural Aspects of HIV/AIDS, Issues in Migrant Health, Anthropology and Development, Reproductive Health)

### Concentration in Cultural Resource Management (9 Credit Hours)

Required:

- ANG 6197 Public Archaeology **Credit Hours: 3**
- ANG 6115 Seminar in Archaeology **Credit Hours: 3** (Current Issues & Techniques in Cultural Resource Management)

And one of the following:

- ANG 6436 Issues in Heritage Tourism **Credit Hours: 3**
- ANG 6115 Seminar in Archaeology **Credit Hours: 3** (Historical Archaeology, Florida Archaeology, Southeastern Archaeology, Museum Methods, or other as approved by Graduate Director) Or other Graduate Course Approved by the Graduate Director.

### Graduate Class in Geographic Information Systems (3 Credit Hours)



The GIS course can be offered in Anthropology or another department.

## Concentration in Heritage Studies (9 Credit Hours)

### Required

- ANG 7708 Selected Topics in Applied Anthropology **Credit Hours: 3**  
Taken as **Issues in Heritage Studies** (3 Credit Hours)

Two electives from among the following options:

- ANG 5395 Visual Anthropology **Credit Hours: 3**
- ANG 6197 Public Archaeology **Credit Hours: 3**
- ANG 6436 Issues in Heritage Tourism **Credit Hours: 3**
- ANG 5937 Seminar in Anthropology **Credit Hours: 2-4**  
Seminar in Anthropological Linguistics (when the topic is "Language and Culture" or "Language and Racism") (3 Credit Hours)
- ANG 7487 Advanced Quantitative Research Methods Applied Anthropology **Credit Hours: 3**

## Language Requirement

All Ph.D. students are required to demonstrate proficiency in a foreign language, the specifics to be determined by the student and the supervisory committee, taking into account the nature of the student's research. Minimal proficiency is demonstrated by the ability to satisfactorily translate a selection of the scholarly literature in the foreign language, with the occasional aid of a dictionary or completion of an advanced level language study course. The supervisory committee may assess or require additional levels of proficiency depending on the nature of individual student research. The language requirement must be satisfied no later than the date of the dissertation defense.

## Qualifying Examination

Qualifying examination covering area of specialization within applied anthropology and external specialization.

## Internship/Dissertation Research (3 Credit Hours Minimum)

Two-semester internship or dissertation research.

- ANG 7940 Doctoral Internship in Applied Anthropology **Credit Hours: 1-15** (Minimum of 3 Credit Hours)
- ANG 7980 Dissertation: Doctoral **Credit Hours: 2-15** (Minimum of 3 Credit Hours for this requirement)

## Dissertation (3 Credit Hours Minimum)

- ANG 7980 Dissertation: Doctoral **Credit Hours: 2-15** (Dissertation, based on research or internship. (Minimum of 3 Credit Hours for this requirement)

## Paul D. Coverdell Fellows Program in Applied Anthropology for Returning Peace Corps Volunteers

Students in the Coverdell Program are required to complete internships related to the program of study in underserved American Communities.

For more information on the Fellows Program:

<https://www.peacecorps.gov/volunteer/university-programs/coverdell-fellows/>



UNIVERSITY OF SOUTH FLORIDA  
A PREEMINENT RESEARCH UNIVERSITY

## Concurrent Degree

Also available as a Concurrent Degree



# Applied Behavior Analysis, M.A.

**College:** Behavioral & Community Sciences

**Department:** Child and Family Studies

Major Contacts, Deadlines, and Delivery Information

This Major shares core requirements with the Applied Behavior Analysis, M.S. .

The online ABA is a self-supporting program. A cost comparison of 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 master's degree in Applied Behavior Analysis (ABA) is designed to meet growing needs in Florida and nationally for practitioners who can work effectively in the fields of developmental disabilities, autism, education, child protective services, child behavior disorders, rehabilitation, mental health, and business and technology. ABA provides an approach for developing, implementing, and evaluating practical strategies to produce changes in socially significant behaviors of individuals in the context of community settings. Three important features characterize the scientific basis upon which ABA is built: a) it focuses upon objectively measurable behavior of individuals; b) it studies environmental influences upon the targeted behaviors; and c) it places a premium upon single-subject research designs to analyze the effects of different environmental variables.

The master's degree in ABA is in the Department of Child and Family Studies in the College of Behavioral and Community Sciences is fully online. Students demonstrate knowledge of behavioral principles and procedures in courses that constitute a core curriculum, demonstrate applied behavior analysis skills through supervised field experiences, and complete a data based case-study. The major is designed to prepare students to meet the standards to be Board Certified Behavior Analysts (BCBAs). It will prepare them for employment in a variety of fields where there are growing demands for competent professionals with expertise in applied behavior analysis.

## Philosophy

The systematic analysis and application of behavioral principles is an extensive repertoire of professional behaviors. In the USF ABA major, these skills are acquired as students move through the sequenced curriculum of coursework and fieldwork experiences. The curriculum requires application of behavior analytic principles, with direct supervision by faculty and BCBA supervisors. Students participate in fieldwork training in community agencies under the supervision of BCBAs. In addition to the 10-25 hours of behavior analysis practice they complete in their fieldwork sites each week, students also participate in practicum seminars each semester. In these seminars, the instructor discusses important practice issues and facilitates student discussion of their applied work. The supervision of the students' case study research rests in the hands of the on-site supervisor and designated core faculty member. On-site supervisors and ABA faculty serve as mentors for the students by closely supervising their case study research and their progress through the major. Therefore, as students are mentored by their on-site supervisor and USF professors during the major, a meaningful supervisor-student relationship is essential.



# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- Three letters of reference from professors and/or employers who know the applicant well
- Current resume or curriculum vitae
- One-page narrative describing the applicant's experiences, training, and interest in Applied Behavior Analysis and in the Applied Behavior Analysis Major at USF.

## Specific Procedures

The primary assumption underlying admission to the major is that every student accepted is capable (a) of successfully completing his or her respective program and (b) of performing competently in the field as an Applied Behavior Analyst. Applicants are selected based on their potential to benefit from the major and their potential to contribute both to the Major and the field of Applied Behavior Analysis.

Within the admissions process, a culturally diverse student body is actively recruited, and applicants of academic and professional promise are not systematically excluded on the basis of race, ethnic origin, gender, age, religion, lifestyle, sexual orientation, or physical handicap. The admissions process is selective, but flexible--all pertinent data submitted for consideration will be evaluated as an entire package. The evaluation process, however, does involve both academic and interpersonal considerations. The profession of Applied Behavior Analysis requires that the practitioner possess personal characteristics as well as academic and technical competencies, and the admissions process attempts to evaluate both these areas.

Admission to the major is based on

- past academic work in Applied Behavior Analysis or related field,
- a CV outlining relevant work,
- volunteer, and extracurricular experience in applied behavior analysis;
- letters of recommendation; and
- a statement of ABA interests, and professional goals.

Students may apply, after conferral or anticipated conferral of their Bachelor's degree. Applications should be submitted by the posted deadline to be considered for application in the following fall term. Late applications will be considered if space in the major is available.

For admission to the major, the student must secure a practicum site and a practicum supervisor approved by the Graduate Director. The practicum supervisor must sign a Memorandum of Agreement agreeing to supervise the student in accordance with the expectations of the Major.

A decision about each applicant's candidacy is made by the Graduate Director based on the strength of the applicant's record and his/her:

- Academic record and experiences as an undergraduate
- Career goals and their compatibility with those of the Major
- Potential for successful completion of the Major
- Sensitivity to the needs of potential client populations
- Interpersonal skills
- Communication skills, both oral and written

NOTE: The Graduate Director reserves the right to contact all references identified by the candidate.

## Curriculum Requirements

### Total Minimum Hours - 41 hours

- **Shared Core Requirements – 18 credit hours**
- **Additional Required Courses - 6 credit hours**
- **Practicum – 12 credit hours**
- **Directed Research – 5 credit hours**

This is a cohort model with students completing the Major online. All courses must be earned with a grade of "B-" or better.

### Shared Core Requirement (18 Credit Hours)

- MHS 6701 Applied Behavior Analysis Basic Principles **Credit Hours: 3**
- MHS 6937 Behavior Theory **Credit Hours: 3**
- MHS 6615 Functional Assessment **Credit Hours: 3**
- MHS 6780 Ethics in Applied Behavior Analysis **Credit Hours: 3**
- MHS 6201 Applied Behavior Analysis in Complex Community Environments **Credit Hours: 3**
- MHS 6744 Single Case Experimental Design **Credit Hours: 3**

### Additional Required Courses (6 Credit Hours)

- MHS 6616 Supervision and Training in Applied Behavior Analysis **Credit Hours: 3**
- MHS 6708 Experimental Analysis of Behavior I **Credit Hours: 3**

### Practicum Seminar (12 Credit Hours)

- MHS 6940 Practicum in Behavior Analysis in Community Settings **Credit Hours: 1-3 (3 credits for this program)**

### Directed Research (5 Credit Hours)

- MHS 6915 Directed Research in Behavioral and Social Sciences **Credit Hours: 1-6 (1-3 credits in this program)**

### Comprehensive Exam

A comprehensive literature review in a selected area of research will serve as the comprehensive exam.



# Applied Behavior Analysis, M.S.

College of Behavioral and Community Sciences

**Department:** Child and Family Studies

Major Contacts, Deadlines, and Delivery Information

This Major shares core requirements with the Applied Behavior Analysis, M.A.

**The Master's of Science degree in Applied Behavior Analysis (ABA)** is designed to meet growing needs in Florida and nationally for practitioners who can work effectively in the fields of developmental disabilities, autism, education, child protective services, child behavior disorders, rehabilitation, mental health, and business and technology. ABA provides an approach for developing, implementing, and evaluating practical strategies to produce changes in socially significant behaviors of individuals in the context of community settings. Three important features characterize the scientific basis upon which ABA is built: a) it focuses upon objectively measurable behavior of individuals; b) it studies environmental influences upon the targeted behaviors; and c) it places a premium upon single-subject research designs to analyze the effects of different environmental variables.

The master's degree in ABA is in the Department of Child and Family Studies in the College of Behavioral and Community Sciences. Students demonstrate knowledge of behavioral principles and procedures in courses that constitute a core curriculum, demonstrate applied behavior analysis skills through supervised fieldwork experiences, and complete a data based thesis. The major is designed to prepare students to meet the standards to be Board Certified Behavior Analysts (BCBAs). It will prepare them for employment in a variety of fields where there are growing demands for competent professionals with expertise in applied behavior analysis.

## Philosophy

The systematic analysis and application of behavioral principles is an extensive repertoire of professional behaviors. In the USF ABA major, these skills are acquired as students move through the sequenced curriculum of coursework and fieldwork experiences. The curriculum requires application of behavior analytic principles, with direct supervision by faculty and BCBA supervisors. Students participate in fieldwork training in community agencies under the supervision of BCBAs. In addition to the 10-25 hours of behavior analysis practice they complete in their fieldwork sites each week, students also participate in practicum seminars each semester. In these seminars, the Practicum Coordinator discusses important practice issues and facilitates student discussion of their applied work. The supervision of the students' research theses rests in the hands of designated core faculty members (i.e., "major professors"). Major Professors serve as mentors for the students by closely supervising their research and their progress through the major. Therefore, as students are mentored by their major professors during the major, a meaningful major professor-student relationship is essential.

## Accreditation:

Association for Behavior Analysis International (ABAI)



# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- Three letters of reference from professors and/or employers who know the applicant well
- Current resume or curriculum vitae
- One-page narrative describing the applicant's experiences, training, and interest in Applied Behavior Analysis and in the Master's in Applied Behavior Analysis at USF.

## Specific Procedures

The primary assumption underlying admission to the major is that every student accepted is capable (a) of successfully completing his or her respective program and (b) of performing competently in the field as an Applied Behavior Analyst. Applicants are selected based on their potential to benefit from the major and their potential to contribute both to the Major and the field of Applied Behavior Analysis.

Within the admissions process, a culturally diverse student body is actively recruited, and applicants of academic and professional promise are not systematically excluded on the basis of race, ethnic origin, gender, age, religion, lifestyle, sexual orientation, or physical handicap. The admissions process is selective, but flexible--all pertinent data submitted for consideration will be evaluated as an entire package. The evaluation process, however, does involve both academic and interpersonal considerations. The profession of Applied Behavior Analysis requires that the practitioner possess personal characteristics as well as academic and technical competencies, and the admissions process attempts to evaluate both these areas.

Admission to the major is based on

- past academic work in Applied Behavior Analysis or related field,
- a CV outlining relevant work, volunteer, and extracurricular experience in applied behavior analysis;
- letters of recommendation; and
- a statement of ABA interests, and professional goals.

Students may apply, after conferral or anticipated conferral of their Bachelor's degree. Applications should be submitted by the posted deadline to be considered for application in the following fall term. Late applications will be considered if space in the major is available.

For further Admissions Information, please visit Graduate Admissions.

A decision about each applicant's candidacy is made by the Graduate Director based on the strength of the applicant's record and his/her:

- Academic record and experiences as an undergraduate
- Career goals and their compatibility with those of the Major
- Potential for successful completion of the Major
- Sensitivity to the needs of potential client populations
- Interpersonal skills
- Communication skills, both oral and written

NOTE: The Graduate Director reserves the right to contact all references identified by the candidate.

## Curriculum Requirements

### Total Minimum Hours - 45 hours

- **Shared Core Requirements – 18 Credit Hours**
- **Additional Required Courses - 11 Credit Hours**
- **Thesis – 8 Credit Hours**
- **Practicum – 8 Credit Hours**

This is a cohort model with students completing Major in a face-to-face format on-campus. All courses must be earned with a grade of "B-" or better.

### Shared Core Requirements (18 Credit Hours)

- MHS 6701 Applied Behavior Analysis Basic Principles **Credit Hours: 3**
- MHS 6937 Behavior Theory **Credit Hours: 3**
- MHS 6615 Functional Assessment **Credit Hours: 3**
- MHS 6780 Ethics in Applied Behavior Analysis **Credit Hours: 3**
- MHS 6201 Applied Behavior Analysis in Complex Community Environments **Credit Hours: 3**
- MHS 6744 Single Case Experimental Design **Credit Hours: 3**

### Additional Required Course (11 Credit Hours)

- MHS 6719 Introduction to Research in Applied Behavior Analysis **Credit Hours: 2**
- MHS 6616 Supervision and Training in Applied Behavior Analysis **Credit Hours: 3**
- MHS 6708 Experimental Analysis of Behavior I **Credit Hours: 3**
- EAB 6790 Applied Behavior Analysis and Developmental Disabilities **Credit Hours: 3**

### Comprehensive Exam

The student's thesis proposal will constitute the comprehensive exam.

### Practicum (8 Credit Hours)

- MHS 6940 Practicum in Behavior Analysis in Community Settings **Credit Hours: 1-3 (8 credit hours for this program)**

### Thesis (8 Credit Hours Minimum)

*(Offered face-to-face)*

- MHS 6971 Thesis in Applied Behavior Analysis **Credit Hours: 2-6 (8 credit hours minimum for this program)**



# Applied Behavior Analysis, Ph.D.

College of Behavioral and Community Sciences

**Department:** Child and Family Studies

Major Contacts, Deadlines, and Delivery Information

Applied Behavior Analysis (ABA) is widely regarded as the most research-based intervention for individuals with autism. ABA is an applied science and a profession that provides services to meet the diverse needs of individuals. The emphasis of the ABA doctoral major is on the development of behavior analysts who are scientist-practitioners. Students graduating from the major will receive training through coursework and research and practice activities with community partners.

**Major Research Areas:**

ABA, Applied Behavior Analysis, autism, behavior, behavior analysis, behavior management, behavioral intervention, children, developmental disabilities, experimental analysis of behavior, functional assessment, and positive behavior support.

# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- Master's degree in behavior analysis or related field with strong behavior analysis content
- Minimum 3.50 GPA in a master's major
- GRE required, preferred scores of:
  - Verbal – 40 percentile or above
  - Quantitative – 40 percentile or above
  - Analytical – 40 percentile or above
- Research experiences and expertise
- Three strong letters of recommendation
- Campus visit and interview with ABA faculty members
- Personal statement describing experience and accomplishments in ABA, future goals, and reasons for applying
- CV

Students entering the doctoral major with their master's degree are expected to have completed:

- 18 credit hours of didactic coursework in behavior analysis in the following areas: Basic behavioral principles (3 credits), research methods (3 credits), conceptual foundations (3 credits), applied behavior analysis (6 credits), and ethics (3 credits)
- An accepted master's thesis, and
- 10 hours of practicum seminar.

Students lacking in any of these prerequisites will be required to take classes in the doctoral major to cover the missing prerequisites.

## Curriculum Requirements

### Total Minimum Hours - 54 Credit Hours (Post-Master's)

- Core - 21 Credit Hours
- Independent Research - 15 Credit hours
- Dissertation - 18 Credit Hours Minimum

### Core Requirements (21 Credit Hours)

- MHS 6708 Experimental Analysis of Behavior I **Credit Hours: 3**
- MHS 7709 Experimental Analysis of Behavior II **Credit Hours: 3**
- MHS 7748 Statistical Applications in Translational Research and Evaluation **Credit Hours: 3**
- MHS 7926 College Teaching Seminar **Credit Hours: 3**
- MHS 7927 Grant Writing Seminar **Credit Hours: 3**
- MHS 7796 Conceptual Foundations of Behavior Analysis **Credit Hours: 3**
- MHS 7205 Functional Analysis **Credit Hours: 3**

### Independent Research (15 Credit Hours)

15 credit hours of independent research are required.

### Qualifying Exam

- Successful completion of two literature review papers (approved by the student's advisor and the graduate director)
- Passing score on the Behavior Analyst Certification Board Certification Exam (Students who do not pass the exam may take the exam a second time)

### Dissertation (18 Credit Hours)



The dissertation will consist of original research designed and conducted by the student under the supervision of a faculty adviser. The student will assemble a dissertation committee consisting of the adviser and three other faculty members (see Office of Graduate Studies policy on Doctoral Committees for more details).

- MHS 7980 Dissertation **Credit Hours: 2-30**



# Applied Mathematics, M.A.

College of Arts and Sciences

**Department:** Mathematics and Statistics

Major Contacts, Deadlines, and Delivery Information

The M.A. in Applied Mathematics provides the experience and knowledge to understand and appreciate prior accomplishments in the discipline and develops the skills necessary for a meaningful contribution to the intellectual advancement and applications of the discipline. It prepares its graduates to pursue long-term careers in their field by providing solid and cutting edge knowledge, as well as a technical education enabling them to take on leading positions in a modern economy. Examples of careers employing the applied mathematics knowledge include, for example, Data Analyst, Financial Analyst, Cybersecurity Specialist, Software Developers, Economist, Civil Engineer, Actuary, and many others.

## Major Research Areas

Algebra & Number Theory, Applied Statistics, Approximation Theory, Bio-Mathematics, Complex & Harmonic Analysis, Cyber-Security & Cryptography, Data Science, Differential Equations, Graph Theory & Combinatorics, Low-Dimensional Topology, Mathematics Education, Mathematical Physics, Operator Theory, Probability, Statistical Learning, Stochastic Processes & Modelling.

## ADMISSION INFORMATION

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

- A Bachelor's degree or equivalent in mathematical sciences or related area.
- At least a 55 percentile Quantitative score on the GRE; Verbal and Analytic Writing scores on the GRE are also considered.
- At least a 3.00 GPA in undergraduate math courses.
- Three letters of recommendation (two of which should be from college level mathematics/statistics professors).
- A completed math department application form, including a statement of goals.
- A completed departmental graduate teaching assistantship application form (if such a position is desired).

The Graduate Admissions Committee may provisionally admit applicants from other majors to the Master's Program if they meet the GPA requirement.

## CURRICULUM REQUIREMENTS

**Total Minimum Hours: 31 credit hours**

- Shared Core Requirements – 4 hours
- Additional Required Courses – 15 hours
- Mathematics Knowledge Breadth and Depth Coursework – 6 hours minimum
- Thesis – 6 hours minimum

### Shared Core Requirements (4 Credit Hours)

- MAS 5145 Advanced Linear Algebra **Credit Hours: 3**
- MAT 5710 Scientific Computation and Writing **Credit Hours: 1**

### Additional Required Courses (15 Credit Hours)

Students must complete the following course. If taken at the undergraduate level (MAA 4212) or its approved analogue is taken, then an approved elective may be taken in place of MAA 5306:

- MAA 5306 Introduction to Real Analysis **Credit Hours: 3**

And students must complete three of the following courses (9 credit hours)



- MAA 5405 Applied Complex Analysis **Credit Hours: 3**
- MAD 6406 Numerical Linear Algebra **Credit Hours: 3**
- MAD 6510 Algorithms in Discrete Structures **Credit Hours: 3**
- MAP 5345 Applied Partial Differential Equations **Credit Hours: 3**
- MAP 5407 Methods of Applied Mathematics **Credit Hours: 3**
- MAP 6356 Partial Differential Equations **Credit Hours: 3**
- MAT 5932 Selected Topics **Credit Hours: 1-4**
- MAT 6932 Selected Topics **Credit Hours: 1-4**

Students must also complete one of the following courses (3 Credit Hours minimum):

- STA 5326 Mathematical Statistics I **Credit Hours: 3**
- STA 6206 Stochastic Processes **Credit Hours: 3**
- STA 6348 Mathematical Statistics II **Credit Hours: 3**
- STA 6876 Time Series Analysis **Credit Hours: 3**
- STA 5446 Probability Theory I **Credit Hours: 3**

## Mathematics Knowledge Breadth and Depth Courses (6 Credit hours minimum)

The program offers structured coursework to ensure both breadth and depth of disciplinary knowledge. The student must complete one group of courses from the Fundamental Knowledge Categories or from Mathematical Depth categories with at least a 3.00 average. Fundamental categories prepare students for the optional Qualifying Examination. A student who passes the Qualifying Examination at Ph.D. level will be considered to have completed the corresponding Fundamental Knowledge Category. Each course may count towards only one Category.

### Fundamental Breadth Knowledge in Algebra, Analysis, or Topology:

#### Algebra:

- MAS 5311 Algebra I **Credit Hours: 3**
- MAS 6312 Algebra II **Credit Hours: 3**

#### Analysis:

- MAA 5307 Real Analysis I **Credit Hours: 3**
- MAA 6616 Real Analysis II **Credit Hours: 3**

*These two courses are in addition to the required MAA 5306*

#### Topology:

- MTG 5316 Topology I **Credit Hours: 3**
- MTG 6317 Topology II **Credit Hours: 3**

## Course Groups Representing Mathematics Depth

#### Applied Algebra and Number Theory:

- MAS 6325 Applied Algebra **Credit Hours: 3 AND**
- MAS 6220 Algebraic Number Theory **Credit Hours: 3**

#### Applied Mathematics:

Select one course from two of the following course pairs:

- MAP 5407 Methods of Applied Mathematics **Credit Hours: 3 OR**
- MAP 5345 Applied Partial Differential Equations **Credit Hours: 3**
- MAA 5405 Applied Complex Analysis **Credit Hours: 3 OR**
- MAD 6406 Numerical Linear Algebra **Credit Hours: 3**
- MAP 6205 Control Theory and Optimization **Credit Hours: 3 OR**

- MAP 6312 Dynamical Systems I **Credit Hours: 3**

#### Combinatorics:

- MAD 6206 Combinatorics I **Credit Hours: 3 AND**
- MAD 6207 Combinatorics II **Credit Hours: 3**

#### Complex Analysis:

- MAA 6406 Complex Analysis I **Credit Hours: 3 AND**
- MAA 6407 Complex Analysis II **Credit Hours: 3**

#### Dynamical Systems:

MAP 6312 Dynamical Systems I **AND**

- MAP 6319 Dynamical Systems II **Credit Hours: 3**

#### Functional Analysis:

- MAA 6506 Functional Analysis I **Credit Hours: 3  
AND**
- MAA 6507 Functional Analysis II **Credit Hours: 3**

#### Graph Theory:

- MAD 6305 Graph Theory I **Credit Hours: 3 AND**
- MAD 6308 Graph Theory II **Credit Hours: 3**

#### Nonlinear Analysis:

- MAP 5316 Ordinary Differential Equations I **Credit Hours: 3 AND**
- MAP 5317 Ordinary Differential Equations II **Credit Hours: 3**

#### Partial Differential Equations:

- MAP 5345 Applied Partial Differential Equations **AND**
- MAP 6356 Partial Differential Equations **Credit Hours: 3**

#### Theory of Computing:

- MAD 6616 Algebraic Automata Theory **Credit Hours: 3 AND**
- MAD 6510 Algorithms in Discrete Structures **Credit Hours: 3**

#### Statistical Methods:

- STA 5166 Statistical Methods I **Credit Hours: 3 AND**
- STA 6167 Statistical Methods II **Credit Hours: 3 AND**
- STA 6208 Linear Statistical Models **Credit Hours: 3**

#### Mathematical Statistics:

- STA 5326 Mathematical Statistics I **Credit Hours: 3 AND**
- STA 6348 Mathematical Statistics II **Credit Hours: 3 AND**

#### Linear Models and Multivariate Analysis

- STA 6208 Linear Statistical Models **AND**
- STA 6746 Multivariate Analysis **Credit Hours: 3**

#### Probability:

- STA 5446 Probability Theory I **Credit Hours: 3 AND**
- STA 6447 Probability Theory II **Credit Hours: 3**

#### Stochastic Processes and Time Series Analysis

Select two courses from the following:

- STA 6876 Time Series Analysis **Credit Hours: 3**
- STA 6206 Stochastic Processes **Credit Hours: 3**

- MAT 6932 Selected Topics **Credit Hours: 1-4** taken as Stochastic Modelling of Dynamical Systems **Credit Hours: 3**

## Comprehensive Exam

Each candidate for the M.A. degree must be examined on a thesis. The Comprehensive Examination takes the form of an oral thesis defense, in which the candidate must demonstrate knowledge of the general subject area of the thesis.

## Thesis (6 Credit Hours Minimum)

Students must register for a minimum of six (6) credit hours in MAT 6971, only six (6) hours of which may be applied toward the 30-hour degree requirement. The topic of the thesis is to be related to an application of mathematics in the real world or science.

- MAT 6971 Thesis: Master's **Credit Hours: 2-19**

## Department Handbook

The student is responsible for familiarizing themselves with the additional program requirements and expectations listed in the program handbook, particularly those concerning timely progress.



# Architecture, M.Arch.

College of Design, Art, and Performance

**Dept:** School of Architecture and Community Design

Major Contacts, Deadlines, and Delivery Information

The major leading to the accredited Master of Architecture degree is intended for students who have completed baccalaureate degrees in architecture or pre-professional majors. Students with non-architectural majors or with a pre professional undergraduate major may also enter the program once pre-requisites are completed. The comprehensive and rigorous curriculum prepares graduates for a full range of professional activities. The course of study emphasizes urban architecture and related topics to take advantage of its diverse metropolitan setting in Florida's Tampa Bay.

The School of Architecture and Community Design (SACD) is home to the Florida Center for Community Design and Research, a non-profit public service institute of the School of Architecture and Community Design. It was founded in 1986 to assist the citizens of Florida in the creation of more livable and sustainable communities through applied community design, multi-disciplinary research, and public education. The diverse staff includes architecture faculty and students, research scientists, and programmer analysts. In addition, the Center has affiliated faculty or graduate students from the Department of Anthropology, Biology, Fine Arts, Geography, and Social Work.

## Accreditation and Licensure:

Applicants for architectural licensure in Florida, and most jurisdictions in the United States, normally must have:

- earned a professional degree from a School accredited by the National Architectural Accrediting Board (NAAB)
- completed the Intern Development Program (IDP)
- passed the Architect Registration Examination (ARE)

According to the 2014 edition of the NAAB Conditions and Procedures: "In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit US professional degree programs in architecture, recognized two types of degrees: the Bachelor of Architecture and the Master of Architecture. A program may be granted a six-year, three-year, or two-year term of accreditation, depending on its degree of conformance with established educational standards. Master's degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree, which, when earned sequentially, comprise an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree."

## Accreditation:

National Architectural Accrediting Board (NAAB)

## Major Research Areas:

Architecture and Community Design



# Admission Information

In order to enroll in the M.Arch. major, students must be accepted by the Office of Graduate Studies and the School of Architecture and Community Design. These are separate admission processes that involve different application forms, supportive materials, and deadlines. For more detailed information, students should see Graduate Admissions online and visit the SACD website.

Must meet University Admission and English Proficiency requirements, as well as requirements for admission to the major, listed below.

The Master of Architecture (M.Arch.) requires

- GRE Test Score
- Written Statement of Intent
- Three letters of recommendation
- Portfolio of creative work\*
- Completed 3 prerequisite courses: Physics, Calculus, and AutoCAD

\*Students who do not have a body of creative work may enroll in 11 hours of studio to create the required portfolio

## Foundational Knowledge: 54 hours

Students who do not have a Bachelor's in Architecture or a post-professional degree are required to complete the following pre-requisites prior to admission to the Master's program. Courses completed in undergraduate pre professional or similar programs with a grade of B or above may apply with approval of admissions committee. Students must have an overall minimum of 3.00 GPA for Foundational Knowledge courses. Applicants must have completed courses in Physics, Calculus, and AutoCAD by the end of the first year in the Degree Program.

### Design/Graphics- 39 hours

- ARC 5256 Design Theory Credit hours: 3
- ARC 5361 Core Design I Credit hours: 9
- ARC 5362 Core Design II Credit hours: 9
- ARC 5363 Core Design III Credit hours: 6
- ARC 5364 Advanced Design A Credit hours: 6\*
- ARC 5731 Architectural History I Credit hours: 3
- ARC 5732 Architectural History II Credit hours: 3

*\*Prior to taking an Advanced Design Studio course, students must complete the Core Design sequence (ARC 5361, ARC 5362, and ARC 5363) from the list (above) and pass the portfolio review for those courses.*

### Technology -15 hours

- ARC 5467 Materials & Methods of Construction I Credit hours: 3
- ARC 5470 Introduction to Technology Credit hours: 3
- ARC 5587 Structures I Credit hours: 3
- ARC 5588 Structures II Credit hours: 3
- ARC 5689 Environmental Technology Credit hours: 3

## Curriculum Requirements

### Total Minimum hours- 39 (post-professional)

- Core hours- 30 hours
- Research- 4 hours
- Project - 5 hours



For licensure a total of 108 hours is required

## Core Requirements (30 hours)

- ARC 5365 Advanced Design / Comprehensive Studio **Credit Hours: 6 \***
- ARC 5366 Advanced Design / Urban Design Studio **Credit Hours: 6 \***
- ARC 6287 Professional Practice I **Credit Hours: 3**
- ARC 6288 Professional Practice II **Credit Hours: 3**
- ARC 6367 Advanced Design / Open Studio **Credit Hours: 6 \***
- ARC 6398 Introduction to Community and Urban Design **Credit Hours: 3**
- ARC 6481 Design Development **Credit Hours: 3**

\*The three core advanced design courses (ARC 5365, ARC 5366, ARC 6367) can be repeated up to two times, substituting for another Advanced Design Studio, e.g. ARC 5364.

## Required Research Courses (4 hours)

- ARC 6936 Research Methods in Architecture **Credit Hours: 2**
- ARC 6974 Master's Project Planning **Credit Hours: 2**

## Additional Courses (15 hours)

Students entering with a non-professional post-bachelor's will need to take additional coursework to meet the 108 hour requirement. All courses must be at the 5000 or 6000 level. Non-ARC courses must have prior approval of the faculty.

## Comprehensive Exam

Successful completion of the master's project serves in lieu of the comprehensive exam.

## Master's Project (5 hours)

- ARC 6976 Terminal Master's Project **Credit Hours: 5**

## Other Requirements

### GPA of 3.00 in Design

In addition to the state-wide requirement that students maintain an overall grade point average(GPA) of 3.00 or better, the School also requires that students maintain a GPA of 3.00 or better in all design courses.

## Portfolios

The faculty requires the submission of portfolios of academic work by each student at two formal portfolio reviews. Students must pass these portfolio reviews in order to advance in the major. The portfolio policy can be found on the School's website. Students are advised to prepare their design work for inclusion in their portfolios at the end of each design semester, instead of waiting until just before the portfolio due dates. Some expense, varying widely according to reproduction technique and/or ambition, should be anticipated.

## Field Trips



During the fall and spring semesters, studio students take trips with their faculty to various cities, foreign and domestic. Students are responsible for the costs of these trips including a Travel Fee which supports faculty travel expenses and includes a required processing fee assessed by USF.



# Art History, M.A.

College of Design, Art, and Performance

**Department:** School of Art and Art History

Major Contacts, Deadlines, and Delivery Information

## Also offered as a Bachelor's/Master's Pathways

**The M.A. in Art History** provides students with training in art history, theory, and methods to prepare them for careers in art collections, education, and cultural institutions, as well as for further graduate study at the Ph.D. level. Courses are offered in art and architecture from antiquity to the present. We see art history as an integral part of social and cultural history in a global context, and our classes are interdisciplinary in scope. The major is unique in featuring small, intensive seminar-style courses. Students receive individual attention from an active, award-winning research faculty, who expose students to the most recent methodological and theoretical approaches in the field. Coursework can be supplemented by international travel and study-abroad programs sponsored by the School of Art and Art History. The Contemporary Art Museum, Graphicstudio Institute for Research in Art and the Kennedy Family Visiting Artist/Scholar program are all valuable resources contributing to course content, study and possible internship opportunities in the program.

The degree provides an excellent foundation in graduate level art-historical analysis, research, and writing, an outstanding springboard for either continuing graduate studies at doctoral level to become a university professor, or professional work in a variety of arts fields including museums, non-profit and commercial galleries, libraries, education, and publishing. Some of the positions in the arts held by our graduates include: museum curator, museum registrar, non-profit art gallery director, commercial art gallery director or administrator, museum educator, museum director, art critic, art librarian, visual resources professional, corporate art collection curator, state arts agency administrator, university administrator and program director, art history instructor K-12 and college, or tenured university professor.

M.A. Art History students are guided by the art history faculty in selecting their area of research after completing a year of graduate study. This major features an endowed chair in modern and contemporary art history.

### Accreditation:

Accredited by the National Association of Schools of Art and Design (NASAD).

### Major Research Areas:

Ancient, Late Medieval, Renaissance, Early Modern, Nineteenth Century, Twentieth Century, Contemporary, Islamic.



# Admission Information

Must meet University Admission and English Proficiency requirements, as well as requirements for admission to the major, listed below.

For priority consideration: The electronic application and fee payment for USF Graduate Admissions must be completed by the posted priority admission deadline ([http://www.grad.usf.edu/programs/search\\_all.php](http://www.grad.usf.edu/programs/search_all.php)) at <https://secure.vzcollegeapp.com/usf/>. All other application materials must be submitted online at <https://usf.slideroom.com/#/login>. All official transcripts must be postmarked by the posted priority admission deadline and sent directly to the Office of Graduate Admissions.

Applications will be accepted to June 1, but submissions after January 15 are less likely to receive scholarships and funding.

Application requirements:

- Research paper, written in English, dealing with a topic in art history or a related discipline.
- Three letters of recommendation from people who can assess the applicant's academic ability, ideally from professors who have taught the applicant and are familiar with the applicant's research and classroom participation.
- Short essay of one to two pages explaining the applicant's research interests and goals for graduate study in art history. A personal interview by the art history faculty may be requested.
- CV or resume
- Admission is competitive. Fulfillment of the admissions requirements does not guarantee acceptance into the program. All submitted application materials are reviewed by the art history faculty to assess academic potential.

## Undergraduate Deficiencies in Art History

- Students pursuing graduate studies in art history, who do not have an undergraduate degree in art history may be required to take additional classes preliminary to acceptance.
- Exceptions can be granted only with consent of the art history faculty.

## Pre-Requisite Language Requirements

Applicants are expected to have reading knowledge of the foreign language most relevant for study and research in the area of interest through one of the following options:

- 1). Completion of two semesters of a beginning undergraduate foreign language course, with at least a "B" in both courses
- 2) Completion of the GSFLT (Office of Graduate Studies Foreign Language Test) with a score of 450 or above.
- 3) Completion of a proficiency exam in which they translate, from a foreign language into English, materials relevant to their particular disciplines. The form of these proficiency exams should be devised by the appropriate language professors.

4) Graduate courses taken to fulfill the language requirement may count toward up to eight hours of electives required for the Major.

Applicants should consult with the Department to determine the language appropriate to their scholarly interests and the best option for meeting the pre-requisite requirement.

## Transfer of Credit

There is no automatic transfer of non-degree seeking student credit or graduate credit earned at other institutions or from other graduate majors in the University towards M.A. degree requirements. The School of Art and Art History has designated a six-hour limit on all credit taken as non-degree seeking student status. Any transfer of credit or non-degree seeking student hours to be used toward M.A. degree requirements are only granted after a faculty review at the time the student has been accepted into the M.A. major.

# Curriculum Requirements

## Total Minimum Hours - 38 Credit hours

- Core Courses – 8 Credit hours
- Art History Seminars– 16 Credit hours minimum
- Electives – 8 hours
- Qualifying Paper Option – 2 Credit hours
- Thesis Option – 6 hours

42 Credit hours minimum Qualifying Paper Option

## 38 Credit hours minimum Thesis Option



## Core Courses (8 hours)

### Core Courses (8 hours)

- ARH 5813 Methods of Art History **Credit Hours: 4**
- ARH 5816 Research in Art History **Credit Hours: 4**

## Art History Seminars (16 Credit hours minimum)

ATo learn about a range of art-historical methods, graduate students are required to take seminars in a variety of historical periods and taught by different faculty. A student should, if possible, have at least one graduate class in each of these three areas:

1. Ancient/Medieval/Islamic
  2. Renaissance/Early Modern (15th-18th centuries)
  3. Modern/Contemporary (19-21st centuries)
- ARH 6798 Seminar in Art History **Credit Hours: 4** (Various Topics)

## Electives (8 hours)

Students complete 8 credit hours total, 5000-level or above (Directed Studies may count as elective credits).

## Thesis and Qualifying Paper Options

Students either write a qualifying paper or thesis to complete the requirements of the major. Students should consult with the M.A. Graduate Coordinator and their faculty advisor to determine which option is the best for them; the final decision rests with the faculty. For either option, a B+ average or above is required in courses taken to fulfill Major graduate credits, for students to move on to this final phase of their graduate studies.

The M.A. in Art History is a two-year major for students who attend full time, but the thesis option often takes longer to complete.

### Qualifying Paper Option (2 Credit hours)

Students in the qualifying paper option complete 2 hours of ARH 6972 and an additional 8 hours in art history seminars-various topics (for a total of 24 hours of Art History Seminars).

The qualifying paper should demonstrate the student's ability to conduct significant art-historical research, to persuade the reader by effective use of evidence and argument, and to write fluently and clearly. The qualifying paper should be a substantially revised seminar paper about 15-20 typed pages in length, excluding endnotes, bibliography, illustrations, or other materials. Students choosing this option must form a qualifying paper committee by the beginning of the semester in which the qualifying paper will be written. The Committee is composed of a major professor and a second faculty member. Members of the Committee are faculty in the School of Art and Art History, of which one must be tenured or tenure-earning. The Major Professor will usually be the professor who oversaw the writing of the original seminar paper. Students are responsible for collecting committee members' signatures. The M.A. Graduate Coordinator must authorize all committee assignments with their signature.

- ARH 6972 Graduate Qualifying Research and Writing **Credit Hours: 2**

### Thesis Option (6 hours)

Students writing the thesis should work with faculty during the second semester to begin developing potential topics. By the end of the first year, students who wish to write the thesis should decide on a thesis topic with a major professor from the art history faculty. The topic is usually related to research done in a seminar. During the following summer students prepare the thesis proposal. The proposal should define a significant research problem and explain how the topic has the potential to contribute to scholarship in the field; it must include a research plan and a critical review of the scholarly literature on the subject area. Thesis proposals will be presented to faculty and fellow graduate students in a public forum at the beginning of the third semester. Each presentation is followed by discussion, which provides an opportunity for students to receive suggestions and recommendations from faculty and peers. If the proposal is declined, the student will be eligible to pursue a qualifying paper, in which case the student will need to take 8 additional credit hours of art history seminars to fulfill the qualifying paper option requirements.



If the art history faculty approves the thesis topic, the student should form a thesis committee by the end of the semester in which they have successfully proposed a thesis topic.

The Committee is composed of at least two members and the Major Professor. The Major Professor and at least one other committee member must be chosen from tenured or tenure-earning art history faculty, or otherwise as approved by the Graduate Coordinator of the Art History Major and the Office of Graduate Studies. Students are responsible for collecting committee members' signatures. The M.A. Graduate Coordinator must authorize all committee assignments with their signature. While moderate in length and considerably more limited in scope than a doctoral dissertation, the M.A. thesis must demonstrate the student's ability to conduct original, independent research of publishable quality. The thesis should be approximately 35-40 typed pages of text—the usual length of a journal article—excluding notes, bibliography, illustrations, or other materials. When submitting drafts of the thesis to committee members, students must allow faculty members at least two weeks to read any given version. Students should remember that first drafts will have to be extensively revised several times before the thesis is accepted. Faculty are not normally available during the summer or while on research leave to read thesis drafts. The Thesis Committee must approve the final thesis before the student may schedule a date for the M.A. thesis defense. The Examining Committee will consist of the Thesis Committee. The oral defense is open to the public. No defenses are scheduled during the summer. Immediately after the orals, the Examining Committee meets to determine whether the student has passed the oral examination and whether the thesis is acceptable in its current form.

NOTE: It is usually necessary to make some changes in the thesis after the oral defense. Students should allow at least one week between the oral exam and the Office of Graduate Studies deadline so that they will be able to make the required changes.

Ideally, the student will complete the thesis and submit it in the fourth semester. It is the student's responsibility to stay abreast of Office of Graduate Studies deadlines and registration requirements in the final semester. Check with the USF Office of Graduate Studies for specific deadlines and requirements for the M.A. thesis and graduation. These are available online at <http://www.grad.usf.edu/ETD-res-main.php>. All theses must be submitted electronically.

- ART 6971 Thesis: Master's Credit Hours: 2-19  
6 hours minimum for this program

## Bachelor's/Master's Pathway

Also available as a Bachelor's/Master's Pathway

# Art, M.F.A.

College of Design, Art, and Performance

**Department:** School of Art and Art History

Major Contacts, Deadlines, and Delivery Information

The nationally ranked MFA Degree Program in Art has been carefully designed as a course of study that will maximize the student's potential for in depth investigation of his or her chosen artistic ideas, themes and /or media. Students are encouraged to acquire technical and conceptual skills in more than one medium or studio discipline and to work toward developing techniques that best communicate the content of their artistic pursuits.

**Accreditation:**

Accredited by the National Association of Schools of Art and Design (NASAD).



# Admission Information

Must meet University Admission and English Proficiency requirements, as well as requirements for admission to the major, listed below.

- A Bachelor's degree or equivalent from an accredited university or art school
- Approved portfolios are required for admission into the M.F.A. Art Major
- Transfer Credits: Requests for use of transfer credits or credits earned under non-degree seeking student status should be made when the student applies to the graduate major. The faculty will decide at the time of admission whether or not transfer credits and credits earned will be used toward the requirements for the M.F.A. degree. Transfer credit and credit earned as a non-degree seeking student to be used toward the students' M.F.A. degree is limited to 8 semester hours.

## Curriculum Requirements

**Total Minimum Hours: 60 Credit hours**

- **Core Requirements - 9 Credit hours**
- **Additional Required Courses - 4 Credit hours**
- **Electives - 45 Credit hours**
- **Research Project - 2 Credit hours**

### Core Requirements (9 Credit Hours)

- ART 6895 Graduate Seminar I **Credit Hours: 3**
- ART 6896 Graduate Seminar II **Credit Hours: 3**
- ART 6816 MFA Graduate Seminar III **Credit Hours: 3**

### Additional Required Courses (4 Credit Hours)

- ARH 6798 Seminar in Art History **Credit Hours: 4**  
Taken as **Critical Perspectives in Contemporary Art** Credit Hours

### Electives (45 Credit Hours)

- ART 5000 and 6000 Studio and Discretionary Electives
- ART 6937 Graduate Instructional Methods **Credit Hours: 1-4** (This course is an elective option for students who have not worked as a Teaching Assistant.)

### Other Requirements

The School of Art and Art History highly recommends that all students seeking an advanced degree in Art take a minimum of one course in Electronic Media.

The remainder of the major is discretionary and is designed by the student with the guidance of the Graduate Art Advisor.

### Directed Studies

As part of the student's studio and discretionary electives, he/she may register with a faculty member under a Directed Study Contract. All M.F.A. students are required to take coursework for a grade until they have formed their Supervisory Committees.

The descriptions for Directed Study are as follows:



- ART 6940 Selected Topics in Art, Grading option Regular (For a grade), 1-4 credits  
Suitable for coursework by contract in an area in which the student has prior skill.
- ART 6911 Directed Research, Grading option Regular (For a grade) 1-19 credits.  
Suitable for graduate level coursework in any area that justifies more than 4 hours of credit. May be used only after the student's Supervisory Committee is formed.  
As noted, ART 6911 is not for use by M.F.A. students who have not yet established their Supervisory Committees. The other, media specific, course numbers such as Sculpture or Painting are not often used as they are fixed at 4 credit hours.

## S-U Grades

A Student may not take any course work for a grade of "S/U" until they have elected a supervisory committee, usually by the fourth semester. All course work taken during the first three semesters must be taken in course work assigning letter grades that designate quality points. Appropriate contract numbers would include graduate level studios such as Sculpture or Painting, and ART 5910 Research for an area in which a graduate student did not have prior skill, or ART 6940 Selected Topics in Art for studies in an area where prior skill exists but the student requires variable credit or the research does not conform to clear categorization by discipline. ART 6907 Independent Study offers the S/U grading option and is not to be used until after the student has elected a supervisory committee.

## Faculty Evaluations

Faculty Evaluations at the end of first, second, and third semesters

At the end of the first, second and third semesters, students will receive a written evaluation from a faculty committee regarding their progress in the major based on a presentation of their work. A student receiving "unsatisfactory" evaluation for any two of these three semester reviews will be dropped from the major. The full faculty will review a student with two unsatisfactory evaluations before they can be dismissed from the major.

## M.F.A. Research Project Proposals

During the fourth semester students will present a proposal for their MFA Research Project. The student must form and meet with their Graduate Supervisory Committee before the conclusion of their second year. The student must present a body of work and written paper supporting the student's proposed direction.

If a student's proposal is satisfactory, he/she will select a graduate Supervisory Committee to oversee the realization of the research project. If a student's project proposal is not satisfactory, another proposal can be presented before the end of the fourth semester. If the student's proposal and re-proposal are voted unsatisfactory the student will be dismissed from the major.

## M.F.A. Research Project (2 Credit Hours)

### Exhibition/Orals/Written Document

The exhibition, written document and the orals defense conclude the student's graduate major and take place after all course work is completed. The exhibition is usually during the term the student plans to graduate, typically the second semester of the third year. M.F.A. Research Project exhibitions cannot be scheduled for the summer term. Information regarding the exhibition, the written document and the orals defense will be distributed to students prior to the final semester.

- ART 6956 MFA Research Project **Credit Hours: 2-19**  
2 hours minimum required

# Artificial Intelligence (AI) and Business Analytics, M.S.

Muma College of Business

**Department:** School of Information Systems and Management

Major Contacts, Deadlines, and Delivery Information

## Concentrations:

- Analytics and Business Intelligence
- FinTech
- Information Assurance

## Also offered as:

- track under Business Administration, Ph.D. and application area in Business Administration, M.B.A.

The online global AIBA 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 Master of Science (M.S.) in Artificial Intelligence (AI) and Business Analytics (AIBA)** prepares students for growing needs for expertise in artificial intelligence, business analytics, data science, data engineering, and information technology in the industry. The major meets the needs of organizations in information services, software development, technology consulting, and other industry sectors where artificial intelligence and business analytics are used. An Advisory Board consisting of senior artificial intelligence, business analytics, and information systems executives works closely with the department to ensure that the program stays relevant and maintains high standards.

## Accreditation

Accredited by the AACSB International – The Association to Advance Collegiate Schools of Business.



# Admission Information

Must meet University Admission and English Proficiency requirements , as well as requirements for admission to the major, listed below. Students are admitted to the M.S. program based on the evaluation of their application in its entirety, including:

- GMAT or GRE scores
  - For applicants with three (3) years or more of relevant full-time work experience in Information Systems/ Business Analytics in the geographic region where the program is offered, the requirement of standardized scores may be waived.
  - For applicants with a Bachelor's degree in Information Systems / Business Analytics from USF or equivalent U.S. universities (as deemed by the program) with a GPA of 3.50 or higher, the requirement of standardized scores may be waived.
  - Applicants requesting such waivers should provide appropriate documentation justifying such waivers based on the above criteria. Additional documentation may be sought by the program.
- Two letters of recommendations.
- Statement of purpose.
- Relevant work experience in information technology, information services, business analytics, or related sectors.
- For applicants with a 3-year Bachelor's Degree from an accredited institution, the following requirements need to be met in addition to those listed above: Minimum GMAT score of 650 or a minimum GRE score of at least 321 (combined verbal and quantitative), and a minimum of 25th percentile in the verbal portion of the test. When the 3-year Bachelor's Degree is less than 120 hours from Non-Bologna Accord Institutions, a transcript evaluation from A NACES member is required to confirm equivalency.

## Curriculum Requirements

**Total Minimum Hours: 33 credit hours**

- **Core Requirements— 15 credit hours**
- **Capstone – 3 credit hours**
- **Concentration or Electives – 15 credit hours**

The major requires 33 hours of coursework and may be taken either full-time or part-time. Full-time students with appropriate prerequisites may be able to complete the major in one full year (3 semesters) of study. Part-time students and full-time students who need prerequisites will typically need from 1 ½ to 3 years to complete the degree.

### Prerequisites

Incoming students are expected to have the following as prerequisites

1. A course in high-level, object oriented programming language (e.g., C#, C++, Java and Python) or substantial programming experience;
2. A course in Information Systems Analysis and Design or equivalent experience;
3. A course in Database Systems or equivalent experience;
4. A course in Statistics or equivalent professional qualification or experiences
5. A course in economics, or equivalent professional qualification or experiences and
6. A course in financial accounting.

These required prerequisite courses may be taken simultaneously with courses in the M.S./AIBA major. Prerequisite courses do not count toward the 33 credit hours of course requirements in the M.S./AIBA major.

## Core Requirements (15 Credit Hours)

The following courses provide an understanding of the state-of-the-art in research and practice in technical areas of Information Systems Management.

- QMB 6304 Foundations of Business Statistics **Credit Hours: 3**
- ISM 6124 Advanced Systems Analysis and Design **Credit Hours: 3**
- ISM 6218 Advanced Database Management **Credit Hours: 3**



- ISM 6225 Application Development for Analytics **Credit Hours: 3**
- ISM 6251 Machine Learning **Credit Hours: 3**

## Capstone Course (3 Credit Hours)

This course is considered the capstone of the M.S./AIBA major and as such it must be taken during one of the last two semesters of the student's major.

- ISM 6155 Enterprise Information Systems Management **Credit Hours: 3**

## Concentration or Elective Options

Students select from the following concentrations or complete 15 hours of electives.

### Analytics and Business Intelligence Concentration (15 Credit Hours)

**Students will have to complete three (3) of the following courses (9 credit hours):**

- ISM 6137 Advanced Statistical Modeling **Credit Hours: 3**
- ISM 6208 Data Warehousing **Credit Hours: 3**
- ISM 6564 Text Analytics **Credit Hours: 3**
- ISM 6562 Big Data for Business **Credit Hours: 3**
- ISM 6642 Advanced Data Science **Credit Hours: 3**

And six (6) credit hours from the Electives listed later in this document.

### FinTech Concentration (15 Credit Hours)

**Students will have to complete the following courses (8 credit hours):**

- FIN 6406 Financial Management **Credit Hours: 2**
- FIN 6778 Quantitative Analytics for FinTech **Credit Hours: 3**
- FIN 6779 FinTech and Payment Technologies **Credit Hours: 3**

**Complete one of the following courses (3 credit hours):**

- ISM 6137 Advanced Statistical Modeling **Credit Hours: 3**
- ISM 6561 Deep Learning **Credit Hours: 3**
- ISM 6562 Big Data for Business **Credit Hours: 3**
- ISM 6642 Advanced Data Science **Credit Hours: 3**

**And four (4) credit hours among the following courses:**

- FIN 6246 The Financial System and FinTech Innovation **Credit Hours: 3**
- FIN 6416 Advanced Financial Management **Credit Hours: 3**
- FIN 6455 Financial Modeling and Analytics **Credit Hours: 3**
- FIN 6465 Financial Statement Analysis **Credit Hours: 3**
- FIN 6515 Quantitative Investments **Credit Hours: 3**
- FIN 6605 International Financial Management **Credit Hours: 3**
- ISM 6905 Independent Study **Credit Hours: 1-6 (Repeatable)**
- ISM 6945 Business Analytics and Information Systems Internship **Credit Hours: 1-2 (Repeatable up to 3 credits)**

### Information Assurance Concentration (15 Credit Hours)

**Students will have to complete three (3) of the following courses (9 Credit Hours):**



- ISM 6328 Information Security & Risk Management **Credit Hours: 3**
- ISM 6577 Decision Processes for Business Continuity and Disaster Recovery **Credit Hours: 3**
- ISM 6145 Seminar on Software Testing **Credit Hours: 3**
- ISM 6316 Project Management **Credit Hours: 3**

And six (6) credit hours from the Electives.

## Electives (15 Credit Hours)

Students not opting for a concentration must complete 15 credit hours of electives as listed below. Students opting for a concentration may take any of the electives listed below to meet the 33-credit requirement of their degree that they have not already taken as part of their concentration. A maximum of nine (9) credit hours of non-departmental electives may be allowed in other areas of specialization, such as Management, Computer Science, and Supply Chain Management, with prior approval of the M.S./BAIS academic advisor:

- ISM 6137 Advanced Statistical Modeling **Credit Hours: 3**
- ISM 6145 Seminar on Software Testing **Credit Hours: 3**
- ISM 6155 Enterprise Information Systems Management **Credit Hours: 3**
- ISM 6136 Data Mining **Credit Hours: 3**
- ISM 6156 Enterprise Resource Planning and Business Process Management **Credit Hours: 3**
- ISM 6208 Data Warehousing **Credit Hours: 3**
- ISM 6316 Project Management **Credit Hours: 3**
- ISM 6328 Information Security & Risk Management **Credit Hours: 3**
- ISM 6419 Data Visualization **Credit Hours: 3**
- ISM 6562 Big Data for Business **Credit Hours: 3**
- ISM 6564 Text Analytics **Credit Hours: 3**
- ISM 6577 Decision Processes for Business Continuity and Disaster Recovery **Credit Hours: 3**
- ISM 6642 Advanced Data Science **Credit Hours: 3**
- GEB 6527 Lean Six Sigma **Credit Hours: 3**
- ISM 6905 Independent Study **Credit Hours: 1-6** (Repeatable)
- ISM 6945 Business Analytics and Information Systems Internship **Credit Hours: 1-2** (Repeatable)
- ISM 6930 Selected Topics in Management Information Systems **Credit Hours: 1-6**

## Practicum Option (1-6 Credit Hours)

The practicum option requires an investigation of a new information technology artifact. The project typically occurs in the student's place of employment and is jointly supervised by a faculty member and a manager in the company. One credit of ISM 6945 Business Analytics and Information Systems Internship would be taken for each semester that the student works on a project. The practicum would count for one to six hours of the 15 hours of AIBA electives.

## Research/Project Option (1-3 Credit Hours)

The research/ project option requires working on an AIBA related project that involves research or community engagement. The project is supervised by a faculty member. One to two credits of ISM 6905 Independent Study would be taken for each semester that the student works on a project. The research/ project option would count for one to three hours of the 15 hours of AIBA electives.

## Comprehensive Exam

In lieu of a comprehensive exam, assessments comprising the capstone course (ISM 6155 Enterprise Information Systems Management ) fulfill the requirements for the comprehensive assessment in the program.

## Graduate Certificate Options



Note that students in the Program can also obtain graduate certificates in (1) Compliance, Risk and Anti-Money Laundering and/or (2) Information Assurance by selecting elective courses suitably.

# Athletic Training, M.S.

Morsani College of Medicine

School of Physical Therapy and Rehabilitation Sciences

Major Contacts, Deadlines, and Delivery Information

USF Athletic Training Admissions Office – Professional Degree Program

<https://health.usf.edu/medicine/athletictraining/contact>

The Master of Science in Athletic Training (M.S. in A.T.) major is built around 60 credit hours of required coursework to satisfy the eligibility requirements for the students to sit for the Board of Certification examination.

Accreditation:

Commission on Accreditation of Athletic Training Education (CAATE).

**Major Research Areas:**

Athletic Training, Rehabilitation, Biomechanics, Prevention of Sudden Death in Athletics



# Admission Information

Must meet University Admission and English Proficiency requirements, as well as requirements for admission to the major, listed below.

- Meet the technical standards for admission or show potential for accomplished tasks
- Three (3) letters of Recommendation
- Personal statement in 1000 words or less describe primary career goals, what has most directly influenced your choice to become an Athletic Trainer, your attributes related to the field of Athletic Training and why you should be selected in the Athletic Training major.
- Interview (via Skype or on campus) with the Athletic Training faculty and staff
- Must complete a secondary application with ATCAS: <https://atcas.liaisoncas.com/applicant-ux/#/login>

## Prerequisite Courses

- Anatomy and Physiology (2 semesters with lab)
- Medical Terminology
- Nutrition
- Psychology
- Exercise Physiology
- Chemistry (lab preferred not required)
- Physics (lab preferred not required)
- Biology (lab preferred not required)
- Statistics
- Biomechanics/Kinesiology (Recommended not required)
- Technical Writing (Recommended not required)

## Curriculum Requirements

**Total Minimum Hours: 60 credit hours**

- **Shared Core Requirements – 6 Credit Hours**
- **Additional Required Courses – 54 Credit Hours**

### Shared Core Requirements (6 Credit Hours)

- ATR 5612 Evidence Based Medicine in Athletic Training **Credit Hours: 3**
- ATR 6116C Preventing Sudden Death in Sports Settings **Credit Hours: 3**

### Additional Course Requirements (54 hours)

- ATR 5105C Athletic Training Techniques **Credit Hours: 3**
- ATR 5125 Anatomical Basis of Clinical Practice in Sports Medicine **Credit Hours: 3**
- ATR 5217C Physical Examination I **Credit Hours: 4**
- ATR 5218C Physical Examination II **Credit Hours: 4**
- ATR 5348C Health and Wellness Promotion Across the Lifespan III **Credit Hours: 1**
- ATR 5306C Therapeutic Interventions I **Credit Hours: 4**
- ATR 5307C Therapeutic Interventions II **Credit Hours: 4**
- ATR 5308C Therapeutic Interventions III **Credit Hours: 1**
- ATR 5346C Health and Wellness Promotion Across the Lifespan I **Credit Hours: 3**
- ATR 5347C Health and Wellness Promotion Across the Lifespan II **Credit Hours: 1**
- ATR 5435 Medical Conditions **Credit Hours: 3**
- ATR 5534 Documentation in Athletic Training **Credit Hours: 1**



- ATR 6226 Advanced Athletic Training **Credit Hours: 3**
- ATR 6517 Professional Practice **Credit Hours: 3**
- ATR 6616 Research in Athletic Training **Credit Hours: 3**
- ATR 5815 Clinical Experience in Athletic Training I **Credit Hours: 1**
- ATR 5825 Clinical Experience in Athletic Training II **Credit Hours: 1**
- ATR 5835C Clinical Practicum in Athletic Training **Credit Hours: 1-3**
- ATR 6835 Clinical Experience in Athletic Training III **Credit Hours: 4**

## Non-Thesis

No thesis is required.

## Comprehensive Exam: Capstone Exam Requirement

The major is a non-thesis option, but requires successful completion of a capstone exam for each student, that will be completed during the final semester of the program. The exam consists of a comprehensive written exam, a simulated patient interaction, and design/implementation of a treatment plan.

## Other Information:

**Graduation Requirements** - Students will complete all 60 hours of didactic coursework with a minimum GPA of 3.00. Thirteen (13) of these hours will be in Clinical Experience/Clinical Practicum. Students will complete at least 1000 hours of clinical education under an approved Preceptor.

## Course Sequence

The following is the scheduled course sequence. Please note that on occasion the sequence may need to be adjusted due to faculty availability, etc. Students will receive confirmation of the course sequence as part of the advising process.

### Year 1

#### Summer

ATR 5105C Athletic Training Techniques (3)

ATR 5125 Anatomical Basis of Clinical Practice in Sports Medicine (3)

ATR 5534 Documentation in Athletic Training (1)

#### Fall

ATR 5217C Physical Examination I (4)

ATR 5306C Therapeutic Interventions I (4)

ATR 5346C Health and Wellness Promotion Across the Lifespan I (3)

ATR 5347C Health and Wellness Promotion Across the Lifespan II (1)

ATR 5815 Clinical Experience in Athletic Training I (1)

#### Spring

ATR 5307C Therapeutic Interventions II (4)

ATR 5218C Physical Examination II (4)

ATR 6116C Preventing Sudden Death in Sports Settings (3)

ATR 5435 Medical Conditions (3)

ATR 5825 Clinical Experience in Athletic Training II (1)

ATR 5348C Health and Wellness Promotion Across the Lifespan III (1)

**Total Hours Year 1: 36 credit hours**

**Year 2**

**Summer**

ATR 5612 Evidence Based Medicine in Athletic Training (3)

ATR 5835C Clinical Practicum in Athletic Training (3)

**Fall**

ATR 6517 Professional Practice (3)

ATR 6616 Research in Athletic Training (3)

ATR 6835 Clinical Experience in Athletic Training III (4)

**Spring**

ATR 5308C Therapeutic Interventions III (1)

ATR 6226 Advanced Athletic Training (3)

ATR 6845 Clinical Experience in Athletic Training IV (4)

**Total hours Year 2: 24 Credit Hours**



# Audiology, Au.D.

College of Behavioral and Community Sciences

**Department:** Communication Science and Disorders

Major Contacts, Deadlines, and Delivery Information

## Also offered as Concurrent Degrees

The Au.D. is a four-year post-baccalaureate professional degree. The primary objective is to produce audiologists who are competent to perform the wide array of diagnostic, remedial, and other services associated with the practice of Audiology and who meet the standards mandated by the Council on Academic Accreditation of the American Speech-Language-Hearing Association.

### Accreditation:

Accredited by the American Speech-Language-Hearing Association (ASHA) Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA).



# Admission Information

Must meet University requirements (see Graduate Admissions) as well as requirements for admission to the major, listed below.

In addition to the USF Admission Application, applicants to the Au.D. Major are required to complete a CSDCAS application.

- Three letters of recommendation
- A 1-2 page letter of intent
- GRE scores with preferred scores at or above the 33rd percentile on both Verbal and Quantitative sections.
- GRE writing with a preferred score of 4.00 or better
- Demonstration of competency in communication skills as determined by the chairperson or delegate.

## Curriculum Requirements

**Total Minimum Hours - 111 credit hours**

- **Core - 50 credit hours**
- **Advanced Study - 12 credit hours**
- **Practical Experience - 40 credit hours**
- **Doctoral Project - 9 credit hours**

General University requirements for graduate work must be fulfilled and a minimum of 120 hours of regularly scheduled academic course work and clinical practica at the graduate level designed to meet competencies set by the American Speech-Language-Hearing Association. Also required for graduation are the attainment of a "B-" or better in each graduate Audiology course, the attainment of clinical competence determined by a GPA of 3.00 in all clinical practica and academic coursework, satisfactory passage of annual comprehensive didactic and clinical oral examinations, and successful completion of an audiology doctoral project. A student with a bachelor's degree in any field may enter the four-year post-baccalaureate program. However, students who lack undergraduate coursework in Communication Sciences and Disorders may be required to add several courses to their graduate major. A student with a master's degree and State License in Audiology or the Certificate of Clinical Competence in Audiology (CCC-A) may be admitted into an individualized program of study.

### Core Requirement (50 Credit Hours)

#### Audiology Science Core (17 Credit Hours)

An additional 12 credits of advanced study is required as follows. With advisor approval, other graduate courses related to research in CSD, research design, and/or statistics, may be used to satisfy the Advanced Study requirement, such as SPA 7802 Critical Analysis in CSD and SPA 7807 Critical Synthesis in CSD .

- SPA 6392 Profession of Audiology **Credit Hours: 2**
- SPA 5303 Auditory Anatomy and Physiology **Credit Hours: 3**
- SPA 5120 Psychoacoustics **Credit Hours: 3**
- SPA 5132 Audiology Instrumentation **Credit Hours: 3**
- SPA 5153 Quantitative Problem Solving in Speech Pathology and Audiology **Credit Hours: 3**
- SPA 7150 Advanced Speech Science **Credit Hours: 3**

#### Audiology Practice Core (33 Credit Hours)

- SPA 5512 Audiology Counseling Across the Lifespan **Credit Hours: 3**
- SPA 6311 Medical Audiology **Credit Hours: 3**
- SPA 6340 Principles of Amplification I **Credit Hours: 3**
- SPA 6341 Principles of Amplification II **Credit Hours: 3**
- SPA 6307 Speech Perception and Sensorineural Hearing Loss **Credit Hours: 3**
- SPA 6305 Pediatric Audiology **Credit Hours: 3**
- SPA 6314 Electrophysiology **Credit Hours: 3**



- SPA 6316 Vestibular Evaluation and Treatment **Credit Hours: 3**
- SPA 6320 Aural Rehabilitation Across the Lifespan **Credit Hours: 3**
- SPA 6354 Hearing Conservation **Credit Hours: 3**
- SPA 7346 Cochlear Implants **Credit Hours: 3**

## Advanced Study (12 Credit Hours)

An additional 12 credits of advanced study is required as follows:

- SPA 6393 Audiology Practice Management **Credit Hours: 3**
- SPA 7332 Advanced Electrophysiology **Credit Hours: 3**
- SPA 7330 Advanced Vestibular Evaluation and Treatment **Credit Hours: 3**
- SPA 7331 Advanced Medical Audiology **Credit Hours: 3**

With advisor approval, other courses related to research in CSD, research design, and/or statistics may be used to satisfy the Advanced Study requirement, such as:

- SPA 7802 Critical Analysis in CSD **Credit Hours: 3**
- SPA 7807 Critical Synthesis in CSD **Credit Hours: 3**

## Practical Experience (40 Credit Hours)

- SPA 6535L Audiology Clinical Laboratory I **Credit Hours: 3**
- SPA 6536L Audiology Clinical Laboratory II **Credit Hours: 3**
- SPA 6505 Practicum **Credit Hours: 1-10 (4 credits for this program)** (Clinic I)
- SPA 6505 Practicum **Credit(s): 1-10 (6 credits for this program)** (Clinic II)
- SPA 6505 Practicum **Credit(s): 1-10 (6 credits for this program)** (Clinic III)
- SPA 6508 Advanced Audiology Practicum **Credit Hours: 1-6 (3 credits for this program)** (Clerkship I)
- SPA 6508 Advanced Audiology Practicum **Credit(s): 1-6 (3 credits for this program)** (Clerkship II)
- SPA 6508 Advanced Audiology Practicum **Credit(s): 1-6 (3 credits for this program)** (Clerkship III)
- SPA 6508 Advanced Audiology Practicum **Credit(s): 1-6 (3 credits for this program)** (Externship I)
- SPA 6508 Advanced Audiology Practicum **Credit(s): 1-6 (3 credits for this program)** (Externship II)
- SPA 6508 Advanced Audiology Practicum **Credit(s): 1-6 (3 credits for this program)** (Externship III)

## Doctoral Project (9 Credit Hours Minimum)

- SPA 6805 Research Procedures in Communication Sciences and Disorders **Credit Hours: 3 (or approved equivalent)**
- SPA 6910 Directed Research **Credit Hours: 1-19 (3 credits for this program)**
- SPA 7834 Audiology Doctoral Project Seminar **Credit Hours: 1 (3 credits for this program)** (*or approved equivalent*)

## Annual Examination

Students in Audiology will be evaluated at the end of each year of coursework. The purpose of these examinations is twofold: 1) Determine eligibility for continuation in academic coursework and practical experiences; and 2) Determine areas of weakness that will require remediation. Individualized remediation programs will be designed, if needed, by the student under the supervision of the Audiology faculty and may include the completion of additional written papers, projects, and/or additional course work.

## Audiology Doctoral Project

The goal of the Audiology Doctoral Project (ADP) is to provide an experience in basic or applied research or evidence-based practice. Upon completion of the ADP, students are expected to continue to be critical consumers of research and be able to apply current research findings to their



practice of audiology. It is expected that all students will complete the ADP experience before the end of the third year of study. The ADP must be completed and defended prior to graduation.

## Concurrent Degree

Also available as a Concurrent Degree



# Behavioral and Community Sciences, Ph.D.

College of Behavioral and Community Sciences

Department: Dean's Office

Major Contacts, Deadlines, and Delivery Information

The Ph.D. in Behavioral & Community Sciences is an interdisciplinary major focusing on research and policy in the area of behavioral health and community sciences. Behavioral and Community Sciences refers to the development and evaluation of services and interventions that promote resiliency and social well-being for at-risk populations and addresses these issues within the context of community settings.

**Major Research Areas:** Substance Abuse & Co-Occurring Disorders; Community Based Behavioral Health Systems & Services; Child & Adolescent Behavioral Health; Behavioral Health, Law, and the Justice System; Behavioral Health Disparities; Positive Behavior Intervention & Support; Disability & Rehabilitation Research & Policy; and Language and Literacy Assessment and Intervention.



# Admission Information

Must meet University Admission and English Proficiency requirements as well as requirements for admission to the major, listed below.

To be given full consideration for financial assistance, students should apply by December 15 for admission to the Fall semester.

- A bachelor's GPA of 3.50 or higher based on a 4.00 grading scale. The completed degree must be in a field related to behavioral and community sciences, e.g., behavioral healthcare, human services, human development, psychology, sociology, anthropology, economics, public health, social work, counseling education, education.
- GRE with a preferred minimum of Verbal - 150 (50th percentile), Quantitative- 147 (30th percentile), and Analytical Writing - 4.0 (50th percentile). Although students who have completed a master's degree are not required to submit GRE scores, all students are encouraged to submit GRE scores because they are considered in applications for fellowship, scholarship, and assistantship opportunities.
- Students who do not meet the minimum criteria may be admitted based on strong records reflected by other aspects of their applications (GPA, Letters of Recommendation, Writing Samples, and prior research experiences).
- Evidence of written/analytical skills which will take two-forms:
  - A writing sample, such as a major paper, thesis, or research paper of which the student is the sole author, and
  - A personal goal statement of 2-3 pages that describes why you want to obtain the Ph.D. in Behavioral & Community Sciences.Applicants are expected to communicate with potential advisors to find a good match for one's research training. The personal statement should cover: how the degree will help you in achieving your professional goals; unique qualities, life experiences, and knowledge related to the field; obstacles overcome to achieve your educational goals thus far; obstacles that may challenge you in pursuing a graduate degree; your research and teaching goals; and the USF professor you would like to work with and why.
- Two formal letters of recommendation from faculty members or other professional personnel who have knowledge of the applicant's academic background, potential for success in graduate school, and/or commitment to a research career.
- Applicants with a master's degree: Transcripts from the master's degree will be evaluated to determine coursework that will be applicable toward the 90 hours of credit required for the doctoral major  
Prior to applying for the major, applicants are encouraged to contact faculty with whom they would like to study and discuss the fit between the student's area of research interest and the faculty member's research focus.

## Curriculum Requirements

### Total Minimum Hours - 90 (Post-Bachelor's)

- Core requirements - 9 credit hours
- Additional required courses - 6 credit hours
- Research/statistics foundation courses - 6 credit hours
- Advanced research courses - 12 credit hours
- Didactic courses in behavioral & community sciences - 18 credit hours
- Specialization courses - 9 credit hours
- Directed research - 18 credit hours
- Dissertation - 12 credit hours

### Core Requirements (9 Credit Hours)

- MHS 6742 Community Based Research and Evaluation in Behavioral Sciences **Credit Hours: 3**
- MHS 6409 Evidence-Based Practice in Behavioral and Community Sciences **Credit Hours: 3**
- MHS 7707 Interdisciplinary Approaches to Policy and System Change in Behavioral Health **Credit Hours: 3**

### Additional Required Courses (6 Credit Hours)

- MHS 7720 Proseminar in Behavioral and Community Sciences **Credit Hours: 1-3** (3 credits for this program)
  - EDF 6213 Biological Bases for Learning Behavior **Credit Hours: 3**
- OR
- PSB 6056 Physiological Psychology **Credit Hours: 3**



## Research/Statistics Foundation Courses (6 Credit Hours)

In consultation with their academic advisor, students will select two Research Methods or Statistics courses that provide a foundation for advanced research courses. Additional courses not in the list below can be approved by the advisor and Graduate Director.

- EDF 6407 Statistical Analysis for Educational Research I **Credit Hours: 4**
- MHS 5746 Quantitative Research Methods in the Social Sciences **Credit Hours: 3**
- GEY 6402 Statistical Methods in Aging Research **Credit Hours: 3**
- EDF 6481 Foundations of Educational Research **Credit Hours: 3**
- MHS 6743 Qualitative Research Foundations **Credit Hours: 3**

## Advanced Research Courses (12 Credit Hours)

Students will select four courses from at least two of the following areas. Courses such as those listed across multiple departments will be considered to best fit the student's individualized plan of study.

### Advanced Statistics

- MHS 7748 Statistical Applications in Translational Research and Evaluation **Credit Hours: 3**
- GEY 6403 Multivariate Statistical Analysis for Aging Research **Credit Hours: 3**
- PHC 6054 Applications of Advanced Biostatistical Methods in Public Health **Credit Hours: 3**
- PHC 7056 Longitudinal Data Analysis **Credit Hours: 3**
- EDF 7412 Application of Structural Equation Modeling in Education **Credit Hours: 3**
- EDF 7474 Applied Multilevel Modeling in Education **Credit Hours: 3**

### Research Design

- PSY 6217 Research Methods and Measurement **Credit Hours: 2-4 (3 credits for this program)**
- SPA 7931 Seminar in Communication Sciences and Disorders **Credit Hours: 3**
- MHS 6744 Single Case Experimental Design **Credit Hours: 3**

### Program Evaluation

- MHS 7740 Survey Course in Planning, Evaluation and Accountability **Credit Hours: 3**
- PHC 6708 Evaluation and Research Methods in Community Health **Credit Hours: 3**

### Qualitative Methods

- PHC 6193 Qualitative Methods in Community Health Research **Credit Hours: 3**
- PHC 6725 Focus Group Research Strategies **Credit Hours: 3**
- EDF 7477 Qualitative Research in Education Part I **Credit Hours: 4**

### Measurement

\*Pre requisite course EDF 6432 or equivalent

- EDF 6432 Foundations of Measurement **Credit Hours: 3**
- EDF 7436 Rasch Measurement Models **Credit Hours: 3 \***
- EDF 7439 Foundations of Item Response Theory **Credit Hours: 3 \***

## Didactic Courses in Behavioral & Community Sciences (18 Credit Hours)



In consultation with their academic advisor, students will design an appropriate curriculum to obtain foundational content and skills in their area of interest that will prepare them for Advanced Study. Graduate courses in the behavioral and community sciences (e.g., psychology, behavioral health, public health, education, economics, sociology) within and outside the college can be used to satisfy this requirement.

## Specialization Courses (9 Credit Hours)

Students will complete a minimum of nine hours in a specialty area. The specialty area will be developed on an individual basis with each student and the student's faculty advisor. Examples of possible specialties include:

- Child & Adolescent Behavioral Health
- Positive Behavior Intervention & Support
- Substance Abuse & Co-Occurring Disorders
- Community Based Behavioral Health Systems & Services
- Behavioral Health, Law, and the Justice System
- Recovery Oriented Behavioral Health
- Disability & Rehabilitation Studies
- Behavioral Health Disparities

## Directed Research (18 Credit Hours)

Following the completion of the first six-hours of directed research, students will complete a research "product" such as a conference presentation, poster session, publication, portions of a grant proposal, literature review or other comparable product to demonstrate their progress in developing research proficiency. Ideally, this product will be associated with their dissertation topic. The remaining 12 hours of Directed Research will be conducted during the second and third year of study and will be conducted with the guidance of the student's major professor with research outcomes specified in the student's plan of study related to their eventual dissertation proposal.

- MHS 6915 Directed Research in Behavioral and Social Sciences **Credit Hours: 1-6**

## Qualifying Exam/Doctoral Candidacy

Students will be admitted to doctoral candidacy upon completion of a qualifying exam. The qualifying exam will require completion of a grant proposal suitable for supporting dissertation or early career research (e.g., F31 or R03) and an oral examination.

## Dissertation (12 Credit Hours Minimum)

The dissertation will consist of original research designed and supervised by a faculty advisor. The student will select the faculty member who will serve as the major advisor within the first year of study. Each student will have a dissertation committee consisting of the major advisor and three other faculty members from different disciplines to reflect the interdisciplinary approach of the major. The student will write a dissertation proposal that outlines the completed project and will defend the proposal to obtain committee approval for beginning the dissertation. The dissertation will consist of a series of three articles with an introductory and conclusion chapter. The student will complete a public oral defense of the dissertation and the committee will judge the adequacy of the final document and the oral defense for approval for the Ph.D. degree.

- MHS 7980 Dissertation **Credit Hours: 2-30**

## Other Requirements

The Plan of Study must include at least 18 hours of coursework in an area that will fulfill the SACS teaching requirement of 18 hours in the field to ensure eligibility for university positions.

# Big Data Analytics, Ph.D.

Muma College of Business  
**Department:** Dean's Office

Major Contacts, Deadlines, and Delivery Information

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 Arts & Sciences, Business, Engineering, and Public Health. 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.

- Bachelor's required; 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.
- GRE scores are to be strong and competitive and will be reviewed holistically in the context of the overall application package
- Personal statement of purpose/interest
- 3 Letters of recommendation
- Current curriculum vitae
- Virtual interviews

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. Students who have not completed some or all of these foundation courses need to demonstrate proficiency in these areas by either completing related coursework at USF such as:

COP 4530	Data Structures
MAS 3105	Linear Algebra
MAD 4301	Introduction to Graph Theory

Or equivalent (such as a Course or Certificate) pre-approved by the Graduate Director before registration in the program's core courses.

## Curriculum Requirements

### Total Minimum Hours - 72 hours post-bachelor's

- Core - 6 Credit Hours
- Additional Required Coursework -35 Credit Hours Minimum
- Electives and Practicum - 7 Credit Hours Minimum
- Dissertation - 24 Credit Hours Minimum

### Core (6 Credit Hours)

- COT 6405 Introduction to the Theory of Algorithms **Credit Hours: 3**
- ISM 7936 Design Science Research Seminar **Credit Hours: 3**

### Additional Required Coursework (35 credit hours minimum)

The curriculum is divided into three different perspective areas from which students are required to gain competency. Students must take at least one course from each of the 11 categories listed below each perspective and an additional course from the Causality and Experimentation category.

#### HUMAN PERSPECTIVE:



#### Ethics and Privacy

- GEB 6445 Social, Ethical, and Legal Systems **Credit Hours: 3**
- GEB 6457 Ethics, Law and Sustainable Business Practices **Credit Hours: 3**

#### Cognitive Biases and Impact on Modeling, Decision Making

- EXP 7099 Graduate Seminar in Experimental Psychology **Credit Hours: 1-3**
- EXP 6608 Cognitive Psychology **Credit Hours: 3**

#### Data Communication and Storytelling

- ISM 6419 Data Visualization **Credit Hours: 3**
- CIS 6930 Special Topics **Credit Hours: 1-5 Taken as Data Visualization (3 Credit Hours)**
- CAI 5615 Affective Computing **Credit Hours: 3**

#### Causality and Experimentation

(Student chooses two courses from this category):

- 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**
- INP 6935 Topics in Industrial-Organizational Psychology **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 PERSPECTIVE:

##### Data Mining

- CAI 5135 Data Mining **Credit Hours: 3**
- ISM 6136 Data Mining **Credit Hours: 3**
- ESI 6635 Advanced Analytics I **Credit Hours: 3**

##### Machine Learning

- ISM 6251 Machine Learning **Credit Hours: 3**
- CIS 6930 Special Topics: Predictive Analytics (3 Credit Hours) (proposed)
- CAI 5107 Machine Learning **Credit Hours: 3**
- EIN 6934 Special Industrial Topics I **Credit Hours: 1-3**

##### Artificial Intelligence and Deep Learning

- CAP 5625 Introduction to Artificial Intelligence **Credit Hours: 3**
- ESI 6681 Deep Learning Analytics **Credit Hours: 3**

##### Databases/Big Data

- ISM 6218 Advanced Database Management **Credit Hours: 3**
  - ISM 6562 Big Data for Business **Credit Hours: 3**
- CIS 6930 Special Topics: Advanced Databases (3 Credit Hours)  
CIS 6930 Special Topics: Introduction to Hadoop and Big Data (3 Credit Hours)

##### Mathematics/Linear Algebra

- MAS 5145 Advanced Linear Algebra **Credit Hours: 3**
- STA 6746 Multivariate Analysis **Credit Hours: 3**

#### STATISTICAL PERSPECTIVE:

##### Probability/Statistics

- STA 5166 Statistical Methods I **Credit Hours: 3**
- STA 5446 Probability Theory I **Credit Hours: 3**
- STA 5326 Mathematical Statistics I **Credit Hours: 3**



## Optimization

- 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**
- EIN 6935 Special Industrial Topics II **Credit Hours: 1-3** Taken as: Nonlinear Optimization and Game Theory **Credit Hours 3**
- EIN 6936 Special Industrial Topics III **Credit Hours: 1-3** Taken as Multi-Objective Optimization **Credit Hours: 3**

## Electives and Practicum (7 Credit Hours Minimum)

Students are expected to take at least one elective course chosen in consultation with the Graduate Director, and either independent study or practicum 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.

The total combined number of credit hours for the electives and independent study/practicum course should be at least 7 hours.

- 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

## 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.

- ISM 7980 Dissertation **Credit Hours: 2-12** (24 credits required for this program)



# Bioinformatics and Computational Biology, M.S.B.C.B.

Morsani College of Medicine  
**Department:** Medical Sciences

Major Contacts, Deadlines, and Delivery Information

The Master's Degree Program in Bioinformatics and Computational Biology at the University of South Florida represents a multi-college partnership and a truly interdisciplinary collaboration. The major is designed to meet the increasing demand for trained people in this emerging area, which crosses the traditional fields of biological, mathematical and computer sciences. The major, therefore, builds on and complements the current strengths of the university. The goal of the Master's Degree Program in Bioinformatics and Computational Biology is to provide students enrolled in the major with high quality training and education that will prepare them for careers in science, industry, health care and education. The curriculum has been designed accordingly and provides the theoretical background, the practical training and, with the internships, the "real life" experience, which will equip students with the essential tools for a successful career in the field.

# Admission Information

Must meet University Admission and English Proficiency requirements, as well as requirements for admission to the major, listed below.

- Completed pre-requisite prior training in biological sciences, chemistry, and engineering
- Two (2) letters of recommendation
- Required Supplemental Information Form
- Statement of Purpose
- Resume

If an applicant is an international applicant a course-by-course transcript evaluation will also be required.

Application Procedures - <https://www.usf.edu/admissions/graduate/admission-information/index.aspx>

## Curriculum Requirements

### Total Minimum Hours - 36

- Core Requirements – 11 Credit Hours
- Ethics Requirement - 2 Credit Hours
- Electives – 15 Credit Hours Minimum
- Internship – 4 Credit Hours Minimum
- Remaining hour(s) taken in electives, internship, or general coursework

### Required Core Courses (11 hours)

- BCH 6886 Fundamentals of Structural Bioinformatics **Credit Hours: 4**
- GMS 6068 Principles of Molecular Medicine **Credit Hours: 4**
- BCH 6746 Structural Biology **Credit Hours: 3**

### Ethics Requirement (2 Credit Hours Minimum)

Students must take an Ethics course, which could be either:

- BSC 6437 Biotechnology and Bioethics **Credit Hours: 3** OR
- GMS 6871 Health Sciences Ethics **Credit Hours: 2**

### Electives (15 Credit Hours)

Students may select from graduate courses offered in the areas of science, engineering, public health, business, or law; or other courses based on availability and approval by the Graduate Director.

### Comprehensive Exam

In lieu of the Comprehensive exam, a practical internship and theoretical assignment, which will both require the successful application of the knowledge they have acquired during their formal training, are required. Specifically:

- an internship with a written and an oral internship report and
- a review paper providing an overview of recent advancements in an area of biotechnology of the student's choice.

### Internship (4 Credit Hours)



- BCH 6942 Bioinformatics Internship | **Credit Hours: 4-6**

## Non-Thesis

This is a non-thesis program.