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INTRODUCTION

This handbook provides information on the policies, procedures and requirements for the Ph.D. in Behavioral and Community Sciences (BCS) at the University of South Florida. In addition to the content of this handbook, the policies and procedures of the University, College, and academic departments apply to doctoral students. Students should refer to the USF Graduate Catalog for general requirements for all doctoral students at USF. Questions regarding the required paperwork and procedures should be directed to the BCS Doctoral Program Director or the USF Office of Graduate Studies.

Behavioral and community science is an interdisciplinary field that refers to the development and evaluation of services and interventions that promote resiliency and social well-being for at-risk populations. The goal of behavioral and community science is to improve community services through early intervention, integrated care, policy and system change, and positive behavioral interventions and support.

The Ph.D. in Behavioral & Community Sciences is an interdisciplinary program that prepares students to conduct research to enhance the quality of life and productivity of individuals with social, emotional, and behavioral challenges (e.g., mental illness, substance use disorders, co-occurring disorders, developmental delays and disabilities, and behavior disorders) and socio-cultural challenges (e.g., poverty, service disparities, homelessness).

Students and mentors design an individualized program of study in specialization areas such as mental illness; substance use; co-occurring disorders; child & adolescent behavioral health; developmental disabilities; positive behavior interventions & support; behavioral health, law, & the justice system; behavioral health disparities; and disability research & policy. Students may design their own unique area of focus if relevant faculty mentorship is available.

The Ph.D. in Behavioral & Community Sciences prepares individuals for positions as faculty members in universities or researchers in organizations that have a research mission such as federal agencies, state agencies, and private organizations. Examples of related jobs posted in the Chronicle of Higher Education in recent months included health research positions; social and behavioral science positions; and over 50 positions in human services, public policy, and closely related educational fields.

PLEASE NOTE: USF POLICIES AND REGULATIONS MAY CHANGE DURING THE COURSE OF YOUR DOCTORAL STUDIES. IF A CONFLICT EXISTS BETWEEN THIS DOCUMENT AND USF POLICIES AND REGULATIONS, THE USF POLICIES WILL APPLY. STUDENTS ARE EXPECTED TO CONFIRM POLICIES AND PROCEDURES ON THE USF OFFICE OF GRADUATE STUDIES WEBSITE.
DOCTORAL PROGRAM REQUIREMENTS

Students must complete the following requirements to be eligible for the Ph.D. in Behavioral & Community Sciences.

- Complete 90 hours of post-baccalaureate coursework as follows:
  
<table>
<thead>
<tr>
<th>Course Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral Core Courses</td>
<td>15</td>
</tr>
<tr>
<td>Research Methods &amp; Statistics Courses</td>
<td>18</td>
</tr>
<tr>
<td>Behavioral &amp; Community Sciences (BCS) Courses</td>
<td>18</td>
</tr>
<tr>
<td>Specialization Courses</td>
<td>9</td>
</tr>
<tr>
<td>Directed Research</td>
<td>18</td>
</tr>
<tr>
<td>Dissertation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>90</td>
</tr>
</tbody>
</table>

- Transcripts of students admitted with a master’s degree will be evaluated by the Faculty Academic Advisor and BCS Doctoral Program Director to determine coursework that may be applicable toward the 90 hours of credit required for the doctoral program. See section of this Handbook on Transfer of Credit.

- Complete and pass the qualifying exam. Note: Students are strongly encouraged to take a course in grantwriting prior to the qualifying exam.

- Complete and defend the dissertation.

- Fulfill the residency requirement, i.e., register for a minimum of nine hours for each of two semesters in a twelve month period.

- Maintain continuous enrollment (see subsequent section in this handbook).

Transfer of Credit

Students may transfer in up to 45 hours of structured graduate-level coursework from regionally accredited institutions, including USF System Institutions with the approval of the graduate program, college, and Office of Graduate Studies. Note the 45 hour maximum includes the total of both external Transfer of Credit and Internal Application of credit. Only graduate-level (equivalent to USF 5000-7999) structured coursework with a grade of B (3.00) or better may be transferred. Courses with Pass/Fail grades are not eligible for transfer. Courses must not be older than ten years at the time of graduation or course currency is required. Grades from courses taken at other Institutions are not calculated in the USF GPA, but courses are listed on the transcript.
COURSE REQUIREMENTS

Doctoral Core Courses (15 hrs. required)
MHS 6742: Community Based Research & Evaluation in Behavioral Sciences (3 hrs.)
MHS 6491: Evidence-Based Practice in Behavioral & Community Sciences (3 hrs.)
MHS 7707: Interdisciplinary Approaches to Behavioral Health Policy & Systems (3 hrs.)
MHS 7721: Professional Seminar in Behavioral & Community Sciences (1 hr. x 3)
EDF 6213: Biological Bases of Behavior (3 hrs.) OR
PSB 6056: Physiological Psychology OR comparable course (3 hrs.)

Research Methods & Statistics Foundation Courses (6 hrs. required) such as
MHS 5645: Applied Qualitative Research Methods (3 hrs.)
MHS 5746: Applied Quantitative Research Methods (3 hrs.)
GEY 6402: Statistics Methods (3 hrs.)

Advanced Research Courses (12 hrs. required)
Students will select four courses from at least two of the following areas.

Advanced Statistics
MHS 7748 3 Statistical Applications in Translational Research & Evaluation
GEY 6403 3 Multivariate Statistical Analysis
PHC 7054 3 Advanced Biostatistical Methods
PHC 7056 3 Longitudinal Data Analysis
EDF 7412 3 Application of Structural Equation Modeling
EDF 7474 3 Applied Multilevel Modeling in Education

Research Design
EDF 6481 3 Foundations of Educational Research
PSY 6217 3 Single Case Experimental Design

Program Evaluation
MHS 7740 3 Mental Health Planning, Evaluation, and Accountability
PHC 6708 3 Evaluation Methods in Community Health

Qualitative Methods
PHC 6193 3 Qualitative Methods in Community Health Research
PHC 6725 3 Focus Group Research Strategies

Measurement
MHS 7747 3 Measurement Issues in Behavioral Health Services Research
EDF 6432 3 Foundations of Measurement
EDF 7436 3 Rasch Measurement Models*
EDF 7439 3 Foundations of Item Response Theory*

*Prerequisite course EDF 6432 or equivalent
Behavioral & Community Science Courses (18 hours required)
Students complete 18 hours of coursework offered by the College of Behavioral & Community Sciences or its faculty. The purpose of these courses is to provide students with a breadth of understanding of the various dimensions of behavioral health. Examples of courses follow:

MHS 6065: Issues and Trends in Developmental Disabilities
MHS 6066: Systems, Services, and Supports in Development Disabilities
MHS 6067: Evidence-Based Practices in Developmental Disabilities
MHS 6068: Community-Based Behavior Health Interventions for Culturally Diverse Youth
MHS 6069: Child & Adolescent Behavioral Health
MHS 6072: Epidemiology and Prevention in Children’s Mental Health
MHS 6075: Cultural Competency in Behavioral Health
MHS 6095: Family-Centered Interdisciplinary Systems of Care
MHS 6410: Intensive Individualized Positive Behavior Support
MHS 6437: Family Perspectives on Behavioral Health Disparities
MHS 6494: Women’s Mental Health
MHS 6508: Wraparound Interventions and the System of Care
MHS 6605: Behavior Challenges in Young Children
MHS 6607: Behavioral Consultation and Collaborative Systems Change
MHS 6608: School-wide Positive Behavior Support
MHS 6641: Mental Health Informatics
MHS 6706: Child & Adolescent Behavioral Health Policy
MHS 6900: Epidemiology of Mental Disorders
MHS 6900: Substance Abuse, Crime and the Justice System
MHS 6900: Co-Morbidity and Physical Disorders
MHS 6938: Grant Writing Seminar*
GEY 7404: PhD Seminar in Grant Writing*
MHS 7927: Grant Writing Seminar *
PHC 6548: Grant Writing in Mental Health*
PHC 7937: Advanced Seminar in Grant Writing*
RCS 5080: Medical Aspects of Disability
RCS 5480: Human Growth & Development
RCS 5780: Legal and Ethical Aspects of Rehabilitation
RCS 5450: Fundamentals of Substance Abuse
RCS 6440: Social and Cultural Foundations of Rehabilitation
RCS 6930: Obesity and Eating Disorders

*At least one grant-writing seminar is strongly recommended for all students prior to the qualifying exam.
Examples of Specialization Courses (9 hours)
In addition to obtaining a breadth of coursework in Behavioral and Community Sciences, students gain specialized expertise by taking 9 hours of courses of particular relevance to their research interests. The specialization courses are in addition to the 18 hours of Behavioral & Community Science courses. Specialization courses may be selected from a wide array of offerings at USF if they are approved by Faculty Academic Advisor and open to students outside the host department. Some examples are listed here. Please see the Doctoral Course Inventory for a more complete listing.

Developmental Disabilities
MHS 6065: Issues and Trends in Developmental Disabilities
MHS 6066: Systems, Services, and Supports in Developmental Disabilities
MHS 6067: Evidence-Based Practices: Behavioral Health for Children & Adolescents with DD

Positive Behavior Support
MHS 6410: Intensive Individualized Positive Behavior Support
MHS 6608: School-wide Positive Behavior Support
MHS 6607: Behavioral Consultation and Collaborative System Change

Children’s Mental Health
MHS 6072: Epidemiology and Prevention in Children’s Mental Health
MHS 6605: Behavior Challenges of Young Children
MHS 6706: Child & Adolescent Behavioral Health Policy

Substance Use and Addictions
RCS 5450: Fundamentals of Substance Abuse
MHS 6900: Substance Abuse, Crime, and the Justice System
MHS 6900: Co-Morbidity and Physical Disorders

Cultural Competence and Health Disparities
MHS 6075: Creating Cultural Competence in Behavioral Health Organizations
PHC 6412: Health Disparities and Social Determinants
MHS 6469: Women’s Mental Health

Public Policy
PAD 6307: Policy Analysis, Implementation, and Program Evaluation
PHC 6151: Health Policy and Politics
PUP 6421: Public Health Law and Ethics

Economics and Finance
ECP 6536: Economics of Health Care I
ECP 7537: Economics of Health Care II
MHS 6097: Financing of Children’s Mental Health
HIV/AIDS
PHC 6549: HIV and Mental Health
ANG 6750: Socio Cultural Aspects of HIV/AIDS
GMS 6849: Approaches to Clinical and Behavioral Research on Adolescents: Focus on HIV

Behavioral Health Systems
MHS 6607: Behavioral Consultation and Collaborative Systems Change
MHS 7740: Mental Health Planning, Evaluation, and Accountability
MHS 6096: Program Development and Implementation in Children’s Mental Health

Non-Profit Management
PAD 6146: Nonprofit Management and Leadership
PAD 6335: Strategic Planning and Social Innovation for Public & Nonprofit Organizations
PAD 6307: Resource Development: Fund Raising and Grantsmanship

Disciplinary Coursework
University accreditation agencies require at least 18 hours of coursework in a discipline area in order to be eligible to teach courses in the disciplinary area. In order to ensure Ph.D. graduates will have the disciplinary background to teach in university settings, the Plan of Study must include 18 hours in a disciplinary field.

Directed Research (18 hours)
MHS 6915: Directed Research in Behavioral & Social Sciences (18 hours)

Students must complete 18 hours of Directed Research. A Directed Research Contract must be completed for each semester of Directed Research (Appendix C).

Students must show evidence of research competence. Evidence of research competence includes (but is not limited to) success in writing research proposals and conducting research (directed research projects, projects with other students and faculty), acquiring grant support, participating in college colloquia, submission and acceptance of conference papers, and submission and acceptance of manuscripts.

Following the completion of the first 6 hours of directed research, students must 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 the student’s dissertation topic. The research outcomes for the remaining 12 hours must be specified in the student’s plan of study and related to their eventual dissertation proposal.
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. The oral exam will focus primarily on the grant proposal. Students are strongly encouraged to enroll in at least one grant writing course prior to beginning to work on the grant proposal for the qualifying exam.

Dissertation (12 hours)
MHS 7980: Dissertation Research (12 hours)

The dissertation consists of original research developed by the student and supervised by a Dissertation Director. The dissertation consists of three related articles with an introductory and conclusion chapter. The three articles must be publication-ready, i.e., formatted for and/or submitted for publication in one or more scholarly journals.

A Directed Research Contract must be completed for each semester of Dissertation Research (Appendix C).

The student is responsible for writing a dissertation proposal that describes the complete project, defending the proposal to the Dissertation Committee, and obtaining committee approval before beginning the dissertation. The student completes the dissertation and then schedules a public oral defense of the dissertation. The Dissertation Committee members assess the adequacy of the dissertation and the oral defense and decides if the student will be approved for the Ph.D. degree.
## Table One

**Sample Progression for Student Entering With Bachelor’s Degree**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
</table>
| 1    | Research/Stats Course 1 (3)  
Behavioral/Community Course 1 (3)  
Behavioral/Community Course 2 (3)  
Behavioral/Community Course 3 (3)  
Total: 12 hrs. | Research/Stats Course 2 (3)  
Behavioral/Community Course 4 (3)  
Behavioral/Community Course 5 (3)  
Behavioral/Community Course 6 (3)  
Total: 12 hrs. | Directed Research (6)  
Total: 6 hrs. |
| 2    | Biological Bases of Behavior (3)  
Advanced Research 1 (3)  
Specialization Course 1 (3)  
Proseminar (1)  
Total: 10 hrs. | Community Based Research (3)  
Advanced Research 2 (3)  
Specialization Course 2 (3)  
Proseminar (1)  
Total: 10 hrs. | Advanced Research 3 (3)  
Directed Research (3)  
Total: 6 hrs. |
| 3    | Policy & Systems Change (3)  
Advanced Research 4 (3)  
Grant Writing Seminar (3)  
Proseminar (1)  
Total: 10 hrs. | Evidence-Based Practice (3)  
Directed Research (3)  
Specialization Course 3 (3 hrs.)  
Total: 9 hrs. | Directed Research (3)  
Qualifying Exam  
Total: 3 hrs. |
| 4    | Dissertation Research  
Total: 4 hours | Dissertation Research  
Total: 4 hours | Dissertation Research  
Total: 4 hours |
SELECTED POLICIES AND PROCEDURES THAT ALL DOCTORAL STUDENTS NEED TO KNOW
ACADEMICS

The preparation of high quality scholars requires close monitoring of academic and professional standards to ensure that students are well prepared and competitive for a career in their chosen field. The processes for guiding students toward successful completion of the Ph.D. degree are described in this section of the Handbook. The USF Office of Graduate Studies maintains the current list of policies and procedures related to doctoral students. All students are responsible for reviewing the relevant policies and adhering to the procedures described (see http://www.grad.usf.edu/policies.php)

DOCTORAL ADVISORY PROCESS

Faculty Academic Advisor
Upon acceptance to the program, a Faculty Academic Advisor will be designated by the BCS Doctoral Program Director. Typically, this will be the faculty member the applicant has requested as a potential research mentor. The student and Faculty Academic Advisor will develop a program of study that will guide the student toward completion of all degree requirements (See Appendix A). The Ph.D. Program Director must also approve the plan of study and will keep a copy in the student’s file.

Prior to the start of every semester, students should meet with their Faculty Academic Advisor to discuss progress toward degree completion. The advisor is responsible for making any adjustments to the student’s plan of study, if necessary. All substantive changes to the student’s plan of study should be approved by the BCS Doctoral Program Director.

Students who wish to change their Faculty Academic Advisor should consult with the Ph.D. Program Director. The change must be approved by the new advisor and the Ph.D. Program Director.

Grade Point Requirements
To be considered a student in good standing, graduate students must maintain an overall minimum GPA of 3.00 (on a 4.00 scale) in all courses taken as a graduate student. Only grades of “C” or better will be accepted toward a graduate degree; no grade below C will be accepted, including a grade of C-. Failure to maintain a GPA of at least 3.0 will result in the student being placed on academic 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. Students with a GPA below 3.0 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. Students on probation may only enroll in graduate courses (5000-7000 level) that are part of the approved degree program requirements as specified in the Graduate Catalog.
Grade Requirements for Core Courses and Research/Statistics Courses

Students must obtain a grade of “B-” or higher in all core courses and all research/statistics foundation courses. Students who do not obtain a grade of at least B- must retake that course at the earliest possible date or complete alternative remediation acceptable to the course instructor. Following a second grade less than “B-” in the same course, the student must receive approval of the Ph.D. Program Director to retake the course a third time. However, repeated failure to achieve a grade of “B-” or better in core courses and research/statistics foundation courses may be grounds for termination from the program.

Incomplete Grades

An Incomplete grade (“I”) is exceptional and granted at the instructor’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U). The student must contact the instructor prior to the end of the semester so that the instructor can submit a Graduate Incomplete Grade Contract Form to the Graduate School by the date grades are due. 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. See the USF Graduate Catalog for a complete description of University policy regarding “I” grades.

Course Load

Prior to admission to doctoral candidacy, students should register for at least 9 hours in the fall and spring and at least 6 hours in the summer. After admitted to doctoral candidacy, students should register for a minimum of 2 hours each semester (spring/summer/fall).

Graduate, Instructional, Teaching, and Research Assistants must be full-time students, enrolled in nine (9) or more credit hours toward their degree in each of the employed fall or spring semesters, and six (6) or more hours in the summer semester if they are receiving a stipend.

Graduate Assistants seeking a reduction in course loads below these minimal requirements on the basis of financial hardship or other personal reasons must submit a request to the BCS Doctoral Program Director for approval at least two months in advance of the semester during which they will carry a reduced load. Under some circumstances, it might be advisable to request a leave of absence rather than a reduced load. Before submitting this form, however, students should consider the implications of taking less than a full load, e.g., financial aid, loan deferral, V.A. benefits, other. It is recommended that students holding loans check the requirements of their lending institution. Students receiving Veterans’ Administration benefits should also confirm enrollment requirements. Students may also be subject to tax withholding if they are not registered as full-time students. Finally, to maintain student status according to
USF, students must maintain continuous enrollment (see below). The Request for Reduction in Registration Hours form is available in Appendix B.

Changes in Course Load
If students need to make any changes in the number of courses taken past the drop/add deadline, they must submit an Office of Graduate Studies Petition form, available at [http://www.grad.usf.edu/student-forms.php](http://www.grad.usf.edu/student-forms.php). Before submitting this form, however, students should consider the implications of taking less than a full load, e.g., financial aid, loan deferral, V.A. benefits, other. It is recommended that students holding loans check the requirements of their lending institution. Students receiving Veterans’ Administration benefits should also confirm enrollment requirements. Students may also be subject to tax withholding if they are not registered as full-time students. Finally, to maintain student status according to USF, students must maintain continuous enrollment (see below).

Continuous Enrollment
All doctoral students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. 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 requirement in lieu of the Continuous Enrollment requirement.

Federal regulations specify enrollment requirements needed to comply with the Satisfactory Academic Progress (SAP) policy for financial aid recipients (see [http://www.usf.edu/financial-aid/sap/index.aspx](http://www.usf.edu/financial-aid/sap/index.aspx)).

In addition, USF specifies enrollment requirements for doctoral students (see current Graduate Catalog). Selected requirements are summarized below:

- During the term in which students complete the qualifying exam, students must be enrolled for a minimum of two graduate credit hours.
- Students must be enrolled for a minimum of two hours of graduate work in the semester they apply for admission to doctoral candidacy.
- Doctoral students who have been admitted to candidacy and working on their dissertation must enroll for a minimum of two hours of Dissertation (MHS 7980) 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, and including the semester the degree is conferred.
- Students must be enrolled for a minimum of two graduate hours during the semester of graduation and/or in the semester in which they receive a doctoral degree.
- Students who have already submitted their dissertation to and received approval from the Office of Graduate Studies should no longer register for dissertation hours, but may register for Directed Research if needed in the semester they apply for the doctoral degree.
Residency Requirements
Students must enroll in a minimum of nine hours for each of two semesters in a 12 month period to fulfill the residency requirements. Students in the Ph.D. program should be engaged in no more than half-time employment during the residency period.

Degree Completion Time Limits
Students entering with a bachelor’s degree are expected to complete all doctoral program requirements within four-five years of the date of entry. The timeline for students entering with a master’s degree will vary depending on the number of courses eligible to be transferred into the program.

The total time allowed for completion of the doctoral degree is seven years from the date of admission. A Time Limit Extension Request (TLE) form may be submitted in the event that a student nears the end of the time limitation but has a good reason for requesting more time to complete the degree. The Office of Graduate Studies allows only one-time limit extension during the student’s graduate training. The form may be obtained at http://www.grad.usf.edu/student-forms.php. The TLE request must contain a detailed plan denoting the pathway to completion and the timeline for the remaining requirements for the degree. The TLE form and benchmarks must be submitted at least one semester prior to the end of the time limit for the student’s plan of study, or degree requirements. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Generally, students who have had a previous Leave of Absence will not be approved for a TLE unless there are exceptional and unavoidable circumstances. If the time limit extension will cause courses taken within the degree program to be older than 10 years, then a Course Currency form may be required or the courses may be invalidated toward the degree requirements, per the time-limit policy. The Course Currency form is available at http://www.grad.usf.edu/student-forms.php.

Leave of Absence
If a student is unable to meet the mandatory continuous enrollment requirement and is unable to make continuous progress toward completion of degree requirements due to an exceptional and unavoidable situation, the student must submit, in advance, a Leave of Absence (LOA) Request Form available at http://www.grad.usf.edu/student-forms.php. The form needs to specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. The leave must be approved by the student’s Faculty Advisor, BCS Doctoral Program Director, Associate Dean of the College, and Dean of the Office of Graduate Studies. If the leave is granted, the time absent does not count against the student’s time limit to obtain the degree. Students need to be enrolled the first semester after the leave expires. Students returning from an approved LOA must contact the Office of Graduate Studies to discuss procedures for reactivating their status. Doctoral Candidates returning from a LOA must also have their candidacy status reactivated.
Transfer of Credit

With the approval of their Faculty Academic Advisor and BCS Doctoral Program Director, students may transfer graduate-level structured coursework from regionally accredited institutions. Transfer of credit is not guaranteed. Only courses for which students received grades of B or better are eligible for transfer of credit. To ensure compliance with Institutional Enrollment Requirements (residency), up to a maximum of 49% of a given graduate degree program’s minimum hours may be transferred; these hours are reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, this percentage is based on the post-baccalaureate minimum. No coursework may be transferred that was completed five or more years prior to enrollment in the graduate degree program. Credits obtained from USF System Institutions will be calculated into the GPA at USF and will be noted on the transcript as the grade earned. Credits from other regionally accredited universities are not calculated in the GPA at USF. Students should complete a Transfer of Courses form (http://www.grad.usf.edu/inc/linked-files/transfer_course.pdf) and submit it to their Faculty Academic Advisor with supporting documentation: a copy of the transcript showing the course and grade received, a syllabus or course description, and a list of the text(s) and readings if not contained in the syllabus. The form and documentation should be submitted as early as possible in the student’s first year.
DOCTORAL CANDIDACY AND PROPOSAL DEFENSE

Dissertation Director
The student must identify a faculty member to serve as the Dissertation Director and obtain that person's agreement to serve in this role as soon as possible but no later than the time by which they complete 30 hours of coursework leading to the doctoral degree (including any hours transferred in and counting toward the Ph.D. degree). Students must have a Dissertation Director in order to maintain Satisfactory Academic Progress.

The Dissertation Director must meet the following requirements:

- Be a faculty member in the College of Behavioral & Community Sciences (or serve as a co-Dissertation Director with someone from the College)
- Be a graduate faculty member, 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.
- Be approved by the BCS Doctoral Program Director to serve as a Dissertation Director or Co-Dissertation Director.

Dissertation Committee
As soon as an area of research is determined and a Dissertation Director is selected, a Doctoral Dissertation Committee will be appointed and approved for the student. The student will request approval of the Doctoral Committee from the BCS Doctoral Program Director. The Doctoral Committee will approve the student's course of study and plan for research, supervise the research, grade the qualifying examination, read and approve the dissertation for content and format, and conduct the dissertation defense.

The Doctoral Dissertation Committee must include at least four members selected by the student and Dissertation Director. The faculty members on the student's dissertation committee should represent both the depth of expertise and breadth of scholarship relevant to the dissertation topic and the methodological approach. It is expected that the Dissertation Committee will represent the competence and qualifications necessary to evaluate the doctoral dissertation, signified by active scholarship and the possession of an appropriate terminal degree. The Dissertation Committee must meet the following specifications:
• the Dissertation Director must be from the departments affiliated with the Ph.D. in Behavioral & Community Sciences
• two additional members must come from the academic area (e.g. discipline) of the student’s research
• at least one external member (defined as outside the departments/schools/college affiliated with the Ph.D. in Behavioral & Community Sciences)
• Be members of the graduate faculty as defined by the USF Office of Graduate Studies

Once a committee has been determined, a Dissertation Committee Appointment Form needs to be completed by the student and submitted to the Committee Members for original signature. The form may be obtained at [http://www.usf.edu/cbcs/graduate/forms.aspx](http://www.usf.edu/cbcs/graduate/forms.aspx)

Changes to the Ph.D. committee must be approved by the BCS Doctoral Program Director. A Dissertation Committee Change form is required and is available at [http://www.usf.edu/cbcs/graduate/forms.aspx](http://www.usf.edu/cbcs/graduate/forms.aspx). The signed form must be submitted to the BCS Doctoral Program Director. Students are required to justify changes. Typically, scheduling difficulties are not sufficient reasons for requesting such changes.

Should the faculty status of any committee member change (e.g., through resignation from a faculty position at USF), the BCS Doctoral Program Director must be notified in writing. It is possible that the committee will have to be reconstituted if it no longer meets the established criteria.

**Requirements for Admission to Doctoral Candidacy**

The USF Graduate Catalog stipulates that students may not be admitted to candidacy until a Dissertation Committee has been appointed and the Committee has certified that the student has successfully completed the qualifying examination and demonstrated the qualifications necessary to successfully complete requirements for the degree.

To be admitted into doctoral candidacy, students must have:
  • completed the “substantial majority” of required coursework
  • attained an overall and degree program Grade Point Average (GPA) of 3.00 at USF at the time of candidacy
  • all “I” and “M” grades, including “IF” and “MF”, must be cleared before candidacy may be finalized.

When all conditions have been met, the student should submit the Admission to Doctoral Candidacy form, available for download from the Graduate School website, to the Graduate School. The Admission to Doctoral Candidacy form should be submitted for approval no later than the semester following the successful completion of the qualifying examination. The form will be approved by the Dean of the College and forwarded to the Dean of Graduate studies for final approval.
Doctoral Candidacy is effective as of the day that the Office of Graduate Studies approves of the request and changes the student’s status. As long as the Candidacy request is received between the first and last day of class during a semester, the Candidacy will be effective as of that semester. The student may then enroll in dissertation hours the following semester. Students may not register for dissertation hours until the semester after their doctoral candidacy has been formally approved by the university.

**Dissertation Proposal**

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 Graduate School. Dissertation hours may apply to the Continuous Enrollment Requirement. At least 12 hours of dissertation are required to satisfy the Ph.D. degree requirements.

Before dissertation research may be undertaken, the candidate must successfully defend a dissertation proposal. The purpose of the proposal defense is to ensure that the proposed project is sufficient in scope for a doctoral dissertation, represents a significant contribution to the knowledge base, and has an appropriate design(s) to allow for valid interpretation of results. The dissertation may include published or publishable papers completed during the course of doctoral study.

The format for the proposal document should include (1) and introduction chapter that introduces the issues addressed by each of the proposed papers to be written as part of the dissertation; this chapter should include a literature review relevant to the issues to be addressed; and (2) a description of the methods and hypotheses to be addressed in each of the individual papers. The proposal also must include a proposed list of peer-reviewed journals that are judged acceptable for the publication of each proposed manuscript. Ideally, each list will include at least three high-quality journals.

After the Dissertation Director has approved the proposal, a defense meeting may be scheduled (note that the student must have completed all coursework other than dissertation credits required for the degree prior to scheduling the defense). A written dissertation proposal must be submitted to the Ph.D. committee. Typically, a copy of the proposal is distributed to the committee at least 2 weeks prior to the proposal meeting. The proposal may be submitted to the committee in hard copy or electronically, depending on what each member requests.

At the proposal defense, the student will make a presentation that summarizes the key elements of the proposal document. The presentation will be open to the public but must, at minimum, be attended by all members of the student’s Dissertation Committee. After the presentation, the Dissertation Committee will meet privately with the student to provide feedback and evaluate the student’s understanding of the proposed work. The student will then be asked to leave the room while the committee determines whether the proposal defense will be approved. If the proposal defense is approved by the Dissertation Committee, committee members will specify required revisions to the proposal document (if applicable) at the
conclusion of the proposal defense meeting. If the proposal defense is not approved, the student will need to repeat the proposal defense at a later date after addressing the committee’s concerns. It is recommended that students obtain committee approval of the dissertation proposal prior to submitting their research proposal for IRB approval.

The Completion of Proposal Defense form is required to document the Doctoral Committee’s approval. This form is available on the USF Office of Graduate Studies website. The upper portion of the form (oral defense approval) must be signed by all members of the Committee, and a copy of the form must be submitted to the BCS Doctoral Program director within one week of the proposal defense. When revisions to the proposal document are complete and approved by the members of the Committee, the lower portion of the form must be signed by all committee members, and the original form must be submitted to the BCS Doctoral Program Director, along with a copy of the final proposal document.
DISSERTATION

The dissertation requires three (or more) papers that are related to each other and, taken together, reflect an internally coherent theme. At least two of the papers must be based on work done after the defense of the proposal. The Dissertation Committee must approve the plan for these two papers during the proposal defense.

Following a successful proposal defense, the student will work on each of the approved papers. The student may seek advice and input from members of the Dissertation Committee but this advice and input should be provided with the recognition that the principal conceptual and written work must be that of the student (i.e., the student is expected to be first author on each of the papers). In the usual course of events, the student will work closely on each paper with one or two members of the dissertation committee. After the smaller group or individual faculty member approves the paper, the student may opt to disseminate the paper for review and comments by the remainder of the Dissertation Committee.

After the papers are tentatively approved, the student will compile the dissertation document. The dissertation will include all of the required papers as separate chapters within the body of the dissertation, together with an introduction chapter that introduces the issues addressed by the papers and a discussion chapter that synthesizes the findings. The student is wholly responsible for the content of the introduction and discussion chapters.

Authorship and Formatting
The student must be first author on each of the papers but may include faculty or other collaborators as co-authors. Authorship for each paper should be limited to those who have made a significant contribution to the concept, design, execution or interpretation of the research study. Therefore, serving on the student’s Dissertation Committee is not a sufficient condition nor is it a requirement for co-authorship.

When submitted for publication, each paper should include a notation that it was completed in partial fulfillment of the requirements of the doctoral degree offered through the Department of Communication Sciences and Disorders, University of South Florida. Students should be aware that publishing a paper in a journal typically leads to copyright being assigned to the journal. This may create copyright issues, if one or more of the dissertation articles is published prior to submission of the completed dissertation after the defense. Because all USF dissertations are required to be entered in the ProQuest database, permission to allow entry of the manuscript into the ProQuest data base should be obtained from the journal. The journal may request that certain restrictions be applied to dissertation access through ProQuest.

For each chapter in the body of the dissertation, authorship must be listed at the beginning of the chapter and must be consistent with authorship for the corresponding paper. The format for these chapters must be approved by the Dissertation Committee and is typically similar in format either to a submitted manuscript or a published manuscript.
The introduction and discussion chapters of the dissertation should not list authorship. As author of the dissertation, the student is assumed (and required) to be the sole author of these chapters.

Students are expected to demonstrate significant independence in conducting their dissertation research, taking primary responsibility for data collection, analysis, and interpretation.

**ETD Workshop**

The semester prior to final manuscript submission, the student is required to register for and attend an Office of Graduate Studies ETD Workshop (not to be confused with the ETD Registration). Early in the semester in which the dissertation will be defended, the student should submit a degree application. These are available through OASIS, click on the Student menu and select Apply for Graduation. The student should submit the online ETD Registration (not to be confused with the ETD Workshop) prior to the Final Manuscript Submission deadline. The student should create a new account on the USF ProQuest website, and register to complete the NORC survey.

**Dissertation Defense**

A final draft of the dissertation document must be distributed to the Doctoral Committee at least one month before the desired date of the Dissertation Defense. If the Committee determines that significant revisions are required, the Dissertation Defense will be delayed until the revisions are completed and approved by the Committee. To obtain final approval for the dissertation document, all components of the dissertation must be judged satisfactory by the Dissertation Committee. In addition, the required papers must be judged by the Dissertation Committee to be publishable.

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 *Request For Dissertation Form* is required to document this request. The form is available for download from the College website and must be completed at least two weeks prior to the dissertation defense date. A copy of the announcement should be sent to the Office of Graduate Studies, preferably two weeks in advance of the defense date. The announcement must also be posted in a public forum for a minimum of 24 hours to comply with statute requirements for a public meeting. The student and the Dissertation Director (or, if Co-Dissertation Directors, at least one) must be physically present at the defense. The student must successfully defend the dissertation to be able to proceed and complete the final submission process.

All committee members must sign the Request for Dissertation Form (indicating their agreement that the dissertation is ready to defend), so members should receive the dissertation at least four weeks prior to the scheduled defense. The dissertation must be submitted to the committee in hard copy, not electronically (unless the committee indicates otherwise), but it may be submitted with 1 ½ spacing and copied back-to-back.
The Dissertation Defense (or Final Oral Examination) shall be presided by a Defense Chair who is a senior and distinguished scholar from outside the department (possession of an appropriate terminal degree, preferably a full professor or having appropriate expertise, and an active scholar having at least one refereed publication in the prior three years), nominated by the Dissertation Director. Note that the Dissertation Director may not serve as the “Defense Chair.” This individual represents the university at the defense. He or she is selected by the student and the Ph.D. advisor with approval of the Dean of the College.

The Candidate must successfully defend his or her work before the Dissertation Committee. The Dissertation Director and other members of the Dissertation Committee must approve the dissertation for the doctoral degree to be conferred. Anyone may attend the examination, but only committee members may vote on the oral defense. In the event that one committee member cannot attend in person, participation is permissible via speaker phone or video conference.

Students should take an extra Successful Defense Form to their defense and a Certificate of Approval Form for Theses and Dissertations to obtain all of the committee members’ signatures. This form is part of the Office of Graduate Studies’ final manuscript submission process, and is available on their ETD website.

The final accepted dissertation must be submitted in electronic form to the BCS Graduate Program Director and the University (see http://www.grad.usf.edu/ETD_Req_07_FAQ.php). Prior to submission, the student should review University format requirements, forms, and deadline specified at the same URL.

The Candidate must be enrolled in a minimum of 2 dissertation hours during the semester that the dissertation is submitted to the Graduate School.

The Candidate is responsible for assuring that all requirements of the Graduate School are met for the preparation, defense, and approval of the dissertation.
Ph.D. Timeline and Order of Completion

The Ph.D. degree requirements are typically completed in the following order:

- Prepare initial Plan of Study with Faculty Advisor (subject to change)
- Enroll and complete coursework as defined on Plan of Study
- Identify Dissertation Director no later than completion of 30 hours of coursework (including courses transferred in toward the degree)
- Enroll in Grantwriting Seminar prior to preparing grant proposal for qualifying exam
- Select members of the Dissertation Committee – submit committee form to College at least one semester prior to Qualifying Exam
- Complete the qualifying exam
- Apply for doctoral candidacy by submitting Candidacy form to USF Office of Graduate Studies (via the college)
- Develop dissertation proposal
- Submit final draft of proposal to committee at least 2 weeks before proposal date
- Defend the proposal—submit proposal defense form to BCS Doctoral Program Director
- Complete dissertation work
- Attend ETD workshop one semester prior to final manuscript submission
- Set defense date with committee, request room reservation
- Submit final draft to committee 4 weeks before defense date
- Complete and submit defense forms at least 2 weeks before defense date
- Defend dissertation
- Register for ETD online (by deadline)
- Submit final dissertation manuscript (by deadline)
- Complete degree application and graduation survey through OASIS (by deadline); register for commencement
- Submit pdf copy of dissertation and vita to BCS Doctoral Program Director

It is the student's responsibility to be aware of and satisfy all program requirements and deadlines. The student is responsible for obtaining all necessary forms and signatures. Likewise, it is the student's responsibility to check the Graduate Catalog for all University policies, requirements, and deadlines.
GRADUATE ASSISTANTSHIPS

Graduate, Instructional, Teaching, and Research Assistants must be full-time students, enrolled in nine (9) or more credit hours toward their degree in each of the employed fall or spring semesters, and six (6) or more hours in the summer semester if they are receiving a stipend. 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 are expected to be available to complete their teaching and research assignments. Vacations and extended absences should be planned for time periods that will not interfere with the student’s own class schedule and any teaching/research assignments. All planned absences should be discussed well in advance with your Faculty Advisor.

Types of Assistantships
The college hires students to assist with conducting research (as Graduate Research Assistants or Associates), teach (as Graduate Teaching Assistants or Associates), or help with other non-research, non-teaching tasks (Graduate Assistants).

Graduate Assistants and Work Hours
Students who receive any type of financial support from USF are discouraged from working more than 20 hours per week (.50 FTE). Assignments exceeding 20 hours per week (single or combined multiple appointments) require approval from the USF Office of Graduate Studies. Approval is atypical.

Students who wish to take on additional employment that will exceed 20 hours per week for one or more months must obtain written permission from their Faculty Advisor and Chair of the Ph.D. Program Committee before taking on the additional work. Failure to obtain permission for additional employment may result in disciplinary action.

Outside Activity Form
Graduate Assistants are considered temporary employee by the University and, as such, must disclose their outside activities via the eDisclose system at my.usf.edu. Instructions on how to access eDisclose from within MyUsf. Directions for completing the outside activity form are provided at http://www.usf.edu/audit-compliance/documents/create-new-oa-disclosure-step-by-step-guide-20160531.pdf, This form does not replace any internal forms required for approval of any additional assignments or work hours.

Teaching Assistant Positions
Teaching experience is not a program requirement unless the student has a teaching assistantship. Teaching experience for students planning academic careers is strongly recommended. Opportunities for enhancing teaching skills are available through the USF Academy for Teaching and Learning Experience (ATLE).
Under Title IX, all Graduate Assistants and Teaching Assistants must be fully trained regarding their responsibilities as mandated reporters for purposes of sexual harassment, including sexual violence. If your duties include classroom instruction, supervision of any student at any level, or work with any study organization, you are required to attend one of the Title IX and VAWA training sessions. The Office of Graduate Studies will send out an email providing more information, and will also provide the training at the Orientation for New Graduate Students.

Several criteria are used in determining whether and what graduate students teach. They include but are not limited to expertise in relevant subject matter, expertise in teaching, timely progress toward the degree, good standing in program, performance in courses, and completion of instructional training. According to the SACS Accreditation Guidelines, the instructor of record, a graduate teaching assistant must have a Master’s degree in the teaching discipline or 18 graduate semester hours in the teaching discipline to teach an undergraduate course. Instructors are required to complete and submit a Certification of Teaching Credentials Form (CTC form v 2 7_2013.pdf) and an updated vita to be eligible to teach as an instructor of record.

In addition to the requirements previously described, international students must earn a satisfactory score on the speaking subsection of the internet-based TOEFL (iBT-S), i.e., a minimum score of 26, or 160 on the spoken portion of the TOEIC test administered by ETS.

**Tuition Waivers**
Only university assistantships and full fellowships are eligible for tuition waivers. Audited courses are not covered by tuition waiver, and most likely not by Financial Aid. Students will be responsible to pay full costs of tuition if they choose to audit a course.

Tuition waivers are only available for full-time students with graduate assistantships. The Office of Graduate Studies’ Graduate Assistant Policies and Guidelines Handbook provides additional information on tuition waivers: [http://www.grad.usf.edu/GA_Handbook_2016-2017.php](http://www.grad.usf.edu/GA_Handbook_2016-2017.php). Waiver applications are typically processed during the first weeks of August, December, and May. Students receiving tuition waivers must go to the CBCS Human Resources Office (MHC 1146) to submit their final class schedule and sign the Tuition Payment Application form. The university’s tuition waiver policies may change dramatically from semester to semester, so it is critical for students to read emails and other communication materials carefully. Students must also read the section of this Handbook entitled *Florida Residency Requirements and Their Impact on Tuition Rates* and the cited websites for complete details.

Tuition waivers for fall and spring semesters are provided for the number of hours students are required to take. In the summer, students typically receive 6 hours of tuition waivers if they have an assistantship.
Financial Aid/Loans
The maximum limit for financial aid for graduate students is set by degree level, not degree program (USF Office of Financial Aid). Credits attempted at any school prior to and while enrolled at USF, regardless of whether you received financial aid at the time you attempted them, are counted in the maximum hour limit. You must earn your graduate degree within the maximum hours listed below:

- Master’s Degree - 70 attempted hours
- PhD - 135 attempted hours (includes hours at the MA/MS and/or EdS levels)

After you have attempted the maximum credits for your graduate degree, you are no longer eligible for financial aid (including federal student loans). There is no additional eligibility for changing graduate programs at the same degree level (masters, doctorate). All attempted credits from all graduate programs count against the limit. Likewise, there is no additional eligibility for a 2nd graduate degree at that degree level if you have already earned one graduate degree.

Fees
Graduate students are responsible for paying fees each semester. Fees are likely to increase each year. It is important for students to read the section of this Handbook entitled Florida Residency Requirements and Their Impact on Tuition Rates and the cited websites for complete details.

The deadline dates for payment are posted on the USF Controller/Cashier website http://www.usf.edu/business-finance/controller/ The University will cancel the registration of a student if the registration fees have not been paid in full by the deadline date. In order to be reinstated, a student must pay the full amount of tuition and fees for the term you were cancelled plus any prior or current term charges that were past due by the reinstatement deadline (If you do not pay by the reinstatement deadline you will need to petition for reinstatement: http://www.usf.edu/business-finance/controller/student-services/reinstatement.aspx Students will also be required to pay a late payment fee of $100.00 and a $100 late registration fee. The late registration fee is assessed because the student will have to re-register for courses.

All cancelled students should receive a cancellation notice by mail or email that includes the amount of their tuition and fee charges for the cancelled term. If you make your payment online, you will need to contact the Cashier’s Office at 813-974-6057 (SVC 1039) to confirm payment. Once your payment is confirmed, your reinstatement will be processed. The fee amount varies according to the number of hours taken and Florida resident status.
RESEARCH

The ethical treatment of research participants is of paramount importance in the doctoral program. Students are expected to adhere to USF policies regarding the ethical conduct of research. Please refer to the Division of Research Compliance’s website http://www.research.usf.edu/dric/.

Gaining Approval for Research

The Division of Research Compliance website describes procedures for gaining approval for research with human subjects http://www.research.usf.edu/dric/education-program/. Research with human subjects is reviewed by the USF Institutional Review Board (IRB). IRB applications are submitted online using the eIRB system that can be accessed at the IRB website. Submissions are first routed to a department’s scientific reviewer before being submitted to the IRB (the department of your Faculty Advisor). In no case may research commence without official IRB approval.

Responsible Conduct of Research

The Responsible Conduct of Research (RCR) is a critical element in training Ph.D. students. Information about RCR is available online at: www.grad.usf.edu/rcr/php. The USF Office of Graduate Studies requires all new doctoral students to complete basic RCR training provided by the Collaborative Institutional Training Initiative (CITI). The CITI modules introduce researchers to various elements of research conduct ranging from research misconduct to data management to mentoring. Students must complete the module, or provide evidence of previous qualified RCR training to their Program Director and Office of Graduate Studies, in the first semester enrolled in a doctoral program. Previous RCR training must have been completed within the past year. Students will be unable to register for courses in a future semester until the RCR requirement is successfully completed. Once the training is completed, the Registration hold will be lifted.
The conduct of research often requires financial support, specialized equipment or software, literature sources and space. This section describes resources that may be available to support student research.

Financial Resources
One of the challenges graduate students may face is finding the financial resources necessary for the completion of research projects they will carry conduct as part of their program. Generally, students are responsible for expenses associated with theses and dissertations. Listed below are sources of financial support available for students to apply. Some of these sources may limit their funding to those fulfilling certain criteria, such as a specific type of research or a certain disciplinary area. If you are eligible, it is strongly recommended that you apply well before the cut-off date so that you will be considered for available funding. Funding opportunities will also be announced throughout the year via email.

Foundation Awards

_The Ford Foundation Pre-doctoral and Dissertation Fellowships for Underrepresented Minorities_ program awards fellowships to members of minority groups. Each pre-doctoral fellowship stipend includes a stipend to the Fellow and a stipend to the institution in lieu of tuition and fees. The dissertation Fellow receives a stipend that is non-renewable. Awards are based on achievement and ability as evidenced by academic records, letters of recommendation, and other indicators of academic promise. See [http://sites.nationalacademies.org/pga/fellowships/](http://sites.nationalacademies.org/pga/fellowships/).


The _American Associate of University Women Educational Foundation_ provides American Fellowships designed to support women doctoral students completing dissertations. Applicants must be US citizens or permanent residents. See [http://www.aauw.org/learn/fellows_directory/](http://www.aauw.org/learn/fellows_directory/).

The _McKnight Doctoral Fellowship_ program is designed to address the under-representation of African American and Hispanic faculty at colleges and universities in Florida by increasing the pool of citizens with PhD. Degrees. Up to 50 Fellowships are awarded annually for students at one of nine participating Florida university, including USF. See [http://www.fefonline.org/mdf.html](http://www.fefonline.org/mdf.html)

The _USF Division of Sponsored Research_ (DSR) identifies other funding programs for graduate students. See [http://www.research.usf.edu/office-vp/research-students.asp](http://www.research.usf.edu/office-vp/research-students.asp). Interested students should contact their Faculty Advisor, Unit Research Administrator, of the USF Division of Sponsored Research website for more information on eligibility requirements. Do so early so that you will meet any application cutoff dates.
Software
Standard software is available on all USF networked computers. Specialized software and advanced computing resources are also available through USF Information Technology, see http://apps.usf.edu/. Many software packages are available at no charge through USF license agreements such as EndNote citation manager. Tools such as RefWorks are available through the USF library. Software is available for faculty and students at reduced prices at the USF Computer Bookstore (Marshall Student Center, Room 1506), see http://www.usf.edu/it/computer-store/online-catalog/index.aspx

Dissertations
The main USF library houses thesis and dissertation documents either in hard copy or electronically. You may use the Scholar Commons website http://scholarcommons.usf.edu/etd/ to search or browse a collection of completed and approved graduate works collected by the Office of Graduate Studies.
PROFESSIONAL CONDUCT

Professional conduct is expected in academic programs. It is important that all students be aware of behaviors that are and are not acceptable. Three categories of behavior are particularly relevant: harassment of individuals, inappropriate relationships between instructors or research supervisors and students, and academic dishonesty. The USF Student Code of Conduct is USF 6.0021 at this link


Harassment

Sexual
According to University policy, “Sexual violence including rape, sexual assault, sexual battery and sexual coercion, means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. For additional information and state of Florida definitions, refer to Florida Statutes Chapter 794, which includes the definition of sexual battery as the “oral, anal or vaginal penetration by, or union with the sexual organ of another or the anal or vaginal penetration of another by any other object” without the person’s consent. A summary of general information regarding the terms and the conduct that constitute Sexual Battery/Rape may be accessed on the DEO website at http://www.usf.edu/diversity/ . Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or educational experience; b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual; or c. Such conduct is sufficiently severe or pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment does not include verbal expression, written, or other material that is relevant and appropriately related to the subject matter of a course/curriculum or to an employee's duties. This policy is not intended to abridge academic freedom or the USF System's educational mission. Furthermore, this policy is not violated by actions that amount to expression that is protected by state or federal constitutions.”

http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf

The College of Behavioral & Community Sciences will not tolerate sexual harassment by any person associated its programs and directed at any member of our community, be it faculty, students, or staff members. Formal complaints alleging sexual harassment will be investigated and adjudicated through the disciplinary mechanisms provided by the university.

Other Forms of Harassment
Consistent with both state and federal statutes and the ethics of our profession, the College will not harassment of or discrimination against any individual because of his or her age, gender,
sexual orientation, disability, language, or socioeconomic status by any person who is acting in a role assigned to him or her by the department.

**Dual Roles**

Dual roles can produce a conflict of interest. A dual role exists when people simultaneously are involved in a personal or romantic relationship and also a professional relationship in which one party directly or indirectly supervises, directs, or evaluates the professional and/or educational activities of the other. Participants should terminate either the personal or professional aspect of their relationship.

Graduate teaching assistants and graduate students who supervise undergraduate research assistants need to be especially sensitive to this issue. Innocent behavior toward a student that could be interpreted as a conflict of interest could have negative implications for the graduate student. Graduate students should avoid even the appearance of a conflict of interest with a student.

**Procedures for Discussing and Reporting Unprofessional Conduct**

Graduate students may discuss concerns about unprofessional conduct with their Faculty Advisor, Dissertation Director, the department chair of employment of the individual, or the BCS Doctoral Program Director. These individuals will provide guidance on the options available to address the concern. For issues involving sexual harassment, university policy requires prompt reporting of any formal allegations to the USF Office of Equal Opportunity [http://www.usf.edu/diversity/](http://www.usf.edu/diversity/).
**Academic Dishonesty**

All students are responsible for reviewing USF regulation 3.027 regarding academic integrity. This regulation contains definitions of various violations of academic integrity such as cheating, plagiarism, fabrication, forgery, obstruction, multiple submission, complicity, research misconduct, and other offenses. Graduate students are held to high standards of academic integrity. For graduate students, a single violation of academic integrity may result in the immediate dismissal or expulsion from the university.

**Academic Grievance**

An academic grievance is a claim by an enrolled student receiving academic credit for a course that a specific academic decision or action (such as the assignment of a final grade or academic dismissal of a student or other grade assignment) has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Academic grievances will not deal with general student complaints. An academic grievance must include a reference to a violation of a specific USF Policy, or an academic decision that was applied differently to the grievant than other students to be considered under this Policy. Only the final grades assigned in a course, final actions, or dismissals by the academic unit are grievable. Disagreement or issues with individual test grades, responses to exam questions or general disagreement with the academic discretion or professional judgment of instructors, are not grounds for an academic grievance, except where they impact the final grade. If a student has a concern on an individual assignment, and would like some formal consideration, the student should contact the instructor to discuss the issue and may submit the concern as a general complaint in writing to the instructor. If the student and instructor cannot resolve the complaint, the student may forward the complaint to the instructor’s supervisor and that supervisor shall review the complaint and provide a response to both the student and instructor. If the supervisor identifies a need for a review by another office or process, the supervisor may make an additional referral. Dismissals based on University protocols such as failure to maintain GPA, probation for academic performance or other automatic administrative actions are not grievable.

The College of Behavioral & Community Sciences follows the procedures outlined in the USF Policy 10-002 [http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf) Students are directed to the USF policy if they wish to file an academic grievance.
LAST TASKS TO DO BEFORE LEAVING USF

After you have completed your Ph.D. degree or move on to the next phase of your career, please complete the following tasks:

1. Update your new address and contact information with the Post Office, journal subscriptions, as well in OASIS, GEMS (also sign up for electronic W-2).

2. Send an email to the Doctoral Program Director with the position title for your next job or postdoc appointment.

3. Send a copy of your final dissertation and updated vita files to the Doctoral Program Director. Return all university keys to the USF Key Shop.

4. Clear out your mailbox.

5. Instructors should bring student papers to the shredder bin on the fourth floor, and make arrangements for storage of any exams/grades that must be kept for one year.

6. Check your student account to pay any remaining fees or fines (e.g., transcript, library).

CONCLUSION

We hope that this Graduate Student Handbook has been helpful to you. If there are specific sections or policies that are unclear, please bring them to the attention of the Doctoral Program Director so that we can improve this document for future students. Best of luck with your education at the University of South Florida!
## Program of Study - BCS Doctoral Program

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<tr>
<th>Target Date</th>
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<th>Grade</th>
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<td><strong>Core Courses (15 hours)</strong></td>
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<tr>
<td>1 Fall, 2017</td>
<td>MHS 6742: Community Based Research &amp; Evaluation</td>
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<td>2 Spring, 2018</td>
<td>MHS 7707: Behavioral Health Policy &amp; Systems</td>
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<td>3 Fall, 2018</td>
<td>MHS 6491: Evidence Based Practice</td>
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<td>4 Spring, 2019</td>
<td>EDF 6213: Biological Bases of Behavior</td>
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<td>5 Fall, 2018</td>
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<td>6 Spring, 2019</td>
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<td><strong>Research/Statistics (18 hours)</strong></td>
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<td><strong>Specialization Courses (9 hours)</strong></td>
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<td>1 TBD</td>
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<td>3 TBD</td>
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<tr>
<td><strong>Directed Research (18 hours)</strong></td>
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<tr>
<td>1 Summer, 2018</td>
<td>MHS 6915: Directed Research (6)</td>
<td></td>
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<tr>
<td>2 Summer, 2019</td>
<td>MHS 6915: Directed Research (3)</td>
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<td>3 Fall, 2019</td>
<td>MHS 6915: Directed Research (3)</td>
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<tr>
<td>4 Spring, 2020</td>
<td>MHS 6915: Directed Research (3)</td>
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<tr>
<td>5 Summer, 2020</td>
<td>MHS 6915: Directed Research (3)</td>
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<td><strong>Qualifying Exam</strong></td>
<td>Summer, 2020</td>
<td>Qualifying Exams</td>
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<td><strong>Dissertation Requirements (12 hours)</strong></td>
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<tr>
<td>1 Fall, 2020</td>
<td>MHS 7980: Dis Res (4)</td>
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<tr>
<td>2 Spring, 2021</td>
<td>MHS 7980: Dis Res (4)</td>
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<td>3 Summer, 2021</td>
<td>MHS 7980: Dis Res (4)</td>
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<td>6 TBD</td>
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<tr>
<td><strong>Yes</strong></td>
<td>Does this Plan include 18 hours in a disciplinary area to ensure eligibility for teaching via SACS?</td>
<td></td>
</tr>
</tbody>
</table>

Make copies of initial plan for student, advisor, and Dr. Goldstein and every time a change is made.
APPENDIX B
REQUEST FOR REDUCTION IN REGISTRATION HOURS FORM
Graduate Assistants

Graduate Assistants seeking a reduction in course loads below these minimal requirements on the basis of financial hardship or other personal reasons must submit such requests to the BCS Doctoral Program Director at least two months in advance of the semester during which they will carry a reduced load. Under some circumstances, it might be advisable to request a leave of absence rather than a reduced load.

If students need to make any changes to their registered courses past the drop/add deadline, they must submit an Office of Graduate Studies Petition form, available at (http://www.grad.usf.edu/inc/linked-files/Graduate_School_Petition.pdf). Before submitting these forms, however, students should consider the implications of taking less than a full load. Note that credit hour requirements to defer student loans may be more than the minimum numbers stated above. It is recommended that students holding loans check the requirements of their lending institution. Students receiving Veterans’ Administration benefits should also confirm enrollment requirements. Students may also be subject to tax withholding if they are not registered as full-time students. Finally, to maintain student status according to USF, students must maintain continuous enrollment (see Graduate Catalog).

REQUEST FOR REDUCTION IN REGISTRATION HOURS FORM

DATE: ___________

TO: BCS Graduate Program Director

SUBJECT: REQUEST FOR REDUCTION IN REGISTRATION HOURS

STUDENT: ____________________________

Number of hours requested _________ for Semester/Year ________, 20__.

- Attach justification of your request.

This request has been reviewed and approved by the student’s Faculty Academic Advisor and Dissertation Director (if applicable).

Faculty Advisor Name_________________________ Signature ____________________________

Dissertation Director Name (if applicable): ___________________ Signature _________________

GRADUATE PROGRAM DIRECTOR ACTION:

Approved ____. Disapproved ______ Comments: ________________________________.

______________________________ Date

Signature of Graduate Program Director
APPENDIX C
BEHAVIORAL & COMMUNITY SCIENCES PROGRAM

Directed Research Contract

MHS 6915    MHS 7980 (circle one)

1-6 Credit Hours    S/U Grade Only

Date: ____________________    SEMESTER: ____________________    Credit Hours: __________

Name (please print): ____________________    ID#: ____________________

Phone #: ____________________    Email: ____________________

Advisor Name: ____________________    Advisor Email: ____________________

Brief Description of the work to be completed:

__________________________________________________________________________

__________________________________________________________________________

I have read and approve the study description of the work to be completed and I agree to supervise the student.

__________________________________________________________________________

Instructor’s Name (Please Print)    Instructor’s Signature (Note: Instructor will issue the grade)

Date: __________________

__________________________________________________________________________

Student Signature: ____________________    Date: ______________