UNIVERSITY of
SOUTH FLORIDA
College of Behavioral &
Community Sciences
School of Social Work

PH.D. STUDENT HANDBOOK
2020-2021

Important Information: COVID-19 Procedures

All students must comply with university policies and posted signs regarding COVID-19 mitigation measures, including wearing face coverings and maintaining social distancing. Failure to do so may result in dismissal from class, referral to the Student Conduct Office, and possible removal from campus.

Welcome to the School of Social Work

This handbook will serve as a guide to the School of Social Work policies and procedures related to your program of study while at USF. This student handbook is provided to Ph.D. students in social work as a supplement to the University of South Florida (USF) Graduate Catalog. The purpose of this handbook is to provide details about the School of Social Work Ph.D. program, including requirements that may exceed the minimum standards identified in the USF Graduate Catalog. The USF Graduate Catalog provides the principal authority for all policies affecting students; however, some policies set forth in the Graduate Catalog represent minimum requirements of the State of Florida or the University. The faculty and staff of the School of Social Work provide education, leadership, and mentoring to assist students in obtaining the maximum possible benefit from graduate education. Students, however, are ultimately responsible for their graduate education and assuring that they remain in compliance with the requirements designated in the USF Graduate Catalog and the Ph.D. Student Handbook.

In order to graduate, students must meet—at a minimum—all requirements specified in the USF Graduate Catalog, as well as any additional requirements set forth by the School of Social Work and/or the College of Behavioral & Community Sciences (CBCS). Information regarding compliance with specific Graduate Catalog and University policies and procedures is located in the USF Graduate Catalog, available at: *http://www.grad.usf.edu/catalog.php*

This handbook will be evolving as we move through cohorts and learn what information needs to be included to best serve our Ph.D. students. We encourage you to be familiar with this handbook, as well as all the policies and procedures that the University has regarding your degree program. Please also review the Graduate Catalog.

As a Ph.D. student, you are entering an exciting time of personal and intellectual growth. Being admitted to a Ph.D. program already signifies that you are an accomplished professional with great potential to contribute to the social work field in new and exciting ways. The creation, evaluation, and dissemination of research and writings on critical social issues of the day will be just some of the experiences that you will have in this program. Others may include teaching, guest speaking, and/or serving on a variety of committees within the School, the University, or the community.

On behalf of the faculty at the School of Social Work, we hope that your time with us proves to be one of the most fulfilling and enriching of your educational life. Our program will challenge you to think critically about social issues and engage in research, in order to contribute to efforts to address emerging issues that concern current and future social workers.

Sincerely,

The Faculty and Staff of the USF School of Social Work

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Part I: Introduction to the Doctoral Program

Mission

The mission of USF's School of Social Work is to prepare graduates to achieve excellence as professionals and leaders in social work practice, research, and education. Our focus is to develop generalist social workers at the bachelor's level, clinical social workers at the master's level, and social work scholars at the doctoral level, and to encourage students to embrace social work knowledge, ethics, skills, and values. Beginning in our own diverse region, and extending nationally and globally, we are committed to graduating students who reflect the School's commitment to promoting social and economic justice, human rights, human dignity, scientific inquiry, and sustainable human and community well-being for all.

The Ph.D. in Social Work program will prepare scholars who are expected to generate new knowledge not only in the discipline, but also in the area of their interdisciplinary focus; to pursue academic and research careers; to provide leadership in research and education committed to excellence in social work practice; and to provide leadership in the development of programs and services to diverse, vulnerable, and underserved populations. These populations are the unique focus of the profession and, therefore, of this program.

The Ph.D. in Social Work program extends the overall educational mission of USF's School of Social Work. Upon completion of the Ph.D. in Social Work program, graduates will be able to pursue diverse opportunities, including but limited to the following:

- Assume leadership roles in social work education as faculty and administrators in graduate and undergraduate social work programs.
- Engage in scholarly research to enhance empirically based clinical social work practice; global, health, and behavioral health issues; organizational effectiveness; and social policies.
- Assume leadership positions in state, national, and global organizations to resolve complex human and social problems.

Goals

The Ph.D. program provides a course of study to prepare graduates for academic and research careers; to provide leadership in research and education committed to excellence in social work practice; and to provide leadership in the development of programs and services for diverse, vulnerable, and underserved populations. Unique to this program is the strategic emphasis on five topic areas that align with the strengths of the College, USF, and the forecasted direction of the social work profession. The topic areas are: (1) Societal Change and Innovation, (2) Global Issues, (3) Health, (4) Behavioral Health, and (5) Leadership and Business. The courses that

correlate with the topic areas directly lead to the preparation of future scholars and educators to advance social justice and vulnerability issues.

Southern Association of Colleges and Schools (SACS)

USF is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to award associate, baccalaureate, master's, specialist, and doctorate degrees. The Ph.D. program uses the following outcome to meet SACS requirements.

Goal: Discipline Specific Knowledge and Skills

Student Learning Outcome Statement
Social work Ph.D. students will be able to integrate knowledge from previous courses to develop a feasible research proposal. This will occur by the end of the two years of required social work coursework.

Method of Assessment
All students, prior to moving on to the defense of their dissertation proposal, will prepare an independent research proposal in their area of interests. A scoring rubric for the 14 components of the research proposal will be used to evaluate the work. The rubric scale is as follows: 0 – not met, 1 – met expectations, 2 – exceeds expectations. The Ph.D. Chair, in consultation with the Ph.D. Committee, will identify two faculty members to review the research proposal. Disagreements will be resolved through consensus as needed. This may be the Dissertation Committee members.

Performance Targets
Program success will be achieved if 90% of students successfully receive a score of "met expectations" (1) or higher in each area of evaluation.

Admission Requirements

All applicants must meet University Admissions and English Proficiency requirements, as well as requirements for admission to the major, which are listed below.

- A master's degree GPA of at least 3.50 on a 4.00 scale.
- Graduate Record Examination (GRE) with preferred scores of at least 30th percentile in the quantitative section and at least 50th percentile in the verbal section.
- Two letters of recommendation addressing applicant's academic and professional capabilities.
- Applicant's statement that describes reasons for seeking admission to the Ph.D. in Social Work program, career goals, and research interests.
- Professional writing sample providing evidence of scholarly abilities, such as journal article, book chapter, technical report, thesis, grant application, or other comparable work.

- The Ph.D. Committee may request a personal or telephone interview with an applicant to clarify materials submitted.
- Admission is typically limited to individuals who hold a Master's in Social Work (MSW) from programs accredited by the Council on Social Work Education (CSWE) or international equivalents. However, applicants without an MSW but with a master's degree in a related discipline are welcome to apply and will be considered on a case-by-case basis. The Ph.D. Committee may review the degree and request additional material for consideration to the program.

Application Deadline

Applications for admission to the Ph.D. in Social Work program are encouraged to be completed by December 15th in the year prior to the start of the Fall term. Applications close on February 15th. Student cohorts are admitted to the Ph.D. program every year and begin their course of study at the start of the regular academic year in Fall semester (August). The University notifies students in writing of the admission decision. No verbal or in-person offers of admission to the program are made. Notification of admission decisions are made no later than the end of April of each year.

Funding Support

Admitted students are edible for consideration of a tuition waiver with a graduate research assistant (RA) appointment for 10 hours per week for the first academic year. Additional support is dependent on available funds and progress in the program. Students are strongly encouraged to apply for additional financial support either through USF or other private options.

Fellowships and Scholarships

USF Graduate School Scholarships and Fellowships

USF provides numerous funding opportunities to enhance student diversity and access for all citizens. The USF Graduate School is committed to excellence in graduate education and is proud to offer fellowship opportunities for new and continuing students. Some of these fellowships are only available to students through nominations by their program/department, while others are available by direct submission from students who meet the eligibility requirements. It is important to note that funding for the fellowships is limited and the competition for the awards is stiff. In addition, many of the fellowships require that a Free Application for Federal Student Aid (FAFSA) be completed online and filed with USF. To be considered for specific awards, it is critical to submit a complete application prior to the stated deadline. Applications received after the deadline will not be reviewed. For information on these fellowships, go to *https://www.usf.edu/graduate-studies/funding/index.aspx*.

School of Social Work Graduate Research Assistantships

The School of Social Work has a limited number of graduate research assistantships available to support doctoral students. Please discuss this option with the Ph.D. Program Chair.

Adjunct Teaching Positions

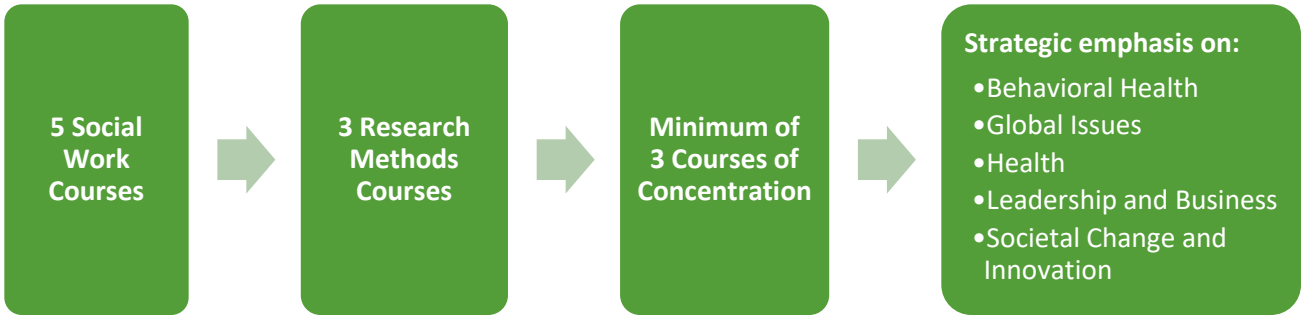
After successful completion of the first year of academic coursework in the Ph.D. program, doctoral students may be considered for co-teaching or field opportunities in the School of Social Work within the BSW and MSW programs. Ph.D. students may have the opportunity to serve as course graders as needed. Ph.D. students must complete required ATLE TA and online teaching courses prior to any teaching assignment.

Part II: PhD Curriculum

Overview

In accordance with the University policy requiring a minimum of 72 hours post-baccalaureate for a Ph.D., a minimum of 30 credit hours from the MSW/master's degree can be applied to this degree's post-baccalaureate's 72 hour minimum. No credit hours for field work/internship will be counted towards the required credit hours for the Ph.D.

The Ph.D. in Social Work program requires a *minimum* of 42 credit hours, including six courses (18 credit hours) offered outside the School of Social Work. It is anticipated that students will take additional hours. At least three research/methodology courses and three courses in the area of concentration (AC) from a list of relevant courses offered in CBCS or other units in the University will be required.



The curriculum is organized so that courses are provided in sequence. Typically, students will take nine credit hours (full-time) per semester, with the option of taking more or engaging in a directed/independent study. Students will be required to take 36 credit hours through course work, a minimum of four hours of Directed Research credits, and at least two dissertation credit

hours during the semester of their dissertation defense. It is expected students will surpass the minimum required credit hours in order to complete this Ph.D. program. This program will adhere to the rules set by the Office of Graduate Studies.

The curriculum may be modified to adjust to emerging issues. During the first semester of the Ph.D. program, students will take two courses in social work. Students will subsequently take at least one social work course in the following academic semesters. Courses may be replaced, or content may be modified to address best practices in doctoral education.

Social work courses and requirements are listed below.

Core Requirements – 15 credit hours.

SOW 7491	3	Theoretical Perspectives in Social Work Research
SOW 7981	3	Scientific Communication and Dissemination Practices
SOW 7616	3	Advanced Clinical Practice with Complex Problems
SOW 7932	3	Critical Issues in Social Work
SOW 7776	3	Social Work Educator in the University

Courses in Area of Strategic Emphasis – 9 credit hours minimum.

Students will also take a minimum of three (3) (9 credit hours) graduate courses in their area of strategic emphasis, preferably offered in the offered College.

Selection of focus area courses is an important decision in the social work Ph.D. program. The following guidelines will be used:

- Ph.D. Program Chair will serve as the Faculty Academic Advisor during the first year in the Ph.D. program. The student and Ph.D. Program Chair will develop an initial program of study that will guide the student toward completion of all degree requirements.
- Strategic area courses must be related to one of the USF School of Social Work areas of interdisciplinary focus.
- Courses in BCS should be considered as first choices for strategic emphasis courses.
- Courses should be able to inform the student's dissertation proposal plan and theory and literature sections in the dissertation.
- Courses taken should also be able to demonstrate an expertise in a major social work educational program sequence or field of practice-such as mental health, human behavior in the social environment, child welfare, policy, field education, or practice areas such as individuals, group, families, community or organizations.
- Given the limited number of required courses, course selection must be very purposive and not based on secondary interests the student may have.

- Once a Major Professor is selected, (usually at the start of the 2nd year), students should be able to present their course plan to the major professor. If there is a change, the Ph.D. Program Chair must also approve the plan of study.
- The Ph.D. Program Chair will keep a copy of the academic plan in the student's file.

Focus area course selection is not:

- For students to obtain a graduate certificate in a related topic. Exceptions to this must be approved by the Ph.D. Program Committee.
- For students to take general survey graduate courses in multiple areas.
- For students to earn credits for directed studies. Exceptions to this must be approved by the Ph.D. Program Committee.

Process

- During the first semester of the Ph.D. program, students should be in contact with the Ph.D. Program Chair on or around the start of the Fall contract term to discuss course offerings for the first semester.
- Students are to submit a copy of their syllabi to the Ph.D. Program Chair by the end of the 2nd week of class.
- Students should formally meet with the Ph.D. Program Chair mid semester each semester to discuss his/her subsequent course plan.
- Students should be scanning course offerings to learn course availabilities each semester.
- Students should be aware that not all courses available for consideration are immediately posted by the enrollment dates. Students may need to call respective departments to inquire if courses will be offered that have been offered previously.

Once a Major Professor is selected, (usually at the start of the 2nd year), students should be able to present their course plan to the major professor. If there is a change, the Ph.D. Program Chair must also approve the plan of study.

Graduate Research Methods – 9 credit hours minimum.

Students will also take a minimum of three (3) (9 credit hours) of graduate research methods course preferably offered in the College. SOW 6981 (3 credit hours): Measurement in the Social Sciences may be applied to this requirement, pending the approval of the Ph.D. Chair.

Additional Hours – 9 credit hours minimum.

Students should expect to take at least nine (9) additional credit hours either in research or area of strategic emphasis, or in directed studies (SOW 7919) or dissertation hours (SOW 7980). Students must obtain at least 42 credit hours post MSW/master's degree to be awarded the Ph.D.

Qualifying Exam

Successful completion of qualifying examinations at the end of coursework prepares the student for Candidacy. Students must successfully pass the School of Social Work qualifying exam in order to be admitted into Doctoral Candidacy.

Dissertation – 2 credit hours minimum

Students will take a minimum of two (2) dissertation credits hours at the time of their defense (SOW 7980 = 2 dissertation hours). The Graduate School requires that students working on a dissertation must register for dissertation hours 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 USF Graduate School.

Academic Advising

Faculty Academic Advisor

Upon acceptance to the program, the Ph.D. Program Chair will serve as the initial Faculty Academic Advisor. The student and Ph.D. Chair will develop an initial program of study that will guide the student toward completion of all degree requirements.

A Major Professor will be appointed after the first academic year, but no later than the time the student will sit for the qualifying exam. The Ph.D. Chair will advise on any specific subject matter deficiencies and assist in the choice of a Major Professor and area of research. The role of the Major Professor is to serve as the student's advisor, academic mentor, and advocate within the University. As Chair of the student's Doctoral Supervisory Committee, the Major Professor is responsible and has the authority to make decisions on academic, logistical, technical, and interpersonal issues that may surface during the life of the committee. The Ph.D. Program Chair must also approve the plan of study and will keep a copy in the student's file.

The Major Professor must be a tenure-line member of the faculty of the School of Social Work. A faculty member may not serve as the only Major Professor of a Dissertation Committee until they have served as a Co-Major Professor of a dissertation to completion. Tenure-line and non-tenure-line faculty members with a Ph.D. can serve as members of the Dissertation Committee if they are members of the Graduate Faculty.

Guidelines for Selection of Major Professor

1. It is the student's responsibility to identify a Major Professor, schedule an appointment to discuss the proposed area of research interest, obtain the faculty member's consent for the appointment, and submit the faculty member's name to the chair of the Ph.D. program.
2. The Ph.D. Committee will review requests submitted by students and will consult with the School of Social Work Program Director for approval and appointment. The

appointment of a Major Professor is not the student's decision. Other School factors may influence appointments.

3. The student is responsible for ensuring that all required paperwork is appropriately submitted to the School, College, and Office of Graduate Studies. The Ph.D. Chair is available to assist in this process. The USF Graduate School requires all Major Professors to submit their current CV as part of the appointment process.
4. Students who wish to change their Major Professor should consult with the Ph.D. Program Director. The change must be approved by the new Major Professor and the Ph.D. Program Director.

Major Professor

The Office of Graduate Studies (OGS) catalog provides the following guidelines for selecting a Major Professor. The School of Social Work follows these guidelines but may modify these based on internal considerations. Students must have a Major Professor in order to maintain satisfactory academic progress. Major Professors must meet the following requirements:

- Be from the student's home academic area.
- Be a member of 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 (3) years.
- Be approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor.

  [*Affiliate Graduate Faculty may serve as a Co-Major Professor with a member of Graduate Faculty from the student's department. Co-Major Professors may be two members of Graduate Faculty or one member of Graduate Faculty and one approved member of Affiliate Graduate Faculty.]

Major Professors are encouraged to review the Graduate Student Supervisory Committee Responsibilities, which can be found at: *http://www.grad.usf.edu/policies.php*.

Committee Composition

Once a Major Professor is selected, the student and Major Professor should begin to consider additional committee members for the Dissertation Committee. The Doctoral Dissertation Committee will consist of at least four members who meet the following criteria:

- The Major Professor must be from the student's academic area.
- Two (2) additional committee members must come from the academic area (i.e., discipline) of the student.

- At least one (1) external member must be from outside the Department, School, or equivalent hosting the doctoral major, but may be within the academic discipline. This person may serve as the Outside Chair.
- Be members of Graduate Faculty or Affiliate Graduate Faculty, as defined by USF.
- Have the background and expertise that contribute to the success of the student.

  [*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.]

Prior to the start of every semester, students should meet with their Major Professor to discuss progress toward degree completion. The Major Professor 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 Ph.D. Program Chair.

Co-Major Professor

For some students, appointment of a Co-Major Professor will be appropriate. This could be due to the expertise of the faculty member in the substantive area of the student, experience with serving as a doctoral mentor, or projected leadership role on the Committee. The same procedures for selecting a Major Professor should be followed to select a Co-Major Professor with the following considerations:

1. The appointment must be approved by the Ph.D. Chair, Committee, and Director of the School of Social Work.
2. If the Co-Major Professor is from outside the School of Social Work, all academic decisions must be approved by the Major Professor from the School of Social Work.
3. The School of Social Work has the right to remove a Co-Major Professor if the student's progress towards completion is being thwarted.
4. The Co-Major Professor must meet all the requirements as a Major Professor as stated in the Office of Graduate Studies policies.

Doctoral Supervisory Committee:

The Ph.D. Chair must approve the Committee makeup, and then the Department will request approval of the Doctoral Committee from the College. The Doctoral Committee is responsible for guiding the student throughout the dissertation process, including the defense of the dissertation proposal. Specifically, the Doctoral Committee is charged with:

1. Approving the written dissertation proposal through a formal oral process.
2. Providing guidance and support during the dissertation process.
3. Evaluating and approving the dissertation through a formal dissertation defense process.

Changes to a Doctoral Dissertation Committee must be submitted on a Change of Committee form. The Doctoral Committee membership can be changed at any time at the student's discretion. Students are encouraged to discuss proposed changes with the Ph.D. Chair. Students must notify the Major Professor of any proposed changes and obtain agreement from the Major Professor and new proposed committee member(s). The student then informs the Chair of the Ph.D. Program and submits a Change of Committee Form, including original signatures from new Committee members. The Ph.D. Chair next forwards the Change of Committee form to the College. It is professional courtesy for the student to notify any member of the Committee that is being removed from service. Students should check with the College for instructions and forms.

Once a proposed Committee has been selected, a CBCS Thesis/Dissertation Committee Appointment form needs to be completed by the student and submitted to the Committee members for their signatures. (Faxed/scanned signatures are acceptable.) An approved Committee form must be on file in the College before qualifying exams and must be current before graduation can be certified. There are a series of internal procedures that must be followed to officially appointment Committee members. Please see Part III for further information.

Review of student progress

A. To ensure each student makes adequate academic progress in the Ph.D. program, regular reviews will take place.

1. Near the end of each semester, each student completes a Student Semester Review form. The form is submitted to the Ph.D. Program Chair. Together with reports from course instructors, this information provides the basis for assessing student progress in the program and planning for the next semester of course work.
2. Once students have completed all required courses in the Ph.D. curriculum, the Review of Student Progress is conducted every semester until the student enters Candidacy. Doctoral candidates will then have their progress monitored by the Major Professor to ensure timely completion of the program.

Social Work Problem and Conflict Resolution and Academic Grievance

A: Problem and Conflict Resolution and Academic Grievance.
The faculty of the School of Social Work is committed to creating and maintaining an environment that is conducive to learning. In order to sustain this creative environment, faculty, students, and staff are encouraged to conduct themselves in a professional manner when resolving general problems or conflicts that may occur in the course of classroom learning, field education, and professional interchange. The School of Social Work is committed to resolving issues at the earliest possible point. In order to achieve a fair and equitable resolution of general student or faculty concerns, complaints or disagreements about issues which affect any area of student academic performance or the classroom/field setting, the

student, faculty member and/or field instructor shall make reasonable effort to resolve his or her grievance with the concern or problem. For academic grievances that are not resolved and 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, students are to follow with the Academic Grievance Procedure provided in USF Policy 10-002: *https://usf.app.box.com/v/usfpolicy10-002*

B: Possible Reasons for Dismissal: This list is provided only as partial listing representing possible situations which could result in a student not being permitted to complete the program and is provided as an illustration for student understanding. Any student having additional questions should contact the Ph.D. Program Chair.

1. Behavior that is inconsistent with the Code of Ethics of the National Association of Social Workers (NASW);
2. Behavior or performance, or lack thereof, that raises questions from the faculty about the student's suitability for professional social work;
3. Plagiarism, cheating, or any other form of academic dishonesty/disruption;
4. Failure to maintain a 3.0 GPA beyond one semester of academic probation (University policy);
5. Failure to achieve a grade of “B” or better in all required courses;
6. Failure of the student to follow course sequencing as scheduled, unless other arrangements have been made and approved by the Ph.D. Committee.

Institutional Review Board (IRB) Policies and Procedures

All graduate students are required to become acquainted with and keep up to date with the policies and procedures of the USF Institutional Review Board (IRB) and become IRB certified within their first semester at USF. Ph.D. students must take the Collaborative Institutional Training Initiative (CITI) basic course. To begin, go to the USF Research & Innovation Education page: *https://www.usf.edu/research-innovation/research-integrity-compliance/ric-programs/irb/irb-hrpp/education.aspx;* scroll down to "CITI Course in the Protection of Human Research Subjects"; and click on "CITI Program". After registering, students will be linked to the appropriate course(s). For registration instructions, click on the "Instructions for CITI Program Registration Process" link. The registration process takes at least 24 hours, after which students will receive approval to proceed with taking the class.

The basic IRB class for social and behavioral studies takes approximately four (4) hours to complete. Upon completion of the course, students will receive a certificate that documents completion. Students must provide a copy of the certificate to the Ph.D. Chair for the academic student file.

Individuals proposing to conduct research using a human subject or conduct secondary data analysis with identifiable private information are required to submit an application to the IRB for review and approval before initiating each project. A researcher may begin a study only after receipt of a letter of approval from the IRB. To learn more about human research

protection, go to: *https://www.usf.edu/research-innovation/research-integrity-compliance/ric-programs/irb/irb-hrpp/index.aspx*. This website contains a host of information about human research protection programs.

Students *must also* complete the required research course mandated by the Office of Graduate Studies.

School of Social Work Qualifying Exam for Doctoral Students

This qualifying exam is designed to have students integrate knowledge from previous courses, and to assist students in their thinking as they prepare to move to the dissertation proposal stage. This exam is projected to be a two-week intensive process that will begin at least a week prior to Spring Break in the 4th semester of course work. Students should plan for working throughout the Spring Break period on this exam. The exam is also in line with some of the components that are needed for an IRB protocol (as several sections are directly from the USF IRB protocol guidelines) and a grant application.

For the qualifying exam, students will submit a brief proposal for a proposed study incorporating their area of research. Students are encouraged to submit a proposal that would lead to their dissertation proposal and/or a study that would be feasible with very limited funds. There are two parts to this qualifying exam:

> **Part 1:** Introduction with Specific Aims. This one-page, single-spaced introduction should be discussed in consultation with a designated faculty member prior to completion of the qualifying exam.
>
> **Part II:** After the Introduction with Special Aims section is approved, students will be provided the timeframe to complete the qualifying exam. The qualifying exam is to be completed independently. After the Specific Aims section has been approved, students should *not* obtain consultation on Part II. Part II is to be solely the student's work. The due dates for the Introduction with Specific Aims section (Part I) and the qualifying exam (Part II) will be provided to the student and are to be completed in their final semester of core courses.

Students must pass the qualifying exam prior to being admitted to doctoral candidacy. The Admission to Candidacy form will be submitted by the Ph.D. Program Chair during the semester in which the student successfully completes/passes the qualifying exam. The form will then be approved by the Dean of the College and forwarded to the Dean of the Office 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. The student may then enroll in dissertation hours the following semester.

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 responsibility of students to check the Graduate Catalog for all University policies, requirements, and deadlines regarding their degree program.

All students should begin preparing for their proposal defense as soon as they pass the qualifying exam.

Part III: Dissertation Information

Overview

Students are strongly encouraged to review all policies and procedures posted on the Office of Graduate Studies and CBCS websites as they prepare for candidacy. In order to be admitted to doctoral candidacy, students must meet the following requirements at USF:

- Admission to a doctoral major.
- Appointment 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 exam.
- Certification by the Doctoral Committee that the above qualifications have been successfully completed.

The Admission to Candidacy form should be submitted for approval during the semester that the qualifying exam was 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 Dean of the Office 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 to 6C. For procedures and processing deadlines, refer to the Office of Graduate Studies website: *www.grad.usf.edu*.

Once candidacy status is approved, students with approved candidacy are eligible to enroll in dissertation hours (SOW 7980) in the semester that immediately follows the last business day of the approval window. 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.

As a student enters candidacy, the role of the Major Professor and Doctoral Dissertation Committee members are paramount for the successful completion of the dissertation. It is imperative that the student stays in contact with the Major Professor and Committee members during this period of independent work. Students are responsible for knowledge of the various deadlines within the School, College, and University that are necessary to graduate in a timely

manner. Students should be clear that the University deadlines are typically later than the internal College deadlines. Students should use the School's internal deadlines when they plan for their proposal and defense dates. Students should try to defend their dissertation at the beginning of the Spring term of their 4th year.

Coursework

Students are to enroll in at least two (2) dissertation hours in the semester of their defense. 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.

Directed Research hours, taken with their Major Professor (or Co-Major Professor) prior to admission to candidacy and that involves work related to the dissertation may satisfy up to 50% of the dissertation hour requirement, with the approval of the Ph.D. Chair.

Proposal Prospectus

All students are expected to prepare an independent research proposal prospectus that will be approved by the Doctoral Committee. Prior to approval, this work will be presented in a public meeting where the student will respond to questions asked by Committee members or others in attendance. Any modifications requested by the Committee must be addressed prior to passing the proposal. The Major Professor can monitor this requirement. Once revisions are completed, the student will provide an updated prospectus to the Committee for approval. The Major Professor will notify students when they have satisfied all the requirements of the Committee for the prospectus and discuss a course of action for completion of the final dissertation.

The Doctoral Dissertation Defense Chair will record the vote of the Dissertation Committee via the Successful Defense form and convey the decision of the Dissertation Committee to the Chair of the Ph.D. program.

The Dissertation

Upon satisfactory completion of the prospectus, a defense of this proposal is conducted when the research is complete. The student should work with the Major Professor to determine when the work is ready for defense. The student in consultation with the Major Professor should also stay in contact with the Committee members.

The student must send the document to Committee members **at least two weeks before** the scheduled defense. The student will make a presentation to the Committee members, respond to questions, and receive input on needed changes to the project or document. (*While not desirable, there is no University or Department rule that precludes defending the prospectus and the completed dissertation in the same semester.) Students will inform the Ph.D. Chair that their prospectuses have been approved. There is no form for this action.

**NOTE: It is inadvisable for students to present their proposal for the dissertation to Non-Major Professor Committee members for the first time in the form of a "completed" prospectus. Instead, students should be sharing ideas and receiving input from all Committee members during the process of developing the prospectus document.

Dissertation Defense

After the Doctoral Committee has determined that the final draft of the dissertation is suitable for presentation, the student will request the scheduling of the Dissertation Defense (also called Final Oral Examination or Oral Defense). **The student must submit the full final draft of the dissertation to the Committee at least two (2) weeks before the dissertation defense date.** (The student will identify a mutually convenient time for Committee members and reserve a room for the defense meeting.) Students must successfully defend their dissertation in order to be able to complete the final submission process.

Scheduling the defense requires that two (2) forms be completed and submitted to the College Dean's Office at least two (2) weeks prior to the defense. The forms are located on the CBCS website. Please note that all Committee members must sign the CBCS Request for Dissertation Defense Request form. (Faxed/scanned signatures are acceptable.) The following documents must be submitted along with the CBSC Request for Dissertation Defense form:

- Announcement of Dissertation Defense
- Successful Defense form (unsigned by Committee members)

The College office will perform the following tasks related to dissertation defense:

- Confirm that the eligibility criteria for the Outside Dissertation Defense has been met.
- Verify the composition of the examining Committee and approve the request for the defense and announcement.
- Notify the Outside Dissertation Defense Chair and Major Professor of the guidelines for conducting the exam. (The Outside Chair will be sent the Successful Defense form and instructed to take the form to the defense meeting. This person can be the outside committee member.)
- Notify the Department Chair of the academic Department that the approved announcement of the defense must be disseminated to the Department faculty.
- Notify the Graduate School that the defense has been scheduled.

The College will notify the Outside Dissertation Defense Chair, the Major Professor(s), and the Graduate Director that the announcement has been approved. At that point, the hard copy announcement will be posted by the student in and around the School of Social Work. Until that notification by the College, the "formal announcement" cannot be distributed; but Major Professors must send out an e-mail at least one week ahead of time to all colleagues

announcing the defense. The student will similarly announce the defense on the graduate student listserv. (This process may change due to COVID-19.)

Oral Defense Procedures (This may change due to COVID-19.)

Procedures are outlined in more detail in the Graduate Catalog. Students should review the procedures in the Catalog as well.

1. The oral defense should be scheduled to allow time for the student to make any necessary corrections following the defense and still meet the Office of Graduate Studies' final submission deadline of the dissertation (see below for example timeline).
2. It is required that all members of the Dissertation Committee be present for the examination unless an absence is approved prior to the defense taking place by the Dean of the Office of Graduate Studies. In the event that a member cannot attend in person, participation is permissible via speakerphone or video conference. A minimum of three (3) members—including the Major Professor—is required to proceed with the defense.
3. The presentation should be considered an important function in the department; graduate students and faculty are encouraged to attend.
4. 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 voting is not public.
5. The room selected for the examination should have adequate seating with an alternate room selected in case of problems.
6. The Doctoral Dissertation Defense Chair should open the proceedings by introducing the candidate and the Dissertation Committee.
7. The examination should begin with a presentation by the candidate designed to summarize the dissertation. The length of this presentation shall be approximately 20 minutes and no more than 30 minutes.
8. The remainder of the examination may take place in a different setting and will consist of questions about the research by the Doctoral Dissertation Defense Chair, the Dissertation Committee, and by any other interested persons. It is suggested that questioning should be limited to about 15 minutes for each person, with subsequent rounds of questioning as necessary.
9. Questions from the faculty-at-large and/or the public may be allowed at the end of the Committee's questioning.
10. The length of the examination period will generally not exceed three (3) hours. Throughout this time, the Doctoral Dissertation Defense Chair will oversee all proceedings and, ideally, is expected to play a balancing role between advocacy and contention. The Doctoral Dissertation Defense Chair, at any time during the course of the examination, may request all visitors to leave.
11. Following the completion of these proceedings, the Defense Chair will ask all visitors and the candidate to leave and will reconvene the Dissertation Committee only.
12. The voting is to be limited to "pass" and "fail" votes. The Doctoral Dissertation Defense Chair has the responsibility of tallying the votes and informing the

candidate of the final decision. The vote of the Dissertation Committee must be unanimous and recorded on the Successful Defense form. The College Graduate Dean will resolve substitutions and disagreements within the Committee. [*It is often the case that the Committee requests that some changes are made before the document is deemed final. If all are in agreement, the Outside Chair can collect the signatures of the Committee members on the Successful Defense form and agree not to submit the form to the College until such time s/he is notified by the chair(s) that all Committee members have approved the final product.]

13. The Doctoral Dissertation Defense Chair will convey the decision of the Dissertation Committee to the Department/College Graduate Office by submitting the fully signed Successful Defense form.

Timeline for Dissertation Completion

It is expected that students will complete their dissertation and graduate in the early Spring semester of their 4th year. This means that their dissertation must be defended and finalized at the beginning of March. (Exact dates vary from year to year. For the current year's deadline, go to: *http://www.grad.usf.edu/ETD_Deadlines.php.)* Students are encouraged to create a timeline with their Major Professor that outlines the steps toward successful completion of the degree. An example of the final stages of a timeline is outlined below. Please also see Appendix A.

EXAMPLE:

Date	Milestone
	Final draft of dissertation due to Major Professor for approval to send to Committee
	Dissertation for defense due to full Committee
	Dissertation defense
	Student revises dissertation (if applicable)
	Final changes (if applicable) due to Major Professor and/or Committee
	Major Professor and/or Committee reviews final changes before ETD submission
	Submit final dissertation to ETD for review

Dissertation Final Submission Guidelines

Information on the requirements for submission of the finished and approved manuscript copies is available online at the Thesis and Dissertation website: *http://www.grad.usf.edu/thesis.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. Once a dissertation is approved and accepted by the Office of Graduate Studies for publication, it cannot be changed.

Mandatory Electronic Submission

Students are required to submit the dissertation in an electronic format (ETD). Requirements and procedures are available on the Office of Graduate Studies website: *http://www.grad.usf.edu/thesis.php*. All students are required to attend an ETD workshop or complete an ETD tutorial the **semester prior to graduation**. An electronic copy of the dissertation must be provided to the Ph.D. Program Chair.

Ph.D. Graduation Requirements

All students are encouraged to read the appropriate Graduate Catalog (*http://catalog.usf.edu/index.php?catoid=9*), Section 8, University Degree Requirements.

During the semester in which graduation is anticipated, students must:

1. Have an approved and accurate CBCS Thesis/Dissertation Committee Appointment form on file in the Graduate School.
2. Be enrolled in at least two (2) dissertation hours. (No other type of credit hour may be substituted for dissertation hours.)
3. Complete all requirements set forth by the ETD system.
4. Apply for graduation by the posted deadline (see below).
5. Have a CBCS Successful Dissertation Defense form submitted to the Department and the College (by the Defense Chair).
6. Complete all of the ETD requirements associated with the dissertation.

Application for Ph.D. Degree

In order to graduate, a student must submit an application for the graduate degree to the Office of the Registrar. 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. For the degree statement to appear on students' academic records, students must file the application whether or not they plan to participate in the commencement ceremony.

It is the responsibility of students to clear all "I" grades (Incompletes) in courses required for graduation and to provide official transcripts of all transferred coursework needed for graduation at least three (3) weeks prior to the end of the term in which they expect to graduate.

Final Grade Modifications Post-Dissertation

The Graduate School will notify the Registrar of the change in dissertation grade from "Z" to "S" once the final manuscript has been received, reviewed, and certified for permanent filing in the University Library. Copies of the Final Approval form will be distributed to the student and college. Copies of the change of grade memo will be sent to the College.

Academic Residency

Students must be enrolled in a doctoral program for a minimum of three (3) years beyond the baccalaureate degree. A student must achieve at least one (1) academic year of residency, defined as a minimum of 9 hours per semester for two (2) consecutive semesters completed on a USF campus. Additionally, the University requires a minimum of 24 hours to be completed on a USF campus. Deviations from these rules must be recommended by the student's Doctoral Committee and approved by the Dean of the Office of Graduate Studies.

Ph.D. 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 completed:

- Prior to admission to the USF doctoral major.
- While a non-degree seeking student.
- At another institution.

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: *http://www.grad.usf.edu/inc/linked-files/time_limit_extension_form.pdf*.

Requests for time limit extensions must include:

- The reasons for the delay in completion.
- The anticipated time needed for completion.
- Endorsements from the graduate Faculty Academic 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 policy.

If approved, the time limit extension also applies to courses applied toward the degree, except for 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 (2) years. (*Refer to the section on Leave of Absence in Enrollment Requirements.)

**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.

Part IV: USF Academic Policies and Procedures

Minimum University Enrollment Regulations:

This section reflects select polices in the Graduate Catalog. (Please note: Any discrepancies listed in this document with published University policies is unintentional. University policies will always be the guiding rule.)

USF Full-Time Student Definition:

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 take a maximum of eighteen (18) hours in any given semester. Exceeding eighteen (18) hours requires a signed program of study or written approval from the College. For financial aid enrollment requirements, go to the Office of Financial Aid website: *http://usfweb2.usf.edu/finaid/other/enrollment.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 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 as specified here for all graduate students (not in candidacy). (*Refer also to the Time Limitations policy.)

Readmission Following Non-Enrollment:

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in non-degree seeking (i.e., inactive) status. Students must be readmitted to the 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:

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. Colleges and majors may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the major must enroll in a minimum of five (5) dissertation hours in the semester that the readmission is effective. (*Refer to the Readmission policy in the Graduate Admissions section for more information.)

**NOTE: Students cannot be enrolled in thesis and dissertation concurrently.

Enrollment During Semester of Thesis Submission:

Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis 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 concurrently.

Enrollment During Semester of Graduation:

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

Enrollment for Graduate Teaching and Research Assistants:

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

Leaves of Absence (LOA):

Leaves of absence (LOA) 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 (2) years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the Office of Graduate Studies website. The LOA must be approved by the Major Professor, the School, 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.

Veterans:

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 in effect. All degree programs currently offered at USF are approved by the State Approving Agency. Students who may be eligible for benefits are urged to contact Veterans Services for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office. VA regulations require that students take only courses that are applicable to their degree program, or other approved program, and make satisfactory progress toward their degree. For information on various programs and services, as well as VA rules and regulations, students should consult the Handbook for VA

Students, which is available at the USF Veterans Services Office or on the USF Veterans Services website: *http://www.usf.edu/student-affairs/veterans/*.

Academic Standards and Grades

Students are encouraged to read the USF Graduate Catalog, Section 7 for complete information regarding academic policies and regulations, including grades. This is located at: *http://www.grad.usf.edu/policies_Sect7_full.php*. Below is select content from this section.

In Good Standing: To be considered a student "in good standing," graduate students must both:

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

Students must meet the requirements to be in good standing to graduate. All "I" and "M" grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Grade Point Average (GPA):

The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (e.g., 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).

Graduate Grading System:

Effective Fall 2000, graduate and undergraduate grades will be assigned quality points in the GPA grading system. The +/- designation must be included in the syllabus provided at the

beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the Office of the Provost.

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 Academic Advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a master's degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. **Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.**

Incomplete (I):

Definition: An Incomplete ("I") grade is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).
Students may only be eligible for an "I" when:

- Most of the student's work for the course has been completed before the end of the semester and the work is 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 due date, 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 if 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 retake 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 e-mail 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 more information.) Students cannot be admitted to doctoral candidacy or certified for graduation with an "I" grade.

Example:
A student has a "B" in a course, not including the grade for the missing assignment; therefore, the student is eligible for an "I".

- The student's grade, including a zero for the missed work, would be an "D".
- The student and instructor complete the "I" Grade Contract, assigning an "ID" (Incomplete).

Academic Dishonesty Policy:

The profession of social work is based on the integrity of those people working in it. Accordingly, it is assumed that students in the School of Social Work will live up to the highest levels of academic honesty. Graduate students are responsible for being aware of and complying with University regulations and policies and must conduct themselves accordingly. Plagiarism regulations can be found at: *http://www.grad.usf.edu/plagiarism.php*.

Sanctions for academic dishonesty will depend on the seriousness of the offense and may range from the receipt of:

1. An "F" or "zero" grade on the subject paper, lab report, etc.
2. An "F" in the course or activity in which credit may be earned.
3. An "FF" in the course (leading to expulsion from the University).
4. Academic dismissal for any violations of academic dishonesty policies or regulations.
5. Possible revocation of the degree or graduate certificate following a thorough investigation.

Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding academic dishonesty and academic dismissal may be found on the Office of Graduate Studies website.

Student Resources

The following is a list of student resources. Students are encouraged to add to this list.

Office of Graduate Studies: Information regarding graduate study at USF as well as university policies and procedures can be found at the following website: *https://www.usf.edu/graduate-studies/about-us/college-of-graduate-studies.aspx.*

Graduate Student Catalog: The USF Graduate Student Catalog provides information about policies and curriculum for graduate programs. It can be accessed at: *http://www.grad.usf.edu/catalog.php.*

Graduate and Professional Student Council (GPSC): The GPSC represents all graduate student interests pertaining to academic issues in regular meetings with the USF President, Provost, Dean of Graduate Studies, the Graduate Council, Student Government, and other University administrators. Advantages to joining the GPSC include:

- Staying abreast of current issues of importance to graduate students.
- Receiving announcements on deadlines, scholarships, courses, etc. from USF faculty.
- Receiving information on on-campus research positions and general job openings.
- Receiving announcements on current GPSC socials, seminars, and meetings.

To join the GPSC, go to: *http://www.gpsc.usf.edu/*.

College of Behavioral and Community Science: Policies, procedures, and forms specific to the College and University can be found at the following website: *www.usf.edu/cbcs/graduate.*

Council for Social Work Education (CSWE): Founded in 1952, the Council on Social Work Education (CSWE) is the national association representing social work education in the United States. Its members include over 750 accredited baccalaureate and master's degree social work programs, as well as individual social work educators, practitioners, and agencies dedicated to advancing quality social work education. Through its many initiatives, activities, and centers, CSWE supports quality social work education and provides opportunities for leadership and professional development, so that social workers play a central role in achieving the profession's goals of social and economic justice. CSWE's Commission on Accreditation is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in the United States and its territories. For more information, go to: *https://www.cswe.org.*

Group for the Advancement of Doctoral Education in Social Work (GADE): The Group for the Advancement of Doctoral Education in Social Work (GADE) is an organization made up of over 80 social work doctoral program directors worldwide who represent their member universities. Founded in the late 1970s, GADE's primary purpose is to promote rigor in doctoral education in social work, focusing on preparing scholars, researchers, and educators who function as stewards of the discipline. For more information, go to: *http://www.gadephd.org.*

School of Social Work: Information on the program, including admissions, curriculum, and a copy of our handbook, can be found on the website: *https://www.usf.edu/cbcs/social-work/programs/phdinsocialwork/index.aspx.*

Social Work Society (SWS): SWS is a student organization that is open to both undergraduate and graduate students. The society aims to promote positive socialization among students interested in issues of social justice and positive social change, as well as to raise funds and increase engagement in service activities that address human needs and social justice concerns. Information about this organization can be located at the following website: *https://www.usf.edu/cbcs/social-work/students/socialworksociety.aspx*.

Society for Social Work and Research (SSWR): The Society for Social Work and Research was founded in 1994 as a free-standing organization dedicated to the advancement of social work research. SSWR works collaboratively with a number of other organizations that are committed to improving support for research among social workers. Members include faculty in schools of social work and other professional schools, research staff in public and private agencies, and master's/doctoral students. SSWR's more than 1,300 members come from 45 states in the United States as well as from Australia, Canada, Cyprus, Hong Kong, India, Ireland, Israel, Japan, Korea, New Zealand, Sweden, Switzerland, Taiwan, Trinidad, and the United Kingdom. SSWR's members represent more than 200 universities and institutions. For more information, go to: *http://secure.sswr.org*.

USF Graduate Student Information

The Office of Graduate Studies offers a comprehensive Student Life Guide. It is available at: *https://www.usf.edu/graduate-studies/documents/usf-graduate-student-life-guide.pdf.* Please review the guide, as it contains valuable information, as well as the table of contents below.

Office of Student Rights and Responsibilities

The goal of the Office of Student Rights and Responsibilities is to encourage and develop standards of behavior and critical thinking that will create a community of leaders and citizens while enhancing the USF environment for community members living, studying, and working within the USF System.

The Office of Student Rights and Responsibilities receives referrals regarding alleged violations of the Student Code of Conduct (*https://www.usf.edu/student-affairs/student-rights-responsibilities/policies/index.aspx*). Any member of the University community may refer a student for an alleged violation of the Student Code of Conduct. All referrals must be submitted in writing with the appropriate signature. Code of Conduct referrals go through an initial review followed by a hearing. The Office also reserves the right to initiate or follow up on any informational leads where there is a reasonable belief of possible violations of the Student Code of Conduct.

In addition, the Office hosts a website with campus resources for students, which can be found at: *https://www.usf.edu/student-affairs/student-rights-responsibilities/resources/offices.aspx*. On this website, you will find information about Victim Advocacy and Violence Prevention; Student Outreach & Support; Diversity, Inclusion, and Equal opportunity; the University Policy Department (UPD); the Office of Student Ombudsman; Students with Disabilities Services (SDS); the Counseling Center; the Dean of Student's Office; and Student Affairs & Student Success. Other important links are:

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

Consensual Relationships Policy
http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-1-022.pdf

Appendix

Example of Timelines for the College Request for Dissertation Defense

Defending a dissertation is just one of the many steps in completing the requirements for graduation, some of which begin before the semester starts. Students are encouraged to read the following information carefully and plan ahead to avoid delays and stress at an already busy time in their academic career. The College can be contacted with any further questions.

Semester Before Defense

Students are instructed to complete the following items during the semester before they intend to defend their dissertation:

Review Supervisory Committee form: The Supervisory Committee form currently on file should match all the Committee members for a student's planned defense.

Request a graduation check from the program/Department: The courses a student has completed need to match the requirements in the catalog of the year posted to the student's account.

Discuss with the Committee the potential dates for the following semester to hold the defense of the dissertation: Students should plan around holidays, conferences, etc. to ensure Committee availability.

Semester of Defense & Graduation

Students are instructed to complete the following items during the semester they intend to defend their dissertation:

Complete enrollment for classes: Students must register for at least two (2) credit hours of dissertation in their last semester.

Apply for graduation online: Applying for graduation typically occurs the end of the 4th week of the semester. For more details, go to: *https://www.usf.edu/registrar/resources/graduation.aspx*. If students intend to walk in the commencement ceremony, they must register online at the commencement website: *https://www.usf.edu/system/commencement/useful-links.aspx*.

Complete the CBCS Dissertation Defense packet: Forms for the packet can be found at the College website: *https://www.usf.edu/cbcs/*. Click on "Graduate" and then on "Forms/Resources". The Dissertation Defense packet includes the following documents:

- Request for Defense form

- Announcement of the defense
- Successful Defense form, which should be completed by the student but remain unsigned until the student defends. A student's "outside" Committee member may act as the Chair of the defense. The Chair is given the Successful Defense form, which will be signed and dated upon approval of the student's defense. The Chair will later return the form to Susan Crochunis in the Dean's Office (MHC 1148).

  **NOTE: There are several options for the announcement template depending on the number of Committee members. *Make sure all documents are completed entirely and accurately.* Missing or inaccurate information could cause a delay in processing, which in turn could cause a delay in the defense.

Submit the CBCS Dissertation Defense packet: Ultimately, it is the responsibility of students to make sure the College receives all required documents. All documents are to be submitted to Susan Crochunis in the Dean's Office (MHC 1148). Students are required to submit their Dissertation Defense packets **at least two (2) weeks** prior to their dissertation defense date. *There is a deadline every semester; and the deadline varies by semester.* (Colleges can provide semester deadlines.) Once a defense date is chosen, the Dissertation Defense packet can be completed and turned in. *Students do not need to wait until two (2) weeks prior to their defense date to submit their Dissertation Defense packet.* The documents included in the packet are college specific.

Submit USF Office of Graduate Studies documents: There are additional steps and documents required for *submitting* a dissertation to the Office of Graduate Studies. The website for that procedure, which includes information on the resource center, deadlines, workshops, process requirements, checklist, etc., can be found at: *https://www.usf.edu/graduate-studies/students/electronic-thesis-dissertation/*.

Student Schedule

Year	Course (Area Code)	Course (Area Code)	Course (Area Code)	Extra Course	Total Credit Hours
Year 1					
Year 2					
Year 3					
Year 4					