



GRADUATE STUDENT HANDBOOK - DOCTORAL

2018-2019

Graduate Support Office ~ College of Education ~ University of South Florida

Doctoral Program Handbook

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Preface

The purpose of the College of Education Graduate Handbook is to assist graduate students to better understand the processes associated with graduate education in the College. This Handbook does not replace University requirements delineated in the USF Graduate Catalog. It is intended to complement the Catalog.

It is the responsibility of the graduate student to be knowledgeable about requirements stipulated in the Graduate Catalog as well as the College of Education (COEDU) Graduate Handbook. Individual programs may have requirements that exceed those listed in these documents. Students are required to meet all University, College and specific program requirements.

PLEASE NOTE: While advisors, directors, department chairpersons and deans are available to help the student meet these requirements, it is the student's responsibility to make sure that he/she has met all degree requirements as specified in the Degree Requirements section of the Graduate Catalog, as well as any College and Program requirements for the degree. The entire USF Graduate Catalog is available online at the USF Office of Graduate Studies' website at <http://grad.usf.edu/>.

The USF Graduate Catalog and information on COEDU policies are available online. Many departments also have handbooks that outline policies and procedures unique to the program. Please refer to these documents for specific information. In instances where University, College, department and program requirements differ, students must meet the highest level of requirements presented. Please note that university, COEDU and program requirements are stated always as minimum requirements.

Students should review official university documents, and collaborate with an assigned faculty program coordinator prior to making academic decisions, since program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

In addition to the University's regional accreditation by the Commission on Colleges of the *Southern Association of Colleges and Schools (SACS)*, the College is accredited by the *Council for the Accreditation of Educator Preparation (CAEP)* for the preparation of P-12 educators. Its initial certification programs are approved by the Florida Department of Education.

This Handbook has been designed to attain the following objectives:

to provide information to about graduate program options, requirements, and procedures;

to inform faculty and staff of degree requirements and procedures, and the respective responsibilities of students and faculty relative to these requirements and procedures;

to provide a basis for interaction between faculty and students regarding graduate degree programs, and

to inform faculty of the requirements and procedures of graduate programs and the responsibilities attendant with various faculty roles.

MISSION, VISION, GOALS

COEDU Mission

The USF College of Education envisions itself as a leader in regional, national and international education. Leadership in education encompasses:

- Academic excellence
- Research, scholarship, and inquiry that renews the educational process
- Collaboration that serves communities, institutions, and individuals
- Preparation that builds on academic excellence, scholarship, clinical practice, and collaboration and that contributes to a just and productive society.

COEDU Vision

To fulfill its vision, the College of Education is committed to:

- offering challenging learning opportunities in a supportive and diverse environment;
- creating and supporting research, scholarship, and inquiry in education;
- preparing the next generation of educators, scholars, and leaders for pK-12 and the professoriate through exemplary undergraduate and graduate degree programs;
- serving the community through collaborative relationships; and working with schools, agencies, and communities to offer programs that prepare professionals who work competently, collaboratively, and ethically to improve educational outcomes for all.

Goals of Graduate Education

Graduate education at the University of South Florida is an intellectual and professional response to the needs and aspirations of the diverse communities served by the University. It has as a core value a commitment to disciplined inquiry as a basis for generating knowledge and improving professional practice.

The College of Education's graduate programs reflect the University's philosophy of graduate education. The COEDU is a professional school offering degree programs for educational scholars and practitioners. Within a professional school, disciplined inquiry is a process by which information is collected, evaluated, and applied to problems and issues. Skilled, rigorous inquiry contributes to the theoretical and information bases from which educational decisions are made and practices are developed. From this orientation, the following goals are derived for graduate education in the College of Education:

- to create a vigorous community of scholars in the field of education;
- to develop a highly competent community of educational leaders and practicing professionals;
- to foster disciplined and rigorous inquiry about educational practices, theories, and proposals; and
- to promote the development of educational theory and practices.

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Student Rights and Responsibilities

Student Rights

You have the right to considerate and respectful attention with appreciation for individual dignity, protection of privacy and appropriate confidentiality of information.

You have the right to a prompt and reasonable response to questions.

You have the right to know what student support services are available in the college and university.

You have the right to know what rules and regulations apply to your conduct as an education major at USF.

You have the right to know the identity and professional status of individuals providing educational services.

You have the right to obtain from your academic advisor accurate and current information concerning your educational status in terms you can reasonably understand.

You have the right to be informed about the grievance protocols in the College of Education.

Student Responsibilities

You are responsible for upholding the ethical standards of the University of South Florida and following the rules and regulations regarding student conduct as published in the university documents, catalogs and handbooks.

You are responsible for reading and understanding the information published in the USF and College of Education handbooks and catalogs.

You are responsible for treating your peers, support staff and faculty with courtesy and respect.

You are responsible for meeting all deadlines.

You are responsible for providing accurate and complete information and to report unexpected changes in your status or intentions regarding your planned program.

You are responsible for seeing that all needed documents and transcripts are received by the Registrar's Office.

You are responsible for making it known if a course of action or expectation is not understood.

You are responsible for your actions if you do not follow your recommended program of studies.

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Most Frequently Used Online Links:

[College of Education Homepage](#)

[College of Education Student Resources](#) (e.g program of studies, committee forms, etc.)

[Graduate Studies Thesis-Dissertation Deadlines](#)

[Graduate Studies Homepage](#)

[Graduate Catalog](#)

[Graduate Studies Policies and Procedures](#)

[Graduate Studies Forms](#) (University Forms)

[Registrar's Forms](#) (University Forms)

[Innovative Education: Distance Learning](#)

[University of South Florida Admissions](#)

[Graduate Certificates](#)

[University of South Florida Scholarships and Financial Aid Services](#)

[College of Education Scholarships and Financial Aid](#)

Graduate Admissions Information

Please consult the Graduate Admissions and Registration and General Information sections of the current USF Graduate Catalog for University requirements for admission to graduate programs. Check also with your prospective program for additional admissions requirements.

Time Limit Doctoral (Ed.D., Ph.D.)

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

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

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

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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/student-forms.asp>.

Requests must include:

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

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

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

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

Course Currency

All courses, with the exception of those approved for transfer of credit, should meet the time limit specified for the degree and be academically relevant as determined by the faculty in the graduate major. Courses used for the graduate degree requirements can be no more than ten years old at the time the degree is conferred.

In the event that course currency is required a Course Currency Form should be submitted (including original and current syllabi for the course in question) for each course in need of currency.

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Student Status

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, contact the Office of Financial Aid - <http://usfweb2.usf.edu/finaid/other/enrollment.aspx>.

Academic Policies and Regulations

Registration Information

Registration Information

Oasis

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

Students can access their OASIS account via their MyUSF account, under the "My Resources" tab.

Schedule: <http://www.registrar.usf.edu/ssearch/search.php>

On-Time Registration

Students must register for the upcoming term by 5:00 pm the Friday before semester starts in order for their registration to be considered on time. Registering after this point will result in Late Registration with \$100.00 late fee.

New Student Registration Holds

Medical Requirements for Registration

University Immunization Policy: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>

All students new to USF are required to submit a signed copy of the official USF

- Medical History Form: Sign the Mandatory Immunization Health History Form
- Measles 1, Measles 2, Rubella (MMR): Vaccination (2 doses after 1st birthday) OR Titer (lab work) Date & Result
- Hepatitis B-1: Vaccination OR Check the declination box OR Titer (lab work) Date & Result
- Meningitis: Menactra/MCV4 vaccination at AGE 16 OR OLDER (if living on campus) OR check the declination (if not living on campus)
- TB Screening: Tuberculosis Screening required for all International Students and U.S. born students residing at an address outside the U.S. at the time of application.

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

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

For Frequently Asked Questions on the Immunization requirements go to: <http://www.shs.usf.edu/faqs.aspx>

Administrative Holds

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

Late Registration

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

Graduate Petition

Any changes to the student's registration made after the end of Add/Drop Week will require the use of the [Office of Graduate Studies Graduate Petition](#). This includes adding or dropping courses as well as changing the number of credit hours a student is registered for a course.

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Academic Integrity

USF Regulation 3.027

Academic integrity is the foundation of the University of South Florida System's (USF System) commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the university are the responsibility of the entire academic community, including the instructional faculty, staff and students. The final decision on an academic integrity violation and related academic sanction at any USF System member institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution.

To read the entire Regulation, go to:

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf> or
<http://regulationspolicies.usf.edu/regulations/current-regulations2.asp>

Disruption of the Academic Process

USF Regulation 3.025

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida System (USF System) Student Code of Conduct and any person may make a direct referral regarding student conduct to the Office of Student Rights and Responsibilities (OSRR) at any time for a conduct review and possible university wide sanction. This Academic Disruption Regulation provides the steps an Instructor may take to immediately address a student disrupting a class or academic setting including restricting a student from class, assigning an academic sanction or other immediate sanction. This is considered an Academic process and provides for academic sanctions. An Instructor may/must make additional referrals to OSSR for a more comprehensive review and additional conduct sanctions which are considered separate from the Academic process.

To read the entire Regulation, go to:

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

Student Academic Grievance

The purpose of this Policy is to provide all undergraduate and graduate students taking courses within the University of South Florida System (USF System) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance.

Review of the facts and events pertinent to the cause of the academic grievance will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner. These guidelines are meant to govern all colleges (exclusive of the MD and DPT programs within the College of Medicine and the College of Pharmacy to

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the extent they maintain procedures and processes for issues regarding professionalism). However, USF System institutions may have unique titles and specific administrative levels. Accordingly, each institution shall determine the appropriate levels and titles for review at the time a student initiates an appeal ensuring that if it is determined the matter is an academic grievance there is at least one committee level review and recommendation to an administrator to accept or reject.

In the case of Academic Integrity violations, the appeal or grievance of a decision or academic action regarding Academic Integrity is contained in USF3.027 Academic Integrity of Students.

To read the full procedure, go to

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>

When a student and an instructor cannot agree on a final grade on an individual assignment or in a course, the student may take the issue to the program coordinator and department chair. If meeting with the department chair yields no resolution, it is within the student's rights to seek a formal grievance with the college.

In the College of Education, the Graduate Student Academic Grievance Committee will convene to consider academic grievances filed by graduate students, and to make recommendations to the Associate Dean for Graduate Studies, who represents the Dean of the College in these matters. The Graduate Student Academic Grievance Committee will be comprised of an equal number of faculty and graduate student members: two graduate faculty members and two graduate students.

[Graduate Catalog](#) [Graduate Catalog](#)

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

Student's major Degree Requirements

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

Students cannot choose a USF Catalog published prior to admission (or readmission) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of Catalog is limited to the USF Catalog in effect at the time of readmission or any one Catalog published during their continuous re-enrollment.

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

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If the College or Department makes fundamental changes to the major that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Office of Graduate Studies.

USF policies and procedures not related to degree requirements such as academic grievance procedures, student conduct code and other procedural processes and definitions may be updated each year and the student will be held to the most current catalog and procedures available.

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

Enrollment Requirements

Validation of Admission

All graduate students must validate their term of admission. Students validate their admission by registering for coursework and maintaining that registration through the first week of the semester. In the event that students do not validate their admission, they will need to defer to a future term of admission. Their application for admission is good for up to one (1) year from their original term of admission.

Continuous Enrollment for All Graduate Students

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. 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). See also the Time Limitations Policy.

Readmission/Reinstatement 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/reinstated to the degree. Courses that receive a "W" grade do not fulfill continuous enrollment requirements to continue their studies. Readmission/reinstatement 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.

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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 programs may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the major must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective. Refer to the Readmission Policy in the Graduate Admissions Section for more information.

Enrollment during Semester of Dissertation Submission

Students must be enrolled for a minimum of two (2) Dissertation hours during the semester that the Dissertation is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the dissertation approved and therefore may not be certified for graduation.

Enrollment during Semester of Graduation

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

Enrollment for Graduate Teaching and Research Assistants

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

Leave of Absence (LOA)

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

Students 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 Major, 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.

Auditing of Courses

Audit status must be obtained only during the first five days of the term by filing with the Registrar's Office a [Course Audit Form](#) and a date-stamped permit from the college/department on the campus where the course is being offered.

Additional information regarding the deadlines and procedures for auditing of courses can be found at the [Registrar's Office homepage](#).

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NOTE: Audited courses cannot be used to satisfy degree requirements.

Transfer of Credit

The Graduate Transfer course form is used to transfer graduate course work into a student's degree seeking program. This includes external or internal coursework.

EXTERNAL

May transfer only graduate level structured coursework into their graduate program taken at a regionally accredited institution, including USF system Institutions (USF St. Pete and Sarasota)

INTERNAL

May request application of internal credit of graduate level (5000-7999) structured coursework toward their graduate program taken at USF, with the approval of the graduate program, college, and Office of Graduate Studies, for graduate courses taken as:

An undergraduate student that were not used as part of the undergraduate degree requirements, except in cases of an Accelerated Degree Program approved through Undergraduate Council, Graduate Council and SACSCOC.

A non-degree seeking status (including Graduate Certificate Students, INTO students, etc.) May transfer in the total hours taken as part of a completed Graduate Certificate to the graduate degree program with Program approval.

A degree-seeking student, where the student is approved for a Change of Program to another graduate degree program.

Below is the list of additional rules applicable to the Transfer Course Policy

May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at non-USF Institutions are not calculated in the USF GPA, although the courses are listed on the transcript.

May transfer in up to 50% of a given graduate degree program's total minimum hours as 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 minimums. Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit. Individual Graduate Programs may have more restrictive requirements.

Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program. (not including coursework for PhD application of credit)

Must not be older than 10 years at the time of graduation or course currency is required.

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Academic Standards and Grades

[Academic Standards and Grades](#)

Minimum University Requirements

[Minimum University Requirements](#)

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

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

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

Grade Point Average (GPA)

[Grade Point Average \(GPA\)](#)

The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (3.48) and is not rounded up.

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

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

Satisfactory (S)/Unsatisfactory (U) Grades

[Satisfactory \(S\)/Unsatisfactory \(U\) Grades](#)

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

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Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

[Incomplete \(I\)](#)

[Incomplete \(I\)](#)

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

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

the majority of the student's work for a course has been completed before the end of the semester the work that has been completed must be qualitatively satisfactory

the student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week.

The student must request consideration for an incomplete grade and obtain an "I" Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course. The instructor must file a copy of the "I" Grade Contract in the department that offered the course and the Office of Graduate Studies by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the "I" grade. Students may register to audit the course, with the instructor's approval, but cannot re-take the course for credit until the I grade is cleared. The instructor will be required to complete the I-Grade Contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar.

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

Doctoral Program Handbook

Missing (M)

[Missing \(M\)](#)

The University policy is to issue an M grade automatically when the instructor does not submit any grade for a graduate student. Until it is removed, the M is not computed in the GPA. To resolve the missing grade, students receiving an M grade must contact their instructor. If the instructor is not available, the student must contact the instructor's department chair. Courses with an M grade may not be applied to the major requirements. Students with an M grade will not be admitted to doctoral candidacy until the M grade is resolved.

Continuing Registration Grades (Z)

[Continuing Registration Grades \(Z\)](#)

The Z grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship or thesis/dissertation, the final grade assigned will be an S. The Office of Graduate Studies submits the change of grade for the last registration of thesis/dissertation courses once the thesis/dissertation has been accepted for publication.

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

CF Grade

"CF" indicates that a student was dropped from a course due to non-payment of tuition and fees for the semester. If the course is to be restored, the student must pay the outstanding tuition and fees and complete the Student Accounts Office's Petition for Reinstatement-Non-Payment of Tuition form which can be found [here](#).

Academic Probation

[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. The college or major may also place students on probation for other reasons as designated by the college or major. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

- Removal of probation
- Continued probation; OR
- Dismissal from the major

Doctoral Program Handbook

Students on probation may only enroll in graduate courses (5000-7000 level) that are part of the approved major requirements as specified in the Graduate Catalog. Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information on the Automated Probation Process go to <http://www.grad.usf.edu/inc/linked-files/probation-procedure.pdf>

Graduate Certificates

The College of Education offers a wide variety of graduate certificates in a variety of areas. Graduate certificates are designed to provide you with valuable educational experience in a more accessible, focused format than traditional graduate degree programs.

A certificate is a specialized graduate-level credential reflecting knowledge of the most up-to-date research in the selected field. Once completed, the certificate is notated on your transcripts, and a USF certificate of completion is awarded. Certificate completion increases your competitiveness, enhances your performance, and helps prepare you for the changing nature of your field of specialization.

Certificates generally take one-two years to complete, depending on course load per semester and course schedule offerings. Some certificates can be used to meet some of the requirements of a graduate program, depending on the policies of the degree program and the university. Completion of a certificate does not imply admission to a related program. If a student is going to complete a graduate certificate while in a graduate program they *must apply separately* to the certificate program and be accepted in order to earn it. Taking classes for a certificate program does not automatically admit the student to that certificate program.

Certificate programs offered by the College of Education include:

- Academic Advising (fully online)
- Autism Spectrum Disorder (fully online)
- College Teaching
- Cybersecurity: Awareness and Education
- Disabilities Education: Severe/Profound (fully online)
- Diversity in Education
- ESOL (fully online)
- Evaluation
- Exceptional Student Education
- Foreign Language Education: Culture & Content
- Foreign Language Education: Professional
- Instructional Technology: Distance Education (fully online)
- Instructional Technology: eLearning Design and Development (partially online)
- Instructional Technology: Florida Digital Educator (fully online)
- Instructional Technology: Multimedia Design (partially online)
- Instructional Technology: Web Design (fully online)
- Post Master's Leadership in Higher Education (partially online)

Doctoral Program Handbook

- Qualitative Research
- Reading (fully online)
- School Counseling Post Master's (partially online)
- Teacher Leadership for Student Learning (fully online)

To learn more about applying for a graduate certificate, visit [USF Innovative Education](#).

Offices and Organizations for Governing Graduate Study

University of South Florida

The development of University policies for graduate work is the responsibility of the USF Dean of Graduate Studies with the assistance and guidance of the University Graduate Council. The membership of the Graduate Council consists of faculty members who represent the various colleges, two graduate students, and the Dean and Associate Dean of Graduate Studies. Faculty members serve three-year staggered terms; students serve for one year.

The USF Dean of Graduate Studies and University Graduate Council exercise the right of inquiry and review to ensure the development and maintenance of high academic standards in all graduate programs; review all new graduate courses and programs, as well as modifications to existing courses and programs; and review/recommend policies and procedures pertaining to graduate financial aid.

College of Education

The Dean of the College is responsible for all graduate programs. In fulfilling this responsibility, the Dean is assisted by the Associate Dean for Academic Affairs, the Coordinator of Graduate Studies, and the Graduate Programs Committee, (GPC).

Associate Dean for Graduate Education

While the Associate Dean for Graduate Education is responsible to the Dean, this position has direct administrative responsibility for managing graduate programs. The Associate Dean for Graduate Education is also responsible for program development and serves as the quality control officer for graduate programs within the College of Education. The Associate Dean for Graduate Education is responsible for implementing policies related to credentialing of graduate faculty, appointment of thesis/dissertation committees, allocation of graduate tuition waivers, and exceptions to graduate admission criteria. The Associate Dean serves as an ex-officio member of the Graduate Programs Committee and a member of the COEDU Faculty Council, coordinates the ongoing revisions of the College of Education (COEDU) Graduate Handbook and the COEDU sections of the University Graduate Catalog.

Doctoral Program Handbook

[Graduate Support Office](#) [Graduate Support Office](#)

The Graduate Support Office's mission is to provide advising and academic support to the College of Education's graduate community and its partners to foster an environment of student success and academic excellence. The Coordinator of Graduate Studies is the graduate certifying officer for the COEDU, is responsible to the Associate Dean for Academic Affairs, and is responsible for developing procedures to ensure the implementation of graduate policies within the COEDU. This position provides information and general advising to prospective graduate and advanced graduate students, and maintains files for all active graduate students in the College of Education.

[Graduate Programs Committee \(GPC\)](#)

This committee is comprised of faculty members in the College of Education who are elected to represent the academic departments and the School of Physical Education and Exercise Science. It also includes graduate students appointed to represent the student body. This committee is responsible for the review of new and revised graduate level courses and programs, the development of new policies and procedures, and the systematic review of revised policies and procedures that govern the implementation of advanced graduate programs. Recommendations on new and revised programs, courses, and policies and procedures are forwarded from the GPC to the COEDU Faculty Council for approval at the College level. New and revised programs and courses are submitted to the University Graduate Council for university approval after they have been approved by the COEDU Faculty Council

[Credentialed Graduate Faculty](#)

Faculty are credentialed to serve as major professors or outside chairpersons on proposal defenses and final defenses according to criteria developed by the COEDU and approved by the Dean of the College of Education. Recommendations for credentialing status are made by the departments to the Associate Dean for Academic Affairs. Graduate faculty and credentialed faculty serve as major advisors for master's students. They also serve as members of master's committees.

A list of currently credentialed graduate faculty can be found [here](#).

[College of Education Graduate Student Council](#)

A student group whose mission is "to enrich the graduate student experience through fostering college-wide collaboration, promoting excellence in educational research, teaching and student advocacy." For more information, please visit the Graduate Student Council's homepage [here](#).

Doctoral Program Handbook

Resources for Funding and Financial Assistance

COEDU Graduate Assistantships, Tuition Waivers, Scholarships

Scholarships offered by the College of Education are listed on the COEDU website at:
<http://www.usf.edu/education/admissions/scholarships-financial-aid.aspx>

Research, teaching, or graduate assistantships are awarded by the individual departments to degree-seeking students enrolled each semester for the number of credit hours specified by the department.

Fellowships, grants and scholarships are funds distributed by the University to students for which no work or repayment is required.

Information on fellowships, scholarships, and other awards are listed online. The [COEDU Student Academic Services Office](#) and the [USF Office of Graduate Studies](#) both circulate information listing current sources of financial support for graduate students.

Limited funds are also available in the USF Office of Graduate Studies (ALN 226) to assist graduate students in special circumstances. Typically, these funds are used to support travel for students who have papers accepted at conferences, to provide research support for out of the ordinary expenses related to the thesis/ dissertation, and emergency tuition assistance. For travel and research costs, the USF Office of Graduate Studies requests students to first approach their department or college for assistance. The USF Office of Graduate Studies will then attempt to match the amounts. Please contact the USF Office of Graduate Studies (ALN 226) for additional information and application forms.

Doctoral Degree Options

The college has additional advanced graduate degree programs that lead to the Doctor of Education (Ed.D.) degree and the Doctor of Philosophy (Ph.D.) degree. For these degrees the Ed.D. degree is a minimum of 54 hours and the Ph.D. is a minimum of 59 hours beyond the master's degree and they are flexible in their requirements.

Please be advised that program and course requirements are subject to change per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

Doctoral Program Handbook

Degree Programs and Concentrations

Approved Programs and Concentrations

Doctorate of Education (Ed.D.)

- Ed.D. in Program Development: Educational Innovation

Doctorate of Philosophy (Ph.D.)

- Ph.D. in Curriculum & Instruction: Adult Education (Closed to Admissions)
- Ph.D. in Curriculum & Instruction: Career and Workforce Education
- Ph.D. in Curriculum & Instruction: Counselor Education (Closed to Admissions)
- Ph.D. in Curriculum & Instruction: Early Childhood Education
- Ph.D. in Curriculum & Instruction: Educational Psychology
- Ph.D. in Curriculum & Instruction: Elementary Education
- Ph.D. in Curriculum & Instruction: English Education
- Ph.D. in Curriculum & Instruction: Higher Education Administration
- Ph.D. in Curriculum & Instruction: Instructional Technology
- Ph.D. in Curriculum & Instruction: Interdisciplinary Education
- Ph.D. in Curriculum & Instruction: Literacy Studies
- Ph.D. in Curriculum & Instruction: Mathematics Education
- Ph.D. in Curriculum & Instruction: Measurement, Research, & Evaluation
- Ph.D. in Curriculum & Instruction: Science Education
- Ph.D. in Curriculum & Instruction: Social Science Education
- Ph.D. in Curriculum & Instruction: Special Education
- Ph.D. in Curriculum & Instruction: Teacher Education
- Ph.D. in Educational Leadership
- Ph.D. in School Psychology
- Ph.D. in Technology Education/Second Language Acquisition (TESLA)

Dual Concentrations

In cases where students want to pursue concentrations in two areas within a doctoral degree. The student must be admitted as a degree-seeking student a doctoral program which will serve as the primary concentration. A request to add a second concentration must be made in writing to the Graduate Support Office when the student submits the planned program of study form and the course requirements for both concentrations should be listed on the planned program of study. The additional concentration must contain at least 18 additional credit hours in addition to those listed in the primary concentration.

Once a student with a dual concentration enters doctoral candidacy, the student will complete dissertation credit hours appropriate to the primary concentration.

Doctoral Program Handbook

Change of Program vs. Change of Concentration

Change of Degree Program

Students who wish to change from one graduate degree program to another must complete the Graduate Change of Program Application. Students should be mindful of the following criteria for approval when applying for this action:

- Must be currently admitted to USF as a degree-seeking graduate student
- Must have completed one semester of graduate coursework at USF under current program
- Must be in good academic standing with an overall USF graduate grade point average of at least 3.0

Must request to change to another graduate program at the same or lower graduate level as the student's current program (e.g., from one doctoral program to another). This includes changing from one type of Doctoral to another (eg. Ph.D.. to Ed.D.) or changing from and doctoral program to a lower degree (eg. Ph.D to Ed.S.). If the student is only changing their concentration they will need to submit a change of concentration form (eg. Changing from an Ph.D. in Curriculum & Instruction with a Concentration in Instructional Technology to the Ph.D. in Curriculum & Instruction with a concentration in Early Childhood Education). Students desiring to change program levels (such as from a Master's program to Doctoral program) must submit a new application for admission.

The Change of Program form must be signed and approved both by the current program and the new program, after which it must be submitted through the COEDU Graduate Support Office (EDU 320) to the Office of Graduate Studies for approval. If approved by the Office of Graduate Studies, the Change of Program form is forwarded to the Registrar for processing.

The new program may elect to accept some or none of the student's previously earned credits toward completion of the new program's requirements. Students must adhere to the transfer course policy and may only transfer up to 50% of the new programs minimum total of credit hours. No course with missing, incomplete or grades below "B" will be eligible for transfer.

If a Change of Degree program request is approved, a new program of study form for the new program must be submitted and approved. Students who change degree programs must meet the requirements that are in place at the time the change is approved. This includes the time limits on coursework to be used in the new program to fulfill degree requirements.

NOTE: Students should check with the new program before completing any paperwork. Some programs may require that the student submit a new admissions application because the Change of Program Request form does not contain sufficient information for them to make a decision. Also, some limited access programs in the COEDU require an interview and other data. For these programs, a change of program form is not accepted.

Change of Concentration

Students who wish to change from one concentration to another within the same graduate degree program must complete the Graduate Change of Concentration Form. Students should be mindful of the following criteria for approval when applying for this action:

Doctoral Program Handbook

- Must be currently admitted to USF as a degree-seeking graduate student
- Must have completed one semester of graduate coursework at USF under current program
- Must be in good academic standing with an overall USF graduate grade point average of at least 3.0
- Must request to change to another concentration with in the same graduate degree program at the same level as the student's current program (eg. Changing from the Ph.D. in Curriculum & Instruction with a Concentration in Instructional Technology to the Ph.D. in Curriculum & Instruction with a concentration in Early Childhood Education). Students desiring to change program levels (such as from a Master's program to Doctoral program) must submit a new application for admission.

The Change of Concentration form must be signed and approved both by the current concentration and the new concentration, after which it must be submitted through the COEDU Graduate Support Office (EDU 320) to the Office of Graduate Studies for approval. If approved by the Office of Graduate Studies, the Change of Concentration form is forwarded to the Registrar for processing.

While all credits take under the original concentration will automatically transfer to the new concentration, the new concentration may elect to accept only some of the student's previously earned credits toward completion of the new program's requirements.

If a Change of Concentration request is approved, a new program of study form for the new concentration must be submitted and approved. Students who change concentrations must meet the requirements that are in place at the time the change is approved. This includes the time limits on coursework to be used in the new program to fulfill degree requirements.

NOTE: Students should check with the new concentration before completing any paperwork.

Faculty Advisors

[Faculty Advisors](#)

Upon admission to the degree program, students should meet with the program coordinator in the specialization selected to discuss the process for identifying a major professor and faculty committee, and to develop a program of study. Doctoral students may find the need to take longer than Master's students to submit the program of study form to allow for introductions to faculty members who can serve as committee members. The program of study is unofficial, however, until all appropriate signatures have been obtained approving the proposed plan of study. A program of study should be filed no later than the point at which 50% of the doctoral coursework, excluding dissertation hours, has been completed.

Doctoral Program Handbook

Planned Program of Study

The Planned Program of Study form is a document that lists all of the courses that students must take to complete their degree programs. This form is also used to approve students for the Qualifying examination and to certify students for graduation. If courses completed and listed on the student's transcript are not consistent with those listed on the Program of Study form, those courses will not be counted towards satisfying degree requirements.

Completion and Filing of Planned Program of Study Form

A Planned Program of Study form should be completed by the student in collaboration with the Major Professor and doctoral program committee. The form should be signed by the student, Program Advisor or Major Professor if they have already selected one, and the department chairperson.

Once these signatures are secured, the program advisor should forward the form to the Graduate Support Office (EDU 320) by the time the student has earned eighteen (18) doctoral credit hours in the program. The Graduate Support Office reviews the planned program of study for compliance with College and University requirements. When the program is approved, a signed copy will be emailed to the department Academic Program Specialist, the Major Professor and to the student.

Changes to Course Requirements on an Approved Planned Program of Study

If courses completed and listed on the student's transcript are not consistent with those listed on the Program of Study form, the courses will not be counted as satisfying degree requirements unless an approved request for [course substitution](#) is completed by the program advisor and submitted to the Graduate Support Office.

Please note: the request for course substitution is used when a course on the approved planned program of study is being replaced with a different course taken at USF. To apply courses completed at another institution to the USF planned program of study, please use the [Transfer Course Form](#).

Appointment of the Doctoral Committee (Ph.D. and Ed.D.)

Upon admission to a doctoral program, the student is required to meet with the department's graduate program coordinator or assigned program advisor during the first semester of study to select a major professor and form a doctoral supervisory committee. The coordinator or advisor will help the student identify a major Professor who must be a fully credentialed member of the College of Education graduate faculty, and who has knowledge and interest in the area of study chosen by the student. If co-major professors are desired, at least one must be a College of Education graduate faculty member who is credentialed to serve as a major professor, and who has knowledge and interest in the area of study chosen by the student. If co-major professors are desired, at least one must be a faculty member in the College of Education who is credentialed to serve as a major professor; the second co-major professor may be a faculty member in the College of Education or a similarly qualified and special credentialed faculty member from another USF college.

Doctoral Program Handbook

Major Professor

The role of the major professor is to serve as an academic mentor, an advocate for the student, and a representative of the academic institution. As chairperson of the doctoral committee, the major professor is the executive and accountable officer of that group. In that capacity the major professor has the responsibility and authority to make decisions on academic, logistical, technical, and interpersonal issues that may surface during the life of the committee.

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

*Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty

The major professor is responsible for the following:

- assisting in the organization of the doctoral committee;
- convening and chairing the doctoral committee meetings;
- supervising the planning of the student's program of study;
- supervising the design and evaluation of the qualifying examination;
- supervising the preparation of the proposal and the dissertation, and
- conducting the affairs of the doctoral committee consistent with college and university policies.

Establishing a Doctoral Committee

Doctoral students will need to complete an appointment form for Advanced Graduate Student Supervisory Committee which names the members of the student's committee. The Doctoral Committee is comprised of at least four members (a minimum of three members in addition to the Major Professor). Advanced Graduate Student Supervisory Committee can be found here.

The members must be credentialed as Associate or Full Members of the College of Education graduate faculty. In special cases, a member(s) outside of the College of Education with special expertise in the academic area in which the major work of the degree will be done and whose academic record meet the criteria for credentialing at the Associate or Full level in the College of education may serve on the doctoral committee.

At least three members of the doctoral committee must come from the academic area in which the major work for the degree will be done. At least one member of the committee must be from outside the student's discipline. One of the committee members should represent the cognate area that is a part of the students program of study.

Doctoral Program Handbook

For a four-member committee, at least two members (the major professor and one member) must be credentialed at the full level in the College of Education. A faculty member from one of the foundation areas (Psychological & Social Foundations, Educational Measurement & Research, or Curriculum and Instruction) may be counted toward the three-member minimum requirement for the academic area in which the major work of the degree will be done.

Below is a list of Credentialed Faculty for the College of Education. In the event that the student wishes to add a faculty member who is not on the Credentialed Faculty List, they will need to contact the Graduate Support Office (EDU 320) regarding the process for Special Credentialing.

[Credentialed Faculty List](#)

Once a student has established a Supervisory Committee, any changes to the committee will need to be made with Change to Advanced Graduate Student Supervisory Committee Form. Changes to the committee include adding members, removing members, or changing members' status. The form to request changes to the Advanced Graduate Student Supervisory Committee form is available [here](#).

NOTE: It is in the best interest of the student to form the doctoral committee no later than the time the student has completed fifty percent (50%) of the required coursework (excluding required dissertation hours) for the program.

[Credentialing Non-College of Education Faculty \(Special Credentialing\)](#)

There will be times when a student may choose to have a faculty member outside the College of Education who is a specialist in their field, serve on their supervisory committee. These instances include faculty from other colleges at USF and faculty from other institutions outside of USF. In these instances these faculty members require special credentialing to serve on the supervisory committee. Faculty can be special credentialed for the following purposes:

- Serving on the doctoral committee of a student
- Serving on the master's committee of a student
- Serving as a Major Professor
- Serving as an Outside Chair

In the event that a student needs to special credential a faculty member for their committee, the Special Credentialing form can be obtained from the Graduate Support Office (EDU 320). The form should be filled out and signed by the student's Major Professor and Department Chair before being returned to the Graduate Support Office (EDU 320) with a copy of the Vitae for the faculty member being special credentialed.

Doctoral Program Handbook

Change of Committee Membership

Whenever there is a change made to the Doctoral Supervisory Committee, a Change to the Advanced Graduate Student Supervisory Committee form should be completed and submitted by the doctoral student to the Graduate Support Office (EDU 320). Committee members leaving the Committee or being added to the Committee should be listed and the form signed by the Major/Co-Major Professor(s) and new Committee members. The form must also be signed by the Department Chair. (For the Interdisciplinary Education program, the form must be signed by the Interdisciplinary Program Coordinator.) No changes may be made to the Doctoral Committee within six weeks of the final dissertation defense.

At the time of the Doctoral Qualifying Examinations, the proposal defense, and the final oral defense, a current, approved Advanced Graduate Student Supervisory Committee form must be on file in the Graduate Support Office in order for the student to be cleared for the qualifying examination or defenses.

Doctoral Qualifying Examination Policy

The COEDU offers the college-wide examination and the program specific examination as options to fulfill the qualifying examination requirement.

Policies and procedures related to the doctoral qualifying examination are developed by the College of Education's Graduate Programs Committee (GPC) and the COEDU Faculty Council and are coordinated through the COEDU Office of Graduate Studies. Students requiring accommodations for a documented disability should make the request in writing at the time the doctoral qualifying examination application is filed.

All students seeking to take the doctoral qualifying examination, whether college-wide option or program specific option must adhere to the policies and procedures associated with the eligibility and general guidelines.

Please check with your doctoral program advisor to determine whether or not a program specific option has been approved for your discipline.

Doctoral Program Handbook

Doctoral Qualifying Examination Eligibility

All students, regardless of the Qualifying Examination option (College-Wide or Program-Specific) must meet the eligibility criteria below and must follow the procedures outlined for applying to take the Qualifying Examination.

Students must:

- Have no more than nine credit hours of required coursework left at the start of the semester in which they apply to take the exam.
- All incomplete ("I") and missing ("M") grades for courses on the Planned Program of Study form and transcript must be removed prior to clearance for the Qualifying Examination).
- Have an approved Graduate Student Supervisory Committee form on file in the Graduate Support Office in EDU 320. The form can be found [here](#).
- If changes have been made to the Supervisory Committee, an approved Change to the Advanced Graduate Student Supervisory form must be on file in the Graduate Support Office in EDU 320. The form can be found [here](#).
- Have an approved and current Program of Study form on file in the Graduate Support Office in EDU 320.
- Be enrolled for at least 2 hours of graduate credit during the semester in which the qualifying examination will be taken. Students wishing to apply hours to up to 50% of the dissertation requirement must register for EDG 7910 (Directed Research), must have completed all required courses, and must have "I" and "M" grades removed from their transcripts.
- Have completed the Doctoral Qualifying Examination Application form (found [here](#)), selected an appropriate testing format approved the student's program, had it signed by the Major Professor(s).
- Have submitted the *the Doctoral Qualifying Examination Application form* to the Graduate Support Office by the published deadline found [here](#).

The COEDU Coordinator of Graduate Studies approves the application if the student has met the eligibility requirements, the *Graduate Student Supervisory Committee Appointment* form is on file, and the *Ph.D. Program of Study* form is approved and on file. The COEDU Graduate Coordinator enters the date of the examination on the application form, makes two copies, and sends one copy to the student, one copy to the Major Professor, and retains the original application.

Using Directed Research Hours to Reduce Dissertation Hours

NOTE: No more than 50% of the total number of required dissertation hours may be used to reduce the required number of dissertation hours. Directed Research hours may be used in this way only during the semester the qualifying examination is taken and/or the semester during which the student is awaiting admission to candidacy. To initiate this process, the Major Professor must submit a written request to the COEDU Coordinator of Graduate Studies during the appropriate semester(s).

Doctoral Program Handbook

Approved Doctoral Qualifying Examination Formats

There are five approved qualifying examination formats available for the doctoral qualifying examination. Programs have chosen from these options to identify the examination format most appropriate for their program goals and student research needs.

Following are the options, the format in which each option is to be administered, and the academic program have approved these options for their qualifying exam administrations. The major professor, the student, and the committee members should consult regarding the appropriate option when completing the qualifying examination form.

The Doctoral Qualifying Examination application has been updated to a dynamic application which will populate the appropriate administration options according to the student's program.

Doctoral Program Handbook

Option and Description	Format	Programs Approved to Use This Option
<p>Option 1: College Wide Comprehensive/Summative Administered through the Graduate Support Office</p> <p>3 questions: -Specialization -Cognate -Research, measurement, or foundation</p>	<p>Administered in-class without notes over three consecutive days.</p> <hr/> <p>This option will be administered on the following dates for 2018-2019:</p> <p>Fall 2018: October 8, 9, and 10</p> <p>Spring 2019: February 18, 19, and 20</p> <p>Summer 2019: June 10, 11, and 12</p>	<p>Early Childhood Education Career and Workforce Education Elementary Education English Education Instructional Technology Literacy Studies Mathematics Education Social Science Education Special Education</p>
<p>Option 2: Program Administered Comprehensive</p> <p>3 questions; focus may vary</p>	<p>Three day administration. Location may vary. Test takers may or may not use notes and other resources (e.g., knowledge of questions beforehand)</p>	<p>Early Childhood Education Elementary Education English Education Literacy Studies Mathematics Education Special Education</p>
<p>Option 3: Catalyst for Dissertation</p> <p>Possible formats: -Comprehensive literature review -A pilot study for dissertation research -A conceptual or analytical paper</p>	<p>3-6 week take-home option</p> <p>Administered through programs with specific guidelines, including timeline for submission</p>	<p>Early Childhood Education Educational Psychology Educational Program Devel: Innov. Ed. Elementary Education English Education Career and Workforce Education Higher Education Administration Instructional Technology Literacy Studies Mathematics Education Science Education Special Education Teacher Education</p>

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<p>Option 4: Scholarly Paper for Journal Submission</p> <p>1-3 scholarly papers related to the student's research interest that committee determines is suitable to be submitted to peer review journals</p>	<p>One semester take-home</p> <p>Administered through programs with specific guidelines, including timeline for submission</p>	<p>Career and Workforce Education English Education Literacy Studies Mathematics Education</p>
<p>Option 5: A Scholarly Portfolio</p> <p>Examples may vary, but this option can include a combination of:</p> <ul style="list-style-type: none"> -2-3 publication ready scholarly manuscripts and 2-5 conference presentations -Teaching evidence (syllabus and student product samples) -2-5 professional projects or services -An oral defense 	<p>Built up throughout program and submitted upon or after course completion</p> <p>Administered through programs with specific guidelines, including timeline for submission</p>	<p>English Education Literacy Studies Mathematics Education</p>

Admission to Candidacy

Students apply for Doctoral Candidacy following the successful completion of the qualifying exam and all other program requirements. Doctoral candidacy indicates that the program has approved the student for dissertation research. The Admission to Candidacy form is to be submitted for approval during the semester in which the qualifying exam is completed, but no later than the semester following the successful completion of the exam. Completed Admission to Candidacy forms received by the Office of Graduate Studies up to the last day of classes in a given semester will be processed for that semester allowing student to enroll in dissertation hours the following semester.

[Admission to Doctoral Candidacy Form](#)

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Admission to Candidacy Requirement/Checklist

To be admitted to candidacy, students must complete the following:

- Submission of Successful completion of the Qualifying Exam with the Verification of Qualifying Exam Results Form
- Enrolled in a minimum of two (2) graduate credits in the semester the qualifying exam was taken.
- Enrolled in a minimum of two (2) graduate credits in the semester that the Admission to Doctoral Candidacy form is submitted
- No "I" or "M" grades are present of the current student transcript (all "I" and "M" grades must be cleared before the Admission to Doctoral Candidacy form will be approved so that an accurate GPA can be determined. In the event that a Change of Grade is needed, the professor should submit the Change of Grade form directly to the Registrar's Office.)
- Overall graduate GPA of at least a 3.00. An unofficial transcript must be submitted with the Admission to Doctoral Candidacy form to verify the student's GPA.

The Admission to Doctoral Candidacy form should be signed by the student, the student's entire doctoral supervisory committee, and the Program Coordinator or Department Chair. Once these signatures have been obtained, the Admission to Doctoral Candidacy form is submitted to the Graduate Support Office (EDU 320) with the Verification of Qualifying Exam Result form for processing.

The Graduate Support Office will process the form ensuring that all points on the Requirement/checklist have been met before obtaining the Associate Dean for Graduate Education's signature. Once signed by the Associate Dean for Graduate Education, the Admission for Doctoral Candidacy form will be submitted to the Office of Graduate Studies for processing and approval.

Once the application for Admission to Doctoral Candidacy has been approved by the Office of Graduate Studies, it will be forwarded to the University Registrar's Office for final processing and the student's records will be updated to reflect their status as a Doctoral Candidate. At this point the student may begin registering for Dissertation hours.

The student may not enroll in dissertation hours until the semester immediately following the semester of formal admission to candidacy. Students who must register for coursework while awaiting admission to candidacy should register for Directed Research (7910). Students who wish to use this coursework to decrease the overall number of dissertation hours required should have their major professors submit a request in writing to the Graduate Support Office, EDU 320. No more than 50% of the total dissertation hours required may be reduced in this way, and all other coursework must have been completed.

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Research Training

Permission to Conduct Research Involving Human Beings - Institutional Review Board (IRB)

For both ethical and legal reasons, USF requires all researchers (including students) who conduct studies involving participation of human beings to have their projects reviewed and approved by an Institutional Review Board (IRB) for the Protection of Human Subjects prior to the start of their studies. Virtually all research studies in the College of Education will require approval by the IRB as these studies involve the use of human subjects. Master's students who have chosen the thesis option, must therefore submit an application for approval of their study by the IRB.

Required Institutional Review Board Training can be accessed [here](#).

Enrollment in Dissertation Hours

Continuous Enrollment in Doctoral Candidacy

Beginning with the semester immediately following the semester of formal admission to candidacy, a doctoral student must be enrolled for a minimum of 2 hours of dissertation coursework (XXX 7980) each semester, including the summer semester, until the dissertation has been defended successfully. This includes the semester during which the dissertation is defended, the semester in which final submission of the dissertation is made, and the student certified for degree.

Unless a written exception has been submitted to the COEDU Graduate Support Office and approved by the Associate Dean of the USF Office of Graduate Studies, failure to enroll as specified may result in dismissal of the student from the program, or students may be required to register retroactively for hours that were not taken.

Readmission Due To Non-Continuous Enrollment After Candidacy

Students whose status reverts to that of non-degree seeking due to non-continuous enrollment after admission to candidacy must either file for reinstatement or reapply to the program as appropriate to their situation, and, once degree seeking student status is reactivated, reapply to doctoral candidacy. Students still within their degree timeline who have been reinstated to their degrees will maintain their previous catalog requirements. Students who are re-admitted after non-continuous enrollment must adhere to the policies at the time of their new admission. Admission for students who reapply is at the discretion of the program and is not guaranteed.

Co-Listing Dissertation Hours for Co-Majors and Dual Concentrations

In cases where a student has co-major professors on the committee or dual concentrations, the department should make available section of dissertation hours co-listing both major professors as instructors. The appropriate dissertation hours for the student with co-major professors are those for the program to which the student was originally admitted (the primary concentration).

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Dissertation Process

Proposal Defense

Presently, the college of education requires that doctoral candidates make a formal presentation of their proposed dissertation project to their assembled committees. The proposal session is open to the public and is announced to faculty via email, to COEDU doctoral students via the Graduate Support Office CANVAS group, and to the wider university community via the Graduate Support Office webpage.

Request for Proposal Defense

Request for proposal Defense should be submitted with all signatures mentioned above by the student **three (3) full weeks** prior to the defense date to the Graduate Support Office (EDU 320) for the Associate Dean of Graduate Education's approval. Proposal defenses can be scheduled any time during the academic semester as long as the supervisory committee are present. When planning/scheduling a proposal defense please note that a student MAY NOT defend their final dissertation in the same semester or within 90 calendar days of the date in which they successfully defended their proposal.

Proposal Defense Request Forms

REQUEST FOR PROPOSALS FORM

[Request for Ph.D./Ed.D. Proposal Defense](#)

TITLE PAGE FORMATS

Ph.D. Students

- [Ph.D. in Curriculum & Instruction - All Programs \(Excludes Interdisciplinary Education\)](#)
- [Ph.D. in Curriculum & Instruction: Interdisciplinary Education](#)
- [Ph.D. in Educational Leadership](#)
- [Ph.D. in School Psychology](#)
- [Ph.D. in SLA/IT](#)
- [Ph.D. in TESLA](#)

Ed.D. Students

- [Ed.D. Title Page, 1 Major Professor](#)
- [Ed.D. Title Page, Co-Major Professors](#)

Request for Proposal Defense CheckList

Request for Ph.D./Ed.D. Proposal Defense Form

The following information should be included on this form:

- The name of the student's Outside Chair Person
- Date of the proposal defense
- Time of the proposal defense
- Location of the proposal defense (Students will need to check with their academic department regarding reserving a room prior to the submission of the request for proposal defense)

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This form should be signed by the full supervisory committee and the student's department chair. The following should also be submitted with the form:

A hard copy of the proposal with the correct title page from the list above. (2 copies will be needed in the event that the student's Outside Chair Person is not a member of their committee.)

At the time that the Request for Proposal Defense is submitted, there is a survey that the student will fill out in the Graduate Support Office (EDU 320). Once approved by the Associate Dean for Graduate Education, the formal announcement will be sent out via email to the college and posted to the website and Canvas group.

After the proposal Defense

Once the student has successfully completed their Proposal Defense, their Outside Chair Person will submit the following paper work to the Graduate Support Office (EDU 320):

- Signed Proposal Title Page
- Signed Outside Chair Person's Report (including a list of any necessary changes for the student to make.)

Final Dissertation Defense

Doctoral candidates make a formal presentation of the final dissertation research at a public defense session. The proposal session is open to the public and is announced to faculty via email, to COEDU doctoral students via the Graduate Support Office CANVAS group, and to the wider university community via the Graduate Support Office webpage.

Requests for Final Dissertation Defense should be submitted **two (2) full weeks** prior to the actual defense date. The Office of Graduate Studies **Electronic Thesis & Dissertation** website provides a list of **ETD Deadlines** for each semester. The dissertation deadlines for the College of Education as they fit with the ETD Deadlines provided by the office of Graduate Studies can be found on the Graduate Support Office **Dissertation Process web-site**. When planning/scheduling a proposal defense please note that a student MAY NOT defend their final dissertation in the same semester or within 90 calendar days of the date in which they successfully defended their proposal.

Final Dissertation Request Forms

Request for Final Dissertation Form

[Request for Final Dissertation Defense Form](#)

Important Forms:

- [Successful Defense of the Ph.D/Ed.D. Dissertation](#)
- [Office of Graduate Studies ETD Certificate of Approval](#)

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TITLE PAGES FORMATS:

Ph.D. Students

For all Curriculum & Instruction programs except Interdisciplinary Education

- [Format for Students with One Major Professor](#)
- [Format for Students with Co-Major Professors](#)

Ph.D. in Curriculum & Instruction: Interdisciplinary Education

- [Format for Students with One Major Professor](#)
- [Format for Students with Co-Major Professors](#)

Non Curriculum & Instruction Programs

- [Format for Students with One Major Professor](#)
- [Format for Students with Co-Major Professors](#)

Ed.D. Students

For the Ed.D. program in Program Development: Educational Leadership

- [Format for Students with One Major Professor](#)
- [Format for Students with Co-Major Professors](#)

[Request for final dissertation Defense Checklist](#)

[Request for Ph.D./Ed.D. Final Dissertation Defense Form](#)

The following information should be included on this form:

- The name of the student's Outside Chair Person
- Date of the proposal defense
- Time of the proposal defense
- Location of the proposal defense (students will need to check with their academic department regarding reserving a room prior to the submission of the request for proposal defense).

This form should be signed by the full supervisory committee and the student's department chair. The following should also be submitted with the form:

A hard copy of the Final Dissertation with the correct title page from the list above (2 copies will be needed in the event that the student 's Outside Chair Person is not a member of their committee).

- The Successful Defense Form, Filled out but not signed
- The ETD Certificate of Approval, filled out but not signed

Request for Final Dissertation Defense should be submitted with all signatures mentioned above by the student two (2) full weeks prior to the defense date to the Graduate Support Office (EDU 320) for the Associate Dean of Graduate Education's approval.

At the time that the Request for Final Dissertation Defense is submitted, there is a survey that the student will fill out in the Graduate Support Office (EDU 320). Once approved by the Associate Dean for Graduate Education, the formal announcement will be sent out via email to the college and posted to the website and Canvas group.

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NOTE: Per graduate policy it is required that all members of the Doctoral Dissertation Committee be present in person for the Final defense. If more than one member of the committee will not be present (accessing remotely) the student must gain approval from the Office of Graduate Studies Assistant Dean prior to the request for final defense being submitted to the Graduate Support Office EDU 320. In the event that a member cannot attend in person participation is permissible via speakerphone or video conference. A minimum of three members, including the Major Professor is required to proceed with the defense. If a non-committee member chairs the defense, this individual does not count as one of the three required members in attendance. If an unforeseeable situation arises that would prevent compliance with this requirement, the Major Professor of Doctoral Dissertation Defense Chair should contact the Office of Graduate Studies for guidance and approval to proceed with the defense.

After the Final Dissertation Defense:

Once the student has successfully completed their Final Dissertation Defense, They will need to submit the following paper work to the College of Education Graduate Support Office (EDU 320):

- Signed Successful Defense Form
- Signed ETD Certificate of Approval
- Page of one (1) of the Turn-it-In Results (This is conducted by the Major Professor and shows the match percentages)
- Certificate of Completion of [Survey of Earned Doctorates](#)

The Graduate Support Office (EDU 320) will obtain the Associate Dean of Graduate Education's signature on the ETD Certificate of Approval. The office will then submit the student's ETD Certificate of Approval, Page One of Turn-it-In Results, and Certificate of Completion of Survey of Earned Doctorates to the ETD Coordinator in the Office of Graduate Studies.

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Graduation Requirements

General Information/Graduation Video Tutorial

A student planning to complete a degree during the current semester must apply for Graduation by the published deadline of the semester during which all degree requirements will be completed. (The deadline is posted on the Registrar's website.) It is recommended that students submit their applications after they have consulted with their program advisor and:

- Have passed the comprehensive exam or its equivalent OR have been cleared to take it in the application semester
- Will have completed all degree requirements by the end of the semester, including the removal of all incomplete (I), missing (M), and continuing (Z) grades.
- Provided currency statements for all courses that have exceeded the University's stated time limits.
- Submit all applicable official test scores must have been received for all degree programs requiring them, (e.g. Florida Teacher Certification Exam, Florida Educational Leadership Examination, etc.)

Additionally, all students must be registered for at least two (2) graduate credit hours during the semester in which they have applied for graduation.

Doctoral student must successfully defend their final dissertation and submit all of their relevant ETD Paperwork by the current semester's ETD deadline. See the Defense Deadlines for the current semester's deadlines.

Graduation Video Tutorial

Check out the [Graduation Video](#) provided by the Graduate Support Office

Applying for Graduate Degree

Students [apply for graduation via their OASIS account](#). When applying, as long as the information regarding your Curriculum Information/Current Program section is correct (in particular, your college, degree and major and concentration if applicable) you can submit the application. You will automatically be sent a confirmation to your USF email account.

Please Note: If you are applying for graduation, we request that you make sure your personal information (i.e. Name, Address, Phone Number, etc.) is up to date with the Registrar's office. The information that they have on file is what will be used when diplomas are generated and mailed. Feel free to contact us if you have any additional questions or concerns.

Participation in Commencement Ceremony

Commencement is the formal ceremony where students walk across the stage in their commencement regalia (cap, gown, hood). The commencement ceremony is a completely separate process from the graduation process. For more information regarding the commencement ceremonies and registering for this semester's ceremony please visit their [website](#).

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Late Graduation Application

Students who need to file for graduation after the published University deadline for the current semester will be considered late applicants. Late applicants must complete the online Graduation Application via their Oasis account and the [Late Graduate Graduation Application Form](#). The Late Graduate Graduation Application form should be submitted to the Graduate Support Office (EDU 320).

Late applicants who want to participate in the graduation exercises should contact the University Office of Special Events and Ceremonies (see the section above on registering for commencement) regarding requirements to participate in the commencement ceremony. However, late graduation applicants should be aware that:

- Their names may not appear in the commencement program
- Academic regalia for participation in the graduation ceremony may not be available to them
- They may not receive their diplomas with those who filed their applications by the stated deadlines
- They may experience a delay in receiving their final transcripts showing degree completion from the Registrar's Office

Withdrawal from Graduation

A student who has applied for graduation for the semester and needs to delay degree completion should complete and submit the [Graduate Graduation Application Withdrawal Request](#) to the Graduate Support Office (EDU 320) as soon as possible before the last day of classes for the semester. This action removes the student's name from the official graduation list and the student will not be certified for the final degree for that semester. Once withdrawn, the student must apply for graduation for the next term.

Certifying Degree Completion

Participation in the graduation ceremony does not guarantee certification for degree. Once final grades for the semester are received, the Graduate Support Office (EDU 320) will certify completion of the earned degree (i.e., conduct a final review of the applicants' degree requirements and final transcripts to ensure that all graduation requirements are met). A list of graduation applicants and their final graduation status (i.e. whether they have successfully earned the degrees or not) will be forwarded to the Registrar's Office approximately 4-6 weeks after the graduation ceremony.

Denial of Degree

In the event that a student does not meet the requirements for the academic program and is denied graduation, the Graduate Support Office will send the student and appropriate department faculty and staff a notice identifying the issues which prevented graduation.

The student must submit a new online graduation application for the new term of graduation by the application deadline for that term. The student should work with the academic department to successfully reconcile the issues which prevented the previous term's graduation.

In addition, the student must be registered for two (2) graduate hours in the semester of re-application for graduation.

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Letters of Completion

A letter of completion verifying satisfactory completion of degree requirements is available to students who request it while they are still waiting for their degree to post to their transcripts. Please complete the [Request for Letter of Completion form](#) and submit it to the Graduate Support Office (EDU 320). The Letter of Completion is signed by the student's department, the Graduate Support Office for the College of Education, the Office of graduate Studies for the University, and the University Registrar and receives the university's seal.

Letters of completion requests are processed and completed once the final certification process is completed for the student. For masters students the final certification process will be completed after the current term's grades are released by the registrar (the Friday after commencement). For doctoral and specialists students the final certification process will be completed upon receipt of the ETD Confirmation email from the ETD Coordinator in the Office of Graduate Studies (Barring the student taking any other coursework in addition to dissertation/thesis hours). Once the Letter of Completion has been fully processed it will be mailed to the student at the address provided on the form unless otherwise indicated with a copy of the form emailed to the student as well. Please allow six (6) to ten (10) business days for a request for Letter of Completion to be processed once the final certification is complete for the student.

NOTE: Once transcripts reflect the degree earned a Letter of Completion will longer be available.

Order Transcripts

Students may order transcripts showing reflecting their degree from the university Registrar's Office. Please note that if you are ordering a transcript prior to the completion of the final degree certification process, check the box asking that your transcript be delayed until the degree has posted. For more information regarding ordering transcripts and the necessary links visit the [Registrar's Office web-page](#).