

Graduate Admissions

University of South Florida

Office of Admissions
4202 East Fowler Avenue, SVC1036
Tampa, FL 33620-5816

Website: <http://www.usf.edu/admissions/graduate/index.aspx>

E-mail: GradAdmissions@usf.edu

Phone: 813-974-3350

Fax: 813-974-9689

Dean of Admissions [Glenn Besterfield](#)

~~Interim Director~~ Sean Gilmore

University of South Florida St. Petersburg

Office of Graduate Studies
140 Seventh Avenue South – PNM
St. Petersburg, FL 44702

Website: <http://www.usfsp.edu/grad>

Phone: (727) 873-4567

Fax: (727) 873-4889

E-mail: applygrad@usfsp.edu

Assistant Directory: [Michael Slattery](#)

Admissions Evaluator: [Nicki Hannum](#)

University of South Florida Sarasota-Manatee

Graduate Admissions

SMC C107

Phone: 941-359-4330

Fax: 941-359-4236

Website: usfsm.edu/welcome/graduate/

Email: admissions@sar.usf.edu

University Admissions Criteria and Policies

Also see USF Regulation **USF3-008**: [Admission of graduate and post-baccalaureate professional students](http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.008.pdf); <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.008.pdf>

Statement of Principles

In graduate admission decisions, multiple sources of information should be used to ensure fairness, promote diversity and balance the limitations of any single measure of knowledge, skills, or abilities. The sources may include: undergraduate grade point average, letters of recommendation, personal statements, samples of academic

work, portfolios, auditions, professional experience related to proposed graduate study, as well as nationally known, standardized test scores. It is the responsibility of each graduate ~~major~~ department/school to select admissions criteria for the major that best predicts success in their specific field and to determine the weight given to each measure. Graduate ~~departments~~ programs have the option of admitting students without all required components of the specified admission requirements for the major, if items submitted from the student confirm a likelihood for success in the graduate major.

None of the sources of information, particularly standardized test scores, should be used in isolation nor should such scores be used in combination or separately to establish minimum or "cut off" scores. Major-specific guidelines for the use of standardized test scores should be developed based on the experience of a given department/school/college with its pool of applicants. ~~(Adapted from the GRE "Guide to the Use of Scores" 2003-2003)~~

Admission Requirements

Each applicant to a graduate degree program at the University of South Florida is required to meet the following minimum requirements. Graduate programs often require additional information and supporting documents. Applicants should consult with the desired program of interest for additional requirements.

1. An applicant must have **one** of the following (a, b, or c):
 - a. A bachelor's degree from a regionally accredited institution and satisfying at least one of the following criteria:
 - i. "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as an undergraduate student working toward a baccalaureate ~~for a~~ degree, **or**
 - ii. "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as a graduate student working for a graduate degree.
 - b. A bachelor's degree with a "B" average or better from a regionally accredited institution and a previous graduate degree with a "B" average or better from a regionally accredited institution. In cases where an applicant has a bachelor's and a graduate degree at the time of admission, the credentials and GPA of the graduate degree will be the determining factor for admission.
 - c. The equivalent bachelors and/or graduate degrees from a foreign institution. Bachelor's degrees from institutions in the European Higher Education Area (EHEA) are considered equivalent based on the Bologna Accord. For applicants with a 3-year Bachelor's Degree with less than 120 hours, from Non-Bologna Accord Institutions, a transcript evaluation from a NACES member is required to confirm equivalency.
2. Submission of standardized test scores, if required by the graduate degree program. ~~For Graduate Majors that require the GRE, the Personal Potential Index (PPI) may be required.~~ Refer to individual major admission requirements for information.

English Proficiency for International Applicants*

Applicants from countries where English is not the official language must also demonstrate proficiency in English* as outlined in the section on English Proficiency. Applicants who earn a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (for the institution and not just the major) may meet this requirement. However, other related factors (including test scores) will also be considered. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution.

- ~~3. All specific and additional requirements of the graduate major to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.~~

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

**International students who are seeking employment as a teaching assistant (in departments that offer them) must meet additional English Language Requirements.*

Application Process (How it works)

Graduate applicants are urged to submit accurate and complete information **as early as possible**. Applications and supporting documents received after the ~~application-published~~ deadline will only be acted upon at the discretion of the graduate major. They will be kept on file for up to one year. At the request of the applicant or graduate major, they will be processed for the next available term.

The Graduate Admissions Office and the Graduate Department/[School or College](#) review your application for admission to graduate study at USF. Once the Graduate Department/[School/College](#) ~~reviews-determines your-an~~ [applicant's](#) eligibility for its graduate major, they will forward [a recommendation](#) ~~their decision~~ to the Graduate Admissions Office ~~which, in turn, who~~ will issue the official decision.

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

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

Graduate Admission Application Deadlines

MASTER'S AND EDUCATION SPECIALIST DEGREES	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
<ul style="list-style-type: none"> • Applications received by the Priority Deadline will receive maximum consideration. • Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis. • Applications must be complete with all required information by the stated deadline. Any application <u>materials</u> received after the deadline may be reviewed on a space-available basis. 			
Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.			
Priority Deadline (for funding and consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Final University Deadline Domestic Applicants	June 1	October 15	February 15
Final University Deadline International Applicants	June 1	October 15	February 15

DOCTORATE DEGREES	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
<ul style="list-style-type: none"> • Applications received by the Priority Deadline will receive maximum consideration. • Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis. • Applications must be complete with all required information by the stated deadline. Any application <u>materials</u> received after the deadline may be reviewed on a space-available basis. <p>Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.</p>			
Priority Deadline (for funding and consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Final University Deadline Domestic Applicants	February 15	October 15	February 15
Final University Deadline International Applicants	February 15	October 15	February 15

Additional Requirements for International Applicants

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

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

Application Checklist (To-Do-List)

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

1. Complete ~~Fill out~~ the Graduate Application on line and upload all supporting documents
2. List all post-secondary institutions you have attended on the application
3. Pay the non-refundable ~~a~~ Application ~~F~~ee
4. Upload, through the online application, a copy of transcripts of all prior post-secondary courses taken (including translations and evaluations for international transcripts). If you are admitted, you must ALSO have official and final transcripts sent to the Office of Admissions.

5. Upload through the online application, a copy of your test score reports. If you are admitted, you must also have official Test Scores sent to USF
6. Review and respond to Conduct Clearance Policy (Legal Disclosure Statement)
7. Review Florida Residency Policy for Tuition Purposes and provide documents, if needed
- 7.8. [Sign-in to OASIS to monitor your admission status](#)

1. Graduate Application:

[Graduate applications and all supporting documents are submitted online through https://secure.vzcollegeapp.com/usf/](https://secure.vzcollegeapp.com/usf/)

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

2. Application Fee:

All applicants are required to submit an application fee of \$30.00 USD for admission to the University of South Florida. ~~Applicants~~ ~~Students~~ may apply for multiple majors, with only one application fee being required per every 12-month period from the date of initial application. (USF Regulation USF4-0107: Fees, Fines and Penalties <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>. ~~#An applicant you who~~ attended USF as a former degree seeking student or non-degree student ~~then you~~ will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Master Card or ~~VISA~~ Visa issued from a U.S. bank), ~~or~~ by ~~e~~E-Check (personal checking/savings account issued from a U.S. bank), or through Flywire through the ~~g~~Graduate ~~o~~Online ~~a~~Application. The ~~o~~Online ~~g~~Graduate ~~a~~Application will not be processed if the application fee is not paid. ALL APPLICATION FEES ~~SUBMITTED~~ ARE NON-REFUNDABLE.

3. Transcripts:

One (1) complete official transcript from all institutions of higher learning attended by the applicant is required of all students who are admitted and matriculate at USF (reference USF Policy 10-044). At least one transcript must show that the bachelor's degree was completed prior to the start of the graduate major at USF. Former USF students should not submit their USF transcript ~~because~~; it is already on file. However, they must list USF as a post-secondary institution on the application. ~~Applicants should upload copies of all other transcripts to expedite the processing of their applications. These uploaded transcripts are considered unofficial.~~

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

~~the applicant they~~ must submit transcripts of at least six (6) semesters of completed undergraduate work. Final transcripts showing the award of a bachelor's degree will be required if an applicant is admitted and enrolls.

*All foreign transcripts that are not in English must be accompanied by a certified English translation. Documents signed by a notary or other public official with no educational affiliation to the institution of higher learning will **not** be accepted. ~~Some graduate majors require~~ In addition to an overall evaluation from a foreign transcript evaluation service, the institution and/or graduate major may request a course-by-course evaluation. ~~In the event that the university receives documentation that is questionable, or suspicious in any way, the university will require the applicant to obtain a course-by-course evaluation from a foreign transcript evaluation service.~~ Refer to the Graduate Admissions' website for a list of evaluation services (<http://www.usf.edu/admissions/graduate/application-requirements/transcripts-foreign.aspx>)

Bologna Process – Applications from the European Higher Education Area

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

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

Non-Bologna Institutions

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

4. Test Scores

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

~~Applicants to graduate majors requiring the GRE must submit GRE test scores earned within five (5) years of the desired term of entry. If standardized test scores are a requirement of admission to a graduate program, only scores of tests taken within five (5) years of the desired term of entry will be accepted. Some majors will waive the standardized test requirement if another measure can be used to determine the potential for success in the major.~~ Official scores must be submitted to USF directly from the Educational Testing Service, ~~to the institution by the testing agency.~~ ~~However, but~~ applicants ~~should upload with the application~~ should provide unofficial copies of their test scores to expedite the processing of their applications while awaiting the transmission of official scores. Any offer of admission granted using based on unofficial scores is considered "provisional" and will not be finalized until official scores from ETS are received. The institution code for USF is 5828 and applies to all tests administered by ETS.

* The GRE requirement is determined by the individual graduate majors and may be waived at the discretion of the departmental/school/college admissions committee. Please contact your major of interest directly for additional information. ~~Editor's Note: GRE has a new score scale; scores listed on the Major pages in this catalog may~~

~~reflect the old scale. Refer to the GRE Concordance Tables to see how the scores compare.~~
~~http://www.ets.org/s/gre/pdf/gre_guide.pdf or http://www.ets.org/s/gre/pdf/concordance_information.pdf~~

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

Applicants to majors in the Muma College of Business should submit GMAT** scores earned within five (5) years of the desired term of entry. Official scores must be submitted ~~to USF~~ directly from the Pearson VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission based on unofficial scores is considered "provisional" and will not be finalized until official scores from Pearson VUE are received. The following are the Pearson VUE institution codes for USF majors.

VP9-M4-23 Ph.D. in Business Administration	VP9-M4-67 M.A. in Economics
VP9-M4-04 Executive M.B.A.	VP9-M4-86 M.S. in Finance
X9R-MQ-41 VP9-M4-41 Hospitality Management, USF-SM	VP9-M4-17 M.S. in Management
VP9-M4-97 M.B.A., Full Time	VP9-M4-66 M.S. in Management Info. Systems
VP9-M4-80 M.B.A., Part Time	VP9-M4-40 M.S.M. in Marketing
X9R-MQ-01 VP9-M4-01 M.B.A., USF SM - Sarasota - Manatee	VP9-M4-74 M.S.R.E in Real Estate
VP9-M4-25 M.B.A., USF St. Petersburg	VP9-M4-48 M.S. in Entrepreneur in Applied Tech.
VP9-M4-18 Masters in Accountancy	VP9-4J-76 Health Admin., College of Public Health

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

MCAT

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

English Proficiency for International Applicants*

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

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

a. Test of English as a Foreign Language (TOEFL iBT) 79 or higher

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

By successfully completing INTO USF's Academic English Program Level 6 or the following INTO USF courses: EAP 1850 and EAP 1852 with a Satisfactory grade.

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

English Proficiency Exemptions

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

- Native speaker of English. (List of English Speaking Countries: <https://www.usf.edu/admissions/graduate/admission-information/english-speaking-countries.aspx>)
- Earned a baccalaureate or higher degree at a regionally accredited institution in the United States.
- Successfully completing INTO USF's Academic English Program Level 6 or the following INTO USF courses: EAP 1850 and EAP 1851 with a Satisfactory grade.
- Earned a baccalaureate degree or higher at a foreign institution where English is the language of instruction (for the institution and not just the major) may meet this requirement. However, other related factors (including test scores) will also be considered. Medium of Instruction must be documented on the transcript and on an official Certificate of Medium of Instruction from the Institution.

English Proficiency for Assistantship Eligibility

~~International students from countries from predominantly non-English Speaking Countries who want to be considered for who are seeking employment as a teaching assistantship must show proficiency in spoken English even if their English proficiency examination requirement has been waived for admission to a graduate program.~~

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

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

5. Conduct Clearance Policy (Legal Disclosure Statement): All graduate applicants are required to answer the Conduct Clearance questions ~~one~~ of the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received. Applicants who meet the criteria for disclosure must provide specified documents and be reviewed by the Vice President of Student Affairs or his/her designee, if warranted. Also refer to USF Policy 30-018: Admission of Students with Prior Conduct Issues.

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

Applicants~~Students~~ are responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is noted on the official acceptance letter. If students feel that their initial classification is in error, they have until the last day of the term to contact the ~~appropriate~~-Aadmissions Office and request a re-evaluation. After students have completed their first semester of study, they may still seek to have their residency reconsidered; ~~however, they by must then~~ submitting a Request for Reclassification Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested. For more information ~~in~~ on Residency refer to: ~~Independent Student: the Registrar's webpage. For information on reclassification go to~~ <http://www.registrar.usf.edu/Residency/Deadlines.php>

Application Documents Access/Forward/Return Policy

No application, test scores, transcripts, letters of recommendations, or other documents submitted with the application packet will be returned to the applicant or forwarded to another institution/third party. The Office of ~~Graduate~~-Admissions ~~applicant file is~~ will not ~~to be released to the an~~ applicant's file to the applicant or other third parties. Requests, subpoenas, or court orders are to be forwarded to the Office of the General Counsel after review by the Assistant Director of Graduate Admissions. ~~Applicants~~-Once admitted and enrolled, ~~during the term of admission~~ students may request access to their student file at the Office of the Registrar. Letters of Recommendation that the applicant has waived the right to view (indicated on Request for Recommendation Form) are not to be given, copied or viewed by the applicant or third parties. Requests for degree/enrollment verification information should be referred to the Office of the Registrar.

~~The Office of Graduate Admissions~~ gGraduate application files may be copied and released to USF staff conducting legitimate University business.

Additional Application Requirements of Majors (Not applicable to all majors) If applicable)

Many graduate majors require additional application materials such as resumes, writing samples, or letters of recommendation. These items should be uploaded through the online application. ~~Check with the graduate major to see if you should also send the paper documents directly to the appropriate department/major.~~ These materials will be available electronically to the appropriate major if sent with the application packet.

Final Admission Classification

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

Provisional Admission Classification

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

Exception Admission Classification

The University may admit new enrollees as exceptions to the Board of Trustees minimum requirements and/or to the admission requirements for the Major. To be considered for an exception, applicants should present evidence that might account for the previous academic record and demonstrate potential for academic success. Examples of this evidence include excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in the discipline for a period of time, etc. Each request for an exception must include a statement describing the special circumstances of the applicant and a brief justification for the exception. It is the discretion of the Major, College, and Office of Graduate Studies to accept exception application requests.

Conditional Admission Criteria

An Admissions Committee ~~major and/or college~~ may admit students conditionally in anticipation of the applicant's successful completion of prescribed additional admissions requirements ~~separate from University minimum requirements~~. ~~These e~~ Conditions may include attendance in specific core or remedial courses and/or a specific earned GPA for those courses receipt of satisfactory scores on standardized tests, attendance in and satisfactory grades earned in specific core or remedial courses, etc. It is the responsibility of the department/school/college to track satisfactory completion of the conditions and notify Admissions when conditions are met. Failure to satisfy those conditions by the deadline established by the major will result in a registration hold and possible academic dismissal from the major. ~~The College/Graduate Major will submit a Dismissal Form (<http://www.grad.usf.edu/student-forms.php>) to the Office of Graduate Studies to initiate dismissal!~~

Deferment of Admission Request

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

Applicants who were admitted provisionally pending ~~upon~~ receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Graduate Admissions. ~~International applicants must also provide a new financial statement dated no earlier than 12 months before the requested date of entry.~~

Special exemption to this policy may be granted to active duty U.S. military personnel who receive military orders that prevent them from beginning a graduate major during the requested term. These applicants may have their admission honored for up to two (2) years, pending approval from their academic major, and proper documentation of their deployment. These extensions would be granted on a case-by-case basis.

Update of Admission Request

If an admission decision has not been offered and the applicant wants to be considered for a future semester, the applicant must request that the Office of ~~Graduate~~ Admissions update the application and specify the ~~new desired term of enrollment date~~. ~~Applications are held for only 12 months. An update This request must be made requested~~ in writing within 12 months of the initial ~~term requested~~; ~~entry date and must be received no later than the major's application deadline for the semester desired. Applications are held for only 12 months. If a request for change in entry date is not received in the specified time, otherwise,~~ a new application and fee must be submitted. The Office of ~~Graduate~~ Admissions will not process any update requests without first receiving all official transcripts and required test scores.

Denial of Admission / Appeal for Reconsideration Criteria

Applicants denied admission will be given timely notice by email or ~~postal service~~ in writing. Denied applicants who meet the minimum standards may request reconsideration in writing to the Graduate Director of the ~~M~~major to which they applied. ~~This must be done~~ within 30 days of the date of denial. The Appeal for Reconsideration request should present additional evidence of potential for academic success at USF; ~~and contain reasons why reconsideration is warranted~~. Applicants denied admission to a major are eligible to apply as a non-degree seeking student ~~and enroll as special (non-degree seeking) students~~, although course selection restrictions may apply. Applicants must submit a nNon-degree seeking student applications ~~s and fee and must be submitted~~ online to the Office of the Registrar.

Activation of Admission

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

Reinstatement and Re-application for Admission Policies

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

Reinstatement

• Students who have not exceeded their time limit or degree completion may apply for reinstatement using the ~~For students who the Major anticipates will complete their degree within their original time limit: Students must apply for reinstatement using the~~ Graduate Major Reinstatement Form. A Program of Study, including benchmark information, must be submitted with the request.

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

- Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.

~~For students who will exceed their time limit for degree completion, but will not be affected by course currency issues (i.e. will finish within ten years of initial admission date in the graduate major)~~

- ~~• Students must apply for reinstatement using the *Graduate Major Reinstatement Form* and also submit the *Time Limit Extension Request*, including benchmark information.~~
- ~~• Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.~~
- ~~• Students who were in Doctoral Candidacy will remain at that status.~~
- ~~• Students who are reinstated may choose the original or any subsequent Graduate Catalog.~~
- ~~• Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.~~
- ~~• Students who have been Academically Dismissed from the University for Academic Dishonesty may not apply to any graduate major at USF.~~

Re-application for Admission

Students who have exceeded their time limit for degree completion and/or course currency limits (i.e. ten years from their initial admission date in the graduate major) must re-apply for admission. This will require completion of all degree requirements as posted in the Graduate Catalog in effect at the semester of admission, including such elements as comprehensive exams, and thesis/dissertation hours. ~~The Major should evaluate the student's transcript to determine if any of the previous coursework may be transferred in as part of the admission process (note: only structured courses may be considered for transfer—see Transfer of Credit Policy). This will require documentation of course currency through a syllabus by syllabus comparison.~~ Students who have been Academically Dismissed from the University for academic dishonesty may not apply to any graduate program at USF.

~~To be admitted, the application and all supporting materials must be submitted by the Major's posted application deadline as noted in the Graduate Catalog. These materials include:~~

Additional Requirements for Readmission

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

Change of Graduate Major

A change of graduate major allows a student to withdraw from his/her current graduate major and enter into a different graduate major. A change of graduate major:

- will NOT be considered for graduate students in their first semester of study
- is permissible only for a continuing graduate student enrolled for study in a particular major who wishes change to another major at the same or lower degree level
- requires a student to be in good academic standing
- is up to the discretion of the student's new major (note: some majors may require another admission application to be submitted and reviewed)
- may affect the student's financial aid status
- is eligible for Academic Renewal of grades for courses taken in the previous major (Refer to the Academic Renewal Policy for information)
- restarts the time limit with the admission to the new graduate major.
- requires the submission of a Change of Graduate Major Application and approval by the Office of Graduate Studies
- requires students to meet all requirements of the new Major as specified in the USF Graduate Catalog of their choice as per the Graduate Catalog policy. See policy for ~~full~~ [complete](#) information and restrictions.

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

Students may view the procedures and obtain the Change of Graduate Major Application at http://www.grad.usf.edu/inc/linked-files/GRADUATE_SCHOOL_Chg_of_Program_Application.pdf. Students must consult with the new major and Office of Graduate Studies before completing any paperwork.

Students with Disabilities Policy

Applicants with disabilities apply for admission under the same guidelines as other applicants. Applicants believing that a disability has had an impact on grades, course choice, or standardized admission test scores, ~~must~~ [should](#) request consideration ~~of this~~ during the admissions process. [Supporting documentation must be submitted when requesting a disability exception.](#) Applicants requesting substitution of departmental/[program](#) guidelines ~~will need to~~ [must](#) contact the appropriate department chairperson/[graduate advisor](#). ~~Please submit supporting documentation when requesting a disability exception. Applicants bear the responsibility for providing documentation of their disabilities.~~

The University reviews documentation and determines if students are eligible for services and accommodations because of disabilities. The Office of Student Disability Services is charged with the task of determining eligibility. Accommodations and services are not provided on a retroactive basis. Approval must be given prior to receiving services or accommodations. The process begins when students provide documentation of disability and meet with a coordinator in the Office of Student Disability Services to request ~~in writing~~ services and accommodations [in writing](#). Any faculty members or students who have questions about this process are encouraged to contact the Office of Student Disability Services at:

[Tampa](#) (813) 974-4309 or visit the website at <http://www.sds.usf.edu/>

USF 2019-2020 Graduate Catalog — consolidated with track changes for 2020-2021

St. Petersburg: (727) 873-4990, (727) 873-4837 or visit the website at: <http://www.usfsp.edu/disability>

Sarasota: Office is located in the Student Services Center with Financial Aid, Registration, Admissions and Advising. Or visit the website at: <http://www.usfsm.edu/campus-life/campus-resources/disability-services/index.aspx>