

Graduate Council Policy and Fellowship Committee Meeting

For the 2018-2019 Annual Report and inclusion in the 2019-2020 Graduate Catalog

Members	Liaisons and Guests
Bahner, Ingrid - CHAIR	Ruth Bahr, OGS
Buck, Harleah	Carol Hines-Cobb, OGS
Guldiken, Rasim	Joe Butts, OGS
Shaw, Lindsey Absent	Mathdany Clark, OGS
Seibel, Brad Absent	Brandis Waiz, OGS
Uysal, Askin Absent	Francisco Vera, Admissions
Wheeler, Pat	Katie Wagner, Admissions
Xue, Bin Absent	Toure Rider, Grad Certificates
Zgibor, Janice	Denise Maguire, CON AD

SEPTEMBER 10, 2018 – REPORT

1. Dr. Ingrid Bahner welcomed everyone and had Introductions
2. There was no Public comment on agenda Items.
3. The following was discussed:

Dr. Ruth Bahr updated the Committee on consolidation and impact on the Graduate Council and Policy Committee. The focus is going to be on bringing majors into compliance and syncing policy across USF Tampa, St. Petersburg, and Sarasota-Manatee. Further discussion on Graduate Certificates and terminating those that do not have productivity. Brief talk about badges, but focus is mainly on Graduate Certificates.

- **Application of USF Credit and Non-Degree Seeking Student Definition** – clarified wording. APPROVED
- **Transfer of Credit** – addressed transfer from completed master’s degree to doctorates. APPROVED.
- **Grad Certificates** – discussed policy for repeating courses. No action needed.
- USF Policy 11-007: Data Submission to External Entities – New as of 8/24/18 – noted for information.

TABLED for next month:

- **Comp/Qualifying Exam** - modify language to make it explicit that exams must be taken at USF, given by USF faculty, covering content for the USF major.
- **Nepotism on Committees** – need to add language to address when committee members are related – or if this should not be allowed.
- **Leave of Absence** – if a student is on a LOA and does not return – should the protection from the LOA be invalidated? Is the student still eligible for reinstatement, or does it now become a re-admission (i.e. new admission)?

Application of USF Credit

Up to 50% of graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better, taken as a non-degree seeking student at USF may be applied toward their graduate degree provided the courses are required for the major.

- The 50% is calculated based on the total minimum hours of the major as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums.
- Courses must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the major.
- Unstructured courses and courses with Pass/Fail grades are not eligible for application of credit. Grades from courses taken at USF are calculated in the USF GPA and are noted on the transcript.
- Courses must not be older than ten years at the time of graduation or course currency is required.

Exceptions:

All non-degree seeking coursework that is applicable to the major, taken from USF will be applied in the following situations, pending approval of the graduate major, College, and Office of Graduate Studies.

Structured 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 Graduate Certificate student.
- a degree-seeking student, where the student is approved for a Change of Major to another graduate major.

Students in an existing Major who drop to non-degree seeking status and seek readmission to the same major do not qualify for the exception.

Non-Degree Seeking Students:

Students who have not been accepted into a degree or Graduate Certificate. Non-Degree Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree seeking students and may not be available for Non-Degree Seeking students.

Should a student be accepted into a graduate degree major, refer to the Application of USF credit policy for information on what credits no more than 12 hours of USF credit earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. ~~All coursework transferred into the graduate major must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the major. For more information, refer to the Transfer of Credit policy in the Academic Policies Section.~~ Prior to completing twelve (12) hours in a specific degree major it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the major to continue taking courses in the major. Majors may have additional requirements, so check with the major of interest for more information.

Transfer of Credit (*From Institutions External to USF Tampa*)

Students may transfer graduate-level structured coursework into their graduate major taken at regionally accredited institutions, including USF System Institutions (USF St. Petersburg, USF Sarasota-Manatee), with the approval of the graduate major, college, and Office of Graduate Studies. [Individual Graduate Majors may have more restrictive requirements.](#)

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at other Institutions are not calculated in the USF GPA, although the courses are listed on the transcript.
- May transfer in up to 50% of a given graduate major's total minimum hours as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums.—*Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit.* ~~Individual Graduate Majors 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 majors may be waived with the substitution of other approved coursework at the discretion of the major. ~~Editorial Note:~~ For students entering a doctorate after completion of a master's degree, departments may count up to 50% of the structured graduate credits from the master's toward the post-baccalaureate requirements for the doctorate. The courses must be individually evaluated and transferred in. [Block transfers are not permitted.](#)
- Must not be older than ten years at the time of graduation or course currency is required.