

## 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 - POLICY/FELLOWSHIP CHAIR	Ruth Bahr, OGS
Barkasy, Theresa, GC Student rep	Carol Hines-Cobb, OGS
Buck, Harleah	Joe Butts, OGS
Guldiken, Rasim	Mathdany Clark, OGS
Miltenberger, Ray	Brandis Waiz, OGS
Seibel, Brad Absent	Katie Wagner, Admissions
Taylor, Hope, GC Student Rep Absent	Renita Wasilefsky
Uysal, Askin Absent	
Wheeler, Pat	
Zgibor, Janice	
TBA – AS, TA	

### DECEMBER 3, 2018 – REPORT

1. Dr. Ingrid Bahner welcomed everyone.
2. There was no Public comment on agenda Items
3. The Committee discussed and approved the following as noted:
  - **Major Professor** – added language to address College Administered majors. Also discussed issue of Major Professors not following policy and the lateness for final defenses. Also briefly discussed credentialing as it relates to Major Professors, but tabled that issue for another time. Motion to approve revised language from Dr. Zgibor. Seconded by Dr. Buck. APPROVED
  - **Comp/Qualifying Exam** – added language to make it explicit that exams must be taken at USF, given by USF faculty, covering content for the USF major. Motion to approve from Dr. Zgibor. Seconded by Dr. Buck. APPROVED
  - **Combined Degree Options** – discussed situations where a student is admitted to a doctorate and then wants to earn a master’s degree on the way, or where the student is not successful in completing the doctorate but the faculty want to award the master’s. Reviewed the problem with errors for the State file and the paper-intensive process for awarding degrees in these situations. OGS has discussed this with the Registrar’s Office and Admissions. There is a plan to create new curriculum codes to identify what degrees are associated with the major. More information will be shared once available. In the meantime, Council members are requested to research other institutions for policy on awarding master’s or Ed.S. on the way to the Ph.D. TABLED
  - **Certificates** – briefly discussed whether to add language to define core (2 graduate courses), but determined to place on hold pending further information expected in the near future. TABLED
  - **Data Project: Policy Comparison for Consolidation** - Dr. Ruth Bahr requested assistance from the Committee in putting a table together for comparing policies between USF-Tampa, USF-St. Petersburg, and USF-Sarasota-Manatee. Carol Hines-Cobb volunteered to create the initial table identifying location. The Council will take up the task of reviewing policy discrepancies likely in January. It was recommended to include faculty from the Graduate Councils at the other campuses when this task is initiated. NO ACTION NEEDED.

## For both Master's and Doctorate sections

### Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the academic area to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor from the student's [academic area, approved by the student's Department/School \(or College if a College administered major equivalent,\)](#) and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed ~~by the Department~~ as soon as possible, but no later than the time the student has completed 50% of the major. Students must have a major professor in order to maintain Satisfactory Academic Progress.

### Master's Comprehensive Examination

Prior to clearance for the degree, candidates must perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit to measure student competency in the major area. [The comprehensive exam, or designated alternative method, must be completed while in residency \(i.e. current active student\) at USF, administered by USF faculty, covering content for the USF major.](#) Students must be [degree-seeking and](#) enrolled for a minimum of two (2) hours of graduate credit during the semester when the comprehensive examination is taken. If the exam is taken between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

### Doctoral Qualifying Examination

As soon as the substantial majority of the course work is completed, the student must pass a written qualifying examination covering the subject matter in the major and related fields. This examination may be supplemented by an oral examination. [The qualifying exam must be taken while in residency \(i.e. current active student\) at USF, administered by USF faculty, covering content for the USF major.](#) Students must be [degree-seeking and](#) enrolled for a minimum of two (2) hours of graduate credit in their discipline at the time they take the qualifying examination. If the exam is taken between semesters, students must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.