UNIVERSITY OF SOUTH FLORIDA

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	**Francisco Vera, Admissions**
Miltenberger, Ray	**Katie Wagner, Admissions**
Seibel, Brad - Absent	**Renita Wasilesfsky**
Taylor, Hope, GC Student Rep	
Uysal, Askin - Absent	
Wheeler, Pat - Absent	
Zgibor, Janice	
TBA – AS, TA	

JANUARY 14, 2019 – REPORT

1. Dr. Bahner welcomed everyone.

2. There was no public comment on agenda Items

3. Dr. Bahr reminded the members of the upcoming fellowship review for the Presidential Fellowships. The application deadline is January 15th, so we will need to finalize the review for the next meeting February 4th. Council will also need to review the Auzenne and GSS.

4. Dr. Bahr briefly updated the members on the consolidation efforts. There is a deadline of February 1st to finalize the recommended plan for the graduate structure. Some committees have until February 9th. Recommendations will then be sent to the BOT and then the BOG. Final decisions by the BOG will be made sometime in March. She also discussed the performance based funding, noting that USF tied for third with FSU, so did not receive the funding as received last year. USF is number one in the state for graduate degrees in STEM areas.

5. For discussion:

   o **Combined Degree Options** – discussed research information and discussed options to resolve the issue for someone in a doctorate wanting to also earn the master's degree. TABLED for better wording for the policy.

   o **Doctoral Candidacy** - cleaned up language to make sure form and policy align. APPROVED

   The following were tabled for a future meeting:

   o **Thesis/Dissertation Format** – are changes needed and should this remain in catalog versus on ETD website.

   o **Graduate Certificates** – add language to define core (2 graduate courses) and that they should tie into a major.

   o **Doctoral Projects** - clean language in policy to clarify which majors require a dissertation and which are projects.

Go to meeting: To request, email cdh@usf.edu or tron@usf.edu.
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Admission to Candidacy

In order to be admitted to doctoral candidacy, students must meet the following requirements at USF:

- admission to a doctoral major
- appointment and approval of a Doctoral Committee,
- attainment of an overall and major Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. (All "I" and "M" grades, including "IF" and "MF", must be cleared before candidacy may be finalized.)
- successful completion of a qualifying examination
- certification by the Doctoral Committee that the above qualifications have been successfully completed.
- must meet enrollment requirements for completion of the exam and submission of the form (See Enrollment Requirements)
- The Admission to Candidacy form should be submitted for approval during the semester that the qualifying exams were completed, but no later than the semester following the successful completion of the exam. The form will be approved by the Dean of the College and forwarded to the Dean of the Office of Graduate Studies for final approval. Doctoral Candidacy is effective in the semester following processing and approval by as of the day that the Office of Graduate Studies. At this time, approves of the request and changes the student's status changes to doctoral candidate (6C). For procedures and processing deadlines refer to the Office of Graduate Studies website at **www.grad.usf.edu**.

Once candidacy status is approved, students with approved candidacy are eligible to enroll in dissertation hours (7980) in the semester that immediately follows the last business day of the approval window semester in which the Candidacy form is submitted and approved. For example, students approved during the Fall approval window may enroll in the Spring. Students approved during the Spring approval window may enroll in the summer and students approved during the Summer approval window may enroll in the Fall. **Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy**.

Each major has a required number of dissertation hours for completion of the degree. Departments, may, with College approval, may apply Directed Research hours toward the total number of dissertation hours required. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the approval window. *For more information refer to Enrollment Requirements in the Academic Policies section.*

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