

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 - Absent	Ruth Bahr, OGS
Barkasy, Theresa, GC Student rep Absent	Carol Hines-Cobb, OGS
Buck, Harleah	Joe Butts, OGS
Guldiken, Rasim	Mathdany Clark, OGS
Miltenberger, Ray	Brandis Waiz, OGS
Seibel, Brad Absent	Francisco Vera, Admissions
Taylor, Hope, GC Student Rep GTM	Katie Wagner, Admissions
Uysal, Askin Absent	Toure Rider, Grad Certificates
Wheeler, Pat	
Zgibor, Janice	
TBA – AS, TA	

APRIL 1, 2019 – REPORT

1. Dr. Buck served as Chair in Dr. Bahner’s absence. She welcomed everyone.
2. There was no public comment on agenda Items
3. Policy discussion:
 - **GPA and Pounding** – a possible solution has been identified by the Registrar’s Office. May need to revise the Change to Graduate Major and In Good Standing Policies once the solution is confirmed. TABLED.
 - **English Proficiency** – revised policy for clarify and to streamline language (see below). APPROVED.
 - **Thesis/Dissertation Format** – discussed whether the format should remain listed as a requirement in the Catalog, or if it should be taken out of the Catalog and only listed with the ETD requirements on the website. Revised policy to refer to ETD website. (see below) APPROVED.
 - **Enrollment Policies** – moved language from the Thesis/Dissertation Format section to the enrollment section to confirm that students cannot enroll in Thesis and Dissertation at the same time. APPROVED.
 - **Doctoral Projects** - discussed the need to develop guidelines and policy regarding doctoral projects. Deferred for discussion next year.
 - **Graduate Certificates** – briefly discussed whether a policy is needed to be able to terminate Certificates after a specified period when there is no enrollment or certificate completion noted. Deferred for discussion next year.

The meeting adjourned at 11:07 a.m.

English Proficiency http://www.grad.usf.edu/policies_Sect4_full.php#Engprof

Applicants whose native language is not English must 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. ~~Additional documentation may be required by the Office of Graduate Studies or the Office of Graduate Admissions.~~

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>

- ~~• Note — test scores are for eligibility for admissions and not to demonstrate English Proficiency for Teaching Assistant (TA) Positions.~~
- Test of English as a Foreign Language (TOEFL iBT) 79 or higher.
- International English Language Testing System (IELTS) 6.5 or higher.
- INTO English Language Assessment (IELA) or Cambridge English First (FCE) 176 or higher (with minimum sub scores of 169).
- Pearson Test of English Academic (PTE-A) 53 or higher.
- Graduate Record Exam (GRE) Verbal score 153 or higher.

~~Test of English as a Foreign Language (TOEFL iBT) 79 or higher on the Internet based test~~

- ~~• International English Language Testing System (IELTS) 6.5 or higher~~
 - ~~i. <http://www.ielts.org>~~
 - ~~ii. (Note: Although the IELTS score may be used to demonstrate English Proficiency for the purpose of admissions, the IELTS score is not acceptable to demonstrate English Proficiency for Teaching Assistant [TA] positions)~~
 - ~~• INTO English Language Assessment (IELA) 176 or higher (with minimum sub scores of 169)~~
 - ~~• Cambridge English First (FCE) 176 or higher (with minimum sub scores of 169)~~
 - ~~• Pearson Test of English Academic (PTE-A) 53 or higher~~
 - ~~• GRE Verbal Exam 153 (or equivalent)~~
 - ~~• By earning a baccalaureate or higher degree at a regionally accredited institution in the US~~
- ~~4. 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.~~

~~*[VF2] 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 ~~You~~ qualify for an exemption from taking an English proficiency examination for the purposes of Admissions ~~if~~ [VF3] one of the following criteria is ~~are~~ met:

- ~~You are a n~~Native speaker of English. (List of English Speaking Countries: <https://www.usf.edu/admissions/graduate/admission-information/english-speaking-countries.aspx>)
- ~~You e~~Earned a baccalaureate or higher degree at a regionally accredited institution in the U.S. 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.

• ~~You completed all of your undergraduate education and earned an undergraduate degree at an institution where the language of instruction is English only. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution. Other related factors (including test scores) will also be considered~~

• ~~You completed all of your graduate education and earned a graduate degree at an institution where the language of instruction is English only. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution. Other related factors (including test scores) will also be considered. [VF4] Note: If you completed a Master's degree that was strictly research and no academic classes, that degree does not meet the exemption. This type of Master's degree is generally awarded at a non U.S. institution.~~

[VF5]

• ~~You are current USF student~~

Examples of meeting the English Proficiency Exemption criteria:

1. You completed the last three years of your undergraduate degree at the University of Michigan, and in addition, earned a Master's degree that was one and one-half years in duration at the University of London.
2. You completed the last two years of your undergraduate degree at the University of Melbourne, and in addition, earned a Master's degree from the University of Michigan.

Example of not meeting the English Proficiency Exemption criteria:

• ~~You completed two years of an undergraduate degree program at an overseas institution (Fudan University) where the medium of instruction is a language other than English. You then transferred to an institution (Monash University) where all classes are taught exclusively in English and earned a degree from that institution.~~

• ~~Has received a college/university degree from an institution in at least one of the following countries (list was accurate at the time of publication; to check the most current list, go to <http://www.usf.edu/admissions/international/graduate/requirements-deadlines/english-proficiency.aspx>~~

• ~~If you are from one of the English speaking countries listed below, you are not required to submit TOEFL scores. <http://www.usf.edu/admissions/international/admission-information/graduate/requirements-and-deadlines.aspx> [VF6]~~

THESIS SECTION OF POLICY

Thesis Format

The University accepts the standard format for the discipline of the major. Formats must be consistently applied and follow national standards for the discipline.

For the preliminary pages, which follow a standard University format, refer to the ETD website.
<http://www.grad.usf.edu/ETD-res-main.php>

The Thesis must conform to one of two formats:

_____ Option 1 — a traditional format[†]-inclusive of:

_____ Part I: Preliminary Pages

_____ Title Page

_____ Dedication (optional page)

_____ Acknowledgments (optional page)

_____ Table of Contents

_____ List of Tables (if applicable)

_____ List of Figures (if applicable)

_____ Abstract

_____ Part II: Text (divided by chapter or section headings)

_____ Part III: References / Bibliography

Appendix Sections and copyright permission (if applicable)

About the Author (optional page)

Option 2 — collection of articles/papers instead of chapters. References may be at the end of each section or at the end of the entire document. Copyright permissions (if applicable) must be noted in the Appendix.

Part I: _____ Preliminary Pages

—Title Page

—Dedication (optional page)

—Acknowledgments (optional page)

—Table of Contents

—Abstract

Part II: _____ Introduction

Collection of Articles/Papers *

Conclusion

Part III: _____ References / Bibliography

_____ Appendix Sections and copyright permission (if applicable)

[†]-Deviations from the available format are acceptable if approved in advance by the Supervisory Committee and Office of Graduate Studies.

About the Author (optional page)

*Students must be first author for articles and papers used for the thesis/dissertation, or another designation or affirmation that the student had primary intellectual responsibility for the publication.

NOTE—students cannot be enrolled in thesis and dissertation hours at the same time. The master's must be awarded prior to doctoral candidacy.

DISSERTATION SECTION OF POLICY

Dissertation

Dissertation requirements are for the academic degrees of Ph.D. and Ed.D., and for students in professional doctorate programs (e.g. DNP, DBA, Au.D., DrPH., DPT) who choose to complete a dissertation.

~~For Students in the professional doctorate degree programs may choose to complete a doctoral project instead of a dissertation. of Au.D. and D.P.T., Please contact the professional school for doctoral project requirements. The Dissertation must conform to the guidelines of the University. Refer to the Thesis and Dissertation Guidelines, available on the web at <http://www.grad.usf.edu/ETD-res-main.php> for information about requirements, procedures, and deadlines. For enrollment requirements, refer to the Academic Policies section in the Catalog.~~

Dissertation Format

The University accepts the standard format for the discipline of the major. Formats must be consistently applied and follow national standards for the discipline.

For the preliminary pages, which follow a standard University format, refer to the ETD website. <http://www.grad.usf.edu/ETD-res-main.php>

~~The Dissertation must conform one of two available formats~~

~~Option 1 traditional format² inclusive of:~~

~~Part I: Preliminary Pages~~

~~Title Page~~

~~Dedication (optional page)~~

~~Acknowledgments (optional page)~~

~~Table of Contents~~

~~List of Tables (if applicable)~~

~~List of Figures (if applicable)~~

~~Abstract~~

~~Part II: Text (divided by chapter or section headings)~~

~~Part III: References / Bibliography³~~

~~Appendices Title Page~~

²-Deviations from the two available formats are acceptable if approved in advance by the Supervisory Committee and Office of Graduate Studies.

³-Include either References or a Bibliography, as specified by your style guide.

_____ Appendix Sections (if applicable)

_____ Part IV: About the Author (required for dissertations)

Option 2 — collection of articles/papers instead of chapters. References may be at the end of each section or at the end of the entire document. Copyright permissions (if applicable) must be noted on the Acknowledgements page. *Note: this format should include an introduction and conclusion.*

_____ Part I: Preliminary Pages

_____ Title Page

_____ Dedication (optional page)

_____ Acknowledgments and copyright permission (if applicable)

_____ Table of Contents

_____ Abstract

_____ Part II: Collection of Articles/Papers

_____ Part III: References / Bibliography⁴

_____ Appendices Title Page

_____ Appendix Sections (if applicable)

NOTE — *students cannot be enrolled in thesis and dissertation hours at the same time. The master's must be awarded prior to doctoral candidacy.*

⁴Include either References or a Bibliography, as specified by your style guide.

Enrollment Requirements

Students receiving Veterans' Administration benefits should confirm their enrollment requirements with the Office of Veterans' Services or Veterans' Coordinator.

Minimum University Regulations

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>.

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 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 to the degree Courses that receive a "W" grade do not fulfill continuous enrollment requirements. to continue their studies. Readmission 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 the Semester of Thesis Submission

Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis 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 thesis/dissertation approved and therefore may not be certified for graduation. **NOTE – students cannot enroll in thesis and dissertation hours at the same time.**

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.

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 [five \(5\)](#)

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

To Join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/321587357>

You can also dial in using your phone. United States: +1 (786) 358-5417 Access Code: 321-587-357

dissertation hours in the semester that the readmission is effective. *Refer to the Readmission Policy in the Graduate Admissions Section for more information* **NOTE – students cannot enroll in thesis and dissertation hours at the same time.**

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.