

2014

## Graduate Catalog : 2014-2015

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# **GRADUATE CATALOG 2014-2015**



UNIVERSITY OF  
SOUTH FLORIDA  

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ST. PETERSBURG

**Published by USF St. Petersburg  
Office of Graduate Studies  
140 Seventh Avenue South BAY 204  
St. Petersburg, FL 33701  
727-873-4567  
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# OFFICE OF GRADUATE STUDIES

## Graduate Catalog 2014-2015

The policies and procedures herein have been approved, as appropriate,  
by the USF St. Petersburg Graduate Council.

a standing Committee of the USF St. Petersburg Faculty Senate and all appropriate USF system policy approval councils.

The policies, procedures, and requirements herein are applicable to students admitted to a graduate degree program and/or non-degree seeking students taking graduate coursework.

Undergraduate students should refer to the Undergraduate Catalog, even if taking graduate coursework. It is the student level that dictates which publication governs, not the level of coursework.

USF St. Petersburg Office of Graduate Studies, 140 Seventh Avenue South, BAY 204

St. Petersburg, FL 33701 ~ [www.usfsp.edu/Graduate-Catalog/](http://www.usfsp.edu/Graduate-Catalog/)

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*This catalog is effective for the 2014-2015 academic year. This catalog includes all policies, procedures, and program and course descriptions in effect at the time of publication. USF St. Petersburg reserves the right to repeal, change, or modify the policies, procedures, programs, and course descriptions at any time.*

*The University of South Florida St. Petersburg is committed to the principles of equal education, equal access, and equal employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, or Vietnam or disabled veteran status as provided by law and in accordance with the University's respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.*

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# **2014-2015 GRADUATE CATALOG UPDATES TO NOTE**

## **New Graduate Certificate Programs**

Graduate Certificate Program in Food Writing and Photography. Applications are being accepted for the Fall 2014 term of entry. Approved by the USF St. Petersburg Graduate Council on February 25, 2013.

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# ACADEMIC CALENDAR

## Fall 2014 and Spring 2015 Academic Schedules

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Registrar's Calendar: <http://www.registrar.usf.edu>

Thesis Deadlines: <http://www.usfsp.edu/grad/thesis-submissions>

For information on important religious and cultural dates that may impact class attendance refer to:  
Cultural and Diversity Calendar: [http://usfweb2.usf.edu/ea/deo\\_calendar/default.asp](http://usfweb2.usf.edu/ea/deo_calendar/default.asp)

Attendance Policy for the Observance of Religious Days:  
<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

	<b>FALL 2014</b>
August 13	Academically Dismissed students canceled from Fall 2013 courses.
August 18	Fall 2014 Non-Degree Seeking Registration Begins
August 21	State Employee Tuition Waiver Registration Begins at 5 p.m.
August 22	Deadline to register for Fall classes without Late Registration Fee 5 p.m.
August 25-29	First Week of Fall Classes
August 25	Last Day to submit residency reclassification applications
August 29	Drop/Add ends at 5 p.m., fee liability/tuition payment deadline, and last day to submit Fall 2014 Residency Reclassification Application 5 p.m.
September 1	Labor Day Holiday
September 2	Senior Citizens' Fall 2014 Registration
September 19	Fall 2014 Graduation Application Deadline
October 21	eGrades closes; Fall 2014 Midterm Grade Submission Deadline
November 1	Last Day to Withdraw with 'W' Grade - no refund.
November 3	Registration for Degree-Seekers Begins for Spring 2014
November 11	Veteran's Day; No Classes and USFSP Offices Closed
November 27-28	Thanksgiving Holiday; No Classes and USFSP Offices Closed
December 5	Fall Semester 2014 Classes End
December 6	Final Exams Begin
December 12	'I' to 'IF' Grades for Spring 2014. Fall 2014 Finals End
December 14	USFSP Commencement
December 15	Non-degree Registration Begins for Spring 2015
December 16	eGrades Closes 11:59 p.m.; Fall 2013 Final Grade Submission Deadline
December 17	Academically Dismissed Students Canceled from Spring 2015 Courses
December 19	Fall 2013 Grades visible in OASIS
December 24-25	Winter Holiday Break; USFSP Offices Closed
December 31-January 1	Holiday Break; USFSP Offices Closed
	<b>SPRING 2015</b>
January 1	State Employee Tuition Waiver Registration Begins 5 p.m.
January 2	Last Day to Register for Spring Classes Without Late Fees 5 p.m.
January 5	First Day of Spring 2015 Classes
January 5	Last Day to submit residency reclassification applications
January 5-9	Late Registration and Drop/Add Begins and tuition payments due January 9th
January 6	Deadline for Residency Reclassification Application; Immunization Submission Deadline
January 12	Senior Citizen Tuition Waiver Registration 8 a.m. - 5 p.m.
January 19	MLK Holiday; No Classes & USFSP Offices Closed
February 6	Spring Graduation Application Deadline
February 17	Mid-Term Grade Submission Deadline (myUSF e-Grades)
March 2-7	Spring Break - No Classes
March 21	Drop Deadline - 'W' Grade and No Refunds
March 23	Degree-seeking Registration Begins for Summer & Fall 2015
April 24	Last Day of Classes
April 25	Final Exams Begin
May 1	Final Exams End. 'I' to 'IF' Grade Conversion for Spring 2014

May 3

Spring 2015 Commencement at 6 p.m. - Mahaffey Theater

**SECTION 1 - WELCOME TO THE UNIVERSITY OF SOUTH FLORIDA ST.  
PETERSBURG**

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# WELCOME TO USF ST. PETERSBURG

Founded in 1965, the University of South Florida St. Petersburg (USFSP) is a member of the public University of South Florida (USF) System. It is the first and oldest regional institution in the State University System of Florida, having been granted separate accreditation in 2006. The beautiful waterfront campus lies on the southern edge of downtown St. Petersburg, a lively urban center known for its rich arts and cultural assets.

Approximately 4,500 undergraduate and 550 graduate students attend USFSP along with about 1,500 students from other institutions within the USF System. Full-time faculty members number approximately 141, of whom 90 percent have terminal degrees. This exceptional cadre of faculty is complemented by highly qualified adjunct faculty, many of whom are working professional in education, business and other disciplines. Faculty members conduct world-class research. In the past four years, external funding for faculty research has increased from \$800,000 to nearly \$6 million. With a faculty-to-student ratio of 19-to-1, classes are small and professors know their students by name.

Campus-wide initiatives promote the use of technology for teaching and learning, and a growing international focus across the institution prepares students for global citizenship in a complex world. Innovation, collaboration and community engagement are among the university's core principles.

USFSP is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate and master's levels. The Department of Journalism and Media Studies is accredited by the Accrediting Council on Education in Journalism and Mass Communication (ACEJMC), which assures the highest standards of classroom instruction. The College of Business is accredited by AACSB International, the premier accrediting body for schools of business worldwide. Less than one third of U.S. business schools are AACSB accredited, and only about 15% of business schools are accredited worldwide. The College of Education enjoys full approval by the Florida Department of Education, and is fully accredited by the National Council for Accreditation of Teacher Education (NCATE).

USFSP has been classified as a master's comprehensive institution by the Carnegie Foundation for the Advancement of Teaching. It also holds the elective Community Engagement classification from the Carnegie Foundation, honoring its alignment among mission, culture, leadership, resources and practices that support dynamic and noteworthy community engagement. USFSP was ranked 30th in 2012 among public regional universities in the South by U.S. News & World Report.

The university is located on an intimate 60-acre, waterfront campus near downtown St. Petersburg within easy walking distance of museums, theaters, restaurants and nightlife. Nestled on breezy Bayboro Harbor on the shores of Tampa Bay, USF St. Petersburg grants students, faculty and staff opportunities for sailing, swimming, canoeing, kayaking and paddle-boarding.

As one of Florida's most affordable public universities, USF St. Petersburg values personalized education that offers the best of both worlds: the advantages of a small, close-knit campus community with all the benefits of membership in the USF System.

## USF St. Petersburg Campus Board

The Campus Board of the University of South Florida St. Petersburg was established by FS 1004.33 and includes five members who are residents of Pinellas County, Florida who are recommended by the President of the University of South Florida and appointed by the University of South Florida Board of Trustees.

### Duties

The review and approval of the annual legislative budget request to include items for campus operations and fixed capital outlay;

The approval and submission of an annual operating plan and budget for review and consultation by the Board of Trustees of the University of South Florida, reflecting actual funding available to the campus from separate line-item appropriations contained in each annual General Appropriations Act;

Contracting with the Board of Trustees of the University of South Florida for any services that USF St. Petersburg cannot provide more economically, including payroll processing, accounting, technology, construction administration, and other desired services through a letter of agreement (all legal services for the campus must be provided by a central services contract with the USF System).

The Campus Board may receive other delegated powers and duties for the efficient operation and improvement of the campus and for the purpose of vesting in the campus the attributes necessary to meet the requirements of accreditation; and the President shall consult with the Campus Board before hiring or terminating the Campus Executive Officer.

The members of our Campus Board are appointed by the USF Board of Trustees.

Information about each Campus Board member is available online at <http://www.usfsp.edu/board>.

### Members:



Debbie Nye Sembler, Chair



Roy Binger



Bob Churuti



Judy Mitchell



John Connelly

## University of South Florida System Board of Trustees

The USF Board of Trustees was created in 2001 and is responsible for cost-effective policy decisions appropriate to the USF system mission and the implementation and maintenance of high quality education programs within the laws and rules of the State. The legislature also mandated a Campus Board for each of the following USF System institutions: USF St. Petersburg, and USF Sarasota-Manatee. The members of each Campus Board are appointed by the USF Board of Trustees.

The 13 trustees include distinguished figures in the law, commerce, medicine, education, philanthropy and public policy leadership. Six trustees are appointed by Florida's governor and five trustees are appointed by the Board of Governors. The USF System Faculty Advisory Council President and USF System Student Advisory Council Student President also serve as trustees. The University of South Florida System President and President of the University of South Florida serves as Corporate Secretary. Information about each Trustee is available online at: <http://system.usf.edu/board-of-trustees/index.asp>.

### Board of Trustees:



John B. Ramil, Chair



Christopher J. Davis



Hal W. Mullis, Esq., Vice Chair



Stephen J. Mitchell, Esq.



Stanley I. Levy



Debbie N. Sembler



Mark Lombardi-Nelson



Byron E. Shinn



Nancy H. Watkins



Jordan B. Zimmerman



Stephanie E. Goforth



Brian D. Lamb



Jean Cocco



Scott L. Hopes

## USF St. Petersburg Administration

Regional Chancellor  
 Vice Chancellor for Academic Affairs  
 Vice Chancellor for Advancement  
 Associate Vice Chancellor for Student Affairs  
 Associate Vice Chancellor for Administration  
 Vice Chancellor for Administrative and Financial Services  
 Dean, College of Arts and Sciences  
 Dean, College of Business  
 Dean, College of Education  
 Dean, Of Students  
 Dean, Nelson Poynter Library

Sophia Wisniewska, Ph.D.  
 Han Reichgelt, Ph.D.  
 Helen Levine, Ph.D.  
 D. Julie Wong, Ph.D.  
 Chitra Iyler, J.D.  
 Joseph Trubacz, MBA  
 Frank Biafora, Ph.D.  
 Gary Patterson, Ph.D.  
 H. William Heller, Ph.D.  
 Jake Diaz, Ph.D.  
 Carol Hixson, MS

	Phone Number
<b>Office of Graduate Studies</b>	
Director, Donna Knudsen	(727) 873-4567
Administrative Specialist, Lisa Akins	(727) 873-4884
<b>Admissions</b>	
Admissions Officer, Michael Slattery	(727) 873-4567
<b>Graduate Programs Contacts</b>	
<b>College of Arts and Sciences</b>	
<b>Environmental Science and Policy (MS and MA)</b>	
Graduate Program Advisor: Dr. Henry Alegria	(727) 873-4777
<b>Master of Liberal Arts - Focused and Interdisciplinary (MLA)</b>	
Graduate Coordinator: Dr. Lisa Starks-Estes	(727) 873-4961
<b>Master of Liberal Arts - Concentration: Florida Studies (MLA)</b>	
Graduate Coordinator: Christopher Meindl	(727) 873-4961
<b>Journalism and Media Studies (MA)</b>	
Faculty Advisor: Paul Wang	(727) 873-4856
<b>Digital Journalism and Design (MA)</b>	
Faculty Advisor: Paul Wang	(727) 873-4856
<b>Psychology (MA)</b>	
Faculty Advisor: Mark Pezzo	(727) 873-4020
<b>College of Business</b>	
<b>Masters of Business Administration (MBA)</b>	
Associate Dean and MBA Director: Alison Watkins	(727) 873-4MBA
<b>College of Education</b>	
Graduate Coordinator and Associate Dean: Lyman Dukes	(727) 873-4054
<b>Educational Leadership (MEd)</b>	
Faculty Advisor: Olivia Hodges	(727) 873-4947
<b>Elementary Education: Dual Track and Curriculum &amp; Literacy (MA)</b>	
Faculty Advisor: Deanna Michael	(727) 873-4577
<b>Elementary Education: Math/Science (MA)</b>	
Faculty Advisor: Anna Lewis	(727) 873-4058
<b>English Education (MA)</b>	
Faculty Advisor: Cynthia Leung	(727) 873-4051
<b>Middle Grades STEM (MS)</b>	
Faculty Advisor: Anna Lewis	(727) 873-4058
<b>Reading Education (MA)</b>	
Faculty Advisor: Cynthia Leung	(727) 873-4051
<b>Varying Exceptionalities ESOL (Special Education) (MA, MAT)</b>	
Faculty Advisor: Kim Stoddard	(727) 873-4573



# SECTION 2 - USF ST. PETERSBURG MISSION, VALUES, VISION AND GOALS

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## USF St. Petersburg Mission, Values, Vision, Goals

### Mission

USF St. Petersburg offers distinctive graduate and undergraduate programs in the arts and sciences, business and education within a close-knit, student-centered learning community that welcomes individuals from the region, state, nation and world. We conduct wide-ranging, collaborative research to meet society's needs and engage in service projects and partnerships to enhance the university and the community's social, economic and intellectual life. As an integral and complementary part of a multi-institutional system, USF St. Petersburg retains a separate identity and mission while contributing to and benefiting from the associations, cooperation and shared resources of a premier national research university.

### Values

Whereas our mission and vision are plans for the future, our values will help guide us to success at the University of South Florida St. Petersburg.

- We value a collegial, inviting, and safe learning environment that stresses excellent teaching, encourages growth and rewards academic achievement.
- We value an education rich in theory and practical experience that enables our graduates to pursue careers and professions with competence and confidence.
- We value collaboration throughout the campus community in scholarship, research and service.
- We value individuals, respect their diversity and varied perspectives and commit ourselves to tolerance of divergent views.
- We value academic freedom and responsibility, creative expression and the unfettered pursuit of truth.
- We value deliberative dialogue in making decisions and solving problems.
- We value shared governance and shared responsibility in the operation of the university and the allocation of its resources.
- We value honesty, integrity and openness while promoting ethical behavior.
- We value lifelong learning and recognize our responsibility to contribute to civic well being.
- We value longstanding, continuing partnerships that unite and benefit both the campus and community.
- We value efficient, trustworthy and able stewardship of our university.

### Vision

USF St. Petersburg will be a premier masters degree level urban university recognized for its vibrant community of scholars who engage and improve its community and the world.

### Points of Focus

- **Academic Performance**  
Support and enhance programs that prepare students to be knowledgeable, reflective, and engaged citizen scholars in a global society.
- **Student Engagement**  
Enhance learning and achievement and promote retention through active engagement in curricular and co-curricular programs.
- **Diversity and Inclusion**  
Create a vibrant, inviting, and enriching university community that values and respects all individuals and whose students, faculty, and staff represent the diversity of its region.
- **Research and Creative Activities**  
Support faculty research and creative activities, and engage students in local, national and international scholarship.
- **Environmental Stewardship**  
Foster stewardship of the environment and embody the values of sustainability.
- **Administration and Financial Stewardship**  
Enhance revenue and provide effective and efficient financial management and ensure institutional sustainability.

## **Accreditation**

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate and master's levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Florida St. Petersburg.

# SECTION 3 - GRADUATE ADMISSIONS

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## Graduate Admissions

University of South Florida St. Petersburg  
Office of Graduate Studies  
140 Seventh Avenue South, BAY 204  
St. Petersburg, FL 33701  
Website: <http://www.usfsp.edu/grad>  
Phone: 727-873-4567  
Fax: 727-873-4889  
E-mail: [applygrad@usfsp.edu](mailto:applygrad@usfsp.edu)

**Director:** Donna Knudsen

**Admissions Officer:** Michael Slattery

**Administrative Support:** Lisa Akins

## University Admissions Criteria and Policies

Also see USF Regulation USF3-018: Admission to the University of South Florida;  
<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.018.pdf>

## Statement of Principles

In graduate admissions 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 program to select admissions criteria that best predict success in their specific field and to determine the weight given to each measure.

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. Program specific guidelines for the use of standardized test scores should be developed based on the experience of a given department with its pool of applicants<sup>1</sup>.

<sup>1</sup>*Adapted from the GRE "Guide to the Use of Scores" 2003-2003.*

## Admission Requirements

Each applicant to a graduate program at USF St. Petersburg 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. Must have:
  - a. Earned a bachelor's degree from a regionally accredited institution with either a:
    - i. "B" average or better in all work attempted while registered as an undergraduate student working toward a baccalaureate degree, **or**
    - ii. "B" average or better in all work attempted while registered as an upper division undergraduate student working toward a baccalaureate degree, **or**
  - b. A bachelor's degree from a regionally accredited institution and a graduate degree with a "B" average or better from a regionally accredited institution, **or**
  - c. The equivalent bachelors and/or graduate degrees from a foreign institution.
2. Submission of standardized test scores if required by the graduate program to which admission is sought.
3. \* Applicants from countries where English is not the official language must also demonstrate proficiency in English\* in one of the following ways:
  - a. By providing a minimum total score of 79 or higher on the, internet-based test, a score of 213 on the computer-based test, or a score of 550 on the paper-based test, Test of English as a Foreign Language (TOEFL).
  - b. By providing a score of 6.5 or higher on the International English Language Testing System (IELTS).
  - c. By earning a score of 153 or higher (new scale) or 500 or higher (old scale) on the GRE-Verbal Exam.
  - d. By earning a baccalaureate or higher degree from a regionally accredited institution in the U.S.

- e. By earning a degree at a foreign institution where English is the language of instruction (must be documented on the transcript).
4. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.

The College Dean must approve any exceptions to these requirements with information copies to the Office of Graduate Studies.

\*International students who are seeking employment as a teaching assistant (in departments that offer teaching assistant positions) must meet additional English language requirements.

### **Application Process**

Graduate applicants are urged to submit accurate and complete information as early as possible. Applications and supporting documents received after the published deadline may be processed for the next available term.

Both the Office of Graduate Studies and the graduate program for which the application is submitted review applications for admission to the program. Once the graduate program determines an applicant's eligibility, a recommendation is forwarded to the Office of Graduate Studies which will issue an official decision.

For foreign applicants, the Office of Graduate Studies will work with International Student Services and the Registrar's Office to review financial statements once the student has been admitted to determine eligibility for a student visa. Each of these offices may request additional documents to make an admissions decision.

For a complete list of USF St. Petersburg graduate programs and application deadlines please visit the Office of Graduate Studies' website at <http://www.usfsp.usf.edu/grad>.

### **Admission Application Deadlines**

USF St. Petersburg operates on a rolling admission basis. Published application deadlines are for best consideration and vary by USF St. Petersburg graduate program. In addition, some programs may have a priority application deadline for applicants who wish to be considered for a department assistantship or other types of financial support. All applicants are advised to apply as early as possible. In some cases, programs are willing to accept applications beyond the published deadline if space is available.

A complete list of deadlines are available at: <http://www.usfsp.edu/grad/admissions/application-procedures> and are listed on the graduate program pages in this Graduate Catalog.

### **Application Checklist**

1. Application
2. Application Fee
3. Transcripts (including translations and evaluations of foreign transcripts)
4. Test Scores
5. Conduct Clearance Policy (Legal Disclosure Statement)
6. Residency Affidavit
7. Any additional materials requested by the specific program (i.e. letters of reference, writing samples, resumes)

#### **1. Graduate Application**

Graduate applications to USF St. Petersburg are submitted online through <https://secure.vzcollegeapp.com/usf>.

#### **2. Application Fee**

All applicants are required to submit an application fee of **\$30.00** for **EACH** graduate program to which they seek admission. (see USF Regulation USF4-0107: Special Fees, Fines and Penalties)

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>. Students who have previously attended any USF institution must also submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, American Express) or by e-Check (personal checking/savings account) through OASIS and will be prompted to do so at the end of the online application process. **ALL APPLICATION FEES SUBMITTED ARE NON-REFUNDABLE.**

#### **3. Transcripts**

One (1) official transcript from ALL institutions of higher learning attended is required. Applicants who earned a degree from any USF System institution are not required to submit their transcript; it is already on file. Applicants may submit unofficial transcripts to expedite the application process; however, any admissions decision made using 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. All transcripts must be in English; it is the applicant's responsibility to have transcripts translated and evaluated\* before submitting them as part of the graduate

application packet. If applying while still completing an undergraduate degree, the applicant 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 will not be accepted. In addition to an overall evaluation from a foreign transcript evaluation service, the institution may request a course by course evaluation. Refer to the USF St. Petersburg Graduate Admissions website (<http://www.usfsp.edu/grad/admissions/international-students/>) for a list of acceptable evaluation services.*

#### **4. Test Scores**

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 programs will waive the standardized test requirement if another measure can be used to determine the potential for success in the program. Specific program requirements regarding standardized testing may be accessed here: <http://www.usfsp.edu/grad/academics/degree-programs/>.

Official scores must be submitted directly to the institution by the testing agency. However, applicants may provide unofficial copies of their test scores to expedite the processing of their applications while awaiting the transmission of official scores. Any admission granted using unofficial scores will not be finalized until official scores from the testing agency are received.

Scores are sent electronically to USF St. Petersburg from the testing agency. To request that scores be sent to USF St. Petersburg directly, applicants must provide the testing agency with the following institution codes:

For GRE\* (Graduate Record Exam) and TOEFL (Test of English as a Foreign Language): institution code 5828

For GMAT\*\* (Graduate Management Admissions Test): institution code VP9-M4-25

\*The GRE requirement is determined by the individual graduate programs and may be waived at their discretion. Please contact your program of interest directly for additional information. GRE has a new score scale. Refer to the GRE Concordance Tables ([http://www.ets.org/s/gre/pdf/concordance\\_information.pdf](http://www.ets.org/s/gre/pdf/concordance_information.pdf)) for the equivalent scores on the new test.

\*\*Applicants may not be required to submit a GMAT score to the MBA program if they have taken the GRE within five (5) years of the desired term of entry and earned competitive scores. Additionally, applicants who have earned a bachelor's degree in business with a cumulative GPA of 3.75 or higher may be granted a waiver of the GMAT requirement. Applicants should contact the USF St. Petersburg MBA office directly for additional information ([http://www1.usfsp.edu/cob/graduate\\_studies/index.htm](http://www1.usfsp.edu/cob/graduate_studies/index.htm)).

#### **TOEFL (Test of English as a Foreign Language)**

<http://www.ets.org/toefl>

Applicants whose native language is not English or who have not earned a degree in the United States must demonstrate proficiency in English by submitting TOEFL scores earned within two (2) years of the desired term of entry. A minimum total score of 79 on the internet-based test, 213 on the computer-based test, or 550 on the paper-based test is required for admission to a graduate program. Applications submitted with TOEFL scores that do not meet the minimum requirements will be denied.

The TOEFL requirement may be waived if the applicant meets one of the following conditions:

- The applicant's native language is English, or
- Has scored 500 or higher on the GRE Verbal Test, prior to August 2011 or a score of at least a 153 after August 2011, or
- Has earned a college bachelor's or graduate degree from a regionally accredited U.S. institution of higher learning, or
- Has earned a college bachelor's or graduate degree from an institution whose language of instruction is English (must be noted on the transcript), or
- Has scored 6.5 on International English Language Testing System (IELTS) <http://www.ielts.org/>

*NOTE: International students whose native language is not English and who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived for admission to a graduate program. A minimum score of 26 on the spoken portion of the internet-based TOEFL (iBT) or 50 on the SPEAK test which is administered through USF Tampa is required before appointments can be completed.*

#### **5. Conduct Clearance Policy (Legal Disclosure Statement)**

Conduct Clearance Policy (Legal Disclosure Statement)

All graduate applicants are required to answer the Conduct Clearance questions of the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received and cleared by the Associate Vice Chancellor of Student Affairs or his/her designee, if warranted.

## 6. Residency Policy

Residency for tuition purposes is defined by Florida State Statute Section 1009.21. 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 Studies will classify applicants as Florida residents if they have provided documentation that verifies they began living in Florida at least twelve months 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. Applicants are responsible for checking their residency classification when admitted to USF St. Petersburg. The residency classification is noted on the official acceptance letter. Applicants who feels their initial residency classification is in error have until the last day of first week of classes in their term of entry to request a reconsideration by the Office of Graduate Studies. There will be no exceptions. Requests received after the published deadline will not be considered. Tuition will be assessed at the non-resident rate for that term.

### Independent Student:

*All graduate students are considered independent students.* Effective July 1, 2014, a student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. 1009.21 Determination of resident status for tuition purposes.—Students shall be classified as residents or nonresidents for the purpose of assessing tuition in postsecondary educational programs offered by charter technical career centers or career centers operated by school districts, in Florida College System institutions, and in state universities.
2. (1) As used in this section, the term:
3. (a) “Dependent child” means any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.
4. (b) “Initial enrollment” means the first day of class at an institution of higher education.
5. (c) “Institution of higher education” means any charter technical career center as defined in s. 1002.34, career center operated by a school district as defined in s. 1001.44, Florida College System institution as defined in s. 1000.21(3), or state university as defined in s. 1000.21(6).
6. (d) “Legal resident” or “resident” means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17.
7. (e) “Nonresident for tuition purposes” means a person who does not qualify for the in-state tuition rate.
8. (f) “Parent” means the natural or adoptive parent or legal guardian of a dependent child.
9. (g) “Resident for tuition purposes” means a person who qualifies as provided in this section for the in-state tuition rate.
- 10.(2)(a) To qualify as a resident for tuition purposes:
- 11.1. A person or, if that person is a dependent child, his or her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education.
- 12.2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- 13.(b) However, with respect to a dependent child living with an adult relative other than the child’s parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately prior to the child’s initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 5 years immediately prior to the child’s initial enrollment in an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.
- 14.(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.
- 15.(3)(a) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he or she has provided such evidence related to legal residence and its duration or, if that individual is a dependent child, evidence of his or her parent’s legal residence and its dura-

tion, as may be required by law and by officials of the institution of higher education from which he or she seeks the in-state tuition rate.

16. (b) Except as otherwise provided in this section, evidence of legal residence and its duration shall include clear and convincing documentation that residency in this state was for a minimum of 12 consecutive months prior to a student's initial enrollment in an institution of higher education.
17. (c) Each institution of higher education shall affirmatively determine that an applicant who has been granted admission to that institution as a Florida resident meets the residency requirements of this section at the time of initial enrollment. The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified in this paragraph. No single piece of evidence shall be conclusive.
- 18.1. The documents must include at least one of the following:
  - 19.a. A Florida voter's registration card.
  - 20.b. A Florida driver's license.
  - 21.c. A State of Florida identification card.
  - 22.d. A Florida vehicle registration.
  - 23.e. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
  - 24.f. Proof of a homestead exemption in Florida.
  - 25.g. Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months.
  - 26.h. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.
- 27.2. The documents may include one or more of the following:
  - 28.a. A declaration of domicile in Florida.
  - 29.b. A Florida professional or occupational license.
  - 30.c. Florida incorporation.
  - 31.d. A document evidencing family ties in Florida.
  - 32.e. Proof of membership in a Florida-based charitable or professional organization.
  - 33.f. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.
34. (4) With respect to a dependent child, the legal residence of the dependent child's parent or parents is prima facie evidence of the dependent child's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the dependent child, by the other evidence of legal residence required of or presented by the dependent child. However, the legal residence of a dependent child's parent or parents who are domiciled outside this state is not prima facie evidence of the dependent child's legal residence if that dependent child has lived in this state for 5 consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.
35. (5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:
  36. (a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his or her legal residence in this state.
  37. (b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.
  38. (c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
39. (6)(a) Except as otherwise provided in this section, a person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education, such as documentation of full-time permanent employment for the prior 12 months or the

purchase of a home in this state and residence therein for the prior 12 months while not enrolled in an institution of higher education.

- 40.(b) If a person who is a dependent child and his or her parent move to this state while such child is a high school student and the child graduates from a high school in this state, the child may become eligible for reclassification as a resident for tuition purposes when the parent submits evidence that the parent qualifies for permanent residency.
- 41.(c) If a person who is a dependent child and his or her parent move to this state after such child graduates from high school, the child may become eligible for reclassification as a resident for tuition purposes after the parent submits evidence that he or she has established legal residence in the state and has maintained legal residence in the state for at least 12 consecutive months.
- 42.(d) A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of his or her marriage to a person who is a legal resident of the state, and evidence of the spouse's legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification.
- 43.(7) A person shall not lose his or her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his or her parent's or parents' serving, in the Armed Forces outside this state.
- 44.(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his or her resident tuition status because the person or, if he or she is a dependent child, the person's parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.
- 45.(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his or her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his or her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.
- 46.(10) The following persons shall be classified as residents for tuition purposes:
  - 47.(a) Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses, and dependent children, and active drilling members of the Florida National Guard.
  - 48.(b) Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
  - 49.(c) United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
  - 50.(d) Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children.
  - 51.(e) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.
  - 52.(f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.
  - 53.(g) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
  - 54.(h) McKnight Doctoral Fellows and Finalists who are United States citizens.
  - 55.(i) United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.
  - 56.(j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed.



- 57.(k) Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
- 58.(11) Once a student has been classified as a resident for tuition purposes, an institution of higher education to which the student transfers is not required to reevaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student's situation has changed. However, the student must have attended the institution making the initial classification within the prior 12 months, and the residency classification must be noted on the student's transcript. The Higher Education Coordinating Council shall consider issues related to residency determinations and make recommendations relating to efficiency and effectiveness of current law.
- 59.(12) Each institution of higher education shall establish a residency appeal committee comprised of at least three members to consider student appeals of residency determinations, in accordance with the institution's official appeal process. The residency appeal committee must render to the student the final residency determination in writing. The institution must advise the student of the reasons for the determination.
- 60.(13) The State Board of Education and the Board of Governors shall adopt rules to implement this section.
- 61.History.—s. 2, ch. 2002-270; s. 400, ch. 2002-387; s. 14, ch. 2004-230; s. 132, ch. 2007-217; s. 7, ch. 2009-60; s. 2, ch. 2009-123; s. 10, ch. 2010-155; s. 116, ch. 2011-5.
- 62.

### **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 Studies' applicant file is not to be released 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 Vice Chancellor for Academic Affairs.

Once admitted and enrolled during the term of admission, students may request access to their student file at the Office of Graduate Studies. 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 Studies' graduate application files may be copied and released to USF system staff conducting legitimate University business.

### **Additional Requirements of Programs**

*(If applicable)*

Some graduate programs require additional application materials such as resumes, writing samples, or letters of recommendation. While these materials may be forwarded to the appropriate program if sent with the application packet, they DO NOT become part of the applicant's permanent file. Therefore, the Office of Graduate Studies does not track them.

### **Final Admission Criteria**

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

### **Provisional Admission Criteria**

Applicants accepted for admission whose official documents (transcripts and/or test scores) have not been received by the Office of Graduate Studies are admitted provisionally pending receipt of these missing items. The required transcripts and/or test scores must be received before a second semester registration is permitted. During the first semester, the Office of Graduate Studies will place a registration hold on the student's file. When the missing documents are provided to the Office of Graduate Studies, the registration hold will be removed and the student's admission status will become final.

### **Exception Admission Criteria**

The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees' minimum requirements. To be considered for an exception, applicants should present evidence that their academic preparation was such that it might account for less than the minimal University and/or program requirements, and demonstrate potential for academic success such as excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in his/her discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the program and college to accept exception application requests.

### **Conditional Admission Criteria**

A program and/or college may admit applicants conditionally pending satisfaction of remedial or program requirements. These conditions may include receipt and submissions 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 graduate program to track students' satisfactory completions of the conditions and to notify the Office of Graduate Studies with results. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program.

### **Deferment of Admission Request**

An applicant's acceptance is granted for the semester and the particular graduate program specified in the official acceptance notification. The applicant must validate acceptance by enrolling in classes in the semester of initial acceptance. Applicants who fail to validate their admission may contact the Graduate Program Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date. If a request for Deferment of Admission is not activated within the 12 months, a new application and fee must be submitted. Applicants who were admitted provisionally 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 Studies. International applicants must also provide a new financial statement dated no earlier than 6 months before the requested date of entry.

### **Update of Admission Request**

If admission has not been granted because of a late application or missing credentials, the applicant or graduate program may request that the Office of Graduate Studies update the application for consideration in a future semester. This request must be made in writing within 12 months of the initial requested entry date. Applications are held for only 12 months. If a request for update is not received in the specified time, a new application and fee must be submitted.

### **Denial of Admission/Appeal for Reconsideration Criteria**

Applicants denied admission will be given timely notice by email or in writing. Denied applicants who meet the minimum standards may write the Graduate Program Director of the program to which they applied within 30 days of the date of denial to request reconsideration. The request should present additional evidence of potential for academic success at USF St. Petersburg and contain reasons why reconsideration is warranted. Applicants denied admission to a degree program are eligible to enroll as special (non-degree seeking) students. Non-degree seeking applications must be submitted to the Office of the Registrar.

### **Readmission Policy**

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 program to continue their studies. Readmission is at the discretion of the program and is not guaranteed.

Eligibility for readmission:

- Students who have been Academically Dismissed from any institution in the USF system for Academic Dishonesty **may not apply** to any graduate program at USF St. Petersburg.
- **Deadlines:** The readmission application and all supporting materials must be submitted by the published application deadline.

### **Additional Requirements:**

- **Graduate Application:** In order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials.
- **Test scores:** The Graduate Program 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 system institutions prior to readmission may be accepted toward the degree requirements at the discretion of the Graduate Program. All coursework taken when previously enrolled as a graduate student at a USF system institution and transferred into the student's graduate program is included in the overall GPA. Refer to the Time Limit Policy for time limits on coursework applied toward the degree. Students may be required to take new coursework at the program's discretion. The decision to accept courses previously taken at another USF system institution and applied toward the degree is at the discretion of the program.
- **Enrollment:** Students must enroll for the semester in which their readmission is effective.
- The Readmission policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending USF system institutions may be required.

## **Change of Program Request**

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

- 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 program who wishes to change to another program at the same or lower level
- requires a student to be in good academic standing
- is at the discretion of the student's new program
- may affect the student's financial aid status
- requires the submission of a Change of Program Request (<http://www.usfsp.edu/grad/forms-2.htm>)

**NOTE:** *Some programs may require another application to be submitted because the Change of Program Request Form does not contain sufficient information to make a decision. Students should check with the new program 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 choices, or standardized admission test scores, must request consideration during the admissions process. Applicants requesting substitution of program guidelines must contact the appropriate graduate program advisor. Supporting documentation must be submitted 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 a student provides documentation of disability and meets with a coordinator in the Office of Student Disability Services to request in writing services and accommodations. Any faculty members or students who have questions about this process are encouraged to contact the Office of Student Disability Services at (727) 873-4837 or visit the website at <http://www1.usfsp.edu/disability/>.

# SECTION 4 - REGISTRATION AND GENERAL INFORMATION

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## Office of Records and Registration

Phone: 727-873-4645  
Fax: 727-USF4FAX  
Website: <http://www.usfsp.edu/records/.htm>

The Office of Records and Registration at USF St. Petersburg maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of Records and Registration with general questions concerning academic policies and procedures regarding their current registration or academic record. Note: It is each student's responsibility to be aware of the University's academic policies and procedures and how they affect him/her.

### OASIS

Students use a self-selected personal identification number (PIN) in the University's Online Access Student Information System (OASIS) to:

- view registration appointment information
- view registration hold information
- view the Schedule of Classes
- view financial aid information
- view and pay bills online
- register and drop/add courses during the drop/add period
- view their grades
- request address changes
- request privacy
- request transcripts
- apply to graduate

## Registration Information

USF Regulation USF4.-0101,  
<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>

### Register for Classes

To register for classes, students must first login to the MyUSF portal using their net id and password (<http://netid.usf.edu/unal>) and choose OASIS from the resources menu. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the graduate program for registration.

Students can view the schedule of classes through OASIS or at <http://www.regtrar.usf.edu/ssearch/search.php>

### Late Registration

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancelation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period).

Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e. by the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the Add/Drop sections of the Catalog.

## Medical Requirements for Registration

University Immunization Policy:  
<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>.  
Forms: <http://www.shs.usf.edu/forms>

Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all students at all institutions within the USF system.

Florida law (Section 1006.69 Florida Statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each

of these diseases are available at Student Health Services (with locations at both USF Tampa and USF St. Petersburg). Please refer to <http://www.shs.usf.edu/immunization/medical-requirements-for-registration.aspx> for further information. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof.

According to Florida Administrative Code Rule 6C-6.001(5) "Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles).

New admits are provided a Medical History/Immunization Form with their admissions letter. Upon request, Student Health Services will mail or fax a Medical History/Immunization Form, or forms may be downloaded from the Student Health Services Forms website and printed. In order to register, this form must be completed, signed, and returned to:

University of South Florida St. Petersburg  
Wellness Center, SLC 2200  
140 7th Avenue South  
St. Petersburg, FL. 33701  
Fax: (727) 873-4193  
Telephone: (727) 873-4422

### **Administrative Holds**

A student may be placed on administrative hold for failure to meet obligations to the University. When a student is placed on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the Cashier's Office. Each student placed on administrative hold should determine from the Office of the Registration and Records which office placed the student on administrative hold and clear the obligation with that respective office.

### **Cancellation of Registration for Non-Payment**

USF Regulation USF4, 010,  
<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.010.pdf>.

## **Equal Opportunity Policy**

### **Diversity and Equal Opportunity: Discrimination and Harassment Policy**

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>

DEO website: <http://usfweb2.usf.edu/ea/>  
Phone: (813) 974-4373

designated officeThe University of South Florida system (USF system) is a diverse community that values and expects respect and fair treatment of all people. The USF system strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, or genetic information, as provided by law. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender orientation and expression. The USF system is also committed to the employment and advancement of qualified veterans with disabilities and veterans protected under the Vietnam Era Veterans' Readjustment Assistance Act, as amended (VEVRAA), as part of the effort to maintain an environment that is comfortable for all people and to ensure consistency with state and federal laws. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct are to be filed with the office of Diversity and Equal Opportunity. ("DEO") or the office of student rights and responsibilities (OSRR) or the appropriate student affairs office at the campus or institution where the discrimination or harassment occurred. The designated office will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the USF System. In addition, DEO and OSRR will, as part of their internal processes, report any conduct that may be criminal in nature, such as bias-motivated crimes, to the appropriate law enforcement entities as set forth in section [IV.B] of USF policy 0.007. A student or employee who believes that he or she has not been treated in accordance with the University's Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint. Additional information about these procedures may be obtained from the Diversity and Equal Opportunity Office, Human Resources, BAY 206, or by calling 727-873-4105. It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

## Academic Term and Student Information

### Semester System

USF St. Petersburg operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See *Academic Calendar* for appropriate dates.

### Academic Load

See Enrollment Requirements in the Academic Policies Section

### Academic Standing

#### Class Standing

A student's class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

- 6M - Graduate student admitted to Master's Degree Program
- 6A - Graduate student admitted to Specialist Degree Program
- 6D - Graduate student admitted to a Doctoral Degree Program (not eligible to register for dissertation hours)
- 6C - Graduate student admitted to Doctoral Candidacy (eligible to register for dissertation hours)
- 7A-7D - 1st-4th year professional program (M.D.) or post-doctoral status

Also see "In good standing" in the Academic Policies Section

### Student Definitions

#### Degree Seeking Students:

Students who have been accepted into a degree program.

#### Non-Degree Seeking Students

Non-Degree Seeking students are students who have not been accepted into a degree program. 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 program, no more than 12 hours of credit taken at any USF system institution earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program 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 program. *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 program it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the degree program to continue taking courses in the program. Programs may have additional requirements; students should check with the program of interest for more information.

### Transient Student

#### Transient Student Policy

USF 10.001 Transient Student Policy:

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf>

The State University System (SUS) Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a transient Student. USF St. Petersburg degree-seeking students who wish to enroll at another regionally accredited institution (other than USF system institutions) MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. **Transient Student Form:**

<http://www.registrar.usf.edu/forms>.

## **Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA).**

Graduate Assistantships are intended to recruit quality students to graduate study at USF St. Petersburg and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF St. Petersburg work under a contract negotiated between Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF system institutions.

To receive an assistantship, graduate students must meet the following eligibility requirements:

- Be accepted into a graduate degree program;
- Maintain an overall minimum grade point average (GPA) and degree program GPA of 3.00;
- Maintain full-time enrollment during the semester(s) appointed as a graduate assistant.
- For teaching assistantships, demonstrate proficiency in spoken English (if student is not from an English speaking country).

Full-time enrollment is considered to be enrollment in nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Graduate School enrollment requirements to retain their assistantship as stated in the USF St. Petersburg Graduate Catalog at <http://www.usfsp.edu/graduate-catalog>.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Academic Policies Section of this catalog and also the Graduate Studies web resources available on the USF St. Petersburg Graduate Admissions website: <http://www.usfsp.edu/grad/tuition-financial-aid/assistantships/>.

## **Student Identification Card (USFCard) Policy**

Reference: USF 0-517 -

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-517.pdf>

University policy requires all students obtain and carry the **USFCard** while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services.

USFCards may be obtained at the USF St. Petersburg ID Card Center located in the Nelson Poynter Memorial Library-POY 221. For questions call: (727) 873-4409 or visit their website: <http://www.dl.usf.edu/npml/usfid.html>. Legal identification (passport, driver's license, or State/Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family are discontinued when the sponsor is no longer a student.

Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.018. The initial cost of the card is \$10.00; students may pay with Mastercard (debit/credit). Refer to the fee schedule for costs of each additional family member card. Financial services, long distance telephone services, and other features are options available at the user's discretion. USFCards are the property of the University of South Florida and must be returned on request.

## **Student Records Policy**

Reference: USF 2.0021

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records;
2. Privacy in their education records;
3. Challenge the accuracy of their education records; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code.

5. Copies of the University's student records policy, USF 2.0021, may be obtained from the USF St. Petersburg Office of Registration and Records or the USF Office of General Counsel.

## **Academic Record**

The student's academic record shall not be changed after the student has graduated. Except in cases of administrative error, the student's academic record shall not be changed once the semester has rolled.

## **Release of Student Information**

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of USF St. Petersburg or the USF system (according to USF System regulation USF2.0021 Student records):

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information. The University Directory, published annually by the University, contains only the following information, however: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff.

Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

## **Exclusions**

Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF St. Petersburg, except upon prior authorization of the Office of Graduate Studies and the Vice Chancellor for Academic Affairs. In cases where a member of the immediate family of a faculty member is enrolled in a graduate degree program, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

## **Course Information**

### **Availability of Courses**

USF St. Petersburg does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand.

### **Course Attendance at First Class Meeting – Policy for Graduate Students**

Students are required to attend the first class meeting of courses for which they registered prior to the first day of the term. The first day class roll that is generated by such registration is used by professors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor prior to the first class meeting to request an exception to the mandatory first class attendance requirement. To avoid fee liability and academic penalty, the student is responsible for insuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.

This policy is not applicable to course in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (i.e. directed reading or study, individual research, thesis, internship, practicums, etc.). Students are responsible for dropping the undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.

Students in courses delivered by distance learning must log in to their course(s) during the first five (5) weekdays from the calendar start date of their online course (s). Students who are unable to log in to their courses(s) due to circumstances beyond their control must notify the instructor or department prior to the calendar start date of the course to request an exception to the mandatory first class attendance requirement.

### **Attendance Policy for the Observance of Religious Days by Students**

In accordance with Sections 1006.53 and 1001.74(10)(g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida system has established the following policy regarding religious observances: <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>.

## **I. INTRODUCTION (Purpose and Intent)**



Pursuant to Section 1006.53 Florida Statutes and Board of Governors Regulation 6.0115, the University of South Florida System (USF System) establishes the following policy regarding religious observances.

## II. STATEMENT OF POLICY

All students, faculty, and staff within the USF System have a right to expect reasonable accommodation of their religious observances, practices and beliefs.

The USF System will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The USF System, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the USF System's constituency.

Students are expected to attend classes and take examinations as determined by the USF System. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course.

Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this policy. Students absent for religious reasons, as noticed to the instructor at the beginning of each academic term, will be given reasonable opportunities to make up any work missed. In the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, etc.), the student shall be given a reasonable

### **Cross-listing 4000/6000 Courses**

It is expected that 4000 and 6000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose different audiences, and the intention is to offer them at distinct levels.

### **Course Descriptions**

For a listing of the most current, approved course descriptions refer to the Search-a-Bull Database available online at <http://www.ugs.usf.edu/sab/> or in the course description listing in the Graduate Catalog.

### **Adds**

After a student has completed his/her registration on the date assigned, he/she may add a course during the drop/add week (i.e. through the fifth day of classes) using the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University Administrative error.

### **Drops**

A student may drop a course(s) during the following times:

1. **During regular registration and the drop/add periods (first five days of classes).** No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.
2. **Between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates).** Registration fees and tuition must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s).
3. **Following the tenth week deadline if the request meets one of the following exceptions:**
  - a. Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).
  - b. Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student's relationship to the deceased.
  - c. Involuntary call to active military duty as confirmed by military orders.
  - d. A situation in which the University is in error as confirmed by an appropriate University official.
  - e. Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Courses may not be dropped after the last day of classes except in cases of University Administrative error.

### **Fee Adjustment Options**

Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar's Office if the student has any of the exceptional circumstances listed above. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

## **Deletes**

A "delete" completely removes the course from the record with no history that it was ever part of the student's record. Courses will not be deleted from a student's record except in cases of University Administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written explanation from college faculty or administrative staff verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee and the Vice Chancellor for Academic Affairs or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions in writing to the USF St. Petersburg Office of Graduate Studies.

## **Retroactive Actions**

Requests for retroactive actions will no longer be considered/approved. Also see Academic Record.

## **Auditing Privileges and Fees**

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student's status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by submitting an Audit Form and receiving a date-stamped permit from the college/department. Audit forms should be submitted to the Office of Records and Registration. IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Office of Records and Registration website: <http://www1.usfsp.edu/records/>.

## **Cancellation of Registration before First Class Meeting**

Students may cancel their registration by notifying the Office of Registration and Records in writing prior to the first day of classes. If fees have already been paid, the student may request a full refund of fees and tuition through the Cashier's Office: (727) 873-4107.

## **Withdrawal (from course registration)**

A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Graduate Petition Form to the Office of Graduate Studies. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the fall and spring semesters; see the Academic Calendar for summer deadlines) are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for the summer sessions are listed in the **Academic Calendar** and are published in the *Schedule of Classes* for the Summer Term. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the **Academic Calendar** may receive a full refund of fees and tuition. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons.

## **Voluntary Withdrawal (from the program)**

A student may voluntarily withdraw from their graduate degree program. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a Voluntary Withdrawal Form, available from the Office of Graduate Studies. Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non Degree Seeking status could adversely impact financial aid. Questions regarding the impact on financial aid should be directed to the Financial Aid Office at (727) 873-4128. Students will remain financially and academically responsible for any course(s) they have registered for. Students may request to drop or delete courses by submitting a Graduate School Petition.

## **Academic Dismissal**

Students may be academically dismissed from their graduate degree program for a variety of reasons. Once processed, the student's status will be changed from Graduate Degree Seeking to Non Degree Seeking. A change to Non Degree Seeking could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester, except in cases of academic dismissal due to academic dishonesty or disruption of academic process. Some of the reasons for academic dismissal include\*:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
- Receiving an "FF" grade
- Failure to maintain "good standing"
- Failure to make satisfactory progress.
- \*Students may be dismissed for other reasons, such as violations of student conduct. Refer to the USF system Code of Student Conduct USF - 6.0021 (<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>).

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at any USF system institution.

## **Parking Information and Campus Maps**

For information on USF St. Petersburg Parking Services, policies, and regulations, refer to:  
<http://www.usfsp.edu/financial/parking-transportation/>

USF Regulations: 4.00210 through 4-00219 and 4-0023 through 4-0029, FAC, available at:  
<http://generalcounsel.usf.edu/regulations/current-regulations.asp>

Campus maps are available online at:  
<http://www.usfsp.usf.edu/about-usfsp/visit-us/>

# SECTION 5 - TUITION, FEES, AND FINANCIAL INFORMATION

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## Tuition Information

Tuition and Fees Regulation: <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf>

For tuition information refer to the link

[http://usfweb2.usf.edu/uco/studentaccounting/Current\\_Tuition.asp](http://usfweb2.usf.edu/uco/studentaccounting/Current_Tuition.asp).

Tuition and fees are subject to change without prior notice. For information on Residency for tuition purposes, refer to the Residency Policy.

All registration fees and all courses added during the drop/add period must be paid in full by the payment deadline date specified in the current *Schedule of Classes*. Registration fee payment may be made in person to the Cashier's office or online through OASIS. Students not on an authorized deferred payment plan and who have not paid their registration fees in full by the published deadline will have their registrations canceled. "Deferred payment" refers to those students on authorized financial aid whose payments are deferred until the aid is disbursed. A student will not receive credit for any courses taken during that semester. Students who are allowed to register in error may have their registration canceled. Any fees paid will be refunded or credited against any charges due the University.

## Tuition Waivers, Non-Resident

See USF Regulation USF4-3.024, at <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.024.pdf>.

(1) The University of South Florida System (USF System) waives tuition, non-resident tuition or associated fees for purposes that support and enhance the mission of the USF System as authorized and limited by Board of Governors (BOG) Regulations, Florida Statutes or USF Board of Trustees Regulations. The following general categories of tuition and fee waivers are established pursuant to BOG Regulation 7.008 and Section 1009.26, Florida Statutes that set forth specific criteria applicable to the following categories:

- (a) Participants in Sponsored Credit Institutes and Programs.
- (b) Certain educational expenses of a child or spouse of a Law Enforcement Officer or Firefighter killed in the line of duty.
- (c) Students who earn credit in courses toward both a Florida high school diploma and an associate or baccalaureate degree, or enrolled in dual enrollment or early admission programs.
- (d) Certain Florida Department of Children and Family Service foster care or adopted students.
- (e) Graduate Interns participating in the School Psychology Training Program.
- (f) Students enrolled in Florida Linkage Institutes Program.
- (g) Wrongfully incarcerated persons.
- (h) Certain educational expenses for the child of a deceased teacher or school administrator employed by a Florida District School Board who dies as a result of an unlawful and intentional act, provided such killing is related in whole or part to the fact that the individual is a teacher or school administrator.
  
- (i) Homeless or temporary shelter residence students.
- (j) Purple Heart or other superior combat decorated recipients.
- (k) State Employees - A waiver of up to 6 credit hours per term on a space available basis.
- (l) Admissions Deposit Fee - waived based on significant financial hardship as determined by the USF Financial Aid Office.
- (m) Honorably discharged veterans of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically reside in this state while enrolled in the institution. The waiver is applicable for 110 percent of the required credit hours of the degree or certificate program for which the student is enrolled.
- (n) Undocumented students for federal immigration purposes, who meet the following conditions:
  1. Attended a secondary school in this state for 3 consecutive years immediately before graduating from high school in this state;
  2. Apply for enrollment in an institution of higher education within 24 months after high school graduation; and
  3. Submit an official Florida high school transcript as evidence of attendance and graduation.This waiver is applicable for 110 percent of the required credit hours of the degree or certificate program for which the student is enrolled.
- (2) The following additional tuition and fee waivers are authorized by the Board of Governors and may be granted for purposes that support and enhance the mission of the USF System:
  - (a) Full-time University employees may be awarded a waiver of up to six (6) credit hours of tuition-free courses per term on a space available basis.

(b) Florida residents 60 years of age or older who enroll to audit courses on a space-available basis. No academic credit shall be awarded.

(c) Intern Supervisors may be given one non-transferable certificate (fee waiver) for each full academic term during which the person serves as an intern supervisor. This certificate shall provide for waiver of the basic fee (as defined in BOG Regulation 7.001). Certificate holders are entitled to a waiver of tuition for a maximum of six (6) hours credit instruction (including credit through continuing education) during a single term.

(d) Non-resident, non-degree seeking students may be granted a waiver of the out-of-state fee. The credit hours generated must be non-state fundable and the cost for the program of study recovered from the fees charged to all students.

(e) Tuition differential may be waived for students who meet the eligibility requirements for the Florida public assistance grant (Sec. 1009.50, Florida Statutes).

(f) Public School classroom teachers employed full-time by a school district who meet the academic requirements established by the University may be granted up to six credit hours per term on a space-available basis in undergraduate courses related to special education, mathematics or science, however, the waiver may not be used for courses scheduled during the school district's regular school day.

(g) Application Fee may be waived for applicants who can document receipt of a fee waiver because of economic need as determined by the College Board or the American College Testing Program.

(h) Late Payment Fee may be waived due to circumstances determined to be exceptional and beyond the control of the student pursuant to USF System Regulation 4.0101.

(i) Late Registration Fee may be waived due to circumstances determined to be exceptional and beyond the control of the student pursuant to USF System Regulation 4.0101.

(j) Non-resident Graduate Assistants who have a minimum of .25 FTE; non-resident graduate students who receive fellowship awards; and non-resident graduate students with exceptional academic capabilities or skills as determined by the Dean may be offered tuition waivers.

(k) Non-resident undergraduate students having exceptional academic capabilities or skills who apply to and meet the criteria of the appropriate USF System college or unit, e.g. degree-seeking Junior or Senior, etc. may be offered out-of-state tuition waivers to the extent funds are available.

(3) The USF System shall report the purpose, number, and value of all fee waivers granted annually in a format prescribed by the Board of Governors.

Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 7.003, 7.008, 7.015;

## **Veteran Deferment Benefits**

Students receiving VA benefits who apply in writing no later than the specified date for the 60-day deferment of fees from the Office of Veteran's Services must pay registration fees in full by the date posted online:

<http://www.usfsp.edu/finaid/veterans/deferments>

For more information contact USF St. Petersburg Veteran's Services: at (727) 873-4128 or [va@usfsp.edu](mailto:va@usfsp.edu).

## **Financial Aid**

Financial assistance is available through the Office of Financial Aid. Students requiring such assistance should contact <http://www.usfsp.edu/finaid/> for information. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the department and/or college providing the waiver for information. Also see USF system Regulation USF 3-0121 and USF

6-012.. <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.0121.pdf>

## **Office of Financial Aid Policy on Refunds and Repayments**

USF Policy 10-013 at <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-013.pdf>

## **Special Fees, Fines, and Penalties**

USF Regulation USF 4-107, at <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>.

# SECTION 6 - ACADEMIC POLICIES AND REGULATIONS

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## Academic Policy Information

For USF System Regulations refer to <http://generalcounsel.usf.edu/regulations/>

For USF System Policies refer to <http://generalcounsel.usf.edu/policies-and-procedures/>

For USF St. Petersburg Policies refer to [http://www1.usfsp.edu/adminservices/USFSP\\_policy/index.htm](http://www1.usfsp.edu/adminservices/USFSP_policy/index.htm)

## Student Responsibilities

USF St. Petersburg, the Colleges, and the degree programs have established certain academic requirements that must be met before a degree is granted. While advisors, directors, department chairpersons, and deans are available to assist students in meeting these requirements, it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements. If requirements for graduation are not satisfied, the degree will not be granted.

The information presented here represents the University's Academic Policies. Colleges and departments may have additional requirements. Students should check with College Graduate Program Advisors or Program Directors for more information.

Courses, programs and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed at any time at the sole discretion of the University and the Board of Trustees. For a list of current course descriptions, refer to <http://www.ugs.usf.edu/course-inventory> and in Section 14 of this catalog.

## Student Conduct

Members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University. USF St. Petersburg reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community. Disciplinary procedures are followed when a student fails to exercise responsibility in an acceptable manner or commits an offense as outlined in the Student Code of Conduct. **Refer to USF 6.0021, Student Code of Conduct** at <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

### Responsible Conduct in Research

Responsible Conduct of Research (RCR) is a critical element in training for scholarship. USF has information about RCR available online at: [www.grad.usf.edu/rcr.php](http://www.grad.usf.edu/rcr.php)

Intellectual and Scholarship Integrity  
Shared Authorship and Research Education Policy

USF contains a broad range of academic programs in diverse disciplines, and the USF faculty recognize that the conventions on shared authorship and credit for scholarship vary among disciplines. In general, sharing in authorship implies both substantive intellectual contributions to the work and also approval of the work as it appears in public. Right to authorship credit is not automatically conveyed by being the instructor of a course, being a student's major professor, or being a research assistant working with faculty and professional researchers; neither is credit automatically prohibited because of such status.

Each college/program that includes research education shall include an explicit discussion of shared authorship issues and disciplinary conventions as part of the formal curriculum addressing research methods and ethics, including the conventions of the discipline's publications. In addition, each college or program shall have a formal statement about shared authorship made available to students (such as on a college or program website) or given to students at the same time as they are given notice about other program and college expectations. Each college/program shall also have a written procedure for resolving questions or conflicts about shared

authorship where students are involved. The college and program may use the same procedure for resolving questions for non-student employees, but the procedure for resolving questions or conflicts involving students must address the educational needs of students (e.g., explicitly asking about the nature of the research methods and ethics education as experienced by a student involved in the case at hand).

This written procedure must be made available to students (such as on a college or program website) or given to students at the same time as they are given notice about other program and university expectations.

## Academic Integrity of Students

Reference: USF Regulation USF 3.027 - The following is the portion of the Regulation pertaining to graduate students. To read the entire regulation, go to: <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.027.pdf>

### 1. Fundamental Principles

Academic integrity is the foundation of the University of South Florida system's (University/USF) commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students. The final decision on an academic integrity violation and related sanction(s) at any USF System institution shall affect and be applied to the academic status of the student throughout the USF System.

### 2. General Policies

The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida St. Petersburg and the USF system. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

### 3. Violations of Academic Integrity: Undergraduate and Graduate

Behaviors that violate academic integrity are listed below, and are not intended to be all inclusive.

#### (a) Cheating

##### Definition:

*Cheating* is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

##### Clarification:

1. Students completing any type of examination or evaluations are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

#### (b) Plagiarism

##### Definition:

*Plagiarism* is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

##### Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

### **(C) Fabrication, Forgery and Obstruction**

#### **Definitions:**

*Fabrication* is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

*Forgery* is the imitating or counterfeiting of images, documents, signatures and the like.

*Obstruction* is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

#### **Clarification:**

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

### **(d) Multiple Submissions**

#### **Definition:**

*Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

#### **Clarification:**

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

### **(e) Complicity**

#### **Definition:**

*Complicity* is assisting or attempting to assist another person in any act of academic dishonesty.

#### **Clarification:**

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

### **(f) Misconduct in Research and Creative Endeavors**

#### **Definition:**

*Misconduct in research* is serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or



performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

**Clarification:**

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the University's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

**(g) Computer Misuse**

**Definition:**

*Misuse of computers* includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

**Clarification:**

1. Students may not use the University computer systems in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

**(h) Misuse of Intellectual Property**

**Definition:**

*Misuse of Intellectual Property* is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

**Clarification:**

Students may not violate state or federal laws concerning the fair use of copies.

Sections 4 and 5 of the USF system Policy on Academic Integrity is not reprinted here. For those sections, refer to the whole policy as cited above.

**6. Violations and Sanctions for Graduate Students**

The Office of Graduate Studies holds academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- An "F" or "Zero" grade on the subject paper, lab report, etc.
- An "F" in the course or activity in which credit may be earned.
- An "FF" in the course (leading to expulsion from the University).
- Academic Dismissal for any violations of academic dishonesty policies or regulations.
- Possible revocation of the degree or Graduate Certificate following a thorough investigation.

Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program within the USF system.

**7. Additional Graduate Guidelines for Academic Dishonesty**

1. If a graduate student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.
2. Any assigned grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.

3. Notification to the graduate student of the "FF" grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or department chair (refer to the University Academic Grievance Procedures).
4. Dismissal for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.
5. More serious violations of academic integrity may be referred to the Office of Student Affairs as a student conduct violation.

## **8. Appeals**

Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor's decision that a violation has occurred. At that point the student will follow the procedures outlined in the USF system's Academic Grievance Procedure Policy (USF System policy 10-002. <http://generalcounsel.usf.edu/policies-andprocedures/pdfs/policy-10-002.pdf>). For academic integrity violations that are reviewed at the department and college levels, the respective committees will consider all evidence available to determine if the instructor's decision was correct. The student's ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors History-New 12-11-08.

Note: These policies apply to graduate students (students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate courses). Undergraduate students should refer to Sections (4) and (5): Violations and Sanctions for Undergraduate Students.

### **Disruption of Academic Process**

Reference: USF Regulation USF 3.025:

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

(1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida (USF system) Student Code of Conduct, the purpose of this regulation is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant academic officers may take in response to disruptive conduct; and the authority of the Office of Student Affairs to initiate separate disciplinary proceedings against students for disruptive conduct.

(2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor:

- (a) Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or
- (B) Presents a danger to the health, safety or well-being of self or other persons.

References to classroom or academic area include all academic settings (live or online, including field experiences). References to Instructor include the course instructor, USF system faculty, administrators, and staff.

Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.

Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

The following applies to all institutions of the University of South Florida system; however, non-substantive procedural modifications to reflect the particular circumstances of each institution are permitted. Information concerning these procedures is available through the Student Affairs office at each institution.

### **(3) Procedures for Handling Disruption of Academic Process.**

(a) General Guidelines for Instructor:

1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the instructor, who will discuss the incident with the student whenever possible. It

must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.

2. The instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the instructor deems it necessary. If the instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to

- (a.) the department chair (if applicable),
- (b.) the Assistant/Associate Dean of the College (as determined by the College),
- (c.) the Office of Student Affairs, and
- (d.) the student.

If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, Student Affairs and other authorities as soon as possible. Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.

3. An instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must:

- (a.) inform the student of the exclusion, and
- (b.) inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department (if applicable) or to the appropriate Dean or Dean's designee in the College.

If such academic exclusion occurs, and if the student requests a review, the Chair of the Department (or College designee) shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific class and/or any academic setting. This decision may be appealed in writing by the student within two days to the Office of Graduate Studies (or institutional designee as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the University.

Each academic decision or sanction must be communicated to the Office of Student Affairs as soon as possible.

**(b) Possible Academic Sanctions and Grading Guidelines:**

Authority of an instructor and the appropriate Chair or Assistant/Associate Dean's office may result in any of the following sanctions:

- Warning to the student
- Voluntary withdrawal by the student from the class(es)
- Temporary exclusion and/or permanent dismissal from the instructor's classroom or academic area, program, or college, pending an expedited appeal.
- Academic sanction, including assignment of a final grade - if the final determination is a dismissal from class, the grade assigned for the class will depend on the student's status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of "W" will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of "F" will be assigned for the course. These grades will become a part of the student's permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.

**(c) Documentation and Academic Disruption Incident Report:**

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Affairs or designated office require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

The Academic Disruption Incident Report must be submitted by hard copy or scanned and sent by email to the student's USF email address simultaneously within 48 hours to:

- (a.) the department chair (if applicable),
- (b.) the Assistant/Associate Dean of the College (as determined by the College),
- (c.) the Office of Student Affairs and
- (d.) the student.

The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:

- Date of report
- Student's name
- USF Student ID number
- Instructor's name
- Instructor's phone number
- Instructor's email
- Title of course, course number and section
- Date/time/location of incident
- Detailed summary of the incident, including a description of the disruptive behavior
- Witnesses
- Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
- Recommended course of action and reasons for this recommendation
- Instructor's signature

**(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:**

Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):

- Educational sanctions to include but not limited to educational programs/classes and written assignments
- Disciplinary probation
- Provisional suspension
- Suspension
- Restriction from certain or all class(es), program, college, residence hall, or any part of all of USF system institutions
- Expulsion

When an incident is being reviewed by Student Affairs for possible disciplinary sanctions, current provisions affecting the student's academic status (temporary or otherwise) will be communicated by the Office of Student Affairs to the instructor and appropriate academic administrators/instructors responsible for the student's current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

**(e) Resources:**

University Police	(727) 873-4140
Advocacy Program	(813) 974-5756
Counseling Center	(727) 873-4422
General Counsel	(813) 974-2131
Office of Student Affairs	(727) 873-4162
Disabilities Services	(727) 873-4990

*Specific Authority: Art. IX, Section 7, Fla. Constitution and Resolutions issued by the FL Board of Governors, 1006.60, 1006.61 F.S. History - New 12-11-08; amended (technical) 11-28-11.*

*Disruption of academic process reference: USF Regulation 3.025*  
<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

## **Student Academic Grievance Procedure**

Reference: USF 10.002 Student Academic Grievance Procedure  
<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>

For matters that are not academic in nature, reference *USF 30-053 Student Grievance Processes and Non-Academic Grievance Policy*.

### **I. Introduction (Purpose and Intent)**

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida system (USF system) an opportunity for objective review of facts and events pertinent to the

cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures); however, USF System institutions may have unique titles and specific administrative levels. Accordingly, each institution shall determine the appropriate levels and titles for review at the time a student initiates an appeal ensuring that if it is determined the matter is an academic grievance there is at least one committee level review and recommendation to an administrator to accept or reject.

In the case of grade appeals, the USF system reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Vice-Chancellor for Academic Affairs may file an administrative grade change. The term "incorrect" means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the University reserves the right to determine the final outcome based on the procedures detailed herein.

In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

## **II. Terms and Guidelines**

An "*academic grievance*" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.

1. Academic grievances will not deal with general student complaints.
2. An academic grievance must include a reference to a violation of a specific USF Policy, or an academic decision that was applied differently to the grievant than other students to be considered under this Policy.
3. Only the final grades assigned in a course, final actions or dismissals by the academic unit are grievable.
4. Disagreement or issues with individual test grades, responses to exam questions or general disagreement with the academic discretion or professional judgment of instructors, (defined below as including all levels of academic administrators for purposes of this Policy) will not be considered grounds for an academic grievance, except where they impact the final grade. If a student has a concern on an individual assignment, and would like some formal consideration, the student should contact the instructor to discuss the issue and may submit the concern as a general complaint in writing to the instructor. If the student and instructor cannot resolve the complaint, the student may forward the complaint to the instructor's supervisor and that supervisor shall review the complaint and provide a response to both the student and instructor. If the supervisor identifies a need for a review by another office or process, the supervisor may make an additional referral.
5. Dismissals based on University protocols such as failure to maintain GPA, probation for academic performance or other automatic administrative actions are not grievable.

*"Instructor"* shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.

*"Department Chair/Director"* shall mean the academic head of a college department or the director of a program—or in all cases a "Department's designee" appointed to handle academic grievances.

*"Dean"* shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School, or the equivalent as indicated—or in all cases a "Dean's designee" appointed to handle academic grievances for the unit.

*"Time"* shall mean "academic time," that is, periods when University classes are in session. The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause. Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit's procedures will govern the process and no additional notice of time extension is needed.

*"Written communication"* shall mean communication by hard copy to the recipient's address of record or email communication using assigned USF email addresses..

The *"burden of proof"* shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect, in all cases except alleged

violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

Neither party shall be entitled to bring "legal representation" to any actual grievance proceeding as this is an internal review of an academic decision.

As some Colleges may not have departments or some institutions may use different titles, the next level that applies to that College shall be substituted.

### **III. Statement of Policy**

#### **A. Resolution at the Department Level**

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
2. If the situation cannot be resolved or a meeting with the instructor is not feasible, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student's opinion, USF system policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor. The instructor may file a written response to the grievance.
3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,\* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.
4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request directed back to the Chairperson/Director within three weeks to advance the grievance to the College Level. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

*<sup>2</sup>Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Vice Chancellor for Academic Affairs and be published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these USF System procedures.*

#### **B. Resolution at the College Level**

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it (which is a final University decision) or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:
  - a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.
  - b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student's major department. However, for cases involving clinical or professional standard violations, the Committee shall include at least one member assigned to oversee, or with expertise, in a clinical area. In addition, deficiency in, or violations of, clinical or professional standards may be sufficient to support academic failure or dismissal notwithstanding success in other areas of the academic record. The student or faculty may request to attend a Committee meeting. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. In addition, only the Committee may invite additional parties such as faculty or students from the department involved with the grievance or from the student's major department or other outside party to provide expert or other relevant testimony in the proceedings. The student or instructor may be present during the other's final statement and may hear the additional information provided, however, neither may be present during the Committee's deliberations.
  - c. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.
2. The Committee will operate in the following manner:

- a. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.
- b. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.
- c. In Committee reviews involving Academic Integrity, the following *Academic Integrity Review Process* shall be followed in addition to other Departmental procedures, if applicable:
  1. The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.
  2. The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.
  3. Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.
- d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.
- e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.
- f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the Department Chair/Program Director). The Dean's decision shall indicate whether the decision was consistent with the committee recommendation.
- g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Vice Chancellor of Academic Affairs within three weeks of receipt of the decision from the College Dean. Otherwise, the decision of the College Dean is final and not subject to further appeal within the USF system, except as provided in C. below.

### **C. Resolution at the University Level**

The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, (2) either party identifies a specific procedural violation of these University Academic Grievance Procedures that is concurred by the designated authority at the University level. Within three weeks of receipt of the appeal to the decision, the Vice Chancellor for Academic Affairs in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the the USF St. Petersburg Graduate Council (as appropriate), and two graduate students.
2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Vice Chancellor for Academic Affairs who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Vice Chancellor for Academic Affairs, etc.).
3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Vice Chancellor for Academic Affairs a report of the findings of the Committee and a recommended resolution.
4. Within three weeks of receipt of the Committee recommendation, the Vice Chancellor for Academic Affairs shall provide a decision in writing to all parties.
5. If the Vice Chancellor of Academic Affairs' decision is that a grade change is merited, the Vice Chancellor shall initiate the grade change and so inform all parties. In all academic grievance appeals, the decision of the Vice Chancellor for Academic Affairs is final and not subject to further appeal within the USF system.

***These procedures took effect February 10, 2009 and shall supersede all other academic grievance procedures currently in effect.***

*\*Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Vice Chancellor for Academic Affairs. and published on the Department's website. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the*

*College. the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these institutional procedures.*

Approved 7/1/74; amended 8/29/11.

## **Graduate Catalog**

The USF St. Petersburg Graduate Catalog, including college and program requirements, and program and course descriptions, is available on the web at <http://www.usfsp.edu/grad>. Each Catalog is published and in effect for the academic term(s) noted on the title page.

### **Student's Program Degree Requirements**

To graduate, students must meet all requirements specified in the USF St. Petersburg (or USF system catalog if admitted prior to Fall 2008) Catalog of their choice, except as noted below. As the University is dynamic, changes and updates to the catalog are anticipated. In contrast to program requirements, which are tied to a specific catalog, all students must comply with University policies and procedures that come into effect each catalog year.

- Students cannot choose a USF St. Petersburg (or USF system catalog if entry term is prior to Fall 2008) Catalog published prior to admission (or readmission) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of Catalog is limited to the USF St. Petersburg Catalog in effect at the time of readmission or any one Catalog published during their continuous re-enrollment.
- If state law or certification requirements change, the student must comply with the most current standards or criteria.
- If the College or program makes fundamental changes to the program that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Office of Graduate Studies.
- USF St. Petersburg and USF system policies and procedures not related to degree requirements such as academic grievance procedures, student conduct code and other procedural processes and definitions may be updated each year and the student will be held to the most current catalog and procedures available.
- USF St. Petersburg does not commit itself to offer all the courses, programs, and majors listed in this Catalog. If the student cannot meet all of the graduation requirements specified in the Catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the program to ensure that the student is not penalized.

### **Student's Program of Study**

It is recommended that the department or college establish a program of study for the student at the time of admission into the graduate program, outlining the requirements for the degree sought. In the event state mandates, accreditation requirements, etc., make changes to the degree requirements necessary, it is recommended that the program provide an addendum to the program of study outlining what is required for degree completion.

### **Electronic signatures**

Where procedures described in this catalog require signatures, requirements for original signatures may be satisfied by University-approved electronic signatures or other secure methods of verifying approvals by advisors, major professors, committee members, or other University administrators, faculty and staff.

## **Assistantships**

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA).

Graduate Assistantships are intended to recruit quality students to graduate study at USF St. Petersburg and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants in the USF system work under a contract negotiated by the Graduate Assistants United (GAU) and the USF system Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants in the USF system.

To receive an assistantship, graduate students must meet the following eligibility requirements:

- Be accepted into a graduate degree program;
- Maintain an overall minimum grade point average (GPA) and degree program GPA of 3.00;
- Be enrolled full-time during the semester(s) appointed as a graduate assistant;



- Teaching assistants must demonstrate proficiency in spoken English (if student is not from an English speaking country).

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all enrollment requirements to retain their assistantship as stated in the Graduate Catalog at <http://www.usfsp.edu/grad>.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistants Policies and Guidelines available online at <http://www.usfsp.edu/grad/tuition-financial-aid/assistantships/>

Note: Criminal history background checks may be required depending upon the appointment. See USF policy 0-615. <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-615>.

## **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 nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid. Students may not take more than 18 graduate credit hours per semester without prior written approval by the college.

#### **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 consecutive semesters. Colleges and programs 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. 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 program to continue their studies. Readmission is at the discretion of the program and is not guaranteed. *Refer to the Readmission Policy in the Graduate Admissions Section for more information.*

#### **Enrollment during Comprehensive Exams**

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.

#### **Enrollment during 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 approved and therefore may not be certified for graduation.

#### **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 Office of Graduate Studies.

#### **Leaves of Absence (LOA)**

Leaves of Absence (LOA) may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete and submit the LOA form available on the Graduate Studies website. The LOA must be approved

by the Major Professor, the Program, the College, and the Office of Graduate Studies, and is noted in the student's record. If the LOA is granted, the time absent does not count against the student's time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Office of Graduate Studies for procedures.

## Academic Standards and Grades

### Minimum University Requirements

#### In Good Standing

To be considered a student in good standing, graduate students must

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking programs.

No grade of C- or below will be accepted toward a graduate degree. Students must meet the requirements to be in good standing to graduate. All "I" and "M" grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed. Certain programs may place more stringent grade requirements on grades acceptable towards a graduate degree.

#### Grade Point Average (GPA)

The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (i.e. 3.48) and is not rounded up.

Credit hours for courses with grades of I, IU, M, MU, N, S, U, Q and grades which are preceded by T (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at a USF System Institution as non-degree-seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions.

Grades for transfer credits accepted toward the degree program will not be counted in the GPA unless the coursework in question was taken as a non-degree-seeking student at a USF system institution and meets the requirements stated above (see Institution Based Credit/Transfer of Credit section).

### Graduate Grading System

#### Plus/Minus Grading:

Effective fall semester 2000, graduate and undergraduate grades are assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of a course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the office of Academic Affairs.

#### Letter grade = number of grade points

A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0.00
FF	Failure due to academic dishonesty <sup>3</sup>
CF	Canceled Financially (Course was canceled due to financial reasons)
CMU	Canceled, Missing Grade that has turned to a "U"
IA	Incomplete, grade points not applicable
IB	Incomplete, grade points not applicable
IC	Incomplete, grade points not applicable

ID	Incomplete, grade points not applicable
IF	Incomplete, grade points not applicable*
M	Missing grade/no grade reported by instructor, grade points not applicable
MF	Missing grade changed to F, 0.00 grade points
N	Audit, grade points not applicable
S/U	Satisfactory/Unsatisfactory, grade points not applicable
W	Withdrawal or drop from course without penalty, grade points not applicable
Z	Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable

*\*Incomplete grade policy change effective Fall 2008. IF grades earned and posted prior to Fall 2008 do calculate in the GPA; IF grades earned beginning Fall 2008 forward do not calculate in the GPA. Refer to Incomplete Grade Policy for more information.*

### **Satisfactory (S)/Unsatisfactory (U)**

Graduate students may not take courses in the major on an S/U (satisfactory/unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on a S/U basis with prior approval of the course professor, major professor or advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a master's degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

### **Incomplete (I)**

Definition: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an "I" when:

- the majority of the student's work for a course has been completed before the end of the semester.
- the work that has been completed is qualitatively satisfactory
- the student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week

The student must request consideration for an Incomplete grade and obtain an "I" Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete grade. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course.

The instructor must file a copy of the "I" Grade Contract in the department that offered the course and the Office of Graduate Studies by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the I grade. Students may register to audit the course with the instructor's approval, but cannot re-take the course for credit until the I grade is cleared.

An "I" grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. I grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course is taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an "I" grade.

Example:

Current Semester

- Student has a "B" in the course, not including the grade for the missing assignment, therefore is eligible for an "I"
- Student's grade, including zero for the missed work, would be a "D"
- Student and instructor complete the "I" grade contract, assigning an "ID" (Incomplete +D grade)

Deadline Agreed Upon in Contract (e.g. two weeks)\*

If student completes the work as agreed upon in the contract by the noted deadline:

- Instructor submits a change of grade

- Student earns final grade comprised of all completed course work

If the student does not complete the work as agreed upon in the contract by the noted deadline:

- "I" automatically drops off and the grade of "D" remains
- GPA is recalculated for the current semester and retroactively recalculated for the semester in which the "I" was granted.

*\*Although the instructor establishes the deadline for completion of the work, the deadline may only extend through the end of the subsequent semester.*

### **Missing (M)**

The University policy is to issue an **M** grade automatically when the instructor does not submit any grade for a graduate student. Until it is removed, the **M** is not computed in the GPA. To resolve the missing grade, students receiving an **M** grade must contact their instructor. If the instructor is not available, the student must contact the instructor's college dean. Courses with an **M** grade may not be applied to the degree program requirements. Students cannot be admitted to doctoral candidacy or certified for graduation with an **M** grade.

### **Continuing Registration Grades (Z)**

The **Z** grade shall be used to indicate continuing registration in multi-semester internship or thesis courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis. Upon satisfactory completion of a multi-semester internship or thesis, the final grade assigned will be an **S**. The Office of Graduate Studies submits the change of grade for the last registration of thesis courses once the thesis has been accepted for publication.

*Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be processed after the student has graduated except in the case of university error. Procedures requiring petitions are processed through the Office of Graduate Studies.*

### **Probation**

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college or program may also place students on probation for other reasons as designated by the college or program. Notification of probation shall be made to the student in writing by the Office of Graduate Studies, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program.

Students on probation may only enroll in graduate courses (5000-6000 level) that are part of the approved degree requirements specified in the graduate catalog. Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time.

### **Voluntary Withdrawal**

A student may withdraw from the university without grade penalty by the University deadline. Information on the different types of withdrawal (i.e., withdrawing from a single class - see the Drop section, an entire semester, or from the degree program itself) can be obtained from the Office of Graduate Studies. Appropriate alternative calendar dates may apply. Students who withdraw may not continue to attend classes.

### **Transfer of Credit**

Students may, with the approval of their graduate degree program, transfer credits from any regionally accredited institution into their graduate degree program, as long as the majority of the credits are earned at the institution granting the degree. Credits earned from USF system institutions will be calculated into the GPA and will be noted on the transcript as the grade earned. Credits earned from other regionally accredited institutions are not calculated into the GPA.

- Only credits with a grade of B or better may be transferred.
- Credit for coursework expires five (5) years after receiving the credit.
- The graduate degree program will be responsible for evaluating, approving, and initiating the transfer as soon as possible at the time of admission.
- *Note: Students taking courses at USF system institutions other than USF St. Petersburg, should seek the approval of their graduate program advisor prior to taking the courses to ensure that the courses are eligible for credit.*

<b>INTERNAL INSTITUTION (Courses taken at USF St. Petersburg)</b>	<b>To Masters Degree</b>
Courses (4000 and above) taken as an undergraduate but not applied to undergraduate degree	Discretion of the program
Graduate Courses applied to Undergraduate Degrees	None
Uncompleted Certificate (Graduate Degree Seeking Students)	Up to 12 graduate hours
Completed Certificate	Up to 12 graduate hours
Uncompleted Master's/Ed.S. Degree	Discretion of the Program
Completed Master's/Ed.S. Degree	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
Uncompleted Professional Degrees	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
Completed Doctoral	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
<b>External Institution</b>	<b>To Masters</b>
Courses (equivalent to 4000 and above) taken as an undergraduate but not applied to undergraduate degrees	Up to 12 hours at discretion of the program
Graduate Courses applied to undergraduate degrees	None
Non-degree Seeking Status	Up to 12 graduate hours*
Uncompleted Certificate (Graduate Degree Seeking Students)	Up to 12 graduate hours*
Completed Certificate	Up to 12 graduate hours*
Uncompleted Master's	Up to 49% of the USF St. Petersburg program at the discretion of graduate program.
Completed Master's or Ed.S Degree	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
Uncompleted Doctoral or completed Professional Degree	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
Completed Doctoral	none

## Change of Graduate Degree Program

Students who wish to change from one degree program to another (at the same level) must obtain a Graduate Change of Program Application from the Office of Graduate Studies or their college advising office. The new program will consider the Change of Program request as a new application. The Deans of the Colleges involved and the Director of Graduate Studies must approve the Change of Degree. The new program may elect to accept all, some, or none of the graduate courses previously taken by the student and only those courses accepted will be computed in the GPA. Students desiring to change program levels (e.g. from a Master's program to Doctoral program) must submit a new application for admission. See also Change of Degree Program in the Admission section of this catalog.

Students should check with the Office of Financial Aid to determine the affect that a change of program may have on the eligibility for financial aid.

## Dual Degree Programs

A student may pursue two graduate degrees simultaneously as part of an approved Dual Degree Program.

A Dual Degree student is defined as a student pursuing two graduate degrees simultaneously. Up to 15% of the total combined credit hours for the two degree programs may be shared, with approval by the Office of Graduate Studies.

Example: A student is enrolled in two master's programs, each requiring 30 credits minimum. The student may share 9 hours (equal to or less than 15%) across the combined 60 total minimum credit hours required.

The degrees may be conferred concurrently or sequentially-however, both degrees must be conferred within the time limit for the first degree to which the student is admitted.

Procedures for applying for a Dual Degree Program are available through the Office of Graduate Studies. Dual Degree Programs are formalized through the College, Office of Graduate Studies and the USF St. Petersburg Graduate Council.

### **Off-Campus Courses and Programs**

Graduate courses and programs are offered at locations other than USF Tampa, USF Sarasota-Manatee and USF St. Petersburg. Information on course enrollment procedures for off-campus courses and programs may be obtained from the college in which the courses or programs are offered.

# SECTION 7 - UNIVERSITY DEGREE REQUIREMENTS

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## Degree Requirements

The following sections describe the University's minimum requirements established by the Office of Graduate Studies (in conjunction with the Colleges, Programs and the USF St. Petersburg Graduate Council) for Master's degree programs. However, individual programs and colleges may establish additional or *more stringent* requirements.

## Student Responsibilities

The University of South Florida St. Petersburg and all institutions within the USF system establish certain academic requirements that must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Faculty and graduate program directors are available to help the students understand and help students to arrange to meet these requirements, however, students are responsible for fulfilling them.

At the end of a student's course of study, if all requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for students to acquaint themselves with all regulations and to remain informed throughout their college careers. Courses, programs, and requirements described in the catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the USF system Board of Trustees.

## Graduate Faculty Definition

The University of South Florida St. Petersburg recognizes Graduate Faculty and Affiliate Graduate Faculty.

**Graduate Faculty** is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who hold a terminal degree or equivalent in their discipline. Graduate faculty members are eligible to teach graduate courses and may direct and serve on master's, specialist, and doctoral level committees.

**Affiliate Graduate Faculty** membership may be granted by the Vice Chancellor for Academic Affairs (or designee) to individuals whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to teach graduate courses, to serve on master's, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, at the discretion of the College. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College Dean and the Vice Chancellor for Academic Affairs (or designee).

For a current list of Graduate Faculty and Affiliate Graduate Faculty in any program contact the program director or coordinator.

## Master's Degree Requirements

### Minimum Hours

A minimum of thirty (30) hours is required for a master's degree, at least sixteen (16) hours of which must be at the 6000 level. At least twenty (20) hours must be in formal, regularly scheduled course work, ten (10) of which must be at the 6000 level.

Up to six (6) hours of 4000-level courses may be taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate College Dean or if established as part of the minimum requirements for completion of the graduate program. Lower level undergraduate coursework may not be used to satisfy master's course requirements but may be taken to meet specific prerequisites. Students enrolled in undergraduate courses as part of a planned degree program are expected to demonstrate a superior level of performance in these courses. All graduate and undergraduate courses taken as a graduate student will be included in the computation of the overall GPA, whether or not they count toward the minimum hours for the degree. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean.

### Institutional Enrollment Requirement

The majority of credits toward a master's degree must be earned through instruction offered by the institution granting the degree. Students at USF St. Petersburg are expected to complete the majority of the required credits at USF St. Petersburg. Students are responsible for consulting with their graduate faculty advisor for information on courses that may be taken outside their degree program, as well as the transfer course policy.

## **Time Limitations**

Master's degrees must be completed within five (5) years from the student's date of admission for graduate study. Courses taken prior to admission to the USF St. Petersburg graduate program, for example as non-degree seeking or from other institutions, can be no older than seven years at the time of graduation. Master's (including dual degree programs) that require course work in excess of 50 credit hours may be granted a longer statute of limitations by the University of South Florida St. Petersburg Graduate Council.

## **Time Limit Extension**

In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form*, available on the Graduate Studies website:

<http://www.usfsp.edu/grad>. Requests must include:

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, graduate program, and College Dean or designee,
- a detailed plan of study and timeline for the remaining requirements for the degree prior to submission to the Office of Graduate Studies for approval.
- If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition at the time limit extension. Students who exceed the time limitation may have their registration placed on hold until a request for extension has been approved. Only one time limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave (see the section on *Leave of Absence* in the *Enrollment Requirements* section).

## **Enrollment Requirements**

*Refer to the Academic Policies Section*

### **Major Professor**

For students enrolled in programs requiring a thesis or for students selecting the thesis option (where thesis and/or a project is required), the Major Professor serves as the student's advisor and mentor. Students should confer with the department to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor 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 program. Students must have a major professor in order to maintain Satisfactory Academic Progress. If a major professor cannot be identified or in the event a major professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another major professor. Students who are unable to find a replacement major professor should confer with the Program Director for available options (including converting to a non-thesis program if available). The major professor should plan a program of study which, when completed, will satisfy the degree requirements. If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing.

Major Professors must be regular graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor with graduate faculty who do meet the definition.

Major professors must be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements.

Major professors must be approved by the Department Chair (when applicable) or the College Dean to serve as a Major Professor or Co-Major Professor.

In the event a Major Professor leaves the University (i.e. for an appointment at another university, due to retirement, etc.) and the Major Professor is willing to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the committee and another faculty is appointed as the other Co-Major Professor. It is important that one of the Co-Major Professors be accessible on the university campus for the student to make satisfactory progress on the thesis.

In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.), the Major Professor shall coordinate with the Program Director to facilitate the needs of the student.

In some instances a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as "Co-Major Professors" and jointly serve in that role. Consequently both faculty must sign approval on paperwork pertaining to the student's processing (i.e. committee form, change of committee form, etc.)



## Thesis Committee

Students working toward a thesis degree will have the benefit of a committee of members of the graduate faculty. The committee will approve the course of study for the student and plan for research, supervise the research and any comprehensive qualifying exams, and read and approve the thesis for content and format.

## Composition

The committee will consist of the major professor and at least two other members or co-major professors and at least one other member of the department or area of interest in which the degree is sought. (Colleges and Programs may require additional committee members and specify characteristics.)

## Member Definition

All graduate faculty, as defined by the university and the college/department, and approved by their department and college, are assumed by the Office of Graduate Studies as qualified to be a member of and/or supervise a Masters Thesis committee. Persons desiring to serve on a Masters committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the university and the college/department must submit a curriculum vitae and be approved by the department, college, and the Office of Graduate Studies for each committee.

Committee members must meet the following requirements:

- Be graduate or affiliate graduate faculty as defined by the University
- Have the background and expertise that contributes to the success of the student
- In addition to the requirements specified in the Graduate Faculty definitions, committee membership will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Office of Graduate Studies.

## Approval

Once a committee has been determined, a Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signatures. Check with the College for instructions and forms. The original appointment form and two (2) copies should be submitted to the College Associate Dean's office for approval. A copy of the approved form should be kept in the student's file.

An approved and current Committee Form must be on file in the program/college before graduation may be certified. Committee forms need to be processed as early in the program as possible, but no later than the semester prior to graduation. (Colleges and departments may institute additional requirements for membership on Supervisory Committees.)

## Changes to Committee

Changes to a Supervisory Committee must be submitted on a Change of Committee Form. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable.

Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-)Major Professor(s) indicate(s) approval of the change, as well as acknowledgment and approval of the change by the removed member. Any non-faculty being added to a committee must submit a Curriculum Vitae (CV) for college approval. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the program and college.

## Masters 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. Students must be 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.

## Thesis

If a thesis is required, it must conform to the guidelines of the University. Refer to the Thesis Guidelines available on the web site of the Office of Graduate Studies at <http://www.usfsp.edu/grad> for complete information about requirements, procedures, and deadlines. *For enrollment requirements, refer to the Academic Policies section in this Catalog.*

The Thesis must conform to one of two formats:

Option 1- a traditional format<sup>4</sup> 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<sup>5</sup>

Appendices Title Page  
Appendix Sections (if applicable)

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 Acknowledgments page.

Part I: Preliminary Pages

Title Page  
Dedication (optional page)  
Acknowledgments and copyright permission (if applicable)  
Table of Contents  
Abstract  
Introduction Chapter Review

Part II: Collection of Articles/Papers

Part III: References/Bibliography<sup>6</sup>

Appendices Title Page  
Appendix Sections (if applicable)

<sup>4</sup>*Deviations from the available format are acceptable if approved in advance by the Supervisory Committee and the Office of Graduate Studies.*

<sup>5</sup>*Include either References or a Bibliography, as specified by your style guide.*

<sup>6</sup>*Include either References or a Bibliography, as specified by your style guide.*

### **Directed Research**

Directed Research hours may satisfy up to 50% of the thesis hour requirement.

### **Exchange of Thesis for Non-Thesis Credit**

If a student changes from thesis to non-thesis during a semester and is currently enrolled in thesis credit, the current thesis credits may be exchanged without academic penalty if a Graduate Drop/Add Petition is filed with the Office of Graduate Studies no later than the last day to withdraw without Academic Penalty (see Academic Calendar for applicable dates).

If a student has enrolled in thesis credits but elects to change to a non-thesis track or program, the accumulated thesis credits may not be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain the "Z" grade.

### **Thesis Defense**

Policies and procedures for the thesis defense are handled within the College and Program. Contact the College and Program for requirements.

### **Thesis Final Submission Guidelines**

Information on requirements for submission of the finished and approved manuscript copies is available on the Office of Graduate Studies website: <http://www.usfsp.edu/grad>. Students who fail to submit the final copy of a thesis by the posted submission deadline will be considered for graduation in the following semester and must therefore apply for graduation by the posted deadline, enroll in a minimum of two (2) thesis hours for that subsequent semester, and meet the submission requirements as posted on the Graduate Studies website. Only after the Office of Graduate Studies has approved the manuscript can the student be certified for the degree.

### **Changes after Publication**

Once a thesis is approved and accepted for publication, it cannot be changed.

## **Release of Thesis Publications**

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community.

The University's "Statement of Policy Regarding Inventions and Works" acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: "Disclosure delays mutually acceptable to the Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights..."<sup>7</sup>

To protect the University's primary goal from undue compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors regarding publication of research results should be considered advisory rather than mandatory.
2. In support of academic discourse and the mission to promote and share academic works, theses will be released for worldwide access once submitted to and approved by the Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the thesis, a petition to request a one year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the thesis.
3. Students should not be delayed in the final defense of their theses by agreements involving publication delays.

## **Duty to Disclose New Inventions and Works**

USF 0.300, <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf> and USF 12.003 <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf12.003.pdf>.

For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

## **Thesis Change of Grade**

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Office of Graduate Studies submits the change of grade from "Z" to "S" for the last registration of thesis hours to the Office of the Registrar when all grades are due at the end of the semester.

## **SECTION 8 - GRADUATION INFORMATION**

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### **Application for Degree (Graduation)**

To graduate, a student must submit the Application for Degree online through OASIS. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new Application for Degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for a graduate degree is available online at <http://www.usf.edu/registrar/resources/graduation.aspx>.

The application must be submitted to the College office prior to the graduation application deadline; inquiries concerning approval or denial of graduation should be made to the appropriate college.

It is the student's responsibility to clear all "I" (Incomplete) and "M" (Missing) grades in all courses and to provide official transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term in which he/she expects to graduate.

### **Graduation Requirements**

It is the student's responsibility to make sure that he/she has met all degree requirements as specified in the Policies and Degree Requirements section of this publication, as well as any College and Program requirements for the degree.

### **Commencement**

Students graduating from USF St. Petersburg may not participate in commencement ceremonies at other USF system institutions (with the exception of Summer semester graduates - they may participate in the commencement ceremony offered at USF Tampa as none is provided through USF St. Petersburg).

### **Diplomas**

Diplomas are mailed to the student's permanent address approximately six (6) weeks after commencement. Students with a change of address need to fill out a change of address form at the Registration and Records office. Questions regarding diplomas and degree certification should be directed to the Registration and Records Office at 727-873-4545.

### **Letters of Certification**

Students in need of verification of the degree prior to receiving their diploma may request a Letter of Certification. This letter specifies that the student has finished all of the requirements for the degree and the date the degree will be conferred. The letter must include the student's university identification number (UID), name of degree program and official name of the degree. The Major Professor, the College Dean (or designee), the Vice Chancellor for Academic Affairs (or designee), and the Registrar must sign the Letter of Certification. A template for the Certification Letter is available on the Office of Graduate Studies website at <http://www.usfsp.edu/grad>.

### **Posthumous Degrees or Degrees in Memoriam**

The University may award a posthumous master's degree to a student who was in good standing at the time of his or her death and who had completed all substantive requirements for the degree. The University may also award masters in memoriam to a student who was in good standing at the time of his or her death.

To award a non-thesis degree, the student would need to have completed all courses required for the degree. Courses required for the degree, in which the student is enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other requirements (e.g., grade point average, tests, etc.) must have been satisfied as well.

To award a thesis degree, all courses must have been completed as described above and the thesis must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student's record.

### **Procedures for Award of Posthumous Degrees or Degrees in Memoriam**

The Program Director or Department Chairperson, on his or her own initiative or upon the request of the family of the student, may recommend a posthumous degree, or a degree in memoriam, by forwarding the recommendation to the respective dean of the College. If approved by the Dean, the recommendation with supporting documentation will be forwarded to the Vice Chancellor for Academic Affairs for approval. If the Vice Chancellor for Academic Affairs approves the recommendation, the Office of Registration and Records will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student's family in an appropriate setting.

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read "Master of Arts in Memoriam, Master of Science in Memoriam," etc., depending upon the degree the student was pursuing at the time of his or her death.

## **Transcripts**

Transcripts of a student's USF system academic record may be requested by the student through the Office of Records and Registration. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. By law, the request must include the student's signature and date. For transcripts to be issued, the student must have no financial obligations to the University. Transcript request forms are available on the Records and Registration website at: <http://www1.usfsp.edu/records/forms.htm>.

Degree statements are posted approximately five weeks after the graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

# SECTION 9 - DEGREES, PROGRAMS, AND CONCENTRATIONS

New graduate degrees, programs and concentrations are continually under development and may now be approved and available. For the most current list of authorized degrees, programs and concentrations for USF St. Petersburg, please visit: <http://www.usfsp/edu/grad>.

## Definitions

### Degrees

A degree program is defined as an organized curriculum leading to a college degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics, or as demonstrated by similar programs existing at other colleges and universities, and having designated faculty and instructional resources. Each degree program is assigned a CIP code and included in the State University System Academic Degree Program Inventory.

Examples: Master's of Arts (M.A.), Master's of Science (M.S.), Master's of Business Administration (M.B.A.), Master's of Liberal Arts (M.L.A.), Master's of Education (MEd).

### Graduate Program (Major) (ref: BOG Regulation 6C-8.011)

An organized curriculum offered as a major area of study that is part of an existing or proposed degree program and does not constitute sufficient distinct coursework, faculty, and instructional resources to be considered a separate degree program. A Program Major must be reasonably associated with the degree program under which it is offered and share common core or prerequisite courses with other majors with the same degree program. A program Major will not be assigned a CIP code, will not be included in the State University System Academic Degree Program Inventory, and will not be recognized as a standalone degree program at the University. The number of credit hours for a Program Major will be established by the University for each degree level.

Example: Curriculum and Literacy

### Concentration

A concentration is a coordinated set of courses in conjunction with examinations, thesis and/or dissertation, sub-curriculum that is applicable to one or more existing graduate programs. The total number of credit hours must not equal or exceed the number of credit hours established for the Degree Program(s). Concentrations must be approved by the Department (or equivalent), College and Graduate Council. Concentrations are listed on a student's transcript, but are not on the diploma. Also reference BOG Regulation 6C-8.011.

Examples: Master's of Arts (M.A.) in Elementary Education (program) with a Concentration in Math/Science, Master's of Liberal Arts (MLA) in Liberal Arts (program) with a Concentration in Florida Studies.

Degree Code	Degree Description	Graduate Programs Offered Under that Degree
M.A.	Master's of Arts	<ul style="list-style-type: none"> <li>* Elementary Education with Dual Track focus (initial certification)</li> <li>* Elementary Education with focus on Curriculum &amp; Literacy</li> <li>* Elementary Education with Concentration in Math/Science</li> <li>* Reading Education</li> <li>* English Education</li> <li>* Journalism and Media Studies</li> <li>* Digital Journalism and Design</li> <li>* Environmental Science and Policy</li> <li>* Psychology</li> </ul>
M.A.T.	Master's of Arts in Teaching	<ul style="list-style-type: none"> <li>* Exceptional Student Education (program not accepting applications)</li> </ul>
M.S.	Master's of Science	<ul style="list-style-type: none"> <li>* Teaching of Middle Grades STEM</li> <li>* Environmental Science and Policy</li> </ul>
M.L.A.	Master's of Liberal Arts	<ul style="list-style-type: none"> <li>* Liberal Arts</li> <li>* Liberal Arts with Concentration in Florida Studies</li> </ul>
M.Ed.	Master's of Education	<ul style="list-style-type: none"> <li>* Educational Leadership</li> </ul>
M.B.A.	Master's of Business Administration	<ul style="list-style-type: none"> <li>* Business Administration</li> </ul>

# COLLEGE OF ARTS AND SCIENCES AT USF ST. PETERSBURG

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University of South Florida  
St. Petersburg - College of Arts and Sciences  
140 Seventh Avenue S, DAV 100  
St. Petersburg, FL 33701

**Web address:** [www1.usfsp.edu/coas](http://www1.usfsp.edu/coas)

**Email:** Jennifer Woroner  
[woronerj@usfsp.edu](mailto:woronerj@usfsp.edu)

**Phone:** 727-873-4156

**Fax:** 727-873-4526

**College Dean:** Dr. Frank Biafora

**Assistant Dean:** Dr. Susan Toler

## **Accreditation:**

Contact College for Information.

## **Mission Statement:**

To embody the principles and activities of a research-intensive liberal arts college, where our graduates will be trained within their disciplines and thus prepared for meaningful careers and lifelong learning. Our students will have the critical skills, broad outlook and civic awareness that will make them engaged and productive citizens. In short, our students will be recognized as citizen scholars.

## **Major Research Areas:**

See individual departments.

## **Types of Degrees Offered:**

Master of Arts (M.A.)

Master of Liberal Arts (M.L.A.)

Master of Science (M.S.)

## **Name of Programs Offered:**

Master of Arts (M.A.) -

Journalism and Media Studies

Digital Journalism and Design

Environmental Science and Policy

Psychology

Master of Liberal Arts (M.L.A.) -

Liberal Arts

Master of Science (M.S.) -

Environmental Science and Policy

## **Concentrations:**

Master of Liberal Arts (M.L.A.)

Concentration in Florida Studies

## **Graduate Certificates Offered:**

Infant-Family Mental Health

## **College Requirements:**

Contact Graduate Program for Program Requirements.

## **Master's of Arts (M.A.) Degree in Digital Journalism and Design**

## **Program Admission Deadlines:**

**Fall:**

July 1 for best consideration; March 15 for international applicants

Spring: October 15 for best consideration  
Minimum Total Hours: 30  
Program Level: Masters  
CIP Code: 09.0499  
Dept Code: JMS  
Program (Major/College): MDJ AP  
Concentration Code: n/a

**Contact information**

JMS Director: Dr. Mark Walters  
djd@usfsp.edu  
727-873-4544

**Graduate Program**

Graduate Faculty Advisor: Dr. Deni Elliott  
727- 873-4857

Program Website: <http://djd.usfsp.edu>

Graduate Studies Website: [www.usfsp.edu/grad](http://www.usfsp.edu/grad)

**Program Information**

This fully-online master's program will prepare students for the newly emerging and rapidly changing field of digital journalism, which brings new technologies and evolving value to bear on the report of global news and events.

**Accreditation:**

USF St. Petersburg is accredited by the Commission on Colleges of the Southern Association of College and Schools (SACS). Please see the accreditation section of this catalog for additional details.

**Admission Information**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

**Program Admission Requirements**

1. A baccalaureate degree in Journalism or related field from a regionally accredited institution with a grade point average (GPA) of 3.00 or better in the last two years (60 hours) of undergraduate work or a cumulative GPA of 3.00 or better in all undergraduate work attempted toward the baccalaureate degree. Applicants whose undergraduate GPA is lower than a 3.00 may present professional experience in journalism or a related field for consideration.
2. One of the following (A or B) is required:
3. A. An essay between 800 and 1000 words that describes how this degree will serve the applicant's future plans. The essay should include references to the applicant's prior and planned online contributions and demonstrate an understanding of web-based communication and its journalistic potential. **OR**  
B. Scores from a standardized graduate admissions test (GRE, LSAT, GMAT, or MAT).
4. Three writing or other media samples such as photographs, graphic designs, videos, etc. that you have created. These may be published or unpublished.
5. Submission of a pre-admission online assessment offered by the Poynter Institute. No minimum score is required for applicants to be considered for admission. Applicants have full access to online Poynter tutorials on all subjects covered by the assessment. Applicants may take the assessment three times. The highest score will become part of the applicant's application portfolio. Independently of whether or not they are accepted into the program, applicants who score at least 80 percent on the assessment will be awarded a USFSP-Poynter Certificate of Proficiency. (The cost of this pre-admission assessment and training is \$80.00). It is recommended that applicants download and familiarize themselves with the free publication *Journalism 2.0: How to Survive and Thrive: A digital literacy guide for the information age* ([http://www.kcnn.org/resources/journalism\\_20/](http://www.kcnn.org/resources/journalism_20/)).

**Degree Program Requirements**

**Journalism and Media Studies –**

Requires 30 hours of sequenced, graduate level course work, including completion of a final project. The sequence of required courses follows below.

**COURSES**

**Required Courses\*:**

JOU 6114      Multimedia Reporting      3



MMC 6936	Digital Ethics and Law	3
MMC 6936	Web Publishing	3
MMC 6936	Social Media	3
JOU 6360	Digital Media Technology	3
MMC 6936	Visual Communications Design and Theory	3
MMC 6936	Multimedia Production	3
JOU 6006	Digital Media & Democracy	3
GEB 6118	Business Enter- prise/Entrepreneurial Jour- nalism	3
MMC 6950	Final Project	3

\* Courses are sequenced with the sequences dependant upon the semester in which the student is first enrolled and whether the program will be taken full time or part time. Students should check with the program advisor to map out an individual course of study.

## Master's of Arts (M.A.) Degree in Environmental Science and Policy

### Degree Information

The M.A. The M.A. program in Environmental Science and Policy is designed for students who are seeking advanced studies in preparation for professional and academic careers in the environmental field.

### Program Admission Deadlines:

Fall:	June 1 for best consideration*
Spring:	October 15 for best consideration
Summer:	March 1 for best consideration

*\*Applicants wishing to be considered to financial assistance from the program should submit their completed applications no later than March 15.*

Minimum Total Hours:	36
Program Level:	Masters
CIP Code:	03.0104
Dept Code:	ESP
Program (Major/College):	ESP AP

### Contact Information

College: Arts and Sciences at  
USF St. Petersburg

Graduate Program Advisor: Dr. Henry Alegria  
(727) 873-4777  
halegria@usfsp.edu halegria@usfsp.edu

Program Website: <http://www1.usfsp.edu/coas/espg/gradprogram/index.htm>

Graduate Studies website: <http://www.usfsp.edu/grad>

### Program information

Our Master of Arts degree in Environmental Science and Policy provides a balance between Environmental Science and Environmental Policy in a format desired by practicing professionals in environmental fields. Comprising a themed course study in Core Concepts in Science, Core Concepts in Policy and an elective area of your choice, this non-thesis track culminates in a final project that allows you to integrate and apply the knowledge learned in the coursework with a personal relevant area of interest to result in your professional growth. Graduates of our program will be highly skilled and imaginative individuals prepared for leadership roles in local, state, and federal agencies; non-profit organizations working to mitigate environmental concerns; and private scientific, research, environmental and engineering firms.

### Accreditation:

USFSP is accredited by the Commission on Colleges of the Southern Association of College and Schools (SACS). Please see the accreditation section of this catalog for additional details.

### Admission Information

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

### **Program Admission Requirements**

Applicants must have earned a baccalaureate degree from a regionally accredited undergraduate institution with a minimum undergraduate GPA of 3.0 on a 4.0 scale and be able to demonstrate an appropriate undergraduate background in the disciplines supporting the applied environmental sciences. The program's Graduate Committee will review all applications to determine adequacy of undergraduate backgrounds. Applicants must submit scores from the Graduate Record Examination (GRE) with a combined score of at least 301 from the verbal and mathematical sections (minimum ranges begin at 151 on verbal and 150 on quantitative for tests taken after August 1, 2011) and a score of 4 or better on the writing section. The GRE score may be waived if the student has significant science background as an undergraduate student, a minimum 3.0 cumulative undergraduate GPA, and at least two years of full-time work experience in an environmental field deemed relevant by the program. Applicants should include three letters of recommendation from people qualified to assess their potential for graduate study. In addition, applicants should include a statement of their goals, objectives and reasons for applying to the program.

### **Degree Program Requirements**

Requires 30 hours of graduate coursework, 6 hours of applied research project, write a report and present to the department, and must pass a comprehensive examination.

#### **Required Courses:**

**Core Concepts in Science (all 5 courses required = 15 credit hours).**

EVR 6936	Seminar in Environmental Science
PCB 6933	Seminar in Ecology
CHM 6938	Environmental Chemistry
STA 5166	Statistical Methods
EVR 6934	Global Climate Change

#### **Required Courses:**

**Core Concepts in Policy (all 4 courses required = 12 credit hours)**

EVR 6936	Seminar in Environmental Policy
EVR 6934	Wetlands, People and Public Policy
GEO 6116	Perspectives in Environmental Thought
GIS 6100	Geographic Information Systems

In addition to the 27 hours of required coursework, students may choose from one of the following electives:

**Electives (choose at least 1 = 3 credit hours)**

GIS 6038C	Advanced Remote Sensing
EVR 6934	Qualitative Method
GEO 6428	Seminar in Advanced Human Geography
EVR 6934	Environmental Justice
EVR 6216	Advances in Water Quality Policy and Management
GEO 6286	Advances in Water Resources

### **Comprehensive Exam**

Upon completion of the 27 credit hours of required coursework, students must take and pass a comprehensive examination. The examination will consist of questions from the courses outlined in the two sections (Core Concepts in Science and Core Concepts in Policy) above. Students will be given two opportunities to successfully pass all sections of the comprehensive exam.

### **Applied Research Project (6 credit hours)**

Each student will complete a significant project focusing on an approved topic in the environmental field as an independent study as EVR 6908 during each of his/her last two semesters. The applied research project requires students to integrate and apply the knowledge and skills acquired in their course work via completion of a project. Students will work with the Applied Research Project instructor to identify a relevant topic and project. It should be in an area of interest to the student and result in professional growth. Projects will be evaluated by the instructor, the graduate coordinator and department chair.

**Courses** - See <http://www.ugs.usf.edu/sab/sabs.cfm> or Section 14 of this catalog.

## **Master's of Science (M.S.) Degree in Environmental Science and Policy**

### **Degree Information**

The M.S. program in Environmental Science and Policy is designed for students who are seeking advanced studies in preparation for professional and academic careers in environmental fields or preparation to enter doctoral programs in environmental science or related fields.

**Program Admission Deadlines:**

Fall: June 1 for best consideration\*  
 Spring: October 15 for best consideration  
 Summer: March 1 for best consideration

**International Students:**

*\*Applicants wishing to be considered to financial assistance from the program should submit their completed applications no later than March 15.*

Minimum Total Hours: 36  
 Program Level: Masters  
 CIP Code: 03.0104  
 Dept Code: ESP  
 Program (Major/College): ESP AP

**Contact Information**

College: Arts and Sciences at  
 USF St. Petersburg

Graduate Program Advisor: Dr. Henry Alegria  
 (727) 873-4777  
 halegria@usfsp.edu

Program Website: <http://www1.usfsp.edu/coas/espg/gradprogram/index.htm>

Graduate Studies website: <http://www.usfsp.edu/grad>

**Program information**

The M.S. in Environmental Science and Policy program in the College of Arts and Sciences at USF St. Petersburg offers an interdisciplinary and multidisciplinary program. The program provides advanced training, education and research opportunities to post-baccalaureate students interested in applied environmental science and/or in the interactions of society and the environment. Graduates of the program are trained to serve as environmental professionals in local, state, and federal environmental resource agencies; in the private sector, as environmental consultants; or are prepared to enter doctoral programs in environmental science and/or related fields.

**Accreditation:**

Accredited by the Commission on Colleges of the Southern Association of College and Schools.

**Admission Information**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

**Program Admission Requirements**

Applicants must have earned a baccalaureate degree from a regionally accredited undergraduate institution with a minimum undergraduate GPA of 3.0 on a 4.0 scale and be able to demonstrate an appropriate undergraduate background in the disciplines supporting the applied environmental sciences. The program's Graduate Committee will review all applications to determine adequacy of undergraduate backgrounds. Applicants must submit scores from the Graduate Record Examination (GRE) with a combined score of at least 301 from the verbal and mathematical sections (minimum ranges begin at 151 on verbal and 150 on quantitative for tests taken after August 1, 2011) and a score of 4 or better on the writing section. Applicants should include three letters of recommendation from people qualified to assess their potential for graduate study. In addition, applicants should include a statement of their goals, objectives, research interests and reasons for applying to the program.

**Degree Program Requirements**

Requires 30 hours of graduate coursework, 6 hours of thesis research, oral and written defense of a thesis proposal, and an oral and written defense of a thesis. No more than 6 hours of thesis credit will be applied toward the required 36 hours for the degree. Proposal defense will be considered as comp exam. Students will be given 2 opportunities to pass all sections of proposal and thesis defense.

**Required Courses:**

EVR 6936 Seminar in Environmental Science  
 EVR 6937 Seminar in Environmental Policy  
 STA 5166 Statistical Methods I  
 GEO 6116 Perspectives on Environmental Thought

**And one from the following:**

GLY 5932 Environmental Geology  
 PCB 6933 Seminar in Ecology  
 CHM 6938 Environmental Chemistry

In addition to the 15 hours of core courses, students will select 15 hours from approved electives with the help of the graduate faculty advisor. Visit the programs web page for a full list of acceptable electives (<http://www1.usfsp.edu/coas/espg/gradprogram/degree>).

Courses - See <http://www.ugs.usf.edu/sab/sabs.cfm> or Section 14 of this catalog.

## Master's of Arts (M.A.) Degree in Journalism and Media Studies

### Degree Information

#### Program Admission Deadlines:

Fall:	March 31 for best consideration
Spring:	October 15 for best consideration
Summer:	March 31 for best consideration
International Students Fall:	March 31 for best consideration
International Students Spring:	October 15 for best consideration
International Students Summer:	March 31 for best consideration

Minimum Total Hours:	36
Program Level:	Masters
CIP Code:	09.0401
Dept Code:	JMS
Program (Major/College):	MJM AP
Concentration Code:	n/a

#### Contact information

JMS Director:	Dr. Deni Elliott elliott@usfsp.edu 727-873-4857
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#### Graduate Program

Graduate Faculty Advisor:	Dr. Paul Wang 727- 873-4856
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Program Website: <http://www1.usfsp.edu/journalism>

Graduate Studies Website: <http://www1.usfsp.edu/spgrad>

### Program Information

The Master's of Arts degree in Journalism and Media Studies at USF St. Petersburg prepares students for careers in print, electronic and digital media or for college-level-teaching, and provides a foundation for those students who elect to continue their studies at the PhD level.

Journalism and Media Studies emphasizes advanced practice and study in writing, reporting, ethics, and theoretical issues.

#### Accreditation:

Journalism and Media Studies is accredited by the Commission on Colleges of the Southern Association of College and Schools (SACS) and the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)

#### Admission Information

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

#### Program Admission Requirements

1. A baccalaureate degree from a regionally accredited institution, with a grade point average (GPA) of 3.00 or better in the upper level (upper 60 hours) of undergraduate work or a cumulative GPA of 3.00 or better in undergraduate work.
2. A Graduate Record Examination (GRE), Miller Analogies Test, LSAT, or GMAT score is required.
3. A detailed statement of intent for seeking an M.A. in journalism, including discussion of: the student's background, especially the academic and professional aspects; the specific scholarly, policy, or professional issues in which the student has an interest; how the student's background has prepared him/her to excel in the journalism M.A. program; and how the student intends to apply the master's education upon completion of the graduate program.
4. Three letters of recommendation from qualified people who are familiar with the nature of the work required of graduate students in the social sciences, and who can address the student's ability to excel in this type of work.

5. Three examples of professional or academic writing.
6. Official transcripts from all previously attended institutions of higher learning.
7. A copy of a recent resume.

## **Degree Program Requirements**

### **Journalism and Media Studies –**

Requires 36 hours of course work, including either a thesis for 6 credit hours or a professional applied research project for 3 credit hours. As an option, students may designate an area of specialization and take up to 12 hours through other departments of the university with prior approval of the graduate faculty advisor. Students are also eligible to participate for academic credit in certain seminars offered by the Poynter Institute, adjacent to the campus of USF St. Petersburg, upon recommendation by the department and acceptance by Poynter staff.

### **COURSES**

#### **Required Courses:**

MMC 6401	Mass Communications Theory	3
MMC 6612	Law and the Mass Media	3
MMC 6206	Mass Communication Ethics	3

Those who elect the thesis option must also take:

MMC 6421	Research Methods in Mass Communications	3
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#### **Electives:**

An academic advisor, chosen from among departmental faculty, will help students decide on elective courses in journalism and media studies, or outside the department, taking into consideration the student's academic goals and professional experience.

#### **Area of specialization:**

Students may take up to 12 hours of the 36-hour requirement in an area of specialization through other departments of the university. Some of the areas of specialization available include criminology, environmental studies, ethics, Florida Studies and urban anthropology. The offerings of USF's three-campus system present a greater range of options.

#### **Practicum**

Students in the journalism program are eligible to apply for a professional practicum (internship) in a mass media setting after completing 12 hours in journalism/mass communications. Students intern in a variety of settings, including newspapers, television stations, radio stations, magazines, non-profit organizations, corporations, and in online media environments. Before a student's internship is approved, a faculty supervisor confirms that the practicum involves professional-level assignments and responsibilities. Working with an advisor, students help set up the internship and obtain a written description of duties and work hours from the editor or manager who will be overseeing the practicum. Students may not receive internship credit for any currently paid position. The academic credit for an internship, ranging from one to three hours, is assigned according to the number of days worked per week during the semester. No more than three credits of practicum will count toward the student's 36 hours for graduation. Typically, a practicum would come in the final semester of study; however, exceptions are sometimes granted.

#### **Comprehensive Exam**

Graduate students in the Department of Journalism and Media Studies must pass a comprehensive written examination, which can be taken after completing 21 hours of course work, including all three core courses. Student should monitor their coursework and advise the graduate program director the semester before they plan to take the comprehensive exams. The graduate director will authorize the student's eligibility to take the exam.

Students must elect either the Applied Research Project option or the Thesis option for their culminating project.

#### **Applied Research Project**

The project is a serious, culminating experience in journalistic production and presentation for print, electronic, or website format. The topic may be the investigation of an issue or problem related to journalism/mass communications or the piece may be itself an example of in-depth journalistic work. But, it should be intended to be published for a lay, trade, or professional audience. Applied research projects may be visual presentations, such as photography, Web design, or video or may be text-centered. The project offers a creative and professionally-oriented approach to an in-depth study. Students should plan to spend 45 or more hrs completing the ARP, to fulfill the requirements of a 3-credit course of study.

The project does not require the graduate research methods course, as a project is not an academic research activity. While the project is a different mode from the thesis for illustrating developed skills and competencies, we hold our students to the same degree of rigor as that required of the thesis.

The project gives students a wide degree of latitude but requires that they put together a substantial piece of work beyond what they have done in their classes.

For example, a design-oriented student might come up with a well thought-out approach to redesigning all or a section of a newspaper or a website. A student might report and write a series of articles on race relations, integrating the elderly into community life, crime and violence, or any other issue that affects the community. The project is expected to demonstrate a new and fresh approach to thinking about the topic.

### **The Thesis**

A thesis is a work of original scholarship that adheres to commonly accepted rules of academic publication. Students doing a thesis are required to take MMC 6421 - Research Methods in Mass Communications.

The thesis requires academic research that uses at least one of the following six research methodologies: analytical research, historical research, legal research, clinical or ethnographic research, qualitative research, or quantitative research. Any academic research involving the study of living human beings requires review by USF's Institutional Review Board.

Analytic research includes examination of text or visual themes, framing, comparisons, or other content analyses. This type of research also includes ethical analysis of cases or issues.

Historical research includes examination of media accounts or others' perspectives of issues or past events or the close examination of the life of a notable individual.

Legal research involves the study of legal cases or an aspect of legal theory.

Clinical or ethnographic research includes in-depth presentation of a particular case. Material may be gathered through document collection or through participant observation.

Qualitative research involves the collection of human opinion or belief through surveys, questionnaires, or interviews.

Quantitative research includes statistical interpretation of data gathered from documents, field observation, surveys, interviews or experiments that compare test groups with control groups.

Most theses, as with most academic research, usually include a combination of methodologies. For example, the literature review, which is required of every thesis, is a form of historical research. The methodology to explore particular hypotheses or research questions will be determined by student and thesis chair.

Theses usually include an introductory chapter based on the prospectus, outlining the subject, its significance, hypotheses or research questions, and the methodology employed. The second chapter is often the literature review, which relates other research in the area to the student's research and at the same time shows why the study is so valuable. The third chapter should explain the methodology in depth, discussing and defending the process by which the hypothesis will be explored or research questions answered. A fourth chapter should include results and may be presented visually as well as through text. The last chapter concludes with the discussion and need for further research, which provides a complete analysis of the findings and how they relate not only to the research questions but to larger issues as well.

## **Master's of Liberal Arts (M.L.A.) Degree in the Liberal Arts Program**

### **Degree Information**

#### **Program Admission Deadlines:**

Fall:	July 1 for best consideration
Spring:	October 15 for best consideration
Summer:	March 1 for best consideration

Minimum Total Hours:	33
Program Level:	Masters
CIP Code:	24.0101
Dept Code:	HUM
Program (Major/College):	MLA AP

### **Contact Information**

College:	Arts and Sciences at USF St. Petersburg
Program Director:	Dr. Lisa Starks-Estes starks@usfsp.edu (727) 873-4158

### **Program Website:**

<http://www1.usfsp.edu/coas/vvva/MLA.htm>

**Graduate Studies Website:**  
<http://www.usfsp.edu/grad>

### **Program Information**

The MLA in Liberal Studies offers two "build-your own" tracks.

In the Focused Studies track, students explore a particular subject from within the larger perspective of the liberal arts, earning 18 of the 33 required hours in a specific discipline. As part of their core requirements, students may take courses in pedagogy and education, theory, or research methods, which would enable them to teach at the community college or university lower level (with the 18 hours), continue on for the Ph.D., or work in areas related to their chosen field of study.

In the Interdisciplinary Studies track, students build their own unique degree from various disciplines (e.g., culture and the environment, ethics and the workplace, social justice and engagement, etc.), and related core requirements, preparing them for future study or professional careers in related areas, including work for non-profits and other businesses.

### **Accreditation:**

Accredited by the Commission on Colleges of the Southern Association of College and Schools.

### **Admission Information**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

### **Program Admission Requirements**

- Baccalaureate degree from a regionally accredited institution with at least 3.0 cumulative GPA or a GPA of 3.0 on the upper two years of baccalaureate work (Students who do not meet this requirement must submit a standardized test score as outlined below).\*
- Written Statement (2-3 pages addressing the applicant's reasons for enrolling in the MLA program, major scholarly interests, educational and career goals. Writing Sample (substantial term paper, e-portfolio, or other evidence of academic or professional writing ability).
- Three Letters of Recommendation (letters should be from people who have supervised the applicant's academic or professional work).
- \*Students who do not meet this requirement must submit a GRE test score with at least a 153 or higher Verbal section (500 or higher if the test was taken prior to August 2011) and a 4.5 on the essay portion. The GRE must have been taken within the previous five years. The following alternative standardized tests, also taken within the previous five years, will be considered on a case-by-case basis: LSAT, GMAT, or MAT (at the discretion of the Graduate Admissions Committee).

### **Degree Program Requirements**

Students may choose from one of two track options:

#### **Track One – Focused Studies in Liberal Arts**

##### **Program Requirements:**

Total minimum required hours: 33 credit hours

18 credit hours must be taken within a particular disciplinary field at the 5000 level or above

9 credit hours elective hours from approved course list - 5000 level or above

6 credit hours thesis or 6 credit hours project option

##### **Core Requirements:**

ENG 6009 Introduction to Graduate Study\*

\*This course must be taken in the first Fall semester of study.

##### **AND at least one of the following in subsequent semesters:**

ENC 6745 Composition Pedagogy\* OR

MMC 6421 Research Methods in Mass Communication\* OR

EDG 6931 Role of Education in a Democracy\*

\*Other courses may be substituted to meet the student's individual course of study only upon advance approval by the Program Director.

##### **AND at least one of the following in subsequent semesters:**

PHI 6605 Ethics in Private and Professional Life\*\* OR

ENG 6939 Graduate Seminar: Issues in Rhetoric and Literature

\*\*This course may be taken following completion of all other coursework except thesis or project.

**Comprehensive Exam:** Students are required to pass a comprehensive exam in three areas of specialization within their main focus. (Examples: a student working on a focused track in English literature might have the following three areas:

American literature, British literature, world literature; a student in American Studies might have the following areas: American literature, American history, American politics). These areas will be determined with the Program Director.

**AND**

**Thesis Option:** Students will complete a 50-80 page thesis (scholarly research for an academic audience) on a topic approved by a thesis committee of three (3) faculty members, one of whom serves as Thesis Director. During the course of their thesis work, students must be enrolled for at least six (6) credit hours. Students will defend the thesis orally before this committee and Program Director. Students must receive a unanimous vote of approval by the committee in order to graduate.

**OR**

**Project Option:** Students will complete an alternative project under the direction of two (2) faculty members, one of whom serves as Project Director. Projects are applied in nature and geared toward a lay or trade audience. Projects may include the following: a substantive website, curriculum, or program design; a substantive professional e-portfolio; a substantive article for a trade publication; a creative/artistic work or exhibition. The student will present, exhibit, or showcase their project before the committee and Program Director, as well as invited audience, if appropriate to type of project. The project type and its topic must be approved by the project committee and the Program Director. During the course of their work on the project, students must be enrolled for at least (6) credit hours. Students must receive a unanimous vote of approval by the committee in order to graduate.

**Track Two – Interdisciplinary Studies in Liberal Arts**

**Program Requirements:**

Total minimum required hours: 33 credit hours

- 27 credit hours at 5000 level or above from approved course list
- 6 credit hours thesis or 6 credit hours non-thesis option

**Program Description:** The Interdisciplinary Studies track provides students the opportunity to build their own approved course of study from various fields. Students may combine disciplinary subjects and tailor their degree to suit their intellectual interests and career goals, enabling them to continue their studies at the Ph.D. level or embark on various career paths. As active learners, students will be creating their own unique areas of expertise, working toward their planned educational and professional goals.

**Core Requirements:**

ENG 6009 Introduction to Graduate Study\*

\*This course must be taken in the first Fall semester of study.

**AND at least one of the following in subsequent semesters:**

ENC 6745 Composition Pedagogy\* **OR**

MMC 6421 Research Methods in Mass Communication\* **OR**

EDG 6931 Role of Education in a Democracy\*

\*Other courses may be substituted to meet the student's individual course of study only upon advance approval by the Program Director.

**AND at least one of the following in subsequent semesters:**

PHI 6605 Ethics in Private and Professional Life\*\* **OR**

ENG 6939 Graduate Seminar: Issues in Rhetoric and Literature

\*\*This course may be taken following completion of all other coursework except thesis or project.

**Comprehensive Exam:** Students are required to pass a comprehensive exam in three main areas of their studies. These areas will be determined with the Program Director.

**AND**

**Thesis Option:** Students will complete a 50-80 page thesis (scholarly research for an academic audience) on a topic approved by a thesis committee of three (3) faculty members, one of whom serves as Thesis Director. During the course of their thesis work, students must be enrolled for at least six (6) credit hours. Students will defend the thesis orally before this committee and Program Director. Students must receive a unanimous vote of approval by the committee in order to graduate.

**OR**

**Project Option:** Students will complete an alternative project under the direction of two (2) faculty members, one of whom serves as Project Director. Projects are applied in nature and geared toward a lay or trade audience. Projects may include the following: a substantive website, curriculum, or program design; a substantive professional e-portfolio; a substantive article for a trade publication; a creative/artistic work or exhibition. The student will present, exhibit, or showcase their project before the committee and Program Director, as well as invited audience, if appropriate to type



of project. The project type and its topic must be approved by the project committee and the Program Director. During the course of their work on the project, students must be enrolled for at least (6) credit hours. Students must receive a unanimous vote of approval by the committee in order to graduate.

**Courses** - See <http://www.ugs.usf.edu/sab/sabs.cfm> or Section 14 of this catalog.

## **Master's of Liberal Arts (M.L.A.) Degree with a Concentration in Florida Studies (FST)**

### **Degree Information**

This is a concentration offered under the MLA degree in the Liberal Arts Program and offered only at USF St. Petersburg.

### **Program Admission Deadlines:**

Fall: July 1 for best consideration  
Spring: October 15 for best consideration  
Summer: March 1 for best consideration

Minimum Total Hours: 33  
Program Level: Masters  
CIP Code: 24.0101  
Dept Code: HUM  
Program (Major/College): MLA AP  
Concentration Code: FST

### **Contact Information**

College: Arts and Sciences at  
USF St. Petersburg

Graduate Faculty Advisor: Dr. Christopher Meindl  
cmeindl@usfsp.edu or (727) 873-4961

### **Program Website:**

[http://www1.usfsp.usf.edu/coas/florida\\_studies/index.htm](http://www1.usfsp.usf.edu/coas/florida_studies/index.htm)

### **Graduate Studies Website:**

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

### **Program Information**

The Florida Studies concentration of the Master of Liberal Arts Program allows students to sample a broad array of interdisciplinary classes. Florida-based classes may be taken in the fields of History, English, Marine Science, Geology, Geography, Political Science, Journalism and Media Studies, Fine Arts, and Anthropology.

### **Accreditation:**

Accredited by the Commission on Colleges of the Southern Association of College and Schools.

### **Admission Information**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

### **Program Admission Requirements**

Baccalaureate degree from a regionally accredited institution with an undergraduate GPA of 3.0 or better in upper level (upper 60 hours) course work toward a baccalaureate degree or cumulative undergraduate GPA of 3.0 or better. Students who do not meet the minimum GPA requirements may be required to submit a minimum GRE score of 1000 (minimum ranges on GREs taken after August 1, 2011 begin at 153 for verbal and 144 for quantitative). Students must submit a writing sample (an undergraduate term paper, book review, or essay) or evidence of artistic work, two letters of recommendation and a 1-2 page letter outlining the student's academic interests, goals and objectives related to graduate school and beyond, and relevant life experiences.

### **Degree Program Requirements**

#### **Florida Studies Concentration (USF St. Petersburg)**

ALL graduate students in the Florida Studies Concentration shall complete a total of at least 33 credit hours of coursework, at least 23 of which must be at the 6000 level. With permission from the Program Director, Florida Studies graduate students may take up to four (4) credit hours at the 4000 level with earned grades of a B or better in each and have these counted toward the master's degree. Under no circumstances will graduate students be permitted to count any courses below the 4000 level toward a master's degree.

### **Required Courses:**

AMS 6934 Intro to Florida and Regional Studies  
HIS 6939 History of Modern Florida

### **Comprehensive Exam**

Each student must pass an oral and written comprehensive examination covering three fields or concentrations.

### **Thesis or Non-Thesis Research Project**

ALL Florida Studies Program graduate students will take either three (3) credit hours of directed research or six (6) credit hours of master's thesis toward the end of their program (see thesis and non-thesis track options below). The 3 credits of directed research or 6 credits of thesis shall be counted toward the required minimum of 33 credit hours.

**Option I: Thesis track:** 27 hours of coursework; at least 23 hours must be at the 6000 level. Four hours may be at the 4000 level. After completion of the coursework students will complete a 80 to 120 page thesis. Students must enroll in at least 6 hours of thesis credit. An oral defense of the thesis completes the process (*Editor's Note: the thesis process is not completed until the thesis has been accepted and approved by the USF SP Office of Graduate Studies. For more information refer to the University Degree Requirements section or visit the Office of Graduate Studies' website: www.usfsp.edu/grad.*) The defense is open to all faculty and graduate students.

**Option II: Non-Thesis track:** 30 hours of coursework; at least 26 hours must be at the 6000 level. Four hours may be at the 4000 level. After completion of the coursework, students will register for AMS 6915 Directed Research (3 credits) and write a 25-40 page essay appropriate for submission to an academic journal.

**Courses** - See <http://www.ugs.usf.edu/sab/sabs.cfm> or Section 14 of this Catalog.

## **Graduate Certificate Infant-Family Mental Health**

### **Certificate Admission Deadlines:**

**Fall:** Certificate program runs January-December only.  
**Spring:** December 1 for best consideration for January-December cohort

**Minimum Total Hours:** 12  
**Program Level:** Graduate Certificate

### **Contact information**

**Director:** Dr. James McHale  
jmchale@mail.usf.edu  
727-873-4963

### **Graduate Program**

**Graduate Coordinator:** Ms. Liz Jack  
emjack@usfsp.edu  
727-873-4963

**Graduate Studies Website:** [www.usfsp.edu/grad](http://www.usfsp.edu/grad)

### **Program Information:**

The fully online Infant-Family Mental Health (IFMH) graduate certificate program is designed for students who have earned a bachelor's degree in psychology, social work, criminology, human development, early childhood education, nursing and other social science-related fields. It will benefit practitioners in allied health professions and social and behavioral sciences seeking to gain a greater knowledge for working with infants and their families. Program emphasis provides coverage of theoretical/conceptual and applied issues in building knowledge and skills for understanding infant and toddler social and emotional development, also referred to as "infant mental health." It also builds knowledge and skills about how coparenting relationships develop and function in a diversity of different family systems, and a means of understanding how coparenting alliances can and should be capitalized on to promote the healthy adjustment of any infant or toddler.

This is a 12-credit hour certificate including a 3-credit hour practicum or internship. Students with experience in the field can substitute a program evaluation for the internship. The IFMH Certificate program's four courses cover best practices, latest research, and strategies that can help children birth to three and their families- even those facing substantial challenges- make more successful adjustments during the child's earliest years so that more young children might be ready to learn by preschool age. The program does not provide specialized clinical training in specific forms or modalities of intervention but rather provides broad coverage of knowledge necessary for informed and competent work for entry-level positions in early childhood mental health, prenatal and health-related positions, child protection and welfare positions, and other fields serving families of infants and toddlers.

## Admission Information

Must meet University requirements (see section of this catalog entitled *Graduate Admissions*) as well as requirements listed below.

### Program Admission Requirements

1. A baccalaureate degree from a regionally accredited institution.
2. Prior undergraduate course work in ethics and in child development (requirement will be waived with permission of program faculty for practicing professionals working with families of children aged 0-3 with at least one year of prior service).
3. Minimum cumulative GPA of 3.0 or better on all work completed while registered as an upper-division baccalaureate student.
4. 1000-word statement of intent for seeking a certificate in Infant-Family Mental Health.
5. Three letters of recommendation from persons familiar with the nature of work required of graduate students in social science and who can address your ability to excel in this type of work.
6. Two examples of professional or academic writing.
7. Students in other graduate programs or with graduate degrees may utilize an abbreviated application procedure. Please contact graduate coordinator for details.

### Certificate Program Requirements

One year of coursework (January through December); 12 graduate credit hours. The four courses are to be taken sequentially: These courses do not apply to any other graduate certificate.\*

#### Required Courses:

CLP 6477	Infant-Family Mental Health	3
SOW 6243	Working with Systems of Care to Benefit Infants and Toddlers	3
CLP 6462	Working with Families of Infants and Toddlers	3
ISS 6942	Field Practice and Evaluation in Infant Family Mental Health	3

Students seeking a graduate certificate in Infant-Family Mental Health must meet additional graduate student requirements (i.e. time limitations and good academic standing) as outlined in Section 4 of this catalog entitled *Graduate Certificate Students*.

\*Students in the M.A. in ESE program may take the courses in an order agreed to by the instructor(s).

## Master's of Arts (M.A.) Degree in Psychology

### Degree Information

The M.A. degree program: The Master's in Psychology is designed for students who are seeking re-specialization in the field of psychology and/or intensive research experience as preparation for pursuit of advanced doctoral study in Psychology.

#### Program Admission Deadlines:

Fall:	July 1 for best consideration
Minimum Total Hours:	33
Program Level:	Masters
CIP Code:	42.0101
Dept Code:	PSY
Program (Major/College):	PSY AS
Concentration Code:	TBD

#### Contact Information

College:	Arts and Sciences at USF St. Petersburg
Psychology Chair:	Dr. Tiffany Chenneville (727) 873-4585
Graduate Program Director:	Dr. Mark Pezzo (727) 873-4020

**Program Website:**

<http://www.usfsp.edu/psychology/masters>

**Graduate Studies Website:**

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

**Program Information**

The M.A. degree program: The Master's in Psychology is designed for students who are seeking re-specialization in the field of psychology and/or intensive research experience as preparation for pursuit of advanced doctoral study in Psychology; the required 18 hours of graduate coursework in preparation for teaching psychology in a high school or community college; and/or advanced entry-level positions in health and human service related fields requiring advanced research methods, data collection, analysis, and grant writing skills. The program does not prepare for licensure in counseling

**Accreditation:**

USF St. Petersburg is accredited by the Commission on Colleges of the Southern Association of College and Schools (SACS).

**Admission Information**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

**Program Admission Requirements**

1. A baccalaureate degree from a regionally accredited institution with an undergraduate GPA of 3.0 or better in course work toward a baccalaureate degree and a minimum GRE score of 151 verbal, 150 quantitative, and a 4.0 on writing subsection (based on the GRE scale after August 1, 2011). Submitted GRE scores must have been taken no more than 5 years prior to the students term of entry.
2. Undergraduate introduction to Psychology and Statistics classes are required. An undergraduate Research Methods course is preferred, but not required.
3. A 1000-word statement of intent for seeking an M.A. in Psychology, including discussion of: your academic background; the specific scholarly issues of which you have interest; how your background has prepared you to excel in the Psychology M.A. program; and how you intend to apply your education when you complete the M.A. program.
4. Three letters of recommendation from qualified people familiar with the nature of the work required of graduate students in the social sciences, and who can address your ability to excel in graduate work.
5. Two examples of professional or academic writing.

**Degree Program Requirements:**

Psychology-Requires 33 hours of course work, including a thesis for 6 credit hours for those students admitted on a thesis track. All students are required to take a set of core courses and qualifying examinations during the first year of study, and then to choose a specialization concentration during their second year of study.

**COURSES****Core Requirements:**

PSB 6056	Physiological Psychology
DEP 6607	Typical and Atypical Development
EXP 6608	Cognitive Psychology
PSY 6217	Research Methods and Measurement
PSY 6218	Graduate Research Methods

**Electives:**

CLP 6318	Prevention Science and Health Psychology
CLP 6623	Professional and Ethical Issues in Applied Psychology
CLP 6477	Infant-Family Mental Health
SOP 6739	Cultural Competence
CLP 6478	Developmental Disabilities
CLP 6462	Working with Families of Infants and Toddlers

**Other Electives:**

EXP 6930	Topics in Experimental Psychology
SOP 6266	Topics in Social Psychology
CLP 6937	Grant Writing
PSY 6850	Teaching of Psychology
PSY 6947	Grad Instruction Methods

As an option, students may take up to 6 hours of the 33-hour requirement in an area of specialization through other departments of the university, including 3 at any other USF system campus. The graduate director helps students with such choices. Offerings at USF's three-campus system present a range of options.

**Qualifying Exams:**

For advancement to the second year of graduate study, students must pass all five required first-year core courses with a grade of B or better, and pass comprehensive qualifying exams in statistics and research methodology at the end of the first full year of study.

**Risk, Resilience and Prevention Concentration:**

Students admitted to the RRP concentration pursue study of individuals across their lifespan in the context of family, peer networks, child-care programs, schools, neighborhoods, and larger communities. Our program stresses theory and research in the ultimate service of policy and practice. Health and well-being of children, youth, and adults, pathways through which group disparities emerge and reduction of disparities, and innovative educational and societal strategies for promoting health and preventing illness and later psychological maladjustment are key content areas. Thematic areas include prevention science and health psychology, infant-family mental health, ethics, cultural competence, individual and family strengths and developmental risk and disability. All students must demonstrate competencies in working with data and addressing applied research questions through successful completion of qualifying exam.

**Thesis Option:**

Students admitted on a thesis track will complete an empirical research study on a topic approved by a thesis committee of three (3) faculty members and defend orally before this committee at the end of the second year thesis work, students must enroll in 6 credits of 6971 (3) Thesis Research. Thesis proposals should be submitted and accepted by Nov. 1st of the students second year.

**Courses** See <http://www.ugs.usf.edu/sab/sabs.cfm> and [www.stpete.usf.edu/psychology/](http://www.stpete.usf.edu/psychology/)

# SECTION 11 - COLLEGE OF BUSINESS AT USF ST. PETERSBURG

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College of Business,  
USF-St. Petersburg  
140 Seventh Avenue South - BAY 111  
St. Petersburg, FL 33701

**Web address:** [www1.usfsp.edu/cob/index.asp](http://www1.usfsp.edu/cob/index.asp)

**Phone:** 727-873-4MBA

**Fax:** 727-873-4192

**College Dean:** Dr. Gary Patterson

**Associate Deans:**

**Undergraduate Programs:** Mr. Robert Thompson

**Graduate Programs:** Dr. Alison Watkins

**Accreditation:**

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The College of Business is accredited by the Association for the Advancement of Collegiate Schools of Business (AACSB) International. AACSB International is the premier accrediting agency for bachelor's, master's, and doctoral degree programs in business administration and accounting, and as such is the most-widely recognized and sought-after endorsement of business schools.

**Mission Statement:**

The College of Business at USF St. Petersburg educates current and future professionals in the effective management and ethical leadership of organizations. We engage in theoretical and practical research as well as provide service to both the University and external community. We meet the demands of our diverse student population by preparing them for an increasingly global environment with both undergraduate and graduate degree programs. The College provides a diverse range of courses incorporating social responsibility, e-commerce, financial investments, taxation, cross-cultural management, forensic accounting, business strategy, and much more.

To prepare students for leadership roles in their careers, the College of Business offers an interdisciplinary approach that develops communication, technology, decision-making and teamwork skills. We also support our students' career goals through the Student Business Organization and workshops to enhance professional development.

**Major Research Areas:**

See individual departments.

**Types of Degrees Offered:**

Master of Business Administration (M.B.A.)

**Name of Programs Offered:**

Master of Business Administration (M.B.A.)

**Concentrations:**

None

**Optional Focus Tracks:**

Finance, Forensic Accounting, International Business, Managing Knowledge Resources, Management, Marketing Strategy, Corporate Social Responsibility.

**Graduate Certificates Offered:**

Leadership Management

## Master's of Business Administration (M.B.A.) Degree

### Degree Information

**Program Admission Deadlines\*:**

**Fall:** July 1 for best consideration

**Spring:** October 15 for best consideration

**Summer:** March 1 for best consideration

*\*International Students should review International Admissions deadlines on the Graduate Studies website at <http://www.usfsp.edu/grad>.*

**Minimum Total Hours:** 36  
**Program Level:** Masters  
**Program Status:** Active  
**CIP Code:** 52.0201  
**Dept Code:** DEA  
**Program (Major/College):** BUS BP

**Contact Information**

**College:** USF St. Petersburg  
College of Business

**Contact Information:**

**Associate Dean and Director:** Dr. Alison Watkins

**Assistant Director:** Mr. Eric Douthirt  
douthirt@usfsp.edu

**Admissions/Recruitment:** Michael Chupa  
mchupa@usfsp.edu  
(727) 873-4MBA

**Program Website:** [www.usfsp.edu/mba](http://www.usfsp.edu/mba) <http://www.usfsp.edu/mba>

**Graduate Studies Website:** <http://www.usfsp.edu/grad>

**Program Information**

The College of Business at USF St. Petersburg educates current and future professionals in the effective management and ethical leadership of organizations. We engage in theoretical and practical research as well as provide service to both the University and external community. We meet the demands of our diverse student population by preparing them for an increasingly global environment with both undergraduate and graduate degree programs.

**Accreditation:**

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor's and master's degrees. The College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB) International.

**Major Research Areas:**

Contact Coordinator for department

**Admission Information**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

**Program Admission Requirements**

Admission to the MBA program is open to all qualified people holding a four-year bachelor's degree from an accredited institution in the United States or the equivalent from a foreign country. The admissions decision is based on the following minimum requirements:

Graduate Management Admission Test (GMAT) of 500 or equivalent GRE score taken within the last five years and an upper level GPA of 3.0 or better; **or**

GPA of 2.5 or better in the upper 60 semester hours of degree-seeking coursework of the undergraduate degree; **and**  
Total score of 1.100 or better using the following formula:

$(200 \times \text{GPA in the last 60 semester hours of degree seeking coursework}) + \text{GMAT score/equivalent GRE score}$

Eg:  $\text{GPA}=2.8, \text{GMAT}=570 (200 \times 2.8) + 570 = 1130$

Students applying to the MBA program at USFSP may waive the GMAT under the following conditions:

1. The student must have an undergraduate degree from the College of Business at USFSP or any other institution/campus within the USF system; and
2. The student must have both a minimum 3.75 overall GPA and a minimum 3.75 GPA in all business courses within the last 60 hours of their degree program.
3. Only students who have earned the last 60 hours at USFSP or other USF institutions/campuses within the USF system qualify for this waiver.
4. *Note: Exemption from the GMAT exam does not guarantee admission to the MBA program.*

## Degree Program Requirements

### Prerequisites and Essential Course Modules

There are ten prerequisite courses to USFSP MBA Program:

- ACG 2021 Principles of Financial Accounting
- ACG 2071 Principles of Managerial Accounting
- ECO 2013 Macroeconomics
- ECO 2023 Microeconomics
- FIN 3403 Principles of Finance
- ISM 3011 Information Systems in Organizations
- ISM 3431 Operations Management
- MAN 3025 Principles of Management
- MAR 3023 Basic Marketing
- QMB 3200 Managerial Decision Analysis (Stats II)

Note: The present listing shows the prerequisites as they are named and with course numbers used in the USF System. Equivalent undergraduate courses from other AACSB accredited institutions will satisfy prerequisites. Similar courses from non-AACSB accredited institutions can satisfy prerequisites per the discretion of the USFSP College of Business Associate Dean.

In order for a prerequisite to be satisfied it must have been completed within seven years of a student's term of entry into the USFSP MBA program with a letter grade of B or better.

Students with unsatisfied prerequisites may complete the equivalent USFSP MBA Essentials Course Module(s). The MBA Essentials Course Modules are online, pass/fail and self-paced, providing newly admitted students a fast-track alternative to completing their prerequisites in the traditional classroom environment. Students also have the option to complete the respective undergraduate course(s) prior to beginning their graduate level study.

Students must complete all of their prerequisites by the end of their term of entry. Students with more than four unsatisfied prerequisites will be prohibited from beginning any graduate level coursework in the program. Students with four or less prerequisites may complete graduate level coursework in their term of entry per the discretion of the USFSP College of Business Associate Dean. Unsatisfied prerequisites will not prohibit an applicant from gaining acceptance to the USFSP MBA Program.

**The program is 36 credits. The 18 hours of required courses consist of six 3-credit-hour courses:**

ECO 6419	Managerial Analysis	3
BUL 6652	Regulatory and Reporting Environments	3
GEB 6368	Global Business Environment	3
MAN 6782	Organizational Strategies for the 21st Century	3
FIN 6465	Financial Statement Analysis	3
MAN 6766	Leadership and Corporate Accountability	3

Students must complete at least eighteen (18) hours of the masters program (including Managerial Analysis and Financial Statement Analysis) before enrolling in the formal exit course, Organizational Strategies for the 21<sup>st</sup> Century.

### Focus Track Courses

The Focus Track areas encourage the development of market driven competencies and provide students with distinctive sets of knowledge and skills. The integration courses allow students to position themselves in the marketplace by choosing Focus Tracks that match their career goals. Students may select two Focus Tracks to develop detailed business plans for building their individual competencies and resumes or may select any six elective courses (18 hours.)

Focus Tracks include:

- Corporate Social Responsibility
- Finance
- Forensic Accounting \*



International Business  
Information Systems Management  
Management  
Marketing Strategy

\* Only available to students with an accounting degree or required prerequisites.

#### **Track Area Guidelines:**

- A student may study up to two areas of concentration (tracks) consisting of three courses (9 hours) each.
- No courses outside of the USF St. Petersburg College of Business may be taken for degree credit unless prior approval is received. A maximum of 6 semester hours may be approved for coursework outside of the college. All courses must be graduate level.
- Concentration areas (tracks) may be discipline specific or interdisciplinary.
- A student may study up to two areas of concentration (tracks) consisting of three courses each.
- One concentration area (track) may be custom designed based on the student's interest.
- Custom-designed concentration areas (tracks) may not have more than two courses from the same discipline.
- There is no requirement to complete a Focus Track. Students have the option to complete any 6 elective courses (18 hours) within the USFSP MBS program.

**Courses:** See <http://www.ugs.usf.edu/sab/sabs.cfm> or Section 14 of this catalog.

## **Graduate Certificate in Leadership Management**

#### **Certificate Admission Deadlines:**

Fall: July 1 for best consideration  
Spring: October 15 for best consideration

Minimum Total Hours: 9  
Program Level: Graduate Certificate

#### **Contact information**

Director: Dr. Alison Watkins  
awatkins@usfsp.edu  
727-873-4MBA

#### **Program Information:**

The graduate certificate program in Leadership Management offers experience in business applications for students who do not wish to be formally admitted into the MBA program or who are in other graduate degree programs but seek the benefits that such business applications offer. In order to be admitted to this certificate program, students not currently enrolled in a USF St. Petersburg graduate program must have a minimum GPA of 3.0 in their last 60 semester credit hours from an accredited college or university. Students currently enrolled in other graduate programs at USF St. Petersburg are automatically eligible for the certificate program upon the approval of their graduate advisor.

#### **Admission Information**

Must meet University requirements (see section of this catalog entitled *Graduate Admissions*) as well as requirements listed below.

#### **Program Admission Requirements**

1. A baccalaureate degree from a regionally accredited institution.
2. Minimum cumulative GPA of 3.0 or better on all work while working toward completion of a baccalaureate degree or a 3.0 on all course work while registered as an upper-division (upper 60 hours) as a baccalaureate student.
3. Successful completion of the MBA Management Essentials online course.

#### **Certificate Program Requirements**

An overall GPA of at least 3.00 in the 3 courses  
A minimum grade of C+ or better in each course  
Completion of the program within three years of initial semester of enrollment

Certificate students may transfer a maximum of two certificate courses into the MBA program, with the condition that the student has earned a minimum grade of B in both courses.

**Required Courses:**

After successfully completing the MBA Management Essentials online course, students in the certificate program have their choice of completing any 3 (9 credit hours) of the courses listed below. All courses listed are for 3 hours graduate credit.

1. MAN 6068	Social Issues in Management	3
2. MAN 6601	International Management	3
3. GEB 6368	Global Business Environment	3
4. GEB 6930	Advanced Negotiation	3
5. MAN 6766	Leadership and Corporate Accountability	3
6. MAN 6107	Leadership Perspective	3

Note: Other 6000 level courses may be used as credit towards the graduate certificate in Leadership Management as designated and approved by the College of Business. Students seeking a graduate certificate in Leadership Management must meet additional graduate student requirements (i.e. time limitations and good academic standing) as outlined in Section 4 of this catalog entitled *Graduate Certificate Students*.

# COLLEGE OF EDUCATION AT USF ST. PETERSBURG

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USF St. Petersburg  
College of Education  
140 Seventh Avenue South - COQ 201  
St. Petersburg, FL 33701

**Web address:** <http://www1.usfsp.edu/education>

**Phone:** 727-873-4155

**Fax:** 727-873-4191

**College Dean:** Dr. H. William Heller

**Associate Dean:** Dr. Olivia Hodges

## **Accreditation:**

Commission on Colleges, Southern Association of Colleges and Schools (SACS): National Council for the Accreditation of Teacher Education (NCATE).

## **Mission Statement:**

Mission: The College of Education at USF St. Petersburg seeks to prepare exemplary teachers and school leaders for roles in a diverse and changing society. The college offers graduate and undergraduate programs that are recognized for accomplishing defined learning outcomes, supported by a foundation of applied research, and dedicated to meeting the needs of the diverse communities it serves. In pursuit of this mission, faculty are guided by a respect for evidence, the pursuit of scholarship, and the ethics of community responsibility.

## **Types of Degrees Offered:**

Master's of Arts (M.A.)

Master's of Arts in Teaching (M.A.T.)-suspended-not taking applications

Master's of Education (M.Ed.)

Master's of Science (M.S.)

## **Name of Programs Offered:**

Educational Leadership (M.Ed.)

Elementary Education (M.A.)

English Education (M.A.)

Reading Education (M.A.)

Exceptional Student Education (M.A., M.A.T.)

Middle Grades STEM Education (M.S.)

## **Concentrations:**

Elementary Science and Mathematics

## **Tracks:**

Elementary Education /ESOL: Dual Track; Curriculum and Literacy

## **Certificate Programs:**

Middle Grades Digitally-Enhanced Mathematics Education

## **COLLEGE REQUIREMENTS**

Contact college for information.

## **Master's of Education (M.Ed.) Degree in Educational Leadership**

### **Degree Information**

#### **Program Admission Deadlines:**

**Fall:** July 1 for best consideration

**Spring:** October 15 for best consideration

**Summer:** March 1 for best consideration

**Minimum Total Hours:** 36

**Program Level:** Masters

**CIP Code:** 13.0401

**Dept Code:** LEA

**Program (Major/College):** CAS EP

#### **Contact Information**

**College:** College of Education

**Contact Information:**

**Graduate Advisor:** Dr. Olivia Hodges  
ohodges@usfsp.edu  
(727) 873-4947

**Program Website:** <http://www1.usfsp.edu/coe/Graduate-EducationalLeadershipMED.htm>

**Office of Graduate Studies Website:** <http://www.usfsp.edu/grad>

**Program Information**

The M.Ed. Educational Leadership in Educational Leadership Development is designed for teachers and other practicing school professionals who want to earn a master's degree and Florida K-12 Instructional Leadership certification. The program's constructivist, standards-based approach to studying school leadership provides a balance between theory and practice. It is structured to build the requisite skills and knowledge needed to successfully complete the Florida Educational Leadership Examination (FELE) and enable graduates to be effective leaders in today's educational settings. Course design and scheduling address the needs of working professionals and candidates.

**Accreditation**

Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

**Admission Information**

Must meet University requirements (see Graduate Admissions) as well as program requirements listed below.

**Program Admission Requirements**

Applicants must satisfy the following:

1. Present satisfactory evidence of a bachelor's degree or equivalent from a regionally accredited institution (include official transcripts with application).
2. Hold a current Florida Professional Educator's Certificate (include a copy with application).
3. Have completed a minimum of two years of teaching or its equivalent under a full time contract (include documentation with application).
4. Meet at least one of the following:
  - a. Shall have earned a graduate degree from a regionally accredited institution with at least a 3.0 GPA, **or**
  - b. Shall have earned a "B" (3.0 on a 4.0 scale) or better Cumulative grade point average while registered as an undergraduate student, or as an upper division undergraduate student working for a baccalaureate degree, **or**
  - c. Shall have a total verbal plus quantitative GRE General Test score of 1000 or higher, taken within five years preceding application (minimum ranges begin at 153 for verbal and 144 for cumulative on GREs taken after August 1, 2011).
5. Complete a letter of intent, briefly stating goals for degree (include letter with application).
6. Submit documentation of completion of 60 hours of English for Speakers of Other Languages (ESOL) or written plan to complete 60 hours before graduation.
7. Submit three letters of recommendation (professional references, at least two from current administrators).

**Degree Program Requirements**

Required Courses in Sequence - all program coursework is sequenced and all courses in a level must be taken before preceding to the next level. It is recommended that Areas A and B be completed before taking the Florida Educational Leadership Examination (FELE).

**Area A:**

EDA 6061	Principles of Education Administration	3
EDG 6931	Technology and Data Analysis	3
EDG 6627	Foundations of Curriculum and Instruction	3
EDF 6492	Applied Educational Program Evaluation	3

**Area B:**

EDG 6285	School Curriculum Improvement	3
EDA 6232	School Law	3
EDS 6050	Principles & Practices of Educational	3

EDA 6242	Supervision School Finance	3
<b>Area C:</b>		
EDA 6106	Administrative Analysis and Change	3
EDA 6503	The Principalship	3
EDA 6192	Educational Leadership	3
EDA 6945	Administrative Practicum*	3
	<b>Total credit hours:</b>	<b>36</b>

## Graduation Requirements

To be eligible for graduation, a candidate must earn an overall grade point average of 3.0 on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements.

Successful completion of the FolioData. The FolioData must contain evidence of a proficiency level on critical assignments aligned to the Florida Principal Leadership Standards.

Candidates must be enrolled in a minimum of 2 credit hours in the semester of graduation.

Evidence of passage of the FELE.

At graduation all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education's Graduate Studies Office.

**Courses:** <http://www.ugs.usf.edu/sab/sabs.cfm> or Section 14 of this catalog.

## Master's of Education (M.Ed.) Degree in Educational Leadership - Certification Only

### Degree Information

#### Program Admission Deadlines:

Fall:	June 1
Spring:	October 15
Summer:	March 1

Minimum Total Hours:	30
Program Level:	Masters
CIP Code:	13.0401
Dept Code:	LEA
Program (Major/College):	CAS EP

#### Contact Information

College:	College of Education USF St. Petersburg
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#### Contact Information:

Graduate Advisor:	Dr. Olivia Hodges ohodges@usfsp.edu (727) 873-4947
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Program Website:	<a href="http://www1.usfsp.edu/coe/Graduate-EducationalLeadershipCertification.htm">http://www1.usfsp.edu/coe/Graduate-EducationalLeadershipCertification.htm</a>
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Office of Graduate Studies Website:	<a href="http://www.usfsp.edu/grad">http://www.usfsp.edu/grad</a>
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#### Program Information

This focused track in Educational Leadership Development is designed for teachers and other practicing school professionals who have already earned a master's degree and wish to add Florida K-12 Leadership certification. It is a state approved program consisting of up to 30 credit hours (10 courses) approved by the Florida Department of Education.

The focused track in the Master of Education in Educational Leadership program has the following goals for each candidate in the program. The candidate will:

- Enhance his/her knowledge of Florida Principal Leadership Standards
- Examine leadership theory and the application of that theory in real world settings
- Develop skills in applying educational research as related to school improvement
- Use student data to develop research and standards based strategies to enhance student achievement
- Develop leadership skills to assist teachers in professional development to enhance student achievement

## Program Admission Requirements

Applicants must satisfy the following:

1. Present satisfactory evidence of a Master's degree or equivalent from a regionally accredited institution (include official, original and sealed transcripts with application).
2. Hold a professional teaching certificate (include a copy with application).
3. Have completed two years of teaching (include documentation with application).
4. Meet at least one of the following:
  - a. Shall have earned a graduate degree from a regionally accredited institution.
  - b. Shall have earned a graduate degree in Education from a regionally accredited institution.
5. Complete a letter of intent, briefly stating goals for degree (include letter with application).
6. Submit documentation of completion of 60 hours of English for Speakers of Other Languages (ESOL) or written plan to complete 60 hours before graduation.
7. Submit three letters of recommendation (professional references, at least two from current administrators) with applications.

The applicant is expected to provide a letter of application, three letters of professional reference, and a copy of his/her teaching certificate at the time of application.

## Degree Program Requirements

### Required Courses in Sequence

#### Area A:

EDA 6061	Principles of Education Administration	3
EDG 6931	Technology and Data Analysis	3

#### Area B:

EDG 6285	School Curriculum Improvement	3
EDA 6232	School Law	3
EDS 6050	Principles & Practices of Educational Supervision	3
EDA 6242	School Finance	3

#### Area C:

EDA 6106	Administrative Analysis and Change	3
EDA 6192	Educational Leadership	3
EDA 6503	The Principalship	3
EDA 6945	Administrative Practicum*	3
<b>Total Credit Hours:</b>		<b>30</b>

All program coursework is sequenced and all courses in a level must be taken before proceeding to the next level. It is recommended that Areas A and B be completed before taking the Florida Educational Leadership Examination (FELE).

## Graduation Requirements

To be eligible for graduation, a candidate must earn an overall grade point average of 3.0 on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements.

Successful completion of the FolioData. The FolioData must contain evidence of a proficiency level on critical assignments aligned to the Florida Principal Leadership Standards.

Evidence of passage of all sections of the FELE.

At graduation all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education's Graduate Studies Office.

Documentation of 60 hours of English Speakers of Other Languages (ESOL.)

Courses: <http://ugs.usf.edu/course-inventory> or Section 14 of this catalog.

Candidates must be enrolled in a minimum of 2 credit hours in the semester of graduation.

## Master's of Arts (M.A.) Degree in Elementary Education Program with ESOL Endorsement (Dual Track)

### Degree Information

This is an application track offered under the M.A. degree in the Elementary Education Program and is only offered at USF St. Petersburg.

**Program Admission Deadlines:**

Fall: July 1 for best consideration

Spring: October 15 for best consideration

Summer: March 1 for best consideration

Minimum Total Hours: 31

Program Level: Masters

CIP Code: 13.1202

Dept Code: EDR

Program (Major/College): AEE EP

**Contact Information**College: College of Education  
USF St. PetersburgGraduate Faculty Advisor: Dr. Deanna Michael  
dmichael@mail.usf.edu  
(727) 873-4155Program Website: <http://www1.usfsp.edu/coe/DualTrack-ElementaryEducationESOL.htm>Office of Graduate Studies Website: <http://www.usfsp.edu/grad>**Program Information**

This program is for those who hold a bachelor's degree in a field outside of education who want to become an elementary teacher (grade K-6). Completion of the entire program (coursework and internships) leads to initial certification in Elementary Education with ESOL endorsement and a Master of Arts degree in Elementary Education.

**Admission Information**

Must meet University requirements (see Graduate Admissions) as well as program requirements listed below.

**Program Admission Requirements**

Applicants must have:

1. A bachelor's degree or equivalent from a regionally accredited institution and
2. A grade point average of 3.0 or higher in the upper two years (upper 60 hours) of course work towards completion of a baccalaureate degree **or**
3. A cumulative grade point average of 2.5 to 3.0 and in the upper two years (upper 60 hours) of course work towards completion of a baccalaureate degree **and** submission of a combined GRE score of 1000 or better (if taken before August 1, 2011 or minimum ranges begin at 153 for verbal and 144 for quantitative on GREs taken after August 1, 2011).
4. Submit proof of **one**:
  - successful completion of all portions of the General Knowledge Test (GKT)\* **or**
  - a GRE score of 1000
  - a Praxis I score (out of state applicants).

\*the General Knowledge Test (GKT) is preferred.

**Degree Program Requirements****Program of Study**

FLE 5345	Teaching ELLs K-12**	3
EDG 4012	Introduction to Standards Based Education**	1
EDG 6931	Child Development	3
RED 6658	Foundations and Applications of Differentiated Reading Instruction	3
EDF 4430	Measurement for Teachers	3 OR
EDF 4440	Measurement and Assessment of All Students	4
EEX 4070	Integrating Exceptional Students in the Regular Classroom	3
LAE 6616	Trends in Language Arts	3
MAE 4310	Teaching Elementary School Mathematics I	3 OR
MAE 4314	Math for All Students	4
MAE 4326	Teaching Elementary School Mathematics II	3
SCE 4310	Teaching Elementary Science	3 OR
SCE 4313	Science for All Students	3
FLE 5145	Language Principals, Acquisition and Teaching	3
EDG 6931	Role of Education in Democracy	3

SSE 6617	Trends in Elementary Social Sciences	3
EDG 4444	Instructional Design and Classroom Management	3
HLP 4710	Integrated Art, Music, and PE	2
FLE 5940	ESOL Practicum	1
EDG 6931	Practicum in Elementary Education	3
EDG 6947	Final Internship*	6
<b>Optional Courses</b>		
EDF 6481	Foundations of Educational Research	3
LAE 6316	Literature in a Diverse Society	3

\*\* Must be taken during first semester in the program.

*The following courses must be taken in sequential order:*

FLE 5345 must be taken before either FLE 5145 or FLE 5940  
 FLE 5145 must be taken before FLE 5940.

**Special requirements for enrollment in the final internship are:**

1. Documentation of passing scores on all portions of the Florida Teacher Certification Examinations (General Knowledge Test, Subject Area Exam and Professional Education).
2. Completion of an application for the final internship by the deadlines noted. Applications for final internship are made through the College of Education website ([www.stpete.usf.edu/coe](http://www.stpete.usf.edu/coe)). Applications for Fall Semester are due the preceding January 15. Applications for Spring Semester are due the preceding June 15.
3. Completion of all course work in program of study excluding EDG 6947. Students may not enroll in additional courses during the semester in which the final internship occurs unless an exemption is granted through a College of Education petition.
4. Overall grade point average of 3.0.
5. Students must meet the requirements of the Florida Educator Accomplished Practices e-portfolio requirements set by the College of Education.
6. Students must complete all other requirements as prescribed by the program.

**Graduation Requirements**

Successful completion of Teacher Work Sample Project (TWS)

Successful completion of Florida Teacher Certification Exam: General Knowledge Test, Elementary Education K-6 Subject Area Exam, Professional Knowledge Exam, and successful completion of the Final Internship

Completion at the "fulfilled" level of the Florida Educator Accomplished Practices (FEAPs) and five ESOL clusters in the Collaborative Digital Network (CDN) e-portfolios.

At graduation all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years and have a 3.0 GPA in all program courses. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education's administration.

**Master's of Arts (M.A.) Degree in Elementary Education with an Application Track for Curriculum/Literacy**

**Degree Information**

This is an application track offered under the M.A. degree in the Elementary Education Program.

**Program Admission Deadlines:**

Fall:	July 1 for best consideration
Spring:	October 15 for best consideration
Summer:	March 1 for best consideration
Minimum Total Hours:	33-36
Program Level:	Masters
CIP Code:	13.1202
Dept Code:	EDR
Program (Major/College):	AEE EP

**Contact Information**

College: College of Education  
 USF St. Petersburg



**Graduate Faculty Advisors:** Dr. Deanna Michael  
**Program Contact:** dmichael@usfsp.edu  
(727) 873-4155

**Program Website:** <http://www1.usfsp.edu/coe/Graduate-ElementaryEducationLiteracyCurriculum.htm>

**Office of Graduate Studies Website:** <http://www.usfsp.edu/grad>

### **Program Information**

The Literacy and Curriculum Program is intended for certified, practicing classroom teachers who have a strong interest in teaching literacy in grades K-6. This program provides an in-depth view of reading and writing research, theories, and the application of theory to the classroom teaching. In addition, an emphasis is placed on curriculum design in an effort to prepare elementary teachers for leadership roles in their respective schools and districts.

### **Accreditation:**

Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for the Accreditation of Teacher Education (NCATE)

### **Admission Information:**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

### **Admission Requirements:**

Applicants must have:

1. A bachelor's degree or equivalent from a regionally accredited university and teacher certification in an appropriate area.
2. At least a 2.5 grade point average or better for cumulative baccalaureate degree, and for the last two years (upper 60 hours) of the undergraduate degree **and**
3. A 3.0 grade point average or higher for their upper-level courses (upper 60 hours) of the baccalaureate degree **or**
4. Scores of 150-170 verbal, scores of 134-170 quantitative, and an essay score of 4.5 or higher on the Graduate Record Exam (GRE) (a combined score of 1000 on GREs taken prior to August 1, 2011) **or**
5. A graduate degree from a regionally accredited university.

### **Degree Program Requirements**

#### **Program of Study:**

##### **Process Core:**

EDG 6481	Foundations of Educational Research	3
EDG 6931	Child Development	3
EDG 6931	Role of Democracy in Education	3
EDG 6935	Seminar in Curriculum Research	3
	Prerequisite is EDF 6481	
FLE 5345*	Teaching ELLs *if not ESOL endorsed	3

##### **Curriculum (18 credits)**

EDG 6285	School Curriculum Improvement	3
EDG 6627	Foundations of Curriculum and Instruction	3
LAE 6315 or	Writing and Writers Trends and Issues (K-12) or	3
LAE 6616	Trends in Language Arts Instruction (Elem focus)	
LAE 6316	Trends in Literature in a Diverse Society	3
SCE 6931	Trends in Science Education	3
SSE 6617	Trends in K-6 Social Science Education	3
Elective	approved in advance by graduate faculty advisor	3

##### **Literacy (18 credits) Reading Endorsement**

RED 6544	Cognition, Comprehension and Content Reading	3
RED 6545	Remediation of Reading and Vocabulary Problems	3
RED 6658	Foundations and Applications of Differentiated Reading Instruction	3
RED 6540	Assessment in Literacy	3
RED 6846	Practicum in Reading	3
Elective	approved in advance by graduate faculty advisor	3

## Graduation Requirements

All students will be required to satisfactorily complete and pass a portfolio/e-portfolio requirement. For more information, please visit the COE portfolio information page: <http://www1.usfsp.edu/coe/portfolio.htm>

At graduation, all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years and have a 3.0 GPA for program courses. Courses taken in lieu of those listed here must be approved in writing by the program and the College of Education's Graduate Studies office.

## Master of Arts (M.A.) Degree in Elementary Education Program with a Concentration in Science and Mathematics

### Degree Information

This is a concentration offered under the M.A. degree in the Elementary Education Program.

### Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	October 15 for best consideration
Summer:	March 1 for best consideration

Minimum Total Hours:	30
Program Level:	Masters
CIP Code:	13.1202
Dept Code:	EDR
Program (Major/College):	AEE EP
Concentration Code:	MSM

### Contact Information

College: College of Education USF St. Petersburg

### Graduate Faculty Advisor:

Dr. Anna Lewis  
arlewis@usfsp.edu  
(727) 873-4058

Program Website: <http://www1.usfsp.edu/coe/Graduate-ElementaryEducationMathScience.htm>

Office of Graduate Studies Website: <http://www.usfsp.edu/grad>

### Program Information

This program is intended for certified, practicing elementary classroom teachers who have a strong interest in, and preparation for, teaching K-5 mathematics and science. We prepare elementary teachers for leadership roles in mathematics and science in their respective schools and districts.

### Admission Information

Must meet University requirements (see Graduate Admissions) as well as program requirements listed below.

### Program Admission Requirements

- Two years of teaching experience.
- Applicants must have a bachelor's degree or equivalent from a regionally accredited university and teacher certification in an appropriate area.
- At least a 2.5 grade point average for the four-year undergraduate degree, and for the upper two years (60 hours) of the undergraduate degree **and**
- A grade point average of 3.0 or greater for the last two years (60 hours) of the undergraduate degree, **or**
- A score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record Exam (minimum ranges begin at 153 for verbal and 144 for quantitative on tests taken after August 1, 2011 ), **or**

- A previous graduate degree from a regionally accredited university.
- Undergraduate methods courses at USFSP that can be taken to fulfill credentials are MAE 4326 and SCE 4313.

## Degree Program Requirements

### Program of Study

#### Core Courses (13 credit hours)

EDF 6481	Foundations of Educational Research
EDG 6931	Child Development
	or
EDF 6215	Learning Principles Applied to Instruction
EDG 6931	Current Trends in Math/Science Assessment
EDG 6935	Seminar in Curriculum Research, *Pre-requisite is EDF6481 Foundations of Educational Research

#### Emphasis Courses (18 credit hours)\*

*\*Currently, Pinellas County School District pays the tuition for five of the six emphasis courses in this program for its practicing teachers. This practice is dependent upon annual funding.*

MAE 6334	Problem Solving for Elementary Teachers
MAE 6316	Geometry and Measurement for Elementary Teachers
MAE 6315	Algebraic Thinking for Elementary Teachers
SCE 6616	Trends in Science Education
SCE 5937	Selected Topics in Life Science
SCE 5937	Selected Topics in Physical/Earth Science Education

### Portfolio / E-Portfolio

Successful completion of a portfolio is required. Guidelines and important dates for submission are included on the program web page at <http://www1.usfsp.edu/coe/Graduate-ElementaryEducationMathScience.htm>

## Master's of Arts (M.A.) Degree in English Education

### Degree Information

#### Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	October 15 for best consideration
Summer:	March 1 for best consideration
Program Level:	Masters
CIP Code:	13.1305
Dept Code:	EDI
Program (Major/College):	AEN JP
Minimum Total Hours:	33

### Contact Information

College: College of Education  
USF St. Petersburg

Graduate Faculty Advisor: Dr. Cynthia Leung  
cleung@usfsp.edu  
(727) 873-4051

Program Website: <http://www1.usfsp.edu/coe/Graduate-EnglishEducation.htm>

Office of Graduate Studies Website: <http://www.usfsp.edu/grad>

### Program Information

The English Education master's program is designed to provide specialized studies in educational theories and teaching methods, as well as English subject knowledge. The program does not lead to Florida teaching certification. The program is geared towards certified teachers of English, those seeking alternative certification in secondary English, and

those preparing to teach at community colleges. The completion of the program and degree meets requirements to teach English at the community college level.

### **Admission Information**

Must meet University requirements (see Graduate Admissions) as well as program requirements listed below.

### **Program Admission Requirements**

- Applicants must have a bachelor's degree or equivalent from a regionally accredited institution.
- An undergraduate grade point average (GPA) of 3.0 or better on a 4.0 scale in all work attempted while registered as an upper division student working toward a baccalaureate degree from a regionally accredited institution.
- Successful completion of all portions of the CLAST (prior to June 30, 2002), or the Praxis I, or the General Knowledge Test, or completion of the verbal and quantitative portions of the Graduate Record Exam (GRE ) or
- A previous graduate degree from a regionally accredited institution.

### **Degree Program Requirements**

There are two options. Both plans of study require successful completion of 11 graduate level courses.

#### **Courses required for both options:**

EDF 6432 Foundations of Measurement  
or  
EDF 6481 Foundations of Educational Research  
or  
EDG 6931 Current Trends in Assessment and  
LAE 6637 Current Trends in English Education  
6 graduate elective courses at the 6000 level from the English Department  
(courses with AML, ENL, LIT, ENC, ENG, or LIN prefixes)

In addition to the required courses above, courses required for Option 1 - General Education are:  
3 graduate elective courses (9 hours) at the 6000 level from College of Education (may include courses required for Florida teacher certification).

In addition to the required courses above, courses required for Option 2 - Reading Endorsement are:  
3 graduate level courses (9 hours) towards the Florida Reading Endorsement\*

\*To complete the Florida Reading Endorsement, students will be required to take 2 additional courses. To qualify for the endorsement, students must successfully complete the following five (5) courses offered at USF St. Petersburg:

RED 6658 Foundations and Application of Differentiated Reading Instruction  
RED 6545 Issues of Vocabulary and Word Study  
RED 6544 Cognition, Comprehension, and Content Area Reading  
RED 6540 Assessment in Literacy  
RED 6846 Practicum in Reading  
(RED 6540 and RED 6846 are co-requisites taught in the Fall semesters)

### **Comprehensive Papers**

Comprehensive papers are required for both the General Education and the Reading Endorsement options. Students will write two 20-page research papers plus references. One paper will be on a topic related to English content, such as literary criticism or theory related to a particular literary work, author, or genre. The second paper will be on a topic related to teaching English or applying educational theory or practices to the English classroom, such as teaching writing in secondary school, teaching Shakespeare to middle school students, or using adolescent literature to teach struggling secondary students.

Courses: <http://www.ugs.usf.edu/sab/sabs.cfm> or Section 14 of this catalog.

## **Master's of Arts (M.A.) Degree in Reading Education**

### **Degree Information**

#### **Program Admission Deadlines:**

Fall: July 1 for best consideration  
Spring: October 15 for best consideration  
Summer: March 1 for best consideration

**Minimum Total Hours:** 33-42 (varies depending on elected options)  
**Program Level:** Masters  
**CIP Code:** 13.1305  
**Dept Code:** EDR  
**Program (Major/College):** ARD EP

**Contact Information**

**College:** College of Education  
St. Petersburg

**Contact Information:**

**Graduate Faculty Advisor:** Dr. Cynthia Leung  
cleung@mail.usf.edu  
(727)-873-4051

**Program Website:** <http://www1.usfsp.edu/coe/Graduate-ReadingEducation.htm>

**Office of Graduate Studies Website:** <http://www.usfsp.edu/grad>

**Program Information**

The Reading Education Program is designed to prepare teachers, clinicians, supervisors, directors and coordinators of reading for school systems. The program provides an in-depth view of reading research, theories, and the application of theory to classroom teaching. Methods and theories studied in the program are based on sound and current scientific research. The Reading Education program at USF St. Petersburg is approved by the Florida Department of Education. Candidates must maintain at least a 3.0 grade point average (GPA). No grade lower than a C will be accepted toward completion of program requirements. An approved Planned Program and an Action Research Project Paper must be successfully completed for graduation. The Fulfilled proficiency level on the Florida Educator Accomplished Practices must be met for graduation and key assignments submitted on FolioData. A passing score is required on the Florida Teacher Certification Examination Reading K-12 Subject Area examination before receiving the M.A. in Reading and obtaining reading certification.

**Admission Information**

Must meet University requirements (see Graduate Admissions) as well as program requirements listed below.

**Program Admission Requirements**

For certified students (Elementary, ESE, Early Childhood, Secondary) must have:

1. A bachelor's degree or equivalent from a regionally accredited university.
2. A current Professional Educator's Certificate (if Professional Educator's Certificate is not from Florida, applicants must provide proof of passage of the Florida Teacher Certification Examination (FTCE) General Knowledge Test (GKT).
3. A grade point average of 3.0 or greater in all undergraduate upper division (upper 60 hours) work toward the baccalaureate degree or
4. A previous graduate degree from a regionally accredited institution or
5. A score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record exam (GRE) taken within the last 5 years (minimum range scores begin at 153 for verbal and 144 quantitative for GREs taken after August 1, 2011).
6. The English for Speakers of Other Languages (ESOL) endorsement, or inclusion of 60 hour ESOL course in planned program upon acceptance.

**Degree Program Requirements**

**M.A. in Reading Education, Plan II - for certified students in Elementary, ESE, Early Childhood:**

**Process Core:**

EDF 6481 Foundations of Educational Research (3)

**Current Trends in Specialization:**

RED 6656 Trends in Literature in a Diverse Society (3)

**Content Specialization:**

RED 6545 Trends and Issues in Vocabulary, Phonics, and Word Study (3)

RED 6658 Foundations and Application of Differentiated Reading Instruction (3)

LAE 6315 Writing and Writers: Trends and Issues (3)

RED 6544 Cognition, Comprehension and Content Area Reading: Remediation of Reading Problems (3)

RED 6247 District and School Level Supervision in Reading (3)

RED 6540 Assessment in Literacy (3)

RED 6846 Practicum in Reading (3)

RED 6449 Literacy and Technology (3)

EDG 6935 Seminar in Curriculum Research (3)  
ESOL  
FLE 5345 Teaching ELLs K-12 (3) - if not ESOL endorsed  
Master's Comprehensive Exam  
Total hours 33-36

### **M.A. in Reading Education, Plan II for certified students (Secondary)**

Pre- or Co-requisites\*

LAE 4464 Adolescent Literature (3)

\*Equivalent courses will be considered.

#### **Process Core:**

EDF 6481 Foundations of Educational Research (3)

#### **Current Trends in Specialization:**

RED 6656 Trends in Literature in a Diverse Society (3)

#### **Content Specialization**

RED 6545 Trends and Issues in Vocabulary, Phonics, and Word Study (3)

RED 6658 Foundations and Application of Differentiated Reading Instruction (3)

LAE 6315 Writing and Writers: Trends and Issues (3)

RED 6544 Cognition, Comprehension, and Content Area Reading: Remediation of Reading Problems (3)

RED 6247 District and School Level Supervision of Reading (3)

RED 6540 Assessment in Literacy (3)

RED 6846 Practicum in Reading (3)

RED 6449 Literacy and Technology (3)

EDG 6935 Seminar in Curriculum Research (3)

#### **ESOL**

FLE 5345 Teaching ELLs K-12 (3) - if not ESOL endorsed  
Master's Comprehensive Exam

Total hours 36-39

To be eligible for graduation, a student must earn an overall grade point average of 3.0 on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements. Successful completion of a comprehensive exam (Action Research Project Paper and Presentation) with a score of 90% or above by the posted due date is required. fulfillment of the ESOL requirement. Students must be enrolled in a minimum of 2 credit hours the semester graduation is applied for and the comprehensive exam is submitted. Passage of the Reading K-12 Florida Teacher Certification Examination is required for graduation and for receiving reading certification.

At graduation all credits used to satisfy requirements for the Master's degrees must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education's Graduate Studies Office. Successful completion of FolioData, an ePortfolio is required. FolioData must contain evidence of proficiency level fulfilled on all critical assignments aligned with the Florida Educator Accomplished Practices.

Courses: <http://www.ugs.usf.edu/sab/sabspoy.cfm> or Section 14 of this catalog.

## **Master's of Arts (M.A.) Degree in Exceptional Student Education**

### **Degree Information**

#### **Program Admission Deadlines:**

Fall: July 1 for best consideration  
Spring: October 15 for best consideration  
Summer: March 1 for best consideration

Minimum Total Hours: 36

Program Level: Masters

CIP Code: 13.1001

Dept Code: EDS

Program (Major/College): AVE EP

### **Contact Information**

College: College of Education  
USF St. Petersburg

**Graduate Faculty Advisor:** Dr. Kim Stoddard  
Stoddard@usfsp.edu  
(727) 873-4573

**Program Website:** <http://www1.usfsp.edu/coe/Graduate-ExceptionalStudentEducationMA.htm>

**Office of Graduate Studies Website:** <http://www.usfsp.edu/grad>

### **Program Information**

The Master's of Arts in Exceptional Student Education (ESE) provides an in-depth view of research, theories, and the application of theory to classroom teaching in Exceptional Student Education. This unique graduate program offers students a flexible program of study based on an applicant's previous degree, areas of interest, and experiences in the area of Exceptional Student Education. The program requires 36 credit hours and will vary depending on the selection of track or endorsement areas. Coursework is provided through online classes, on campus classes, and a blended model of online coursework and in class sessions.

The Master's of Arts in Exceptional Student Education offers a selection of tracks and/or endorsements as part of the graduate degree in Exceptional Student Education. These tracks allow the student to specialize in an area of interest and are noted below:

Possible tracks/endorsement areas of study:

- Reading
- Math/Science
- Educational Leadership
- ESOL (online)
- Adjunct/Supervision Track in ESE
- Severe/Profound (online)
- Autism Spectrum Disorder (online)
- Gifted (online)
- Diversity Employability (in the workforce)
- Infant Family Mental Health
- Coursework leading to certification in Exceptional Student Education

### **Admission Information**

Must meet University requirements (see Graduate Admissions) as well as program requirements listed below.

### **Program Admission Requirements**

Applicants must have:

1. A bachelor's degree or equivalent from a regionally accredited university.
2. A minimum 3.0 grade point average in the upper-level (upper 60 hours) courses of the undergraduate degree or
3. At least a 2.5 grade point average for the four-year undergraduate degree and for the upper-level courses of the undergraduate degree and a GRE scores of 151-155 or better on the verbal portion, 143-146 on the quantitative portion and an essay score of 4.5 or better (a combined score of 1000 or better on GREs taken before August 1, 2011)  
or
4. A graduate degree from a regionally accredited university

### **Required Courses:**

EDF 6481	Foundations of Educational Research	3
EEX 6732	Consultation and Collaboration in Special Education	3
EEX 6245	Transitional Programming for Adolescents & Adults Exceptionality	3
EEX 5752	Working with Families: A Pluralistic Perspective	3
EEX 6939	Advanced Seminar in Special Education	3
EEX 6943	Practicum	3

In addition to the 18 credit hours listed above, students will have 18 additional credit hours as determined by the track selected. Courses are taken only with prior approval from the advisor.

**Graduation Requirements:**

Successful completion of all requirements listed on the student's planned program. At graduation, all credits used to satisfy requirements for the master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program.

Courses: <http://www.ugs.usf.edu/sab/sabs.cfm> or Section 14 of this catalog.

**Master's of Arts in Teaching (M.A.T.) Degree in Exceptional Student Education****Degree Information**

**Program Admission Deadlines: This program is being phased out at USFSP.**

**USFSP is no longer accepting new applications for this program.**

Minimum Total Hours:	36-51
Program Level:	Masters
CIP Code:	13.1001
Dept Code:	EDS
Program (Major/College):	TVE EP

**Contact Information**

College:	College of Education USF St. Petersburg
Graduate Faculty Advisor:	Dr. Kim Stoddard Stoddard@mail.usf.edu (727) 873-4573
Program Website:	<a href="http://www1.usfsp.edu/coe/Graduate-ExceptionalStudentEducation.htm">http://www1.usfsp.edu/coe/Graduate-ExceptionalStudentEducation.htm</a>
Office of Graduate Studies Website:	<a href="http://www1.usfsp.edu/spgrad/">http://www1.usfsp.edu/spgrad/</a>

**Program Information**

This program will lead to a MAT degree and certification in Exceptional Student Education as well as ESOL endorsement. Although this program is specifically designed for those who do not hold a professional certificate in teaching, the program can be adjusted to allow those students who are certified in elementary and secondary education to complete the degree and receive Exceptional Student Education certification. The MAT in Special Education is highlighted by:

**An Integrated Curriculum:** The MAT curriculum will be introduced, taught, and mastered in a series of instructional blocks that integrate content in a spiraling manner.

**Course offerings accommodate a working teacher.** Courses are offered through a variety of learning models including face to face meetings, on-line delivery, and blended models of instruction.

**An Accelerated Pace:** the program may be completed in 2 summers and 3 academic semesters.

**Action Research:** students investigate how they may more effectively use research-based interventions, link theory and practice, and develop an inquiring approach to teaching.

**Preparation for the Florida Teacher Certification Exam.** Candidates will be prepared during the first six hour block to complete the Florida Teacher Certification Exam (FTCE).

**Opportunity to Teach Full Time:** Candidates will have the opportunity to teach full time while completing the program and receive full teacher pay. Course scheduling will support the candidate to teach full time while enrolled in the MAT program.

**Accreditation:**

Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the National Council for Accreditation of Teacher Education (NCATE)

**Admission Information**

Must meet University requirements (see Graduate Admissions) as well as requirements listed below.

**Program Admission Requirements**

1. Successful completion of all portions of the Praxis I, or the General Knowledge Test, or a GRE score. The General Knowledge Test is recommended if none have been taken.



- At least a 2.5 grade point average for the four-year undergraduate degree, and for the upper-level courses of the undergraduate degree.
- At least a 3.0 grade point average for the upper-level courses of the undergraduate degree or a score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record Exam (GRE) (minimum ranges begin at 153 for verbal and 144 for quantitative for GREs taken after August 1, 2011).

## Degree Program Requirements

EEX 6051	Creating Positive Learning Environment for Students with Disabilities (offered summer only)	6
FLE 5345	Teaching ELLs K-12	3
EDG 4012	Standards Based Education	1
EEX 6224	Developing Individualized Programs	6
RED 6658	Differentiated Reading Instruction	3
EEX 6247	Implementing and Evaluating Programs	6
FLE 5145	Language Principles, Acquisition and Teaching	3
EDF 6432	Foundations of Measurement substitution for EDG 6931 Current Trends in Assessment	3
FLE 5940	ESOL III Practicum (district employees only) (60 hours of student teaching coordinated by the ESOL Program)	1
RED 6544	Cognition, Comprehension, Content	3
MAE 4314	Math for all Students	3
RED 6540	Assessment in Literacy	3
EDF 6931	(6125, 6120) Child Development	3
EDG 6947*	Internship and Classroom Research	6

The following courses MUST be taken in sequential order:

- EEX 6051      1. FLE 5345      1. RED 5240
- EEX 6224      2. FLE 5145      2. RED 6544
- EEX 6247      3. FLE 5940      3. RED 6540
- EDG 6947

\* Before students may enroll in EDG 6947 Internship and Classroom Research, the following must be completed:

- Submit documentation of passing scores on all three sections of the Florida Teacher Certification Examinations (General Knowledge Test, Subject Area Exam, and Professional Education)
- Completion of an application for the final internship with the deadlines noted. Applications for the final internship are made through the College of Education website (<http://www.usfsp.edu/coe>). Applications for fall semester are due the preceding January 15. Applications for spring semester are due the preceding June 15.
- Completion of all coursework in program of study excluding EDG 6947. Students may not enroll in additional courses during the semester in which the final internship occurs unless an exemption is granted through a College of Education petition.
- Overall grade point average of 3.0
- Students must receive evaluations at Fulfilled level for at least six (6) of the Florida Educator Accomplished Practice (FEAPs) or twelve (12) at the level of bridging in their FEAPS e-portfolio.
- Students must receive evaluations at the Bridging Level of at least three (3) of the five (5) ESOL clusters in their ESOL e-portfolio.
- Students must complete all other requirements as prescribed by the program faculty.

### Graduation Requirements:

Completion at the "fulfilled" level of the twelve Florida Educator Accomplished Practices (FEAPs) in the FolioData system.

Action Research presentation

Successful completion of Florida Teacher Certification Exams (FTCE): General Knowledge Test, Exceptional Education K-12, Professional Knowledge Exam

Successful completion of final internship

At graduation, all credits used to satisfy requirements for the master's degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program.

**Courses:** <http://www.ugs.usf.edu/sab/sabs.cfm> or in Section 14 of this catalog.

# Master's of Science (M.S.) Degree in Middle Grades Science, Technology, Engineering and Mathematics Education

## Degree Information

The Master's of Science in Middle grades STEM Education is designed to prepare middle school educators to teach in the challenging and high demand fields of science, technology, engineering, and mathematics.

### Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	October 15 for best consideration
Summer:	March 1 for best consideration

Minimum Total Hours:	33-36
Program Level:	Masters
CIP Code:	13.1203
Dept Code:	EDI
Program (Major/College):	STM EP

### Contact Information

College: College of Education USF St. Petersburg

### Graduate Faculty Advisor:

Dr. Anna Lewis  
arlewis@usfsp.edu  
(727) 873-4058

Office of Graduate Studies Website: <http://www.usfsp.edu/grad>

## Program Information

The Master's of Science degree in Middle Grades STEM Education cultivates and trains teachers in STEM programs (science, technology, engineering and math) to both create STEM-related experiences that excite and interest students of all backgrounds and to support states and school districts in their efforts to transform schools into vibrant STEM learning environments. The program engages middle school science and mathematics teachers in ways to improve their content knowledge and enhance pedagogical skills in teaching mathematics and science and prepares middle grades mathematics and science teachers for roles as teacher leaders; and, prepares middle school STEM teachers to inspire and teach students to be successful in STEM education, thereby increasing the number of individuals capable of filling critically important STEM-related career positions.

## Admission Information

Must meet University requirements (see Graduate Admissions) as well as program requirements listed below.

### Program Admission Requirements

- Two years of middle grades (5-9) teaching experience in math and/or science;
- Bachelor's degree or equivalent in a STEM-related field from a regionally accredited university and teacher certification in an appropriate area;
- Grades of 'C' or better in all core undergraduate science and mathematics courses;
- At least a 2.5 grade point average for the four-year undergraduate degree, and for the last two years (60 hours) of the undergraduate degree **and**
- A grade point average of 3.0 or greater for the last two years (60 hours) of the undergraduate degree, **or**
- A score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record Exam (minimum ranges begin at 153 for verbal and 144 for quantitative on tests taken after August 1, 2011 ), **or**
- A previous graduate degree from a regionally accredited university with grades of 'B' or better in all science and mathematics graduate level coursework;
- State of Florida ESOL requirement for middle grades content teachers. Note: If this requirement is not met prior to starting the program, the student will be required to take an additional course in the program - FLE 5345: Teaching English Language Learners K-12 prior to graduation.

## Degree Program Requirements

### Program of Study

#### Core Courses

EDF 6481	Foundations of Educational Research	3
RED 6544	Cognition, Comprehension and Content Area Reading	3
EDG 6935	Seminar in Curriculum Research	3

#### Cognate Courses

SCE 6616	Teaching Middle Grades Earth and Space Science	3
SCE 5937	Teaching Middle Grades Life and Marine Science	3
SCE 5937	Teaching Middle Grades Physical Science	3
MAE 6338	Teaching Technology-Enhanced Geometry in the Middle Grades	3
MAE 6650	Teaching Technology-Enhanced Numerical Analysis in the Middle Grades	3
MAE 6654	Teaching Technology-Enhanced Algebra in the Middle Grades	3

#### Science & Math Courses

EDG 6931	Trends in STEM Education	3
EDG 6931	Current Trends in Math/Science Assessment	3

#### ESOL Course

FLE 5345	Teaching ELLs K-12 (only required for teachers not possessing ESOL certification prior to beginning the program)	3
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### Graduation Requirements

To graduate, students must successfully complete the required coursework (33-36) with a 3.0 or better grade point average. The program's capstone experience, an action research project on a STEM-education topic, is a course requirement of EDG 6935: Seminar in Curriculum Research. This project results in a research paper based on the research carried out in the teacher's classroom. As part of the course requirements, the teacher will create a conference-quality poster and participate in a research poster session hosted by course participants, which is held at USF St. Petersburg at the end of the semester.

## Graduate Certificate in Middle Grades Digitally-Enhanced Mathematics Education

### Certificate Admission Deadlines:

Fall:	rolling admission
Spring:	rolling admission
Summer:	rolling admission

Minimum Total Hours:	15
Program Level:	Graduate Certificate

### Contact information

Director:	Dr. Anna Lewis arlewis@usfsp.edu 727-873-4058
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### Program Information

The five-course sequence for this technology-enhanced certificate program comprises a middle-grades methods course, a course in content area reading, and three mathematics courses that incorporate the use of interactive, representational technology when teaching algebra, geometry, measurement, and data analysis. Together these courses are designed to provide teachers with the mathematical, pedagogical, and technological foundation required to prepare middle school students for high school mathematics. The curricular focus includes both teaching conceptually-based instructional sequences, as well as developing conceptually-based instructional strategies for use in the middle school mathematics classroom. As a result, each course in the certificate will contain a school-embedded technology project to provide documentation of student learning in each of the big ideas identified by Florida's Next Generation Sunshine State Standards in mathematics.

### Admission Information

Must meet University requirements (see *Graduate Admissions*) as well as program requirements listed below.

**Program Admission Requirements**

Applicants must have a cumulative 2.5 GPA or higher for their four-year baccalaureate degree and a 3.0 GPA or higher for the last two years of their undergraduate degree or submission of GRE score.

**Certificate Program Requirements**

MAE 6356	Teaching of Pre-Secondary School Mathematics	3
RED 6544	Cognition, Comprehension, and Content-Area Reading	3
MAE 6327	Teaching Technology-Enhanced Algebra in Middle Grades	3
MAE 6337	Teaching Technology-Enhanced Geometry in Middle Grades	3
MAE 6824	Technology-Enhanced Numerical Analysis in the Middle Grades	3

For any teacher seeking to pursue a Master's degree program, four of the five courses from the certificate program are transferable with advance approval by the program's graduate faculty advisor.

Students seeking a graduate certificate in Middle Grades Digitally-Enhanced Mathematics Education must meet additional graduate student requirements (i.e. time limitations and good academic standing) as outlined in Section 4 of this catalog entitled *Graduate Certificate Students*.

# GRADUATE COURSE INFORMATION

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**To view the Course Listing with Course Descriptions, see Section 14.**

Courses offered for credit by the University of South Florida are listed with the program or college that offers them. The first line of each description includes the State Common Course prefix and number (see below), title of the course, and number of credits.

## Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course details."

Courses are created using the State Coursewide Numbering System (SCNS). The following information is from the SCNS Handbook. For more information visit their website at: [http://scns.fldoe.org/scns/public/pb\\_index.jsp#](http://scns.fldoe.org/scns/public/pb_index.jsp#)

The SCNS uses a course designation which consists of a three-letter prefix and a four digit number and, when necessary, a one-letter laboratory (L) or lecture/laboratory (C) suffix.

<b>Example:</b>	<b>SCNS COURSE ID</b>			
AML	6	017	-	
Prefix	Level	Denotes Content	Suffix	Laboratory

**Explanation:** AML 6017, Studies in American Literature to 1860

American Studies course taught at the graduate level (no lab).

A level code, which roughly corresponds to the year in college the course is normally taken (i.e., masters, doctoral, etc.), is placed between the course prefix and the course number. The level is recommended by the institution according to its own policies and the policies of the State of Florida, and approved by the faculty committee. **The level digit does not affect course equivalency - course equivalency is determined by the prefix and the last three digits.** The following are the level definitions:

- 0 PSAV, college prep, vocational prep
- 1-2 Lower-level undergraduate
- 3-4 Upper-level undergraduate
- 5-9 Graduate and Professional**

Courses are numbered based on content, rather than by department or program. This means that a single program may have courses in several different disciplines and may consist of courses having several different prefixes.

## Glossary of Course Description Terms

Credits separated by a colon indicate concurrent lecture and laboratory courses taught as a unit:

PHY 3040, 3040L PHYSICS AND LAB (3:1)

Credits separated by a comma indicate unified courses offered in different semesters:

AMH 2010, 2020 AMERICAN HISTORY I, II (4, 4)

Credits separated by a hyphen indicate variable credit:

MAT 7912 DIRECTED RESEARCH Var.

The following abbreviations are used in various course descriptions:

G Graduate

PR	Prerequisite
CI	With the consent of the instructor
CC	With the consent of the chairperson of the department or program
CR	Co-requisite
Lec	Lecture
Lab	Laboratory
Dem	Demonstration
Pro	Problem
Dis	Discussion
ML	Master's Level
GS	Graduate Standing
Rpt	May be repeated
UL	Upper level
S/U	No grade, Satisfactory/Unsatisfactory Only

### Course Level Definitions:

5000-5999	Graduate Level
6000	Graduate Level
7000	Doctoral Level
8000	Professional

The University reserves the right to substitute, not offer, and add courses and programs that are listed in this catalog.

### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No lab in this course

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 34 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which may meet at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college while the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university upon transfer. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution to offer transfer credit for courses successfully completed which have not been designated as equivalent.

## **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the prefix designation.

## **Authority for Acceptance of Equivalent Courses**

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

## **Exceptions to the General Rule for Equivalency**

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- Courses in the 900-999 series (e.g., HUM 2905)
- Internships, practica, clinical experiences, and study abroad courses
- Performance or studio courses in Art, Dance, Theater, and Music
- Skills courses in Criminal Justice
- Graduate courses
- Courses not offered by the receiving institution
- College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Undergraduate Studies (for questions pertaining to graduate and undergraduate courses) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 245-0427 or SunCom 205-0427.

To view the course listing with descriptions, see the Search-a-Bull Database online at:  
<http://www.ugs.usf.edu/sab/sabs.cfm> or refer to the Graduate Catalog Appendix.

# GRADUATE COURSE DESCRIPTIONS

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## **AMS 6934 Selected Topics in American Studies (1-3) AMS/AP**

Selected Topics: American Studies - Open to non-majors. Variable topics such as History of Modern Florida, American Autobiography, Film in American Culture, and Photography in American Culture and Introduction to Florida and Regional Studies. 1 to 3 credit hours.

## **CHM 6938 Environmental Chemistry (1-3) CHM/AP**

Environmental Chemistry - Representative titles taught include: Symmetry and Group Theory, Photochemical Kinetics, Quantum Mechanical Calculations, Advanced Chemical Thermodynamics, Reaction Mechanisms, Advanced Instrumentation, Separations and Characterizations, Spectroscopy, etc. 1 to 3 credit hours.

## **CLP 6462 Working with Families of Infants and Toddlers (3) CLP/AP**

Working with Families of Infants and Toddlers - Addresses principles and emerging promising practices for intervening to promote coparenting of children aged 0-3 in: nuclear, fragile, extended and kinship families; high conflict post-divorce families; military families; and other diverse family systems. Prerequisites: CLP 6477 and SOW 6243. 3 credit hours.

## **CLP 6477 Infant Family Mental Health (3) CLP/AP**

Infant Family Mental Health - The class will address the theoretical bases of infant mental health infant development and infant caregiver relationships with an emphasis on co-parenting and family relationship dynamics that support infant and toddler development in cultural context. Prerequisites: DEP 4053 and CLP 4620. 3 credit hours.

## **BUL 6652 Regulatory and Reporting Environments (3) BUL/BP**

This course provides exposure to the regulatory and reporting environments that affect contemporary businesses, including study and analysis of current board of director topics and other governance matters. The course includes an overview of securities regulation, including the Sarbanes-Oxley Act, with coverage of corporate reporting issues, independence, transparency, and corporate governance analyses. The course coverage includes the uniform commercial code (UCC), contracts and torts considerations as affecting commercial enterprises.

The course surveys various legal and regulatory matters facing businesses such as business communications and workplace equity. An overview of U.S. governmental hierarchy is considered from its 1789 Constitutional underpinnings to detailed legislation and court opinions with significant influence over business organizations. The course is a training tool for boards of directors.

The interaction of the business model within various spheres of economic, social, cultural, environmental, political, and legal influences is considered and developed throughout the course

## **EDA 6061 Principles of Education Administration (3) EDA/EP**

Principles of Education Administration - Educational administration as a profession. Consideration of organization, control, and support of the educational system. 3 credit hours.

## **EDA 6106 Administrative Analysis and Change (3) EDA/EP**

Administrative Analysis and Change - Change and change strategies in formal and informal organizations are foci. Students will develop change strategies and will apply them to selected situations. 3 credit hours.

## **EDA 6192 Educational Leadership (3) EDA/EP**

Educational Leadership - Administration course that addresses change, influences, and planning systems. Also examines personnel functions for administrators. 3 credit hours.

## **EDA 6232 School Law (3) EDA/EP**

School Law - Basic essentials of School Law. A review of court decisions affecting American education with emphasis on Florida State statutes. 3 credit hours.

## **EDA 6242 School Finance (3) EDA/EP**

School Finance - Financial support of education by local, state, federal sources, with emphasis on Florida; introduction to educational budgeting. 3 credit hours.



**EDA 6945 Administrative Practicum (3-8) EDA/EP**

Administrative Practicum - Field experiences in school systems for identifying and analyzing educational problems and their solutions. Application of concepts developed in the student's program. 3 to 8 credit hours.

**EDA 6503 The Principalship (3) EDA/EP**

The Principalship - Organization and administration of the school. Emphasis on the competencies necessary for leadership and management by the principal as the administrator and instructional leader. 3 credit hours.

**EDE 4223 Creative Experiences for the Child (3) EDE/EP**

Creative Experiences for the Child - Provides students with critical understanding of visual arts, music, movement, and drama in K-6 curriculum. Students will develop knowledge and strategies to incorporate creative expression into integrated curriculum. Restricted to majors. Not repeatable. 3 credit hours.

**EDE 4301 Classroom Management, Safety, Ethics, School Law (3) EDE/EP**

Classroom Management, Safety, Ethics, School Law - This course examines the legal issues affecting classroom/school management, school safety, professional ethics and elementary school methods. The course explores the current knowledge of best practices of a variety of teaching and management strategies and methods deemed appropriate for a diverse elementary classroom setting including ESOL students and other exceptionalities. 3 credit hours.

**EDF 3122 Learning and the Developing Child (3) EDF/EP**

Learning and the Developing Child - Preadolescent child growth and development, learning theory, and behavioral analysis applied to instruction and to the organization and management of classroom. 3 credit hours.

**EDF 3214 Human Development and Learning (3) EDF/EP**

Human Development and Learning - Application of respondent and operant learning principles to classroom learning, teaching models for different instructional goals, analysis of teacher behavior, micro-teaching. 3 credit hours

**EDF 3604 Social Foundations of Education (3) EDF/EP**

Social Foundations of Education - Social, economic and political context within which schools function and the values which provide direction for our schools. 3 credit hours.

**EDF 4430 Measurement for Teachers (3) EDF/EP**

Measurement for Teachers - Concepts and skills related to designing and developing classroom tests; evaluating tests, instruction, and student progress; and communicating student achievement. Including application of performance assessment techniques and computer applications for measuring and assessing pupil progress. 3 credit hours.

**EDF 6215 Learning Principles Applied to Instruction (4) EDF/EP**

Learning Principles Applied to Instruction - Learning principles and their application to classroom instruction. 4 credit hours.

**EDF 6432 Foundations of Measurement (3) EDF/EP**

Foundations of Measurement - Basic measurement concepts, role of measurement in education, construction of teacher-made tests and other classroom assessments, interpretation of standardized tests, and fundamental descriptive statistics for use in test interpretation. 3 credit hours.

**EDF 6481 Foundations of Educational Research (3) EDF/EP**

Foundations of Educational Research - "Analysis of major types of educational research designs, including experimental, correlational, ex post facto and case studies. 3 credit hours.

**EDG 4012 Introduction to Standards Based Education (1) EDG/EP**

Introduction to Standards Based Education - This course is designed to introduce students to standards-based education, linking program outcomes for student learning with the relevant state and national educational standards. The course is restricted to majors and is not repeatable for credit. 1 credit hour.

**EDG 4620 Curriculum and Instruction (3) EDG/EP**

Curriculum and Instruction - An introduction to the field of curriculum and instruction. Emphasis is placed on principles of curriculum development and use of instructional strategies. Students will develop, implement, and evaluate a variety of lesson plans. 3 credit hours.

**EDG 4909 Math for all Students (1-4) EDG/EP**

Math for All Students - To extend competency in teaching field. 1 to 4 credit hours.

**EDG 5940 Practicum in Elementary Education (1-6) EDG/EP****EDG 6481 Foundations of Educational Research (3) EDG/EP**

Foundations of Educational Research - Analysis of major types of educational research designs, including experimental, correlational, es post facto and case studies. 3 credit hours.

**EDF 6481 Foundations of Educational Research (3) EDF/EP**

Internship - Open to graduate degree candidates only. Supervised teaching at the secondary or junior college level as appropriate. 1 to 9 credit hours.

**EDG 6285 School Curriculum Improvement (3) EDG/EP**

School Curriculum Improvement - Open only to teachers in service. Complete faculty participation required. 3 credit hours.

**EDF 6492 Applied Educational Program Evaluation (3) EDF/EP**

Applied Educational Program Evaluation - Design, development, implementation, interpretation, and communication of both formative and summative educational program evaluation studies. 3 credit hours.

**EDG 6627 Foundations of Curriculum and Instruction (3) EDG/EP**

Foundations of Curriculum and Instruction - Open to all graduate students. Introductory course in curriculum and instruction at the graduate level, basic to all specialized courses in the field. Emphasis on foundations, design, basic concepts, theory, and trends of curriculum from early childhood through secondary levels. 3 credit hours.

**EDS 6050 Principles and Practices of Educational Supervision (3) EDS/EP**

Principles and Practices of Educational Supervision - Role definitions of supervision, analysis of role conflict, needs assessments, supervising the planning of instruction, and observing the delivery of instruction. 3 credit hours.

**EEC 4408 Child, Family and Teacher Relations (3) EEC/EP**

Child, Family and Teacher Relations - Focuses on developing an understanding of traditional and non-traditional families, structural and life style variations and parenting in diverse cultures and at-risk families. Implications from these understandings will guide development of a parent involvement plan that includes effective ways to communicate with parents, conference with parents, and plan parent meetings and home visits. 3 credit hours.

**EEX 4070 Integrating Exceptional Students in the Regular Classroom (2-3) EEX/EP**

Integrating Exceptional Students in the Regular Classroom - Designed for non-special education majors. Includes basic identification techniques and strategies to promote academic and social integration and interaction of "mainstreamed" exceptional students. Concurrent field experience projects are included. 2 to 3 credit hours.

**EEX 4941 Practicum in Exceptional Student Education (1-4) EEX/EP**

Practicum in Exceptional Student Education - Designed to provide teacher candidates with carefully planned and supervised clinical experiences with exceptional students populations in a variety of settings. Candidates demonstrate the ability to apply concepts, theories and research. Repeatable up to six credit hours. 1 to 4 credit hours.

**EEX 5752 Working with Families: A Pluralistic Perspective (3) EEX/EP**

Working with Families: A Pluralistic Perspective - The impact of the socio/cultural environment on the education of at-risk children and children with disabilities; family systems theory, principles of multi-cultural education, strategies for working effectively with families of school-age children, diverse cultures and family structures represented in school populations today. Prerequisites: Introductory course in special education. Graduate Standing. 3 credit hours.

**EEX 6051 Creating Positive Learning Environments for Students with Disabilities (6) EEX/EP**

Creating Positive Learning Environments for Students with Disabilities - This course presents an overview of assessment, behavior management, and instructional planning for students with disabilities. It also incorporates content about the historical and legal foundations of special education and theories and research that focus on defining, describing and intervening with students who have learning disabilities, behavior disorders, mild-moderate mental retardation, mild to moderate developmental disabilities, and physical disabilities. 6 credit hours.

**EEX 6612 Management and Motivation of Exceptional and At-Risk Students (3) EEX/EP**

Management and Motivation of Exceptional and At-Risk Students - Available to non-majors. Focuses on approaches to classroom management and motivational strategies when working with exceptional students. Content includes applied behavior analysis techniques, psychoeducational approaches, and social skills training. 3 credit hours.

**EEX 6222 Advanced Psychoeducational Assessment of Exceptional Students (3) EEX/EP**

Advanced Psychoeducational Assessment of Exceptional Students - Theory and methodology associated with norm-referenced, criterion-referenced, curriculum-based, ecological, and psychoneurological assessment procedures for exceptional students. 3 credit hours.

**EEX 6224 Developing Individualized Educational Programs for Students with Disabilities (6) EEX/EP**

Developing Individualized Educational Programs for Students with Disabilities - This 6-hour course reinforces and extends competencies in assessment, behavior management, legal and ethical foundations of special education, instructional planning, working with families, collaboration, and characteristics of disabilities. Content emphasizes knowledge and skills needed by teachers who are working with students who have mild disabilities and those from diverse cultural, socioeconomic and ethnic areas. 6 credit hours.

**EEX 6245 Transitional Programming for the Adolescent and Young Adult Exceptional Student (3) EEX/EP**

Transitional Programming for the Adolescent and Young Adult Exceptional Student - Procedures for implementing educational programs with exceptional adolescents. Includes educational programming, alternative programs, community resource coordination, career/occupational education, and advocacy. 3 credit hours.

**EEX 6247 Implementing and Evaluating Programs for Students with Disabilities (6) EEX/EP**

Implementing and Evaluating Programs for Students with Disabilities - Course emphasizes instructional approaches for implementing reading, math, language arts and social skills instruction in conjunction with classroom management for students with emotional, learning and/or cognitive disabilities. Majors only. Not repeatable. 6 credit hours.

**EEX 6248 Instructional Approaches for Exceptional Populations EEX/EP**

Instructional Approaches for Exceptional Populations - In-depth study of instructional strategies that are effective when teaching students with emotional disturbance, mental retardation, and learning disabilities. Content includes techniques for curriculum adaptation, IEP development; direct, data-based and metacognitive strategy instruction; and micro-computer applications. 3 credit hours.

**EEX 6732 Consultation and Collaboration in Special Education (3) EEX/EP**

Consultation and Collaboration in Special Education -Theories of consultation and collaboration. Overview of service delivery models in special education. 3 credit hours.

**EEX 6939 Advanced Seminar in Special Education (3) EEX/EP**

Advanced Seminar in Special Education - An advanced graduate seminar stressing cross-categorical relationships. Topics include research that deals with paradigms for providing service, service models, and legal mandates. 3 credit hours.

**EEX 6943 Practicum in Exceptional Education (1-4) EEX/EP**

Practicum in Exceptional Education - Supervised field work in exceptional student education with children (including preschool handicapped) who have learning disabilities, mental handicaps, emotional and behavioral disabilities, physical disabilities, or multiple disabilities. Prerequisites: Admission to Master's Degree Program in Special Education and Department Permit Required. S/U grading. 1 to 4 credit hours.

**EDG 6931 Selected Topics in Education (1-4) EDG/EP**

Special Topics in Education - Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic. 1 to 4 credit hours. Current courses include: Technology and Data Analysis, Current Trends in Math/Science Assessment, Reading Process in Elementary School, Foundations of Differentiated Reading Instruction, and Role of Education in a Democratic Society.

**EDG 6935 Seminar in Curriculum Research (1-3) EDG/EP**

Seminar in Curriculum Research - Critical evaluation of current research and curriculum literature, design and analysis of individual research topics leading to satisfaction of research requirements. 1 to 3 credit hours.

**EDG 6947 Internship and Classroom Research (3) EDG/EP**

**EMR 6052 Advanced Theories and Practices in Mental Retardation (3) EMR/EP**

Advanced Theories and Practices in Mental Retardation - In-depth study of the complex social and biological aspects of mental retardation with particular reference to effects on education. 3 credit hours.

**ENC 6745 Teaching Practicum (3) ENC/AP**

Teaching Practicum - To supplement and deepen theoretical and practical experiences during the first teaching semester. To combine and apply different theoretical approaches to teaching writing in actual classroom practice. 3 credit hours. Currently being taught as Composition Pedagogy.

**ENG 6009 Introduction to Graduate School (3) ENG/AP**

Introduction to Graduate School - New graduate students will read about the discipline, learn the methods of scholarly research and inquiry, and adjust their academic skills for graduate-level work. The course will also introduce them to some key research databases and resources. 3 credit hours.

**ENG 6939 Graduate Seminar (3) ENG/AP**

Graduate Seminar in English - Intensive small-group discussion as well as shared and individual guided research in one of the student's areas of concentration. Prerequisites: Consent of Graduate Advisor. 3 credit hours. Currently being taught as: Issues in Rhetoric and Literature.

**EVR 6216 Advances in Water Quality Policy and Management (3) EVR/AP**

Advances in Water Quality Policy and Management - Conceptual structure and practical implementation of U.S. watershed-based water quality regulations and policies. Practical application of scientific information and quantitative methods in management/policy decisions for water quality protection. Prerequisites: Graduate standing in EVR, ENV, GEO, GLY, GPY, PCB, or PHC; or consent of instructor. 3 credit hours.

**EVR 6936 Selected Topics in Environmental Science (3) EVR/EP**

Selected Topics in Environmental Science:

Seminar in Environmental Science - A seminar course that reviews a major theme or themes in environmental science that integrates knowledge and research from various scientific disciplines. 3 credit hours.

Seminar in Environmental Policy - Critical assessment of environmental policy and regulatory formulation, implementation, evaluation, and revision in the context of scientific, technological, institutional, political, social and economic factors; case studies of major U.S. policies. 3 credit hours.

**EVR 6937 Seminar in Environmental Policy (3) EVR/AP**

Seminar in Environmental Policy - Critical assessment of environmental policy and regulatory formulation, implementation, evaluation, and revision in the context of scientific, technological, institutional, political, social and economic factors; case studies of major U.S. policies. Prerequisites: Graduate standing in EVR, ENV, GEO, GLY, GPY, PCB, or PHC; or consent of instructor. 3 credit hours.

**FIN 6465 Financial Statement Analysis (3) FIN/BP**

Financial Statement Analysis - This course provides an understanding of the relationship between financial statements produced in accordance with generally accepted accounting principles (GAAP) and the information such statements contain that is useful to stakeholders. Prerequisite: FIN 6406. 3 credit hours.

**FLE 5145 Language Principles, Acquisition and Teaching (3) FLE/EP**

Language Principles, Acquisition and Teaching - Restricted to Education majors and not repeatable for credit. Overview of applied SLA theory and components of language. Methods & techniques of comprehensible instruction and the development of oral proficiency and literacy skills for LEP children. 3 credit hours.

**FLE 5345 Teaching ELLs K-12 (3) FLE/EP**

Teaching ELLs K-12 - This course is restricted to Education majors and is not repeatable for credit. It is designed to prepare pre-professional teachers to provide linguistically and culturally appropriate instruction, assessment, and learning opportunities for LEP students. 3 credit hours.

**FLE 5940 ES OL Practicum****GEB 6118 Business Enterprise (3) GEB/BP**

Business Enterprise - The course applies knowledge in finance, marketing, management and accounting in determining how a business enterprise is formed and operated. The course will emphasize pre-business feasibility studies, start-up,

management and succession or termination. Prerequisites: Completion of USF St. Petersburg MBA prerequisites and in good standing in the USFSP MBA Program. 3 credit hours.

**GEB 6930 Selected Topics in Business Administration (3) GEB/BP**

Selected Topics in Business Administration. 3 credit hours.

**GEO 6116 Perspectives in Environmental Thought (3) GEO/AP**

Perspectives on Environmental Thought - Analysis of the evolution of the major schools of environmental thought from antiquity to present-day green analysis, deep ecology, ecofeminism, and post-modern ecology. 3 credit hours.

**GEO 6286 Advances in Water Resources (3) GEO/AP**

Advances in Water Resources - Water resources policies are viewed from theoretical and practical perspectives focusing on management strategies in different physical and human environments. Prerequisites: Graduate Standing in Geography or Consent of Instructor. 3 credit hours.

**GEO 6428 Seminar in Advanced Human Geography (3) GEO/AP**

Seminar in Advanced Human Geography - Analytic study of a problem selected from aspects of the human landscape (urban, political, economic, population, settlement). Prerequisites: Graduate Standing in Geography or Consent of Instructor. 3 credit hours.

**GIS 6038C Advanced Remoted Sensing (3) GIS/AP**

Advanced Remote Sensing - Study of digital image processing techniques. Topics include filtering techniques, geometric and radiometric normalization, and classification algorithms with emphasis on developing. Prerequisites: Graduate standing in Geography or Consent of Instructor, GEO 4124C. 3 credit hours.

**GIS 6100 Advanced Geographic Information Systems (3) GIS/AP**

Advanced Geographic Information Systems - Spatial problem solving utilizing GIS mapping and statistical methods. The course is designed to give students hands-on experience in using computerized techniques for geographic analysis. Prerequisites: Graduate standing in Geography or Consent of Instructor. 3 credit hours.

**GLY 5932 Environmental Geology (1-4) GLY/AP**

Selected Topics in Environmental Science:

Environmental Geology - Each topic is a course under the direction of a faculty member. All areas of geology included. 1 to 4 credit hours.

**HIS 6939 Seminar in History (4) HIS/AP**

Seminar in History - research in selected topics within the field selected by the instructor. 4 credit hours. Current offerings include: History of Florida.

**HLP 4722 Health and Physical Education for the Child (2) HLP/EP**

Health and Physical Education for the Child - The course helps elementary education majors understand the health, and developmental needs of K-6 children and to learn the role of the classroom teacher in providing health services, healthy environments, and health & physical ed. instruction. 2 credit hours.

**ISS 6942 Field Practice and Evaluation in Infant-Family Mental Health (3) ISS/AP**

Field Practice and Evaluation in Infant-Family Mental Health - This course requires interning for a minimum of 10 hours a week or working in an agency serving infants/toddlers and their families. It includes content on program evaluation, staff and agency collaboration, and self-assessment of IFMH practices.\* Prerequisites: CLP 6462, CLP 6477, and SOW 6243. 3 credit hours.

\*Students working in the field possibly may complete an alternate assignment as arranged by the instructor.

**JOU 6006 Digital Media and Democracy (3) JOU/AP**

Digital Media and Democracy - This course will provide perspectives on and historical development of the practice of journalism in the digital era. Students will also make determinations about the efficacy of digital journalism in building or diminishing democracy. 3 credit hours.

**JOU 6114 Multimedia Reporting (3) JOU/AP**

Multimedia Reporting - This course teaches the writing and visual skills specific to the practice of journalism across all media platforms: print, broadcast, and the web. Students conceptualize and write news stories that conform to presentation in traditional (print and broadcast) and online style, with consideration given to storytelling techniques for emerging digital media such as mobile communication devices. Special emphasis is placed upon converting textual stories to a digital platform for the web. 3 credit hours.

**JOU 6360 Digital Media Technology (3) JOU/AP**

Digital Media Technology - This course provides an in-depth analysis of the tools and technologies used to deliver news and information online. Eight distinct delivery platforms are reviewed. Along the way, underpinning technologies are introduced, and their roles in how we create, disseminate and share news are explained. Emerging trends, ethical challenges and business models are considered, and the ramifications for news producers and consumers are uncovered. 3 credit hours.

**JOU 6361 Digital Video Production (1) JOU/AP**

Digital Video Production - This course will allow students to hone critical thinking skills while becoming familiar with what comprises a publishable news video for online use. Students will participate in hands-on learning to shoot quality online video. 1 credit hour.

**JOU 6362 Digital Audio Production (1) JOU/AP**

Digital Audio Production - This course will allow students to hone critical thinking skills while becoming familiar with what comprises publishable audio for online news use. Students will participate in hands-on learning to record quality online audio. 1 credit hour.

**JOU 6503 Entrepreneurial Journalism (3) JOU/AP**

Entrepreneurial Journalism - The Entrepreneurial journalism section will lead creative minds through a multi-media focus to compete in the marketplace as freelancers and business leaders. Real-world media partnerships and competitive start-ups will be developed on the strength of audience demand for competitive delivery of the news. Lectures by nationally known experts in journalism will allow students to interact online through webinars designed to successfully teach hands-on trends for building and managing a media business. 3 credit hours.

**JOU 6606 Photojournalism (1) JOU/AP**

Photojournalism - Click. It's there. A photograph is a moment frozen in time. It allows you to capture action, reaction, a beam of light or emotion. Images taken by journalists tell stories. Composition and technical options such as focal length, shutter speed and the camera's sensitivity to light are all deliberate choices selected during the making of a picture. Today, every journalist needs to know how to make a picture that tells a story. In this course, you will learn the best practices of photojournalism and through hands-on exercises, you will create a visual portfolio of common news images including: mug, sports action, weather, fill flash and environmental portrait. Further, you will learn the fundamentals of creating a still photo essay with interview and natural sound using an application called Soundslides. Click. You're almost there. 1 credit hour.

**JOU 6708 Digital Media Ethics (3) JOU/AP**

Digital Media Ethics - This course leads students through a systematic ethical exploration of major issues in online mass communication in the following areas: investigation, including privacy; data collection, including copyright and copyleft; presentation, including identity, accuracy, and sponsorship. Philosophical topics covered include application of ethical theory, systematic moral analysis, blameworthy and praiseworthiness, deception, and role-related responsibilities. Students will also articulate standards and conventions to use in the development of Codes of Ethics. 3 credit hours.

**JOU 6709 Digital Media Law (3) JOU/AP**

Digital Media Law - This course will help students "think digitally" about communications law in a constantly changing online environment. It will help them to create new knowledge in the field. 3 credit hours.

**LAE 4414 Teaching Literature in the Elementary School, Grades K-6 (3) LAE/EP**

Teaching Literature in the Elementary School, Grades K-6 - This course involves the selection, evaluation, and use of fiction, nonfiction, and poetry for instructional, informational, and recreational purposes in childhood education. 3 credit hours.

**LAE 4464 Adolescent Literature (3) LAE/EP**

Adolescent Literature - A study of the types of literature read by adolescents with an emphasis upon the criteria for the choice of good books and knowledge of available books and teaching materials. 3 credit hours.

**LAE 6315 Writing and Writers: Trends and Issues (3) LAE/EP**

Writing and Writers - The purpose of this course is to examine writing as a developing symbol system that is embedded in social and cultural contexts. Students will develop instructional strategies to facilitate children's writing development, as well as develop individual strategies for composing personal and professional texts. 3 credit hours.

**LAE 6316 Trends in Literature in a Diverse Society (3) LAE/EP**

Trends in Literature in a Diverse Society - Focuses on the examination of historical and contemporary multicultural children's literature in order to help teachers and students gain a pluralistic perspective of society. Instructional programs are designed to lead school-age children to a broader understanding, respect, and appreciation of all persons representing various cultural, ethnic, and societal groups. 3 credit hours.

**LAE 6616 Trends in Language Arts Instruction (3) LAE/EP**

Trends in Language Arts Instruction - Significant concepts, emerging trends, research, and instructional techniques for implementation and utilization of language arts in all areas of the curriculum. 3 credit hours.

**LAE 6637 Current Trends in English Education (3) LAE/EP**

Current Trends in English Education - Curricular patterns and instructional practices in secondary English. 3 credit hours.

**MAE 4310 Teaching Elementary School Mathematics I (3) MAE/EP**

Teaching Elementary School Mathematics I - Methods for teaching number ideas, computation skills, and mathematical reasoning in elementary (K - 6) classrooms. 3 credit hours.

**MAE 4326 Teaching Elementary School Mathematics II (3) MAE/EP**

Teaching Elementary School Mathematics II - Methods for teaching informal geometry, measurement, probability, statistics, and algebraic thinking for elementary school (K - 6) classrooms. 3 credit hours.

**MAE 6315 Algebraic Thinking for Elementary Teachers (3) MAE/EP**

Algebraic Thinking for Elementary Teachers - The course is designed to enhance the Algebra content knowledge of elementary teachers and to consider how algebraic experiences and informal algebraic concepts can be introduced into the elementary curriculum. 3 credit hours.

**MAE 6316 Geometry and Measurement for Elementary Teachers (3) MAE/EP**

Geometry and Measurement for Elementary Teachers - This course is designed to enhance the geometric content knowledge of elementary teachers and to consider how geometric experiences and concepts can be introduced into the elementary curriculum. 3 credit hours.

**CLP 6937 Topics in Clinical Psych**

Courses on topics, such as humanistic psychology, community psychology, and clinical neuropsychology. Credit hours: 1-3

**CLP 6318 Prevention Science and Health Psychology**

Introduction to current theories, research, and practice in prevention science and health behavior research. Evaluation of the contributions of psychology & prevention science to a wide range of evidenced-based health promotion & prevention intervention. Credit hours: 3

**CLP 6478 Develop Disabilities/Disorders of Childhood and Adolescence**

This graduate level course is designed to provide students with a foundation in concepts and research in the scientific study of developmental disabilities and other disorders of childhood and adolescence. Credit hours: 3

## **CLP 6623 Professional and Ethical Issues in Psychology**

This graduate level course is designed to expose students to the professional, ethical, and legal problems that face psychologists and through course of their practice as clinicians, researchers, and educators.

## **DEP 6607 Typical and Atypical Development**

Introduction to the theory and research on both typical and atypical development of individuals from birth to late life.

## **ECO 6419 Managerial Analysis**

A combination of statistical methods and micro-economic analysis and their application for managers of organizations. The course uses statistics and economic reasoning to help managers better understand consumer behavior and cost measures for the firm.

## **EDG 4444 Instructional Design and Classroom Management**

Examines the legal issues affecting classroom/school management, school safety, professional ethics, & elementary school methods; explores best practices of a variety of teaching/management strategies deemed appropriate for diverse elementary settings.

## **EDG 6931 Selected Topics in Education**

Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.

## **EDG 6935 Seminar in Curriculum Research**

Critical evaluation of current research and curriculum literature, design and analysis of individual research topics leading to satisfaction of research requirements.

## **EDG 6947 MAT Final Internship**

Open to graduate degree candidates only. Supervised teaching at the secondary or junior college level as appropriate.

## **EEX 6247 Implementing Programs for Students with Disabilities**

Course emphasizes instructional approaches for implementing reading, math, language arts and social skills instruction in conjunction with classroom management for students with emotional, learning and/or cognitive disabilities. Majors only. Not repeatable. Credit hours: 6

## **EVR 6936 Seminar in Environmental Science**

A seminar course that reviews a major theme or themes in environmental science that integrates knowledge and research from various scientific disciplines. Credit hours: 3

## **EXP 6608 Cognitive Psychology**

A survey of the research and theory dealing with higher memory, language, and the higher mental processes. Core requirement for all graduate students in Psychology. Credit hours: 3

## **MAE 4314 Mathematics for all Students**

Elementary, ESOL, & Exceptional Student Education methods for teaching, diagnosing, and remediating problem solving; numeration systems; whole number concepts and computation; fraction, decimal, and percent concepts and computation. Includes research perspectives. Course hours: 4

## **MAE 6337 Topics of Teaching Algebra**

Topics in Algebra, philosophy, new trends, and methods of teaching secondary school algebra. Credit hours: 1-4



## **MAE 6338 Topics in Teaching Geometry**

Topics in geometry, philosophy, new trends, and methods of teaching secondary school geometry. Credit hours: 1-4

## **MAN 6068 Social Issues in Management**

An examination of issues that impact the moral and legal behavior of organizations and their stakeholders, including management, shareholders, unionized labor, white collar workers, suppliers, customers, consumers, and the environment. Credit hours: 3

## **PSB 6056 Physiological Psychology**

Survey of data and research methods in Behavioral Neuroscience. Basic learning theories and CNS function in behavior, and disorders associated with CNS dysfunction will be covered. Credit hours: 3

## **PSY 6217 Research Methods and Measurement**

Courses in research strategies, design and analysis, and measurement theory is psychological experimentation. Inferential statistics, anova, correlation methods, and interpretation. Credit hours: 2-4

## **PSY 6218 Graduate Research Methods**

Second course in sequence designed to provide students with a working knowledge of research methods and statistics in psychological science. Focus on interpretation of data through written reports of statistical analysis. Credit hours: 3

## **SOP 6739 Cultural Competence**

Addresses core concerns of multicultural and cross-cultural psychology, with particular emphasis on research methodology, critical thinking, and applications of research. Credit hours: 3

## **RED 6545 Issues in Vocabulary and Word Study**

The purpose of this course is to provide students with an understanding of current theory and research about reading and writing vocabulary instruction and the interactive cause of literacy disabilities. Credit hours: 3

## **RED 6656 Trends in Literature in a Diverse Society**

Focuses on the examination of historical and contemporary multicultural children's literature in order to help teachers and students gain a pluralistic perspective of society. Instructional programs are designed to lead school-age children to a broader understand, respect, and appreciation of all persons representing various cultural, ethnic, and societal groups. Credit hours: 3

## **MAE 6334 Problem Solving for Elementary Teachers (3) MAE/EP**

Problem Solving for Elementary Teachers - This course analyzes problem-solving strategies of elementary teachers and their students. 3 credit hours.

## **MAE 6650 Technology-Enhanced Numerical Analysis in the Middle Grades (3) MAE/EP**

Technology-Enhanced Numerical Analysis in the Middle Grades - Examines descriptive analyses of numerical data and probability concepts appropriate for teaching middle grades mathematics using technology. 3 credit hours.

## **MAE 6356 Teaching of Pre-Secondary School Mathematics (3) MAE/EP**

Teaching of Pre-Secondary School Mathematics - Development of strategies and materials for teaching mathematical concepts and skills appropriate to pre-secondary school years. Prerequisites: 12 hours of mathematics. Departmental permit required. 3 credit hours.

## **MAE 6654 Teaching Technology-Enhanced Algebra in Middle Grades (3) MAE/EP**

Teaching Technology-Enhanced Algebra in the Middle Grades - Develops algebraic thinking appropriate for middle grades teachers using technology. Topics include fundamental concepts in algebra. The framework used in the course will develop a teacher's technological pedagogical content knowledge. 3 credit hours.

**MAN 6107 Leading Sustainable Enterprise: Goals and Processes (2-3) MAN/BP**

Leading Sustainable Enterprise: Goals and Processes - Examines the perspective required of the manager/leader/facilitator in light of personal, organizational, and societal needs judged by standards of effectiveness and ethicalness. 2 to 3 credit hours.

**MAN 6289 Organizational Change and Development (3) MAN/BP**

Organizational Change and Development - A combination laboratory-field course requiring the integration of behavioral science theories, tools, concepts, and techniques learned in the lab to an OB application in a "real" organization. Prerequisites: MAN 6055 or Consent of Instructor. 3 credit hours.

**MAN 6601 International Management (3) MAN/BP**

International Management - A study of the characteristics of the international and multinational company, environmental constraints, personnel and labor relations factors, and strategic planning and policies. Prerequisites: Graduate Standing. 3 credit hours.

**MAN 6607 Managing International Cultural Differences (3) MAN/BP**

Managing International Cultural Differences - Examines the effects of culture and nationality on business practices in selected regions and countries and suggests ways to build synergistic solutions from multicultural differences. Prerequisites: Graduate Standing. 3 credit hours.

**MAN 6766 Leadership and Corporate Accountability (3) MAN/BP**

Leadership and Corporate Accountability - A final synthesis of core learning, with student groups conducting a strategic stakeholder analysis of an organization in the community. Issues of Leadership and Corporate Governance are discussed. Prerequisites: USF St. Petersburg undergraduate prerequisite classes and good standing in USFSP MBA program. 3 credit hours.

**MAN 6782 Organizational Strategies for the 21st Century (3) MAN/BP**

Organizational Strategies for the 21st Century - An integrated course that ties together concepts, principles, and skills useful in strategic management and strategic direction making with issues of ethics and responsibility in organizations in the 21st century. Prerequisites: USF St. Petersburg undergraduate prerequisite classes and good standing in USFSP MBA program. 3 credit hours.

**MMC 6206 Mass Communications Ethics (3) MMC/AP**

Mass Communications Ethics - An introduction to fundamental ethical principles and an application of those principles to a variety of situations in journalism, broadcasting, advertising, and public relations. 3 credit hours.

**MMC 6400 Mass Communication Theory (3) MMC/AP**

Mass Communication Theory - The study of mass communication theories, structures, influences, and their relationships to institutions in American society. 3 credit hours.

**MMC 6421 Research Methods in Mass Communications (3) MMC/AP**

Research Methods in Mass Communications - The theory and practice of quantitative, historical, and critical research methods, and their applications to the study of mass communications. Emphasis in quantitative methods on experimental and survey research, statistical analysis, and evaluation of data. 3 credit hours.

**MMC 6612 Law and Mass Media (3) MMC/AP**

Seminar: Law and Mass Media - Interrelationships of the media and government at the judicial, executive, and legislative levels. Focus is on legal limitations and privileges of the media; theory and philosophy of the First Amendment; research procedures in court and administrative agency documents. 3 credit hours.

**MMC 6950 Applied Research Project (3) MMC/AP**

Applied Research Project - Completion of a major applied communication research project under supervision. Topic will be selected according to student's needs and interests. Prerequisites: Consent of Instructor and permission of graduate advisor. S/U grade. 3 credit hours.

**PCB 6933 Seminar in Ecology (3) PCB/AP**

Seminar in Ecology - A detailed examination of topics in ecology pertaining to individual organisms, populations, communities and/or ecosystems. 1 to 3 credit hours.

**PHI 6605 Seminar in Ethics (3) PHI/AP**

Seminar in Ethics - Advanced study of the problems of moral philosophy. Prerequisites: Graduate Standing and Consent of Instructor. 3 credit hours.

**RED 6116 Current Trends in Elementary Reading Instruction (3) RED/EP**

Current Trends in Elementary Reading Instruction - Approaches, materials, and procedures in Elementary Reading instruction, with emphasis on pertinent research. 3 credit hours.

**RED 6247 District and School Level Supervision in Literacy (3) RED/EP**

District and School Level Supervision in Literacy - District and School Level Supervision in Literacy familiarizes students with issues related to the organization and monitoring of elementary and secondary reading programs at the school and district levels, with an emphasis on the former. 3 credit hours.

**RED 6449 Literacy and Technology (3) RED/EP**

Literacy and Technology - Literacy and Technology focuses on technology as a tool for literacy instruction. Throughout the course, students will preview and evaluate literacy-related software and websites, critique research related to literacy and technology, and design, develop, and present software programs for literacy learning and instruction. 3 credit hours.

**RED 6540 Assessment in Literacy (3) RED/EP**

Assessment in Literacy - RED 6540 is a three credit graduate level course which focuses on methods of analysis of children's literacy and strategies for promoting language, reading and writing development. Authentic literacy assessment in classroom and other instructional environments, informal assessment and diagnosis, and standardized tests will be utilized in evaluation of the multiple factors in reading, writing and language process and problems. 3 credit hours.

**RED 6544 Cognition, Comprehension, and Content Area Reading: Remediation (3) RED/EP**

Cognition, Comprehension, and Content Area Reading - In-depth study of reading comprehension. Emphasis is placed on discussion of the concepts of cognition and learning, metacognition and comprehension of text included in the reading process. Process in the reading/writing, connection, specific reading strategies, and procedures for comprehension of text in the content areas are presented. 3 credit hours.

**EDF 6215 Learning Principles Applied to Instruction (4) EDF/EP**

Remediation of Reading and Vocabulary Problems - The purpose of this course is to provide students with an understanding of current theory and research about reading and writing vocabulary instruction and the interactive causes of literacy disabilities. 3 credit hours.

**RED 6658 Foundations and Application of Differentiated Reading Instruction (3) RED/EP**

Foundations and Application of Differentiated Reading Instruction - Topics explored include: the fundamental aspects of literacy learning and rationale, the analytic process, reading motivation, linguistic perspectives on literacy instruction for ELLs, assessments, lesson plans, vocab instruction and comprehension. 3 credit hours.

**RED 6846 Practicum in Reading (3) RED/EP**

Practicum in Reading - Practicum in Reading is a graduate course covering topics and issues relevant to assessment and remediation of reading problems in school-aged children. It is an application course, where students work at a school site with children who are experiencing reading problems. 3 credit hours.

**SCE 4310 Teaching Elementary Science (3) SCE/EP**

Teaching Elementary Science - Techniques and materials for teaching science in the elementary school. 3 credit hours.

**SCE 5937 Selected Topics in Science Education**

Life Science - selected topics in science education. 1 to 4 credit hours.

**SCE 6616 Trends in Science Education (3) SCE/EP**

Trends in Science Education -

**SOW 6243 Working with Systems of Care to Benefit Infants and Toddlers (3) SOW/AP**

Working with Systems of Care to Benefit Infants and Toddlers - Course includes theoretical approaches for IFMH services at the systems level, analyzing family, agency, and community systems and how they interact. It reviews social policy

and service system dynamics that impact infant/toddler and family development. Prerequisite: CLP 6477. 3 credit hours.

**SSE 4313 Teaching Elementary Social Studies (3) SSE/EP**

Teaching Elementary Social Studies - This course is designed to study techniques and strategies employed by K-6 social studies teachers that are effective in motivating elementary school aged youth to acquire the information, skills, and modes of reasoning unique to the social sciences. 3 credit hours.

**SSE 6617 Trends in K-6 Social Science Education (3) SSE/EP**

Trends in K-6 Social Science Education - This course focuses on theoretical foundations and strategies employed by effective social studies teachers in motivating K-6 aged youth to acquire the information, skills, and reasoning unique to the social sciences. Students also conduct research. Prerequisites: Dual Track or MAT Admission. 3 credit hours.

**STA 5166 Statistical Methods I (3) STA/AP**

Statistical Methods I - Statistical analysis of data by means of statistics package programs. Regression, ANOVA, discriminant analysis, and analysis of categorical data. Emphasis is on inter-relation between statistical theory, numerical methods, and analysis of real life data. 3 credit hours.

**VIC 6007 Visual Communication Theory (3) VIC/AP**

Visual Communication Theory - Digital technology has rewritten the rules of visual communication. This course explores evolving visual communication theories and case studies of visual representations in mass media in light of digital technology. 3 credit hours.

**VIC 6310 Visual Information Design (3) VIC/AP**

Visual Information Design - This course teaches practical applications of information designs in an exclusively digital media environment. Students learn to create information images in all their forms, from the static to motion graphics,

## **NEW TOPIC (4)**

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but all for online presentation. 3 credit hours.

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