



USFSP

UNIVERSITY OF
SOUTH FLORIDA
ST. PETERSBURG

2017-2018

GRADUATE CATALOG

PUBLISHED BY USF ST. PETERSBURG OFFICE OF GRADUATE STUDIES

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OFFICE OF GRADUATE STUDIES

Graduate Catalog 2017-2018

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 – PNM
St. Petersburg, FL 33701
www.usfsp.edu/Graduate-Catalog/

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This catalog is effective for the 2017-2018 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. University of South Florida System (USF System) institutions publish undergraduate and graduate catalogs on each campus. Catalogs are not contracts, but are the source of general information including the USF System, its campuses, community, curricular offerings, degree and admission requirements, academic calendar, and facilities available to students, faculty and staff. Refer to USF System Policy 10-059, University of South Florida System Catalogs for further information.

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.

Archives online: (PDF Versions)

2016-2017

2015-2016

2014-2015

2013-2014

2012-2013

2011-2012

2010-2011

2009-2010

2008-2009

Academic Calendar

Fall 2017 through Spring 2018 Academic Schedules

Academic Calendar: <http://www.usfsp.edu/academic-calendar/>

Registrar's Calendar: <https://www.usfsp.edu/academic-calendar/>

Thesis Deadlines: <https://www.usfsp.edu/graduate-studies/thesis-submission/>

For information on important religious and cultural dates that may impact class attendance, refer to:

Cultural and Diversity Calendar: http://usfweb2.usf.edu/eoa/deo_calendar/default.asp

Attendance Policy for the Observance of Religious Days:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

FALL 2017	
August 28	Classes begin
September 1	Last day to withdraw/drop and receive full refund of registration fees – deadline 5 p.m.
September 1	Last day to add courses – 5 p.m.
September 1	Last day for late registration – 5 p.m.
September 1	Last day to pay fees
September 4	Labor Day holiday – all USF System institutions are closed
September 22	Graduation Application deadline
November 4	Last day to drop or withdraw from courses without academic penalty – deadline 5 p.m.
November 10	Veteran's Day Holiday – all USF System institutions are closed
November 23-24	Thanksgiving Holiday – all USF System institutions are closed
December 6	Fall classes end
December 9-14	Final examinations
December 10	USF St. Petersburg Commencement
SPRING 2018	
January 8	Classes Begin
January 12	Last date to withdraw/drop and receive full refund of registration fees – deadline 5 p.m.
January 12	Last day to add courses – 5 p.m.
January 12	Last day for late registration – 5 p.m.
January 12	Last day to pay fees
January 15	Martin Luther King Holiday – all USF institutions are closed
February 2	Graduation application deadline
March 12-17	Spring Semester Break
March 24	Last day to drop or withdraw from courses without academic penalty – deadline 5 p.m.
April 25	Classes end
April 28-May 3	Final examinations
May 7	USF St. Petersburg Commencement

Section 1 – Welcome to the University of South Florida St. Petersburg

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 System. It is the 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 4,000 undergraduate and 550 graduate students attend USFSP along with students from other USF System institutions attending courses at USFSP. Full-time faculty number 135; this exceptional cadre of faculty is complemented by highly qualified adjunct faculty, many of whom are working professionals in education, business, and other disciplines. Faculty members conduct world-class research. With a faculty to student ratio of 16 to 1, classes are small and professors know their students by name. USFSP enjoys the following recognitions:

- *U.S. News & World Report* ranks USFSP's Online MBA at #15 in the nation and #2 in Florida. The magazine also ranked the program among the top 20 percent of *Best Online MBA Programs for Veterans* (2016).
- Affordable Schools.net ranked USFSP among its "25 Most Exclusive Public Bachelor's Colleges by Admission Rate" (2016).
- 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 level.
- USFSP's Kate Tiedemann College of Business is accredited by AACSB International for both business and accounting, a double distinction held by only 1 percent of business schools globally.
- USFSP's College of Education has earned accreditation under the National Council for Accreditation of Teacher Education (NCATE) standards through the Council for the Accreditation of Educator Preparation (CAEP) Accreditation System.
- USFSP students have unparalleled opportunities to engage in research and internships including positions with the Smithsonian, White House, NASA, and corporate and community leaders.
- In 2014, entrepreneur Kate Tiedemann donated \$10 million to name the USFSP College of Business.
- In 2011, USFSP earned the university-wide classification for Community Engagement by the Carnegie Foundation for the Advancement of Teaching.

The university is located on an intimate 48-acre waterfront nestled on breezy Bayboro Harbor on the shores of Tampa Bay. USF St. Petersburg within easy walking distance of museums, theaters, restaurants and nightlife. 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 System and appointed by the University Of South Florida System 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 for the University of South Florida System, 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 System 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 are 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 System President shall consult with the Campus Board before hiring or terminating the Chancellor of USF St. Petersburg.

The members of our Campus Board are appointed by the USF System Board of Trustees. Information about each Campus Board member is available online at <http://www.usfsp.edu/board>.

Members:



Stephanie E. Goforth, Chair, leads Northern Trust's West Florida Region, which encompasses the offices from Tampa to Naples, on the west coast of Florida. She is responsible for all aspects of its Wealth Management business including investment management, trust and fiduciary management, financial planning and private banking.

Prior to her current role, Goforth served as Senior Vice President and Regional Sales Manager for the West Coast of Florida and Atlanta Regions of The Northern Trust Company. She was responsible for managing all aspects of the region's trust and investment sales activities.

With more than 30 years of trust, investment and banking experience, Stephanie joined Northern Trust in 2005. She was most recently with Bank of America where she was a Senior Vice President, Private Client Advisor and City Executive responsible for all components of private client business in St. Petersburg. Prior to joining Bank of America in 1995, she worked with SunTrust Bank and First Florida Bank (Barnett Bank).

Stephanie earned her B. A. from the University of South Florida where she majored in business management. She holds the Series 7, 66 and 24 licenses and is a CERTIFIED FINANCIAL PLANNER™ (CFP®) Certificant and a Certified Private Wealth Advisor SM (CPWA®) Designee. She is one the Board of Trustees for the All Children's Hospital Board, University of South Florida Board, Conservancy of SW Florida Board and the Naples Botanical Gardens Board. She is also Past President of the Suncoaster's Festival of States Organization.



Robert Churuti, Vice Chair, is a partner in Beach Drive Retail, his family's management company for commercial property at Parkshore Plaza and 400 Beach Drive. The longtime St. Petersburg resident graduated from St. Pete High School and St. Petersburg Junior College; and majored in Risk Management and Real Estate at Florida State University.

In addition to serving on the USF Board of Trustees Strategic Initiatives Committee, his current volunteer commitments include serving on the boards of the Museum of Fine Arts, the Mahaffey Foundation, and the Bill Edwards Foundation for the Arts. He is also the President of Creative Pinellas and a consultant for ongoing efforts to adapt the sanctuary at St. Peter's Episcopal Cathedral. He lives in St. Petersburg with his wife, Susan Hamilton Churuti. Term expires 2018.



John Connelly is a Director at HUB International, an insurance brokerage that was formerly Connelly, Carlisle, Fields & Nichols. He was also a founding member of US AmeriBank. A graduate of the University of South Florida with a degree in Finance, he currently serves on the USF Board of Trustees Finance Committee.

He is also a board member of the House of Prayer and the YMCA of the Suncoast; and has been an active volunteer for organizations including the Gulf Coast Museum of Art, the Clearwater Chamber of Commerce, Morton Plant Hospital, and the Belleair Country Club.

John lives in Belleair with his wife, Marilyn, and they have three children. Term expires 2018.



Lawrence Hamilton is an Executive Coach and Adjunct Faculty member with the Center for Creative Leadership affiliate at Eckerd College and a Senior Consultant with living HR, Inc. Previously, Lawrence served as Senior Vice President, Worldwide Human Resources, a corporate officer and member of the Executive Committee at Tech Data Corporation.

He serves on the USF Board of Trustees ACE Committee, NASBA Center for Public Trust board of Directors and previously served as Chair, Compensation Committee and a member of the Board of Directors for HomeBanc Mortgage, Inc. and Wright Medical, Inc.; President of the INROADS/Tampa Bay, Inc. Policy Board of Directors; and is a co-founder of the Tampa Bay Chapter of the National Association of African Americans in Human Resources.

He lives in St. Petersburg and is the proud father of a daughter, Lauren, and a son, Lawrence William. Term expires 2020



Judy Mitchell is the former president and owner of Peter R. Brown Construction. During her tenure there, the company was frequently ranked by FIU's Business School as being among the top five most prominent women-led businesses. She earned a B.S. in Business Administration, with a major in Accounting, from Ohio State University.

She is on the USFSP College of Business Entrepreneurship Advisory Board; the Bank of Tampa Board of Directors; the Homeless Emergency Project Board of Directors; and the Belmont University Parents Leadership Council. She is also chair of CLEARPAC.

Judy's numerous awards include the Leadership Award from the National Association of Community Leadership; the Clearwater Chamber's Mrs. Clearwater Award; the Sam Walton Business Leader Award; the Girl Scouts Women of Distinction Award; and the Leadership Pinellas Alumni of the Year Award. She lives in Clearwater with her husband, Jeff, and their daughter, Taylor. Term expires 2019.

University of South Florida System Board of Trustees

The USF System 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 System 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 Florida's 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>.

Board of Trustees:



Brian Lamb, Chair, is the is the chief corporate responsibility and reputation officer for Fifth Third Bancorp. He joined Fifth Third Bancorp in December 2006 as the chief financial officer for Tampa Bay and later served as the head of Business Banking and Private Banking for the Tampa Bay market and regional president (North Florida) serving as head of Business Banking for this market. Prior to joining Fifth Third, Mr. Lamb had served as chief financial officer for Home Discovery Real Estate Services Corporation. Actively involved in the community, he currently serves as chair of the audit committee for the Enterprise Florida board of directors, Governor appointee to the Judicial Nominating Commission for the 13th Circuit and past chair of the Tampa Bay Partnership. He also serves as a member for the Florida Council of 100 board of directors, Space Florida board of directors and the United Way Campaign Cabinet. Mr. Lamb has received several recognitions, including an honorary doctorate degree from

Bethune-Cookman University, 2016 Tampa Bay Business Hall of Fame inductee by the Florida Council on Economic Education, the University of South Florida "Donald A. Gifford Service Award" and the University of South Florida "Outstanding Young Alumnus Award". He has also been recognized as one of Tampa Bay Times "25 Most Influential Business Players". Mr. Lamb received his B.S. in accounting from the University of South Florida and is also a graduate of the Stonier Graduate Banking School at the University of Pennsylvania. He is the chair of the Board of Trustees and his committee assignments include chair of the Finance Committee and vice chair of the Governance Committee. Term Expires: 2020.



Jordan Zimmerman, Vice Chair, is Founder, Chairman and architect of the Zimmerman Advertising empire, the 14th largest advertising agency in the world with published billings in excess of \$3 billion. He is philanthropist and advocate for many great causes within the community. Mr. Zimmerman recently donated \$10 million to the USF College of Arts and Sciences, which resulted in the naming of Zimmerman School of Advertising and Mass Communications. Mr. Zimmerman was recognized in 1991 as the University of South Florida - Entrepreneur of the Year, received the 2004 South Florida Business Journal's Diamond Award, was awarded the 2007 University of South Florida Distinguished Alumnus Award, and the 2008 University of South Florida's Kappa Tau Alpha Hall of Fame Award. His Board of Trustees assignments include Vice Chair of the Board of Trustees, Chair of the Governance Committee and member of the Strategic Initiatives Committee. Mr. Zimmerman resides in Boca Raton, Florida.

Term Expires: 2020.



Mike Carrere is the former chief executive officer of Lykes Brothers Inc. Mike started working at Lykes Bros. Inc. in 1973. He spent 21 years working at the Lykes Meat Group, ultimately managing the \$400 million division of Lykes Bros. Inc. In 1994, Mike was transferred to the Lykes Corporate office where he headed the new Organization Development and Compliance Department that offered services to all business units under the Lykes umbrella. He also served as Vice President of Business Development and executive vice president of Lykes Bros. Inc. Mike serves on the Board of Directors of Lykes Bros. Inc. and previously served as a director of Northeast Bank of Clearwater, First Florida Banks, and Barnett Bank of Tampa, Krewe of Gasparilla, The American Meat Institute, Lykes-Pasco, Inc., Florida Chamber of

Commerce, The University Club, Florida's Natural Growers and two terms as Commissioner of the Florida Citrus Commission. Mike received his bachelor's degree from Washington and Lee University and his advanced management degree from Duke University. His Board of Trustees assignments include the Finance Committee, the Collective Bargaining Team and the Strategic Initiatives Committee. Term Expires: 2021



Dr. James Garey is Professor and founding Chair of the Department of Cell Biology, Microbiology and Molecular Biology in the College of Arts and Sciences at USF and has previously served as Assistant Dean for Facilities, Safety and Security in the College. Dr. Garey holds a Ph.D. from the University of Texas, is an active researcher with over 70 scientific publications, and is a Fellow of the American Association for the Advancement of Science. His research involves the ecology and geochemistry of underwater caves, springs and sinkholes. Dr. Garey is currently the Chair of the USF System Faculty Council and is a member of the Academic & Campus Environment Committee. Term Expires: August 2018.



Stephanie Goforth is President of the West Florida Region for Northern Trust. She is based out of the downtown St. Petersburg office where she is responsible for managing all aspects of the region's trust sales activities. With more than 24 years of trust, investment and banking experience, Ms. Goforth joined Northern Trust in 2005. She was most recently with Bank of America where she was a Senior Vice President, Private Client Advisor and City Executive responsible for all components of private client business in St. Petersburg. Prior to joining Bank of America in 1995, she worked with SunTrust Bank and First Florida Bank (Barnett Bank). Mrs. Goforth earned her B. A. from the University of South Florida where she majored in business management. She holds the series 7, 6, 63 and 66 licenses and is a

certified financial planner. She is a current board member and Treasurer of All Children's Hospital Foundation, the CASA Board of Trustees, the Heros' of St. Petersburg Board and the St. Petersburg YMCA. She is also Past President of the Suncoaster's-Festival of States Organization. Her Board of Trustees assignments include Chair of the USF St. Petersburg Campus Board, Vice Chair of the Audit and Compliance Committee, member of the Academic and Campus Environment Committee and member of the Strategic Initiatives Committee. Mrs. Goforth is a resident of Gulfport. Term Expires: 2021.



Scott L. Hopes is Chairman and Chief Executive Officer of CliniLinc, an international health and medical information services and technology company with offices in Miami, Florida and Dublin, Ireland. Mr. Hopes began his healthcare administration career in the mid 1980's as an administrator at Tampa General Hospital. He has served nearly thirty years as a healthcare executive and consultant to major health care corporations, hospitals, governments, pharmaceutical companies, health insurers and providers in the areas of health policy and planning, finance, management, epidemiology and disease management, correctional health and public health. Mr. Hopes served as a member of Governor Jeb Bush's administration at the Agency for Health Care Administration as Director of Health Policy responsible for the oversight, development and implementation of health care policy, research and

legislation for the State of Florida. Mr. Hopes serves on numerous healthcare company boards and has served on Bay area boards including Gulf Coast Jewish Family Services and Congregation B'Nai Israel in St. Petersburg. He received both his bachelor's degree in Biology and Master of Public Health from the University of South Florida. His Board of Trustees assignments include vice chair of the Strategic Initiatives and member of the Finance Committee. Mr. Hopes is a resident of Homestead. Term Expires: 2018.



Stan Levy is Managing Director of Levy Advisors, LLC. He served as senior partner emeritus at Grant Thornton LLP, SE Region Managing Partner and a member of the Grant Thornton Senior Leadership Team. He was responsible for operational and strategic priorities critical to the firm's success and led the audit, tax, and advisory services for the region's offices. Mr. Levy's diversified industry experience includes real estate, wholesale distribution, health care and technology. He has been active in numerous civic and educational organizations, including the University of South Florida School of Accountancy Advisory Board, CEO Council of Tampa Bay, Florida Holocaust Memorial Museum, Florida Venture Forum, Metropolitan Ministries, St. Joseph's Hospitals Foundation and Tampa Bay Performing Arts Center. Mr. Levy has received numerous awards including, the USF Beta Gamma Sigma Chapter Honoree, Gulfcoast Family Services-Celebrity of the Year and in 2007 was inducted in the Tampa Bay Business Hall of Fame. He received his B.S. in Business Administration and Accounting from University of South Florida. His Board of Trustees assignments include Chair of the Academic and Campus Environment Committee, member of the Finance Committee and member of the Governance Committee. Mr. Levy is a resident of Tampa. Term Expires: 2018.



Harold Mullis, Esq. is President of Trenam Kemker. He is a founding Member of the firm and practice areas include mergers, acquisitions and corporate and transactional law. Mr. Mullis was a visiting lecturer at Stetson University College of Law from 1972-73. He has also served as a member of the Executive Council of the Florida Bar's Tax Section. Mr. Mullis has held numerous leadership positions in the community, including serving as Chairman of the Board of Berkeley Preparatory School, Chairman of the Board of Tampa General Hospital, the Board of Governors for the Greater Tampa Chamber of Commerce, and the Board of Governors of The LifeLink Foundation serving Florida, Georgia and Puerto Rico. In 2013, he was the recipient of the H.L. Culbreath, Jr. Profile in Leadership Award, presented by the Chamber to recognize an individual whose leadership made a positive impact on the Tampa community. In addition, he was the 2007 recipient of the University of South Florida President's Distinguished Citizen Award. Mr. Mullis received his bachelor's degree from Emory University and his J.D. from University of Virginia. He serves as chair of the Strategic Initiatives Committee, member of the Governance Committee and member of the Collective Bargaining Team. Mr. Mullis is a resident of Tampa. Term Expires: 2020.



John B. Ramil recently retired from TECO Energy where he served as president and chief executive officer. Mr. Ramil managed TECO Energy's strategy and operations, including its three major operating companies, Tampa Electric, Peoples Gas System and New Mexico Gas Co. In 2015, Mr. Ramil oversaw the \$10.4 billion transaction agreement with Emera, Inc. which will make TECO part of the Top 20 North American energy leaders. At USF he has served as a director on the USF Foundation Board, the USF Alumni Board, the USF Engineering College Advisory Board and the Gus Stavros Center for Free Enterprise Education Advocacy Board. In 1999, he was named Distinguished Alumnus of USF, is the recipient of the President's Fellow Medallion and in 2016 received an Honorary Doctor of Engineering from USF. Mr. Ramil currently serves on the board of the Edison Electric Institute, an industry association, and on the boards of directors of Blue Cross and Blue Shield of Florida, the Florida Council of 100, the Moffitt Cancer Center Institute and the Tampa Bay Partnership. Previously, he served on the boards of Enterprise Florida, the Florida Chamber of Commerce, the Tampa Bay Performing Arts Center, the Greater Tampa Chamber of Commerce. Mr. Ramil received both his bachelor's and master's degree in engineering from USF and has completed Harvard University's Advanced Management Program. His Board assignment include the Finance Committee and the Governance Committee. Mr. Ramil resides in Tampa. Term Expires: 2021.



Byron Shinn, is the President and shareholder of Shinn & Company, P.A. providing services in the areas of auditing, accounting, taxation and business consulting. His professional involvement includes Probable Cause Panel of Florida State Board of Accountancy, Past Board Member of the Florida State Board of Accountancy, and member of the Federal Tax committee of FICPA. He has been active in numerous civic and educational organizations, including the University of South Florida School of Accountancy Advisory Board, USF Sarasota-Manatee Community Leadership Council and Manatee County Chamber of Commerce. Mr. Shinn received his B.A. in Accounting from University of South Florida and is a Certified Public Accountant. His Board of Trustees assignments include Chair of the USF Sarasota – Manatee Campus Board, vice chair of the Academic and Campus Environment Committee, member of the Audit and Compliance Committee. He is a resident of Bradenton. Term Expires: 2020.



James Stikeleather is Chief Innovation Officer and Executive Strategist at Dell with a team of business and technology experts, who identify, evaluate and assess the business value of technologies for the company and customers in the context of his team's research into economic, market, industry, social and governmental trends and the resulting foresight and future business scenarios. Prior to joining Dell he was Chief Technology Officer at Perot Systems. He has served in technical and leadership positions with Honeywell, Harris, Simplex, Meadwestvaco and GTE. He has two patents and is also a serial entrepreneur with several startups including the Tampa based Technical Resource Connection that reach 36th on the Inc. 500 before being sold. He has multiple books, articles and book contributions to his

credit and speaks internationally on innovation and business transformation enabled by technology. Mr. Stikeleather has a long history with USF starting with early admissions from Brandon High School in 1971 through his USF Executive Master of Business Administration in 1987. His Board of Trustees assignments include member of the Academic and Campus Environment Committee and the Strategic Initiatives Committee. Term Expires: 2021.



Nancy Watkins is a Certified Public Accountant with the Robert Watkins & Company where she has provided professional accounting services to a diverse range of businesses and political organizations for more than 25 years. Her professional involvements include the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. In addition to her professional work as a CPA, she is a Registered Parliamentarian and a member of the National Association of Parliamentarians and the American Institute of Parliamentarians. She is a graduate of the University of South Florida and Hillsborough Community College. Her Board of Trustees assignments include chair of the Audit & Compliance Committee, the Collective Bargaining Team and member of the Governance Committee. She is a resident of Tampa. Term Expires: 2021.

USF St. Petersburg Administration

Regional Chancellor	Sophia Wisniewska	Sophia Wisniewska, Ph.D, Ph.D.
Vice Chancellor for Academic Affairs	Martin Tadlock, Ph.D.	
Vice Chancellor for Marketing and Communications	Holly Kickliter	
Vice Chancellor for Student Affairs	Patricia Helton, Ph.D.	
Associate Vice Chancellor for Administration	Chitra Iyer, J.D.	
Vice Chancellor for Administration and Finance	Joseph Trubacz, Ph.D.	
Dean, College of Arts and Sciences	Frank Biafora, Ph.D.	
Dean, Kate Tiedemann College of Business	Sridhar Sundaram, D.B.A.	
Dean, College of Education	Allyson Watson, Ph.D.	
Dean, Nelson Poynter Memorial Library	Catherine Cardwell	
Dean of Students	Jacob Diaz, Ph.D.	

Office of Graduate Studies	Phone Number
Reception	(727) 873-4567
Director, Donna Knudsen	(727) 873-4450
Assistant Director, Michael Slattery	(727) 873-4479
Office Manager, Lisa Akins	(727) 873-4884
Admissions Coordinator, Nicki Hannum	(727) 873-4283
Communications and Marketing, Karen Callahan	(727) 873-4217
College of Arts & Sciences Recruitment, Marketa Teal	(727) 873-4770
Kate Tiedemann College of Business Recruitment, Mike Chupa	(727) 873-4749
College of Education Recruitment, Kristine LeDoux	(727) 873-4269
Graduate Programs Contacts	Phone Number
College of Arts & Sciences	
Conservation Biology (MS)	
Graduate Program Advisor: Dr. Melanie Riedinger-Whitmore	(727) 873-4834
Environmental Science & Policy (MS and MA)	
Graduate Program Advisor: Dr. Scott Burghart	(727) 873-4540
Master of Liberal Arts – Focused and Interdisciplinary (MLA)	
Graduate Program Advisor: Dr. Lisa Starks	(727) 873-4158
Master of Liberal Arts – Florida Studies (MLA)	
Graduate Program Advisor: Dr. Christopher Meindl	(727) 873-4961
Journalism and Media Studies (MA)	
Graduate Program Advisor: Dr. Mark Walters	(727) 873-4544
Digital Journalism and Design (MA)	
Graduate Program Advisor: Dr. Mark Walters	(727) 873-4544
Psychology (MA)	
Graduate Program Advisor: Dr. Tiffany Chenneville	(727) 873-4585
Kate Tiedemann College of Business	
Director, Graduate and Executive Programs, Eric Douthirt	(727) 873-4MBA
Business Administration (MBA)	
Graduate Faculty Advisor: Dr. Rebecca Harris	(727) 873-4024
Accountancy (MAcc)	
Graduate Faculty Advisor: Dr. Teresa Conover	(727) 873-4085

College of Education

Educational Leadership **(EdD)**

Graduate Faculty Advisor: Dr. Olivia Hodges (727) 873-4947

Elementary Education: Dual Track and Curriculum & Literacy **(MA)**

Graduate Faculty Advisor: Dr. Deanna Michael (727) 873-4577

Elementary Education: Emphasis: Math/Science

Graduate Faculty Advisor: Dr. David Rosengrant (727) 873-4644

English Education **(MA)**

Graduate Faculty Advisor: Dr. Cynthia Leung (727) 873-4051

Reading Education **(MA)**

Graduate Faculty Advisor: Dr. Cynthia Leung (727) 873-4051

Teaching of Middle Grades STEM Education **(MS)**

Graduate Faculty Advisor: Dr. David Rosengrant (727) 873-4644

Varying Exceptionalities w/ESO: (Special Education) **(MA)**

Graduate Faculty Advisor: Dr. Lyman Dukes (727) 873-4054

Section 2 – USF St. Petersburg Mission, Values, Vision and Goals

Mission

Inspire students to lead lives of impact.

Core Values

Student-Centered Success. We provide a personalized experience for every student. We will grow by design to sustain academic programs that prepare our graduate and undergraduate students for work and life while retaining our intimate learning environment.

Research and Innovation. Our faculty members conduct nationally and internationally known research and scholarship. Faculty members convert individual and collaborative efforts into new knowledge to improve lives far beyond our campus and community.

Inclusion of Differences. We seek divergent voices and to tell untold stories. We actively recruit students, faculty, staff and administrators who bring global and domestic diversity to campus, with an emphasis on representing our evolving regional demographics. We notice where conception differences synthesize, complement or clash. In classes, in meetings and public forums, we invite difficult dialogues to enable everyone to better understand different world views. We strive to create synergy.

Commitment to Community. USF St. Petersburg connects seamlessly to St. Petersburg and the surrounding region. Our students enroll in the city as well as USFSP, bringing to the city the exuberance that only a residential campus culture can provide. Our community-based partners and mentors multiply opportunities for students and challenge faculty and administrators to recognize new areas for innovation and exploration. Together we shine.

Care for Natural Environment. We celebrate our organic connection to the waterfront and cityscape. Through study and service, we serve as stewards for the plants, animals and systems that sustain us. We take seriously our commitment to becoming carbon neutral.

Vision

USF St. Petersburg will shine. USF St. Petersburg faculty and administrators will work shoulder to shoulder with students and community partners to build a better world. We will challenge ourselves to excel in research, teaching and service.

Strategic Planning Bold Goals

Distinctive Identity. USFSP is a dynamic research university that offers world-class academics and personalized real-world experience in a culturally vibrant, urban, waterfront community.

Student Success and Culture. USFSP student success is at the heart of all we do. Students progress through world-class academic experiences, hands-on research and excellent teaching on their way to graduation.

Faculty Excellence, Scholarship and Research

Our distinguished faculty are recognized locally, nationally and around the world for their excellence in research and scholarship.

Strategic Partnerships

USFSP identifies, establishes, and maintains partnerships that are sustained, deliberate, and strategically integrated with our degree programs and research efforts.

Infrastructure

Planned growth by design supports a projected student enrollment of 10,000 by 2024. USFSP strives to provide the human capital, facilities, communication systems, staff, faculty and student support needed for our current campus to implement strategic growth.

Sustainable Funding

USFSP ensures its financial stability through a variety of sources, including state funding, diversifying student profiles, philanthropy, entrepreneurial initiatives and external research sources.

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 40044-4097 or call 404-679-4500 for questions about the accreditation of the University of South Florida St. Petersburg.

Section 3 – Graduate Admissions

Graduate Admissions

University of South Florida St. Petersburg
Office of Graduate Studies
140 Seventh Avenue South – PNM
St. Petersburg, FL 44702
Website: <http://www.usfsp.edu/grad>
Phone: (727) 873-4567
Fax: (727) 873-4889
E-mail: applygrad@usfsp.edu

Assistant Director: Michael Slattery
Admissions Evaluator: Nicki Hannum

University Admissions Criteria and Policies

Also see Regulation USF3-008: Admission of graduate and post-baccalaureate professional students;
<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.008.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 applicants¹.

¹Adapted 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:

Must have earned a bachelor’s degree from a regionally accredited institution with either a:

- “B” average or better in all work attempted while registered as an undergraduate student working toward a baccalaureate degree, **OR**
- “B” average or better in all work attempted while registered as an upper division undergraduate student working toward a baccalaureate degree, **OR**

- 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**
- The equivalent bachelors and/or graduate degrees from a foreign institution.

Submission of standardized test scores if required by the graduate program to which admission is sought.

English Proficiency for International Applicants*

Applicants from countries where English is not the official language must also **demonstrate proficiency in English** in one of the following ways:

- By providing a minimum total score of 79 or higher on the internet-based test, a score of 213 or higher on the computer-based test, or a score of 550 or higher on the paper-based test, Test of English as a Foreign Language (TOEFL).
- By providing a score of 6.5 or higher on the International English Language Testing System (IELTS).
- By earning a score of 153 or higher on the GRE Verbal Exam.
- By earning a baccalaureate or higher degree from a regionally-accredited institution in the U.S.
- By earning a score of 63 or higher on the Pearson Test of English Academics (PTE-A).
- Applicants who earn a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (for the institution, not just for the program) may meet this requirement. However, other related factors (including test scores) will also be considered. Medium of instruction must be documented on the transcript or an original Certificate of Medium Instruction from the institution.
- 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 Graduate Program Advisor and the College Dean must approve any exceptions to these requirements before they will be considered by the Office of Graduate Studies. The reason for the waiver and related documentation must be included on the Graduate Application Referral (GAR) form.

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

Additional Requirements for International Applicants

In addition to meeting the published application deadlines for the program of interest, all immigration documents should be submitted as soon as possible, but must be on file with USFSP no later than the following processing deadlines:

International Applicants Applying from Outside of the U.S.:

Fall Semester admission – May 1 (VISA deadline: June 27)

Spring Semester admission – September 15 (VISA deadline: November 16)

Summer Semester admission – January 15 (VISA deadline: March 21)

International Applicants Applying from Within the U.S.:

Fall Semester admission – May 1 (VISA deadline: July 11)

Spring Semester admission – October 15 (VISA deadline: October 30)

Summer Semester admission – February 16 (VISA deadline: April 4)

Note: For programs with later admission applications deadlines, all materials, including application and supporting documents, must be submitted by the international processing deadlines noted above. Foreign applicants who are outside of the U.S. are required to apply for a VISA. Depending upon the country of origin, this may take a few months. Therefore, the deadline for these international applicants may be earlier than the program admissions deadline and these applicants must apply prior to both the admission and VISA deadlines. Foreign applicants who are in the U.S. and are currently on VISA may use the domestic application deadline dates.

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 who will issue an official decision.

For foreign applicants, the Office of Graduate Studies will work with International Student Services 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.edu/grad>.

Admission Application Deadlines

USF St. Petersburg operates on a rolling admission basis. Published application deadlines are for best consideration and vary by UFS 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/graduate-admissions/us-citizens-and-permanent-residents-deadlines> and are listed on the graduate program pages in this Graduate Catalog.

Application Checklist

1. Complete the application online; upload all supporting documents
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 4.0107: Special Fees, Fines and Penalties: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>). Students who have previously attended any USF System institution must also submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, MasterCard, VISA) or by e-Check (personal checking/savings account) through the graduate online application. The application will not be processed if the application fee is not paid. **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. At least one transcript must show that the bachelor's degree was completed prior to the start of the graduate program at USFSP. 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/graduate-admissions/international-applicants-step-by-step-application-guide>) for a list of acceptable evaluation services.

Bologna Process – Applications from the European Higher Education Area

USF accepts applications from prospective graduate students with undergraduate degrees from countries that subscribe to the Bologna Process. Applicants with three-year degrees from universities in the European Higher Education Area (EHEA) may be considered for admission to graduate programs at the discretion of the Department (or equivalent) and College that offers the graduate program and with the approval of the Office of Graduate Studies, under the following condition: official documentation is presented to demonstrate that a three-year degree (at least 180 ECTS) has been awarded prior to USF matriculation by an institution within the EHEA, defined by the Bologna Declaration of 1999. Where applicable, diploma supplements should be included with transcripts and other documents required to demonstrate degree

completion. An up-to-date, official listing of Bologna signatory countries may be found at <http://www.ehea.info>.

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 requirement regarding standardized testing may be accessed here: <http://www.usfsp.edu/graduate-studies/#toggle-id-5>. Official scores must be submitted directly to the institution by the testing agency. However, applicants may provide unofficial copies of their test score 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.

**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
<https://www.usfsp.edu/mba/admission/>

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 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**
- The applicant has scored 153 or higher on the GRE Verbal Test, **OR**
- The applicant has earned a college bachelor's or graduate degree from a regionally-accredited U.S. institution of higher learning, **OR**
- The applicant 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**

- The applicant has scored a 53 or higher on the Pearson Test of English Academic (PTE-A), **OR**
- The applicant has received a college/university degree from one of the countries listed on the following link: <http://www.usf.edu/admissions/international/intl-freshman/requirements-deadlines/english-proficiency.aspx>, **OR**
- The applicant has scored 6.5 or higher 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 26 on the spoken portion of the TOEIC test administered by ETS (<http://www.ets.org/toeic>).

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, warranted.

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 feel their initial residency classification is in error have until the last day of the first week of classes in their term of entry to request 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 to be independent students. To qualify as a resident for tuition purposes, graduate students must submit two forms of documentation that verifies that they 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 enrollment in an institution of higher education. For information on residency classification for tuition purposes, and for a listing of documents that may be submitted for verification, please visit <http://www.usf.edu/residency>.

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, copies 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 will 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 Admissions Criteria

Applicants selected 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), but who have submitted unofficial documents, 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 Admissions 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 admission requirement, 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, College and Office of Graduate Studies 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 include receipt and submission 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 term of 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 later 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. The 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 that are 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 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/graduate-studies/forms/#toggle-id-5>)

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) 873-4990, (727) 873-4837 or visit the website at <http://www.usfsp.edu/disability>.

Section 4 – Registration and General Information

Office of Records and Registration

Phone: (727) 873-4645
Fax: (727) USF-4FAX
Website: <http://www.usfsp.edu/registrar/>

The Office of Records and Registration at USF St. Petersburg 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://regulationspolicies.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/una>) 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.

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 cancellation 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 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 section of the catalog.

Medical Requirements for Registration

University Immunization Policy, USF Regulation USF33-002:

<http://www.usf.edu/student-affairs/student-health-services/immunizations/index.aspx>

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 <https://www.usfsp.edu/wellness/health/immunization-requirements/> for further information. In addition, students residing in on-campus housing must present 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 admission 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 Ave 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 an 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 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://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>

Equal Opportunity Policy

Diversity and Equal Opportunity: Discrimination and Harassment Policy

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>

DEO website: <http://usfweb2.usf.edu/ea>

Phone: (813) 974-4373

The 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

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 22 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://regulationspolicies.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/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:

<https://www.usfsp.edu/graduate-studies/graduate-assistantships/>

Student Identification Card (USFCard)

Policy Reference: USF 0-517 –

<http://regulationspolicies.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 23 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://regulationspolicies.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;

Privacy in their education records;

Challenge the accuracy of their education records; and

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.

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 courses 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://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

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 opportunity to make up such work or shall not have that work averaged into the student's grade at the discretion of the instructor.

Any student who believes that he or she has been treated unfairly with regard to the above may seek review of a complaint through established USF System Academic Grievance Procedures (found in the Graduate Catalog) and those provided by the University's Office of Diversity and Equal Opportunity.

Course Descriptions

For a listing of the most current, approved course descriptions refer to the Search-a-Bull Database available online at <http://www.registrar.usf.edu/ssearch/staff/staff.php>

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.

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). Graduate students may not withdraw (W grade) from more than two (2) courses during their enrollment in a graduate degree program without an exception.

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://www.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://regulationspolicies.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/administrative-and-financial-services/parking-transportation/>

USF Regulations: 4.00210 through 4-00219 and 4-0023 through 4-0029, FAC, available at:

<http://regulationspolicies.usf.edu/regulations/>

Campus maps are available online at:

<http://www.usfsp.usf.edu/visit>

Section 5 – Tuition, Fees and Financial Information

Tuition Information

Tuition and Fees Regulation:

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf>

For tuition information refer to the link:

<http://www.usf.edu/business-finance/controller/student-services/tuition-rates.aspx>

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

NOTE: This regulation is currently under review

See USF Regulation USF4-3.024, at

<http://regulationspolicies.usf.edu/regulations/pdfs/proposed-regulation-usf3.024-non-resident-tuition-waiver-posted-041411.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 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.
 4. 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

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://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

Office of Financial Aid Policy on Refunds and Repayments

USF Policy 10-013 at <http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

Special Fees, Fines, and Penalties

USF Regulation USF 4.0107, at <http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

Section 6 – Academic Policies and Regulations

Academic Policy Information

For USF System Regulations refer to

<http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

For USF System Policies refer to

<http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

For USF St. Petersburg Policies refer to

<http://www.usfsp.edu/policy-and-regulation>

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>

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://regulationspolicies.usf.edu/regulations/pdf/regulation-usf3.ozs-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

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://regulationspolicies.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.

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.

Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

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.

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.

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.

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.

Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.

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.

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.

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.

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).

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.

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.

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.

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.

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.

Students may not represent another person's ideas, writing or data as their own.

Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.

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.

Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.

Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

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. 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.

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.

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).

Dismissal for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.

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://regulationspolicies.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 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://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

Student Academic Grievance Procedure

Reference: USF 10.002 Student Academic Grievance Procedure

<http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

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.

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.

Only the final grades assigned in a course, final actions or dismissals by the academic unit are grievable.

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.

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.

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.

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.

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.

**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.

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.

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.).

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.

Within three weeks of receipt of the Committee recommendation, the Vice Chancellor for Academic Affairs shall provide a decision in writing to all parties.

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 contract 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://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-615.pdf>

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, W and Z 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
CF	Canceled Financially (Course was canceled due to financial reasons)
CMU	Canceled, Missing Grade that has turned to a "U"
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
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.

The instructor will be required to complete the I-grade contract online when posting the semester grade at the end of the term, identify the remaining coursework to be completed, the student's last day of attendance and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar.

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:

- 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)
- 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 "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 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

With the approval of their graduate degree program, students may, but are not guaranteed, transfer of graduate level structured coursework from regionally accredited institutions; this includes USF System Institutions.

Courses:

Must be structured graduate courses

Must have grades of B or better

May not exceed 49% of a given graduate program's minimum hours*

Must be evaluated and approved by the graduate program no later than the first semester

*as reflected in the individual degree program listings in the USFSP Graduate Catalog in effect at the time of initial

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 effect that a change of program may have on the eligibility for financial aid.

Dual Degree Programs

A student may pursue two graduate degrees simultaneously through a formal, approved Dual Degree designation. The goal is for a student to attain two graduate degrees. A dual degree designation is required for a student pursuing two separate graduate degrees. Either through an established relationship between two degree programs or through an individualized designation, up to 15% of the total combined credit hours of structured coursework for the two degree programs may be shared, with Department (if applicable), program, College and Office of Graduate Studies approval. With the exception of shared structured coursework, all separate degree requirements must be met (e.g. two theses, one thesis/one applied research project, etc.)

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

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 colleges, departments and programs therein 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 masters, 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 masters, 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 or above (no 7000 level above for master's students); the

remaining hours must be at the 5000 level or above. At least twenty (20) hours must be in formal, regularly scheduled course work, ten (10) of which must be at the 6000 level.

Lower level undergraduate coursework may not be used to satisfy master's course requirements but may be taken to meet specific prerequisites. 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. The minimum number of credit hours required for each individual's master's degree program is noted in the degree requirements section of the Graduate Catalog for that program listing. Programs with formally approved concentrations must have major core requirements that all students must successfully complete.

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).
- Note: Time limit extensions are valid for a maximum period of two (2) years from the date of request.

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 graduate faculty, as defined by the University, from the student's academic area. 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.)

The membership of graduate faculty 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 Director of Graduate Studies.

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 Master's 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.* T

The Thesis must conform to one of two formats:

Option 1- a traditional format inclusive of:

Part I: Preliminary Pages

Title Page

Dedication (optional page)

Acknowledgments (optional page)

Table of Contents

List of Tables (if applicable)

List of Figures (if applicable)

Abstract

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

Part III: References / Bibliography

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

Part II: Introduction Chapter Review

Part III: Collection of Articles/Papers

Part IV: Conclusion/References/Bibliography
Appendices Title Page
Appendix Sections (if applicable)

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

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

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..."

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.

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.

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 and USF 12.003

<http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>

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

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 may not participate in commencement exercises until all requirements for the degree sought have been fulfilled. 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 727-873-4645.

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

Reference -USF Policy 10-047

<http://regulationspolicies.usfedu/policies-and-procedures/pdfs/policy-10-047.pdf>. 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://www.usfsp.edu/registrar>

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	Elementary Education Dual Track (initial certification/ESOL) Elementary Education with focus on Curriculum & Literacy Elementary Education with Concentration in Math/Science Reading Education English Education Journalism and Media Studies Digital Journalism and Design Environmental Science and Policy (not accepting applications) Psychology
M.A.T.	Master's of Arts in Teaching	Exceptional Student Education (not accepting applications)
M.S.	Master's of Science	Teaching of Middle Grades STEM Environmental Science and Policy Conservation Biology
M.L.A.	Master's of Liberal Arts	Liberal Arts Liberal Arts with Concentration in Florida Studies
M.Ed.	Master's of Education	Educational Leadership
M.B.A.	Master's of Business Administration	Business Administration Business Administration with Concentration in Healthcare Analytics
MAcc	Master's of Accountancy	Accountancy

Section 10 - College of Arts and Sciences at USF St. Petersburg

University of South Florida St. Petersburg
140 Seventh Avenue South, DAV 100
St. Petersburg, FL 33701

Web address: www.usfsp.edu/coas
Phone: 727-873-4156
Fax: 727-873-4526
College Dean: Dr. Frank Biafora
Assistant Deans: Dr. Scott Burghart
Dr. Susan Toler

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.)
Masters of Liberal Arts (M.L.A.)
Master of Science (M.S.)

Master of Arts (M.A.) –

Digital Journalism and Design
Environmental Science and Policy (not taking applications for the M.A.)
Journalism and Media Studies
Psychology

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

Liberal Arts (focused study)
Liberal Arts (interdisciplinary study)
Liberal Arts (with concentration in Florida Studies)

Master of Science (M.S.) -

Conservation Biology
Environmental Science and Policy

Graduate Certificates:

Food Writing and Photography
Geospatial Studies
Infant-Family Mental Health

College Requirements:

Contact graduate program for program requirements.

Master of Science (M.S.) Degree in Conservation Biology

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration
<i>Minimum Total Hours:</i>	30
Program Level:	Masters
CIP Code:	26.1307
Department Code:	CON
Program (Major/College)	BSP MS
Concentration Code:	n/a

Contact Information:

Graduate Faculty Advisor: Dr. Melanie Riedinger-Whitmore
(727) 873-4834

Program Website: <https://www.usfsp.edu/conservation-biology>

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

Program Information:

This thesis-based degree provides graduate training in conservation, biodiversity, organismal biology, taxonomy and ecology. Graduates of this program find careers in research and management of natural resources ranging from aquaria to zoos and agencies to botanical gardens.

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: Admission to the M.S. program requires:

1. a B.S. in Biological Sciences*, or a related discipline from a regionally accredited college or university
2. a GPA of 3.0 or higher for the final 60 credit hours towards the completion of the bachelor's degree
a GRE (general test)
3. Three (3) letters of recommendation addressing academic and research potential of the applicant,

4. A statement of research interests, including potential thesis topic.

*Applicants that do not have an undergraduate Biology degree can still apply if they have completed at least fifteen (15) credit hours in upper-level undergraduate work in biology relevant to a graduate degree in Conservation Biology (e.g. ecology, genetics, evolution, zoology, botany).

**Acceptance to the program also requires that a faculty member in the program has agreed to serve as a thesis mentor for the applicant. Applicants are encouraged to contact individual [faculty members](#) about potential thesis research opportunities and topics of interest before completing their application.

Degree Program Requirements

Core (24 credit hours):

BSC 6865	Conservation Biology Theory	3
BSC 6457	Quantitative Analytical Methods	3
PCB 5326	Florida Ecosystems	3
BSC 6933	Seminar in Ecology	3
BSC 6XXX*	Biodiversity	3
BSC 6910	Directed Independent Research	3
BSC 6971	Thesis	6

Biology Electives (6 credit hours from the following):

PCB 5307	Limnology	3
PCB 5307L	Limnology Lab	1
PCB 6556	Conservation Genetics	3
BSC 6932	ST: Selected Topics in Biology	1-4
BSC 6XXX*	Internship in Conservation Biology	1-3
BSC 6XXX*	Conservation Biology Techniques	1-3

Biology graduate course electives or graduate elective courses from other graduate programs within the USF System (USF St. Petersburg, USF Sarasota/Manatee or USF Tampa) may be used to satisfy the three (3) of the elective hours with prior approval from the graduate faculty advisor.

*Courses will be offered using selected topics while awaiting assignment of a permanent course number.

Graduation Requirements

Graduation requirements include completion of a minimum of 30 credit hours of graduate-level core and approved elective course work, a minimum 3.0 graduate GPA, and the successful oral defense and publication-ready manuscript of the student's thesis research. Students must complete all course work and thesis defense within 5 years of admission to the program.

Graduates of the Conservation Biology M.S. program will be able to: Identify and discuss the key conservation issues in Florida and the southern U.S. in relationship to terrestrial, freshwater, and marine habitats,

1. Discuss the factors that influence and support biodiversity,
2. Describe the biology of plants and animals native to Florida, and identify appropriate methods to study population and community-level characteristics,
3. Discuss, evaluate, and apply scientific principles to the conservation of biodiversity and natural habitats,

4. Design appropriate monitoring or experimental approaches to study native and invasive species, and develop testable hypotheses,
5. Collect data using established field methods, and analyze data using appropriate statistical methods and ecological and mathematical modeling tools,
6. Discuss, interpret, and evaluate scientific and policy literature relevant to biodiversity and conservation,
7. Effectively communicate research results and significance to general and scientific audiences using written text and oral presentations.

Master of Arts (M.A.) Degree in Digital Journalism and Design

Program Admission Deadlines:

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

Minimum Total Hours: 30

Program Level:	Masters
CIP Code:	09.0499
Department Code:	JMS
Program (Major/College)	MDJ AP
Concentration Code:	n/a

Contact Information:

Graduate Faculty Advisor:	Dr. Mark Walters (727) 873-4544
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Program Website:

Graduate Studies Website:	http://djd.usfsp.edu http://www.usfsp.edu/grad
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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

- 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.
- One of the following (A or B) is required:
 - 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).
- Three (3) writing or other media samples such as photographs, graphic designs, videos, etc. that you have created. These may be published or unpublished.

- Three (3) letters of recommendation from qualified people who are familiar with the nature of work required of graduate students in the social science, and knowledgeable in digital content who can address your ability to excel in this type of program.

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://journalism20.com/about.html>

Degree Program Requirements

Requires 30 hours of sequenced, graduate level course work, including completion of a final project. The sequence of required courses follows below. Students may take up to six (6) graduate credit hours in courses offered by the Department of Journalism and Media Studies to supplement summer schedules for purposes of financial aid.

Required Courses:*

JOU 6114	Multimedia Reporting	3
JOU 6708	Digital Ethics and Law	3
MMC 5146	Web Publishing	3
MMC 6936	ST: Social Media	3
JOU 6360	Digital Media Technology	3
VIC 6007	Visual Communications, Design & Theory	3
MMC 6936	ST: Multimedia Production	3
JOU 6006	Digital Media and Democracy	3
GEB 6118	Business Enterprise/Entrepreneurial Journalism	3
MMC 6951	Final Project	3

* Courses are sequenced with sequences dependent 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.

Graduation Requirements

Completion of all graduate program requirements with a cumulative GPA of 3.0 or higher.

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

Degree Information

Not currently accepting applications for this program

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

Program Admission Deadlines:

Fall	July 1 for best consideration*
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

*Applicants wishing to be considered for 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
Department Code:	ESP
Program (Major/College):	ESP AP

Contact Information:

Graduate Program Advisor: Dr. Scott Burghart
(727) 873-4540

Program Website: <http://www.usfsp.edu/espg/programs>

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

Program information

Not currently accepting applications for this program

Our Master of Arts degree in Environmental Science and Policy is designed to provide students with an advanced, graduate-level background in the disciplines that comprise the environmental sciences. It is designed to allow students to gain an understanding of ways to balance social and economic needs with environmental considerations. It will enable students to learn how to use resources sustainably and to become aware of the role of values in issue formulation and policy-making. The MA will train students to develop and manage human institutions, organizations and behaviors that restore, protect and sustain the environment with an in-depth study of both natural and human systems and their interdependence. It will equip students with a core foundation in environmental science, policy and management for careers that will serve as a bridge between environmental scientists and environmental policy-makers and managers.

The program is coursework-intensive and does not require a thesis. This degree is not designed for students who wish to pursue basic research in the environmental sciences or related fields. The MA will provide students with an advanced education that will enable them to assume a wide variety of career options including in governmental environmental agencies (local, state and federal), consulting firms that work with governmental agencies and private companies, and non-profit organizations that focus on environmental protection and advocacy. The program is an effective terminal degree for those

seeking entry to these fields at a high career level. It also provides an opportunity to enhance the skills and boost the careers of current professionals.

This degree program offers two tracks Environmental Management and Sustainable Development (ESMD) and Environmental Education (EE). Students should choose one of the tracks. Graduate students in the Master of Arts in Environmental Science and Policy will satisfactorily complete, with a grade of B or better, 12 credit hours of core and 21 credit hours from track courses for ESMD track and 15 credit hours from EE track courses. Each program also requires students to take electives. Students with ESMD track should take 3 credit hours and EE track 6 credit hours of electives. Three (3) credit hours of final project are required to successfully complete the required 36 credit hours for the Master's degree.

Not currently accepting applications for this program

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

Not currently accepting applications for this program

- 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.
- A statement of no longer than one page, single-spaced of your reasons for applying to the program, a brief discussion of your academic interests professional goals and how you think the MA will help you achieve those goals and whether or not you intend to study full-time or part-time.
- Three letters of recommendation from people well qualified to assess your potential for graduate study.
- Applicants must submit scores from the Graduate Record Exam (GRE) taken within the previous five (5) years. A combined score of 295 on the qualitative and quantitative sections of the GRE is required.

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.

Core Requirements (12 credit hours; all students in the MA)

EVR 6937	Seminar in Environmental Policy	3
GEO 6116	Perspectives in Environmental Thought	3
EVR 6946	Major Themes in Environmental Science	3
EVR 6908	Directed Individual Study	6

Environmental Management and Sustainability Track:

EVR 6937	Seminar in Environmental Policy	3
GEO 6116	Perspectives in Environmental Thought	3
EVR 6946	Major Themes in Environmental Science	3

EVR 6908	Directed Individual Study	6
EVR 5956	Methods of Sustainable Development	3
GEO 6115	Qualitative Research Methods	3
EVR 6320	Environmental Management	3
EVR 6116	Coastal Hazards and Resilience	3
EVR 6924	ST: Environmental Impact Statements	3
GIS 5049	GIS for Non-Majors	3 OR
GIS 6100	Advanced Geographic Information Systems	3
EVR 6216	Advances in Water Quality Policy and Management	3

Education Track:

EVR 6937	Seminar in Environmental Policy	3
GEO 6116	Perspectives in Environmental Thought	3
EVR 6946	Major Themes in Environmental Science	3
EVR 6908	Directed Individual Study	6
SCE 6616	Trends in Science Education	3
EDG 6627	Curriculum and Instruction	3
SCE 6346	Foundations of Environmental Education Theory	3
SCE 6644	Interpreting and Teaching the Environment	3
EVR 6934	ST: Environmental Science: Ecology	3 OR
PCB 6933	Seminar in Ecology	3
	Nine (9) credit hours elective (requires pre-approval)	6

Available Electives:

EVR 6115	Global Climate Change	3
CHM 6938	Environmental Chemistry	3
STA 5166	Statistical Methods	3
GIS 6100	Advanced Geographic Information Systems	3
GEO 6428	Seminar in Advanced Human Geography	3
GEO 6286	Advanced Water Resources	3
EVR 6931	Environmental Soil, Water and Land Use	3
EVR 6876	Wetlands, People and Public Policy	3
SCE 5937	Selected Topics in Life Science or Physical/Earth Science	3
EDG 6931	Current Trends in Assessment	3
HIS 6939	ST: Environmental History	3
CLP 6937	Grant Writing	3
EDG 6841	Foundations of Educational Research	3
EDF 6492	Applied Education Program Evaluation	3
ANT 5406	Ethnobotany: People, Plants and Culture	3
OCE 6940C	Experimental Learning in Marine Science	3
HIS 6634	Florida Environmental History	3

Final Project (6 credit hours)

Each student will register for three (3) credits of EVR 6908 (Directed Individual Study) during each of his/her last two (2) semesters, for a total of six (6) credit hours. Each student will work with the instructor to identify a relevant final project of interest and which should result in professional growth to the student. The final project requires students to integrate and apply the knowledge and skills

acquired in their coursework via completion of a project. The final project results will be written and presented to program faculty. To ensure quality control, each report will be evaluated by the instructor and the graduate coordinator. Final projects* will typically fall into one of the three following themes:

Meta-Analysis Projects—these projects involve bringing together the seminal ideas, theories and concepts of a field in an original synthesis to produce new insights and observations that may move the community's understanding forward. Such a project would likely involve primarily archival and document analysis, based on the relevant scientific literature of the chosen field.

Focused Fieldwork Projects—these projects utilize accepted research methods to answer a specific question concerning anything from local ecosystem functions, services or health; spatial distribution of environmental phenomena; to public attitudes about ongoing environmental conflicts. Focused Field Projects may use a variety of research methods, including but not limited to, survey research, photographic techniques, water or soil sampling techniques, laboratory analysis, spatial analysis and mapping. They are generally more narrowly defined than topics chosen for master's theses, and may be very specific to particular places and times. A Focused Field Project demonstrates your ability to collect appropriate data in order to answer a practical and applied question. Such skills are useful in many entry-level environmental positions.

Policy Case Studies— these studies use a combination of document, archival and possible field methods to analyze policy approaches to, or public attitudes toward, a specific environmental problem, usually at the local or state scale. A thorough comparison of the possible impacts of specific policies intended to resolve an environmental problem may be explored with the goal of suggesting ideal outcomes in the form of a policy analysis report. Case studies may also involve measuring the effectiveness of particular organizations such as non-profits or government agencies or the impact of specific entities such as local industries or corporations on well-defined ecosystems. Outcome assessments of specific regulatory laws regarding the environment may also be analyzed.

*Students may propose a final project outside the scope of the aforementioned themes but you must seek approval from the professor teaching the Final Project course.

Comprehensive Exam

Upon completion of all Theme 1 and Theme 2 courses, students will sit a Comprehensive Exam designed to assess that they have mastered the major concepts expected of a master's-level graduate. A test bank will be created by the instructors of these courses and Comprehensive Exams will consist of questions chosen from the test bank. Students will be allowed two opportunities to pass the Comprehensive Exam. Students must pass the Comprehensive Exam to earn the M.A. degree.

Masters 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 or academic careers in environmental fields or preparation to enter doctoral programs in environmental science or related fields.

Program Admission Deadlines:

Fall:	July 1 for best consideration*
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

*Applicants wishing to be considered for 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
Department Code:	ESP
Program (Major/College):	ESP AP

Contact Information:

Graduate Program Advisor:	Dr. Scott Burghart (727) 873-4540 burghart@usfsp.edu
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Program Website: <http://www.usfsp.edu/espg/programs>

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 brings interdisciplinary expertise in the social and natural sciences together with advanced technologies, such as remote sensing and geographic information systems, to prepare students to effectively address complex environmental issues. Program graduates will be able to:

- Develop solutions to the increasingly urgent problems resulting from human impacts on the environment;
- Contribute to efforts to better understand and respond to those impacts; and
- Protect and manage environmental resources in the face of population growth and economic change.

Graduates of the Master of Science in Environmental Science and Policy will be highly skilled and imaginative individuals, prepared for leadership roles in local, state, and federal agencies; non-profit organizations working to ameliorate environmental concerns; and private scientific, research, environmental and engineering firms. Our graduates will have the analytical skills to understand and impact the socio-cultural and political context in which environmental problems are created and ameliorated, and the scientific expertise to fully explore and analyze the consequences of ongoing environmental change and interaction.

Students may select one of two focused tracks: Applied Environmental Science and Society-Environment Interactions.

The *Applied Environmental Science focus* provides you with rigorous training and first-hand experience in the application of a variety of scientific principles and techniques in biology, chemistry, geology, remote sensing and geographic information systems. Students pursuing this track can explore such pressing topics as water resource use and management (groundwater, surface water, marine), habitat and species conservation, and the impacts of development and land use change on terrestrial, aquatic and wetland resources. Particular attention is paid to the unique challenges facing the Gulf Coast and central Florida region. Students graduating with a focus in Applied Environmental Science will be experienced environmental scientists, prepared to tackle pressing ecological and environmental problems from a variety of approaches. Potential employers range from the Florida Department of Environmental Protection, the Florida Wildlife Research Institute, state's water management districts, to private engineering and environmental consulting firms, and non-profit environmental agencies.

The *Society-Environment Interactions focus* provides you with an in-depth understanding of the socio-cultural and political contexts in which specific environmental problems arise and are addressed. Popular conceptual frameworks in human-environment interaction, such as political ecology, sustainable development, and integrated ecosystem management, are applied to a range of environmental problems at the local, national and global scales. Contemporary policy challenges, such as the need to balance economic growth along Florida's fragile coastline with the desire to preserve ecosystem services and wildlife habitat, are explored within historical, geographic and socio-political contexts. Graduates with Society-Environment Interactions focus will be well prepared to make significant contributions to policy analysis and development in public agencies, private consulting firms, or non-profit institutions.

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 295 from the verbal and mathematical sections.
- Applicants should include three letters of recommendation from people qualified to assess their potential for graduate study.
- Applicants should include a statement of their goals, objectives, research interests and reasons for applying to the program.

Degree Program Requirements

Graduate students in the Master of Science in Environmental Science and Policy will satisfactorily complete, with a grade of B or better, fifteen (15) credit hours of interdisciplinary core courses, and fifteen (15) hours of approved graduate-level electives, and a minimum of six (6) graduate credit hours of Thesis Research. A maximum of six (6) credit hours may be taken outside the program with the prior

approval of the graduate coordinator. No more than six (6) credit hours of research will count toward the required 36 hours for the master's degree.

Required Courses:

EVR 6936	Seminar in Environmental Science	3
EVR 6937	Seminar in Environmental Policy	3
STA 5166	Statistical Methods	3
GEO 6116	Perspectives in Environmental Thought	3
EVR 6971	Thesis Research	6

And **one** from the following:

GLY 5932	Environmental Geology	3
PCB 6933	Seminar in Ecology	3
CHM 6938	Environmental Chemistry	3

In addition to the 15 hours of core courses listed above, students will select 15 credit hours from approved electives with help of the graduate faculty advisor/graduate coordinator.

Electives:

BSC 6932	Special Topics in Biology Landscape Ecology:	
	* Stream Ecology	3
	* Systems Ecology	3
CHM 6938	Special Topics in Atmospheric Chemistry:	
	*Aquatic Chemistry	3
	*Environmental Toxicology	3
ENY 5505	Aquatic Entomology	3
EVR 6934	Special Topics in Environmental Science Instrumentation	3
	*Methods in Environmental Chemistry and Geology	3
	*Numerical and Computer Models in Environmental Science	3
	*Water Resources Management	3
	*Scientific/Technical Writing	3
	*International Environmental Policy	3
	*Environmental Security	3
GEO 5145	Advanced Remote Sensing	3
GEO 6115	Advanced Field Techniques	3
GEO 6166	Multivariate Statistical Methods	3
GEO 6428	Seminar in Advanced Human Geography	3
GEO 6475	Political and Cultural Ecology	3
GEO 6147	Advanced Geographic Information Systems	3
GEO 6306	Environmental Applications of GIS	3
GEO 6286	Advances in Water Resources Geography	3
GEO 6372	Seminar in Global Conservation	3
GLY 6828	Groundwater Geochemistry	3
GLY 6827	Advanced Hydrogeology	3

GLY 6739	Selected Topics in Geology:	
	*Isotope Geochemistry	3
	*Paleolimnology	3
	*Solute Transport	3
HIS 6939	Seminar in Environmental History	3
PCB 5603L	Limnology	4
PCB 5415	Behavioral Ecology	3
ZOO 5456L	Ichthyology	4

USFSP partners with the USF College of Marine Science (located on the USF St. Petersburg campus). Some courses offered by the College of Marine Science may be used toward elective requirements for this degree upon. Students should check with the graduate program advisor for a list of eligible electives. Up to six (6) graduate credit hours may be taken from outside the program with the prior approval of the graduate program advisor.

Thesis

All graduate students in the M.S. in Environmental Science and Policy program will enroll in a minimum of six (6) graduate credit hours of thesis research. No more than six (6) credit hours of thesis will count towards the required thirty-six (36) hours for the Master's degree.

Graduate Certificate in Geospatial Science

Admission Deadlines:

Fall: July 1 for best consideration
Spring: November 30 for best consideration

Minimum Total Hours: 12

Program Level: Graduate Certificate

Contact Information:

Dr. Barnali Dixon
bdixon@usfsp.edu

(727) 873-0137

Graduate Coordinator:

Dr. Scott Burghart
burghart@usfsp.edu

(727) 873-4540

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

Program Information:

Geospatial Science offers training in the theory and application of geospatial analysis to contemporary problems in environmental management, urban planning, business management, disease and health management, crime analysis, defense intelligence, anthropologies and other fields. The courses listed under requirements will provide students and professionals with a strong understanding of the fundamental theories and concepts underlying spatial analysis and extensive hands-on experience.

Geospatial Science is the quantitative and analytical study of relationships of events and processes in space and time that is in high demand in the workforce. In recent years, powerful new technologies and techniques have emerged that greatly improve our ability to acquire, archive, analyze and communicate information regarding people, places and other processes on or near the Earth's surface. These same technologies and analytical frameworks allow us to combine this information into multi-tiered databases describing complex and inter-related aspects of our physical and social world. Such databases can then be analyzed in novel ways that take the spatial nature of disparate phenomena and processes into account. The insights produced by these analyses are revolutionizing many fields of science, decision making, government operations and businesses, and through now-commonplace consumer products such as web-based mapping systems and Global Positioning systems (GPS) unites, are directly impacting the everyday lives of ordinary individuals.

Students completing the certificate will acquire the skills to become more competitive and successful in the environmental management, urban planning, homeland security and defense services contracts and private/public workforce for which command of spatial analytical thinking and GIS and related technologies are rapidly becoming imperative. Completion of the course requirements will prepare students to complete the professional certification exams such as 1) GISP offered by <http://www.gisci.org/> and 2) Certified Mapping Scientists (GIS/LIS) offered by <http://www.asprs.org/Certification-Program/Certified-Mapping-Scientist-GIS-LIS.html>.

Admissions Information

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

Program Admission Requirements

Admission to the program is competitive and based on academic merit and/or relevant work experience as noted of the GISP professional certification site located at:

<https://www.gisci.org/login.aspx?ReturnUrl=%2f>

Students will be selected on the basis of information included in the application.

The minimum requirements for entry are:

- Completion of an introductory GIS course or proof of successful workshop completion within the previous 5 years, or equivalent work experience as determined by the certificate admissions selection committee.
- A bachelor's degree from a regionally accredited institution with a cumulative GPA of 3.0 or higher in all coursework used to confer the degree **OR**
- A bachelor's degree from a regionally accredited institution with an upper level (upper 60 hours) GPA of 3.0 or higher.

Certificate Program Requirements

Courses are sequential. Enrollment in subsequent courses is contingent upon successful completion of the previously-sequenced course.

Students are required to take 3 courses and 1 elective. Students **MUST** earn a B or higher in the core courses and a B or higher or satisfactory grade in electives. USFSP does not guarantee the availability of sequenced courses should students need to repeat courses as a result of unsatisfactory performance.

Required Courses:

GIS 5049	Geographical Information System for non-majors	3
GIS 6100	Geographical Information Systems	3
GIS 6038	Advanced Remote Sensing	3
GIS 6306*	Environmental Application of GIS	3

*GIS 6306 is an elective and could be substituted by taking one of the following independent study courses: GEO 6908, GLY 6905, OCE 6908, CCJ 6905, ANG 6905, or BSC 6905

Students seeking a graduate certificate in Geospatial Sciences 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.

Upon completion of this certificate, students will be able to demonstrate the following learning outcomes and will be prepared to take examinations for professional certifications offered by GISCI and ASPRS.

1. Understanding of the nature of spatial data and the principles of geographic information systems (GIS).
2. Comprehensive understanding of geospatial technologies including GIS, RS and GPS.
3. Define a problem in terms of its spatial analytical context.
4. Specify models and methodology for spatial analysis.
5. Compare and evaluate alternative spatial analytical methods using various combinations of geospatial technologies and modeling methods.

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

Program Admissions Deadlines:

Domestic Students Fall: July 1 for best consideration
Domestic Students Spring: November 1 for best consideration
Domestic Students Summer: April 15 for best consideration

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

Note: Students who wish to be considered for graduate assistantships should submit a completed application by March 15 to begin in the Fall semester and by October 15 to begin in the Spring semester.

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

Contact Information:

Graduate Faculty Advisor: Dr. Mark Walters
djd@usfsp.edu

Program Website: <http://www.usfsp.edu/journalism>

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

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

- 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.
- A Graduate Record Examination (GRE), Miller Analogies Test, LSAT, or GMAT score is required.
- 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.

- 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.
- Three examples of professional or academic writing or professional visual work (such as photo documentaries and video stories).
- Official transcripts from all previously attended institutions of higher learning.
- A copy of a recent resume.
- We welcome applicants from undergraduate or graduate disciplines other than journalism or mass communications. However, those without formal education in journalism/mass communications or without professional experience will be required to take JOU 6114: Multimedia Reporting once admitted.

Degree Program Requirements

Requires 36 hours of course work, including either a thesis for 6 credit hours or a professional applied research project for 3 credit hours. At least 16 of the 36 hours must be at the 6000 level and at least 20 hours must be taken in regularly scheduled coursework. 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.

Required Courses:

MMC 6400	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	6
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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 business, criminology, education, environmental studies, Florida Studies, health communication, philosophy and urban anthropology.

Practicum – MMC 6945 - Students in the journalism program are eligible to apply for a professional practicum (internship) in a journalism, mass communications or media studies 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. All core courses must be passed with a grade of C or better. Students 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. Students are urged to review the requirements for the culminating project on the program website: <http://www.usfsp.edu/journalism/programs-summary/grad/culminating-work>.

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 hours 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.

Graduate Certificate in Food Writing and Photography

Certificate Admission Deadlines:

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

Minimum Total Hours:	15
Program Level:	Graduate Certificate

Contact Information:

Graduate Faculty Advisor:	Dr. Mark Walters djd@usfsp.edu
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Graduate Studies Website: www.usfsp.edu/grad

Program Information:

Food is essential to human existence, and more and more food writers are connecting audience members with what nourishes us. Food is far more than physical sustenance. It defines cultures while challenging the environment. It creates political strife and builds economies. It provides entertainment and is a vehicle for health problems. It's surrounded by legal and regulatory issues and ethical choices that are often not even noticed. But, at its core, food is the story of people. This program will train writers and photographers – veterans and novices – to best convey the stories that they want to tell. From personal essays to restaurant reviews and profiles to research pieces, food writers with the course work this certificate provides can entertain and enlighten their readers while having the background to mix in societal, environmental, ethical, public health and economic implications of what we put into our mouths.

This program can be completed entirely online or through a combination of online and face to face courses or semester-long courses. Certificate Outcomes include improved visual and verbal mass communications skills and a better understanding of the legal and ethical issues that any contemporary communicator in the virtual or physical world might face. Students will conclude the program by completing a mentored and carefully reviewed project that fits their needs, communication methods and paves the path for the future.

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 completed while towards the completion of the bachelor's degree. Candidates who have less than a 3.0 undergraduate GPA will be considered for the certificate program if they can provide evidence of at least five (5) years' experience in an area related to the Food Writing Certificate program. This includes work in

culinary arts, restaurant or food management, or work that involved substantial writing for print, broadcast or the web.

3. A cover letter describing the applicant's interest in this program.

Certificate Program Requirements

Fifteen (15) graduate credit hours. The four courses are to be taken sequentially. These courses do not apply to any other graduate certificate.

Required Courses:

JOU 6114	Multimedia Reporting	3
JOU 6708	Digital Law and Ethics	3
MMC 6936	Food Writing	3
MMC 6950	Applied Research Project	3

And one of the following Electives (chosen with the assistance of the Graduate Faculty Advisor):

Social Media

Photojournalism

Contemporary Issues in Journalism

Literary Journalism

Visual Communication Design and Theory

Entrepreneurial Journalism

Web Publishing

Special Topics in Journalism

Students seeking a graduate certificate in Food Writing and Photography must meet additional graduate student requirements (time limitations and good academic standing) as outlined in Section 4 of this catalog entitled *Graduate Certificate Students*.

Students in degree programs who wish to add this certificate to their elective options in their degree program, should seek the advice of the graduate faculty advisor in their program.

Master of Liberal Arts (M.L.A.) Degree in the Liberal Arts Program

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

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

Contact Information: Dr. Lisa Starks
starks@usfsp.edu
(727)873-4148

Program Website: <http://www.usfsp.edu/vva/master-of-liberal-arts>

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 (within the discipline of the 18 earned hours), continue on for doctoral work, 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 study or professional careers in related areas, including work for non-profits and other businesses.

Accreditation:

USF St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges 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 institutions with at least a 3.0 cumulative GPA or a GPA of 3.0 or higher on the upper two years (upper 60 hours) of baccalaureate work (student who do not meet this requirements 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 or scholarly interests, educational and career goals. Writing sample (a substantial term paper, e-portfolio, or other evidence of academic or professional writing ability).

- Three (3) letters of recommendation. Letter 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 score on the verbal section and at least a 4.5 (on a 6 point scale) on the essay portion. The GRE must have been taken with 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

Requirements:

Total minimum credit hours: 33 hours

18 credit hours credit hours must be taken with a particular disciplinary field at the 5000 level or above
9 elective credit hours from approved course list – 5000 level or above

6 credit hours thesis or 6 credit hours non-thesis project option

ENG 6009	Introduction to Graduate Studies*	3
ENC 6745	Composition Pedagogy OR	3
MMC 6421	Research Methods in Mass Communication OR	3
EDG 6931	Role of Education in a Democracy	3
PHI 6605	Ethics in Private and Professional Life**	3 OR
ENG 6939	Graduate Seminar: Issues in Rhetoric and Literature	3

*Required of all students and must be taken in the first Fall semester of study

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

Comprehensive Exam: All 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 and World Literature; a student in American Studies might have the following areas: American Literature, American History, and American Politics). These areas will be determined with the program director.

All students must select either a Thesis Option or a Non-Thesis Project Option:

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) hours of thesis credit. Students will defend the thesis orally before this committee and the Program Director. Students must receive a unanimous vote of approval by the committee in order to graduate.
OR

Non-Thesis Project Option: Students will complete and 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 an invited audience, if appropriate to the type of project. The project type and its topic must be approved by the project committee and the Program Director. During the course of work on the project, students must be enrolled for at least six (6) credit hours of project credit. Students must receive a unanimous vote of approval by the committee to graduate.

Track Two – Interdisciplinary Studies in Liberal Arts

Requirements:

Total minimum required hours: 33 credit hours

27 credit hours at 5000 level or above from approved course list

6 credit hours of thesis or 6 credit hours non-thesis project option

ENG 6009	Introduction to Graduate Studies*	3
ENC 6745	Composition Pedagogy OR	3
MMC 6421	Research Methods in Mass Communication OR	3
EDG 6931	Role of Education in a Democracy	3
PHI 6605	Ethics in Private and Professional Life**	3 OR
ENG 6939	Graduate Seminar: Issues in Rhetoric and Literature	3

*Required of all students and must be taken in the first Fall semester of study

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

Comprehensive Exam: All 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 and World Literature; a student in American Studies might have the following areas: American Literature, American History, and American Politics). These areas will be determined with the program director.

All students must select either a Thesis Option or a Non-Thesis Project Option:

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) hours of thesis credit. Students will defend the thesis orally before this committee and the Program Director. Students must receive a unanimous vote of approval by the committee in order to graduate.
OR

Non-Thesis 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 an invited audience, if appropriate to the type of project. The project type and its topic must be approved by the project committee and the Program Director. During the course of work on the project, students must be enrolled for at least six (6) credit hours of project credit. Students must receive a unanimous vote of approval by the committee to graduate.

Master of Liberal Arts (M.L.A.) Degree with 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:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours:

Program Level:	Masters
CIP Code:	24.0101
Department Code:	HUM
Program (Major/College):	MLA AP
Concentration Code:	FST

Contact Information:

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

<https://www.usfsp.edu/floridastudies/master-of-liberal-arts>

Graduate Studies Website:

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

Program Information

The Florida Studies concentration of the Master of Liberal Arts Program allows students to specialize in history or geography/environment to sample a broad array of interdisciplinary classes. Florida-based classes may be taken in the fields of History, English, Ecology, Geology, Geography, Political Science, and Journalism and Media Studies.

Accreditation:

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges 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 153 on the verbal section and a minimum 144 on the quantitative section.
- Students must submit a writing sample (an undergraduate term paper, book review, or essay) or evidence of artistic work.

- Two (2) letters of recommendation
- A 1-2 page letter outlining the student’s academic interests, goals and objectives related to graduate school and beyond, relevant life experiences, and a faculty member whose academic interests are most relevant to that of the student.

Degree Program Requirements:

All graduate students in the Florida Studies Concentration shall complete a total of at least 33 credit hours of graduate level coursework.

Required Courses:

AMS 6934	ST: Florida and Regional Studies	3
AMS 6908	Independent Study*	3 OR
AMS 6940	Internship	3
AMS 6915	Directed Research* (non-thesis option)	3 OR
AMS 6971	Thesis	6

*Note: Prefix and Course numbers may vary depending upon which track (plan of study) a student chooses – see below.

Research Proposal Defense

In addition to completion of the required hours, all students will produce and defend a written research proposal under the direction of their Major Professor. The proposal defense shall serve as a comprehensive exam.

Thesis or Non-Thesis Option

All Florida Studies graduate students must choose either a thesis option or a non-thesis option.

Thesis Option: Following successful completion of the Research Proposal Defense, students will complete an 80-120 page thesis (must enroll in at least 6 hours of thesis credit). A successful oral defense of the thesis is required. (Editor’s note: the thesis process is not completed until the thesis has been accepted and approved by the USFSP Office of Graduate Studies. For more information, refer to the University Degree Requirements section or visit the Office of Graduate Studies’ website: <http://www.usfsp.edu/grad>.) The thesis defense is open to all faculty and graduate students.

Non-Thesis Option: Following successful completion of the Research Proposal Defense, students will register for AMS 6915 Directed Research (3 credit hours) and write a 25-40 page essay appropriate for submission to an academic journal.

Tracks: In addition to the required hours, the thesis or non-thesis work and the research proposal defense, students must pursue one of three tracks: history, geography/environment, or interdisciplinary studies.

History Track

Required Courses (15 credit hours for non-thesis option; 18 credit hours for thesis option)

AMS 6934	ST: Florida and Regional Studies	3
HIS 6908	Independent Study	3 OR
AMS 6940	Internship	3
HIS 6914	Directed Research (for those electing non-thesis option)	3 OR
HIS 6971	Thesis	6
HIS 6939	ST: Seminar in History: Early Florida History	3
HIS 6939	ST: Seminar in History: Modern Florida History	3

Electives (18 credit hours for non-thesis option; 15 credit hours for thesis option)

HIS 6939	ST: Intro to Spanish Paleography	3
HIS 6939	ST: Advanced Spanish Paleography	3
HI 6925	Colloquium in History: Incas, Mayans and Aztecs	3
HIS 6939	Seminar in History: Spain - Inquisition to Civil War	3
HIS 6925	Colloquium in History: Conquistadores Conquest of the Americas	3
HIS 6925	Colloquium in History: American Culture in the 1960s	3
HI 6939	Seminar in History: Civil Rights Movement	3
HIS 6925	Colloquium in History: American Politics: Kennedy to Trump	3
HIS 6925	Colloquium in History: U.S. 1914-1946	3
HIS 6939	Seminar in History: Slavery and Captivity	3
HIS 6925	Colloquium in History: Food and History	3
HIS 6925	Colloquium in History: U.S. Since 1945	3
HIS 6939	Seminar in History: WWII and the Holocaust	3

Additional history courses may be offered; students should consult their Graduate Faculty Advisor before registering for courses not listed here.

Geography/Environment Track

Required Courses (18 credit hours for non-thesis option; 21 credit hours for thesis option)

AMS 6934	ST: Intro to Florida and Regional Studies	3
GEO 6908	Independent Study	3 OR
GEO 6944	Internship	3
GEO 6918	Directed Research (for those electing non-thesis option)	3 OR
GEO 6971	Thesis	6
GEO 6113	Qualitative Research Methods	3 OR
GIS 6100	Advanced Geographic Information Systems	3
GEO 6116	Perspectives on Environmental Thought	3
GEA 6195	Seminar in Advanced Regional Geography: Florida	3 OR
GEO 6428	Seminar in Advanced Human Geography: Florida	3

Electives (15 credit hours for non-thesis option; 12 credit hours for thesis option)

GEO 6605	Contemporary Urban Issues: Emphasis on Florida	3
GEO 6286	Advances in Water Resources: Emphasis on Florida	3

EVR 6216	Advances in Water Quality Policy and Management	3
EVR 6876	Wetlands, People and Public Policy	3
EVR 6934	ST: Florida Springs	3
EVR 6937	Seminar in Environmental Policy	3
EVR 6934	ST: Seminar in Environmental Science	3
EVR 6934	ST: Global Climate Change	3
BSC 6932	Florida Ecosystems	3
GIS 6038C	Remote Sensing	3
GIS 6306	Environmental Applications of GIS	3

Note: Students may take as an elective an “OR” course not taken in the required section. Additional geography/environment courses may be offered; students should consult their graduate faculty advisor before registering for courses not listed here.

Interdisciplinary Track

Required Courses (18 credit hours for non-thesis option; 21 credit hours for thesis option)

AMS 6934	ST: Florida and Regional Studies	3
AMS 6908	Independent Study`	3 OR
AMS 6940	Internship	3
AMS 6915	Directed Research (for those electing non-thesis option)	3 OR
AMS 6971	Thesis	6
HIS 6939	ST: Seminar in History: Early Florida History	3 OR
HIS 6939	ST: Seminar in History: Modern Florida History	3
GEA 6195	Seminar in Advanced Regional Geography: Florida	3 OR
GEO 6428	Seminar in Advanced Human Geography: Florida	3
AML 6017	Studies in American Literature to 1860: Florida and the Colonial Imagination	3 OR
LIT 6934	ST: Florida and the Global South	3

Electives (15 credit hours for non-thesis option; 12 for thesis option)

HIS 6908	Intro to Spanish Paleography	3
HIS 6908	Advanced Spanish Paleography	3
HIS 6925	Colloquium in History: Incas, Mayans and Aztecs	3
HIS 6939	Seminar in History: Spain -Inquisition to Civil War	3
HIS 6925	Colloquium in History: Conquistadores Conquest of the Americas	3
GEO 6605	Contemporary Urban Issues: Emphasis on Florida	3
GEO 6286	Advances in Water Resources: Emphasis on Florida	3
GEO 6113	Qualitative Research Methods	3
EVR 6216	Advances in Water Quality Policy and Management	3
EVR 6876	Wetlands, People and Public Policy	3

Note: Students may take as an elective an “OR” course not taken in the required section. Additional courses may be offered; students should consult their graduate faculty advisor before registering for courses not listed here.

Master of Arts (M.A.) Degree in Psychology

Degree Information

The M.A. degree program 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
Department Code:	PSY
Program (Major/College):	PSY AP
Concentration Code:	n/a

Contact Information:

Dr. Tiffany Chenneville
chennevi@mail.usf.edu
(727) 873-4585

Program Website:

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

Graduate Studies Website:

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

Program Information

The USFSP Master of Arts in Psychology provides study of biological, social, developmental and cognitive bases of health and human behavior, with concentrated emphasis on how adjustment in these realms serves as the platform for later health and chronic disease outcomes. The program also cultivates advanced competence in research methodology required to interpret and evaluate applied research data. For students in both thesis and non-thesis options, elective courses in the domains of experimental and applied psychology, health psychology, infant-family mental health, cultural competence, and other basic and applied areas round out coursework requirements for the degree. Students on the thesis track also complete an empirical master's thesis.

As a program graduate of the M.A. in Psychology from USF St. Petersburg (USFSP), you will be:

- Positioned to assume human service and clinical health research positions demanding advanced competencies in research methodology; data tracking, collection, and analysis; and grant writing associated with graduate training;
- Eligible for teaching positions at high schools and at 2- and 4-year colleges or universities at (1000/2000 level coursework) with the required 18 hours of graduate work in psychology; and/or
- Competitive for admission to top doctoral programs through the receipt of the foundational content and research courses built into the first year of the M.A. curriculum coupled with a thesis option that will provide intensive experience in a nationally-recognized program of faculty research as job prospects in Psychology will always remain best for people holding doctoral degrees in applied specialties such as counseling or health.

Accreditation:

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

Admission Information

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

Program Admission Requirements

- A baccalaureate degree from a regionally accredited institution with an undergraduate GPA of 3.0 or better in course work leading toward the earned baccalaureate and a minimum GRE score of 151 verbal, 150 quantitative, and a 4.0 on the writing subsection. Submitted GRE scores must have been taken no more than 5 years prior to the student's term of entry.
- Undergraduate Introduction to Psychology and Statistics classes are required. An undergraduate Research Methods course is preferred, but not required.
- 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.
- Three (3) 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.
- Two (2) examples of professional or academic writing.

Degree Program Requirements

Requires 33 hours of graduate 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.

Requirements:

PSB 6056	Physiological Psychology	3
DEP 6607	Typical and Atypical Development	3
EXP 6608	Cognitive Psychology	3
PSY 6217	Research Methods and Measurement	3
PSY 6218	Graduate Research Methods	3

Electives:**Risk, Resilience and Prevention Emphasis**

CLP 6318	Prevention Science and Health Psychology	3
CLP 6623	Professional and Ethical Issues in Applied Psychology	3
CLP 6477	Infant-Family Mental Health	3
SOP 6739	Cultural Competence	3
CLP 6478	Developmental Disabilities	3
CLP 6462	Working with Families of Infants and Toddlers	3

Other Electives:

EXP 6930	ST: Topics in Experimental Psychology	3
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SOP 6266	Topics in Social Psychology	3
CLP 6937	Grant Writing	3
PSY 6850	Teaching of Psychology	3
PSY 6947	Grad Instruction Methods	3

As an option, students may take up to six (6) graduate credit hours of the 33-hour requirement in an area of specialization through our other departments of the university, including three (3) graduate credit hours at any other USF System institution (USF Tampa or USF Sarasota/Manatee). The graduate faculty advisor helps students with such choices.

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 in each, and pass comprehensive qualifying exams in biological, social-developmental and cognitive bases of behavior and in statistics and research methodology at the end of the first year of study.

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 credit hours of 6971 Thesis Research. Thesis proposals should be submitted and accepted by November 1 of the student's second year.

Non-Thesis Option:

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 a qualifying exam in Research Methodology.

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 a qualifying exam in Research Methodology.

Graduate Certificate in 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 Coordinator: Ms. Ebony Miller
ebonymiller@usfsp.edu
(727) 873-4848

Graduate Studies Website: 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 become effective change agents for infant-family health in the systems and communities where they live and work. This involves gaining a greater knowledge for working with infants and their families. It also involves developing a systems thinking orientation in order to partner with infants, families, and others to transform systems and communities. 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 co-parenting relationships develop and function in a diversity of different family systems, and a means of understanding how co-parenting alliances can and should be capitalized on to promote the healthy adjustment of any infant or toddler.

This is a 12-credit hour certificate program. The IFMH Certificate program's four courses cover best practices, latest research, and strategies that can help children from birth to three years 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 courses also introduce students to approaches and initiatives emerging in various fields to bring about transformed communities where all young children and families are thriving.

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 in early childhood mental health, prenatal and health-related, child protection and welfare, civic and community life, and other fields serving and collaborating with 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

4. A baccalaureate degree from a regionally accredited institution.
5. 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).
6. Minimum cumulative GPA of 3.0 or better on all work completed while registered as an upper-division baccalaureate student.
7. A 1000-word statement of intent for seeking a certificate in Infant-Family Mental Health.
8. Three (3) letters of recommendation from persons familiar with the nature of work required of graduate students in social science and who can attest to the applicant's ability to excel in this type of work.
9. Two (2) examples of professional or academic writing.
10. 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
CLP 6443	Assessment of Infant-Family Mental Health	3
CLP 6462	Working with Families of Infants and Toddlers	3
CYP 6109	Co-Parenting and Systems Change for Infant-Family Mental Health	3

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

Students in the M.A. in Exceptional Student Education (Varying Exceptionalities) degree program may take the courses in an order agreed to by the instructor(s).

Section 11 - Kate Tiedemann College of Business at USF St. Petersburg

KTCOB College of Business

USF-St. Petersburg
140 Seventh Avenue South
St. Petersburg, FL 33701

Web address: <http://www.usfsp.edu/ktcob/>
Phone: 727-873-4622
Fax: 727-873-4192
College Dean: Dr. Sridhar Sundaram
Associate Dean: Dr. Gary Patterson
Director, Graduate Programs: Mr. Eric Douthirt

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 Kate Tiedemann 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 mission of the Kate Tiedemann College of Business at USF St. Petersburg is to prepare our graduates to be effective in their future management and leadership roles in a global environment. We strive for quality education, meaningful research, ethical awareness, intellectual and cultural diversity, and practical service to the community with a focus on sustainability and innovation in a stimulating environment.

Major Research Areas:

See individual departments.

Types of Degrees Offered:

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

Name of Programs Offered:

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

Concentrations:

Healthcare Analytics (MBA Program)
Business Analytics (MBA Program)

Optional MBA Focus Tracks:

Finance, Accounting, International Business, Information Systems Management, Management, Marketing Strategy, Corporate Social Responsibility.

Optional MAcc Focus Tracks:

Forensic Accounting, Tax

Graduate Certificates Offered:

Business Analytics

Leadership Management

Sustainable Entrepreneurship

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

Degree Information

Program Admission Deadlines*:

Fall:	Domestic: July 1 for best consideration International: May 1
Spring:	Domestic: November 1 for best consideration International: October 15
Summer:	Domestic: April 15 for best consideration International: No summer admission offered

**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 Kate Tiedemann College of Business
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Contact Information:

Director:	Mr. Eric Douthirt douthirt@usfsp.edu
Recruitment:	Mr. Michael Chupa mchupa@usfsp.edu (727) 873-4622
Advising:	Dr. Rebecca Harris rharris@usfsp.edu

Program Website: <http://www.usfsp.edu/mba>

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

Program Information

The MBA is a 36 credit hour program, combining 18 credits (6 courses) of core requirements and 18 credits (6 courses) of electives. The core provides the well-rounded expertise needed for today's strategic managers with emphasis on ethics in business. The electives provide an opportunity for students to make their MBA unique and explore a variety of contemporary topics in business. Some

students may choose to focus their elective studies in one or two areas to build a strong expertise in the industry of their choice.

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:

- A completed USF St. Petersburg online graduate program application
- \$30 application fee due at the time the online application is completed
- a current resume
- a statement of purpose
- three letters of recommendation, including at least one professional reference
- one official transcript from each institution of higher learning attended
- Graduate Management Admission Test (GMAT) score 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 hours of degree-seeking coursework of the undergraduate degree; **AND**
- Total score of 1100 or better using the following formula:
(200 X GPA in the last 60 semester hours of degree seeking coursework) + GMAT score/equivalent GRE score. Eg: GPA=2.8, GMAT=570 (200 X 2.8) + 570 = 1130

USFSP may waive the GMAT/GRE requirement for MBA admission under the following conditions:

Graduates with bachelor's degrees in business earned from institutions within the USF System (USF Tampa, USF Sarasota/Manatee or USF St. Petersburg) with an upper level GPA of 3.75 or higher.

Candidates with previously earned graduate level degrees from regionally accredited institutions of higher learning can qualify for a waiver of the GMAT/GRE exam. Graduate degrees awarded internationally must be evaluated by a NACES member agency if a GMAT/GRE waiver is to be granted.

Examples of graduate degrees that may qualify a candidate for a GMAT/GRE waiver include:

Master's Degrees (i.e., M.A., M.S., M.Ed., M.Acc., etc.)

Doctor of Philosophy (Ph.D.)

Doctor of Medicine (M.D.)

Doctor of Osteopathic Medicine (D.O.)
Doctor of Dental Surgery (D.D.S.)
Doctor of Dental Medicine (D.M.D.)
Doctor of Pharmacy (Pharm.D.)
Doctor of Chiropractic (D.C.)
Doctor of Podiatric Medicine (D.P.M.)
Doctor of Veterinary Medicine (D.V.M.)
Juris Doctorate (J.D.)

The following professional certifications/licenses may qualify a candidate for a GMAT/GRE waiver:

Actuary (Member of American Society of Actuaries)
Certified Financial Analyst (CFA)
Certified Financial Planner (CFP)
Certified Fraud Examiner (CFE)
Certified General Appraiser
Certified Internal Auditor (CIA)
Certified Management Accountant (CMA)
Certified in Production and Inventory Management (CPIM) from APICS
Certified Public Accountant (CPA)
Certified Quality Engineer (CQE) from ASQ
Certified Reliability Engineer (CRE) from ASQ
Certified Residential Appraiser
International Project Management Professional (PMP)
Lean Six Sigma Certification From ASQ
Professional Engineer (PE): National Engineering Principles and Practice Exam
Real Estate Brokerage
SHRM Senior Certified Professional (SHRM-SCP)

Professional work experience may also be used to request a waiver of the GMAT/GRE requirement. Applicants requesting a waiver of the GMAT/GRE requirement on the basis of professional experience are expected to have extensive work experience demonstrating upward mobility with a minimum of five (5) years in a management role. Such experience should include, but is not limited to staff and budget management.

The use of professional certifications/licenses, and/or previously earned graduate degrees, and/or professional work experience in lieu of the GMAT/GRE does not guarantee admission to the MBA. The admissions committee retains the right to ask any candidate to take the GMAT/GRE for admissions consideration if it is determined that a candidate's application (inclusive of professional

certifications/licenses, graduate degrees or work experience) does not warrant full admission without further assessment.

Applicants seeking a waiver should submit as part of the online application an MBA GMAT/GRE Waiver Request Form available on the MBA admissions website (www.usfsp.edu/mba). Add these items either to the supporting documents portion found at the end of the online application or separately in the “My Documents” link found under the top menu bar’s “My Workspace” tab.

- **Competitive candidates will be asked to participate in a phone interview as part of the admissions review process.**

Degree Program Requirements

Prerequisites and Essential Course Modules

There are nine 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
- MAN 3025 Principles of Management
- MAR 3023 Basic Marketing
- QMB 3200 Business and Economics (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 Kate Tiedemann College of Business faculty after a review of course syllabi.

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 MBA Advisor. Unsatisfied prerequisites will not prohibit an applicant from gaining acceptance to the USFSP MBA Program. To learn more about the innovative MBA Essentials program, please visit: <https://www.usfsp.edu/mba/mba-essentials-modules>.

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

ECO 6419	Managerial Analysis	3
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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 6244	Organizational Behavior	3

Students must complete at least eighteen (18) hours of the master's program (including Managerial Analysis and Financial Statement Analysis) before enrolling in the formal exit course, Organizational Behavior.

Focus Track and Elective Courses

Students must complete 18 hours of elective credit. 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.)

Track Area Guidelines:

- A student may complete a maximum of two focus tracks consisting of three courses (9 hours) each.
- No courses outside of the USF St. Petersburg Kate Tiedemann 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.

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.

Focus Tracks include:

Corporate Social Responsibility

This track will develop a student's understanding of ethical management, marketing and decision-making. Students will explore the ethical and behavioral issues faced by corporations as they manage organizational change and serve multiple stakeholders. Ethical social responsibility provides the foundation of this focus track. Corporate Social Responsibility Electives:

- ENT 6507 Social Entrepreneurship in Emerging Markets (Study Abroad)
- ENT 6508 Social Entrepreneurship I (offered through Fall 2016) or
ENT 6930 ST: Sustainable Entrepreneurship (effective Fall 2017)
- GEB 6265 Advanced Facilitation
- GEB 6255 Advanced Negotiation
- MAN 6068 Social Issues in Management
- MAN 6289 Organizational Change and Development
- MAN 6930 ST: Developing Leadership Skills
- MAN 6930 ST: Innovation

- MAN 6766 Leadership and Corporate Accountability
- TAX 6940 IRS VITA Tax Practicum

Finance

The Finance Focus Track provides an understanding of the economic issues related to the valuation of assets in domestic and international settings. It will help students develop the skills needed to analyze the investment and capital-structure decisions faced by firms and investors. The course sequence focuses on the investment and capital-structure decisions in a risk-return framework. This focus track places emphasis on developing and fostering the student's decision-making skills. Finance electives:

- FIN 6416 Advanced Financial Management
- FIN 6515 Investments
- FIN 6605 International Financial Management

Forensic Accounting

This track is designed to acquaint students with current theory and practice in economic crimes, fraud investigations, and approaches to deter fraudulent activity. The track includes exposure to fraud prevention and detection approaches, forensic investigations, and information and communications security. It also addresses legal concepts of criminal fraud and corporate criminal liability, and emphasizes the importance of establishing sound policies and implementing effective procedures and controls in creating an effective and ethical corporate environment. Social responsibility and corporate reporting are at the foundation of this area. Forensic Accounting electives:

- ACG 5205 Advanced Financial Accounting
- ACG 5375 Business Valuations
- ACG 5505 Governmental/Not-For-Profit Accounting
- ACG 6496 Computer Forensics and Accounting
- ACG 6686 Fraud Examination
- ACG 6688 Forensic Accounting and the Legal Environment
- ACG 6936 ST: Accounting Research
- ACG 6687 Fraud and Financial Reporting
- ACG 6936 ST: Seminar in Accounting
- TAX 5015 Federal Taxation of Business Entities
- TAX 6005 Advanced Partnership Taxation
- TAX 6065 Contemporary Issues in Taxation
- TAX 6134 Advanced Corporate Taxation
- TAX 6940 IRS VITA Tax Practicum

International Business

The international business focus provides the background, knowledge and skills important in doing business across national boundaries. The rapid integration of world economies and the globalization of businesses represent major challenges to the leaders in tomorrow's business world. MBA graduates who understand the issues, problems and opportunities inherent in an international environment will have a major advantage in their ability to function and succeed in the global business arena. The track also provides an understanding of the cultural and business issues associated with that environment. International Business electives:

- ECO 6705 International Economic Issues
- ENT 6507 Social Entrepreneurship in Emerging Markets (Study Abroad)

- FIN 6605 International Financial Management
- GEB 6930 ST: Competing in Emerging Markets
- GEB 6930 ST: Creating and Nurturing Company Growth (Study Abroad)
- GEB 6930 ST: Globalization and Growth
- MAN 6068 Social Issues in Management
- MAN 6601 International Management
- MAR 6158 International Marketing Management

Information Systems Management Track

In today's increasingly competitive environment, successful organizations are those that are able to effectively manage their information systems and knowledge assets. This three-course focus track will examine managers' legal, social, and ethical responsibilities for overseeing information resources; familiarize them with new and emerging technologies for capturing, codifying, and sharing knowledge; and introduce them to the tools and technologies needed to manage complex IT projects involving globally dispersed and diverse teams. Information Systems elective:

- ISM 6316 Project Management
- ISM 6930 ST: Business Process Management Development
- ISM 6930 ST: Data Visualization
- ISM 6930 ST: Development of Business Applications
- ISM 6930 ST: ERP Systems Analysis
- ISM 6930 ST: Fundamentals of Data Management and Analysis
- ISM 6930 ST: Predictive Analytics

Management

The Management focus track addresses issues both interpersonally and organizationally and how success in any organization depends to a large extent on how it is organized and on how the people within it behave. At one level, management examines how and why people (including especially ourselves) behave as we do. This is an area of importance for managers in all disciplines. At another level, management also addresses how the structure of the organization affects the behavior of the people within it, giving emphasis to the factors that affect cooperation, competition and change. Management track electives:

- ENT 6507 Social Entrepreneurship in Emerging Markets (Study Abroad)
- ENT 6508 Social Entrepreneurship I (Last offering, Fall 2016) or
- ENT 6930 ST: Sustainable Entrepreneurship (First offering, Fall 2017)
- GEB 6118 Business Enterprise
- GEB 6265 Advanced Facilitation
- GEB 6255 Advanced Negotiation
- GEB 6930 ST: Competing in Emerging Markets
- GEB 6930 ST: Creating and Nurturing Company Growth (Study Abroad)
- GEB 6930 ST: Globalization and Growth
- ISM 6930 ST: IT Project Management
- MAN 6068 Social Issues in Management
- MAN 6289 Organizational Change/Development
- MAN 6601 International Management
- MAN 6930 ST: Developing Leadership Skills
- MAN 6930 ST: Health Care Management

- MAN 6930 ST: Innovation
- MAN 6930 ST: Management Design Thinking
- MAN 6766 Leadership and Corporate Accountability

Marketing Track

This track provides students with the skills and knowledge needed to succeed in a customer-driven marketplace. This focus track is designed for students who plan to seek employment in marketing and those from other disciplines who want a customer-driven focus to their studies. Students will complete the focus with a project portfolio of market-driven skills. Marketing track electives:

- ENT 6507 Social Entrepreneurship in Emerging Markets (Study Abroad)
- ENT 6508 Social Entrepreneurship I (Last offering, Fall 2016) **or**
- ENT 6930 ST: Sustainable Entrepreneurship
- MAR 6158 International Marketing Management
- MAR 6336 Promotional Management
- MAR 6646 Research for Marketing Managers
- MAR 6816 Marketing Strategy
- MAR 6936 ST: Retailing Management
- MMC 6936 ST: Media Management Seminar

Graduate Certificate in Leadership Management

Certificate Admission Deadlines:

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

Minimum Total Hours: 9

Program Level: Graduate Certificate

Contact information

Director: Mr. Eric Douthirt
douthirt@usfsp.edu
727-873-4622

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 and in good standing 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

- A baccalaureate degree from a regionally accredited institution.
- 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 completed while as an upper-division student (upper 60 hours) toward completion of a baccalaureate degree.

Certificate Program Requirements

A cumulative GPA of at least 3.00 following the completion of the 3 courses in the certificate program

A minimum grade of C+ or better in each course leading to the certificate

Completion of the certificate program within three years of initial semester of enrollment in the certificate program. 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 each course requested for transfer.

Requirements:

Students must complete three (9 credits) 6000 level courses. At minimum, two (6 credits) must have a MAN, ENT or GEB prefix. One course (3 credits) with an ACG, ECO, FIN, ISM or MAR may be used as credit toward completion of the certificate. All courses for certificate credit must be preapproved by the Director of Graduate Programs and Executive Education prior to enrolling.

Students are required to complete Essentials prerequisite modules prior to enrolling in 6000 level courses of the related discipline (i.e., must complete Management Essentials Module prior to taking MAN 6000 level course) unless waived by the Director of Graduate Programs and Executive Education.

Graduate Certificate in Sustainable Entrepreneurship

Certificate Admission Deadlines:

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

Minimum Total Hours: 9

Program Level: Graduate Certificate

Contact information

Director: Mr. Eric Douthirt
douthirt@usfsp.edu
727-873-4622

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 and in good standing 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

- A baccalaureate degree from a regionally accredited institution.
- 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 completed while as an upper-division student (upper 60 hours) toward completion of a baccalaureate degree.

Certificate Program Requirements

A cumulative GPA of at least 3.00 following the completion of the 3 courses in the certificate program.

A minimum grade of C+ or better in each course leading to the certificate.

Completion of the certificate program within three years of initial semester of enrollment in the certificate program. 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 each course requested for transfer.

Requirements:

Students must complete three (9 credits) 6000 level courses. At minimum, two (6 credits) must have a MAN, ENT or GEB prefix. One course (3 credits) with an ACG, ECO, FIN, ISM or MAR may be used as credit toward completion of the certificate. All courses for certificate credit must be preapproved by the Director of Graduate Programs and Executive Education prior to enrolling.

Students are required to complete Essentials prerequisite modules prior to enrolling in 6000 level courses of the related discipline (i.e., must complete Management Essentials Module prior to taking MAN 6000 level course) unless waived by the Director of Graduate Programs and Executive Education.

Graduate Certificate in Business Analytics

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: Mr. Eric Douthirt
douthirt@usfsp.edu
727-873-4622

Program Information:

The graduate certificate program in Business Analytics offers students experience in data analysis 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 already enrolled in 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

- A baccalaureate degree from a regionally accredited institution.
- 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 completed while as an upper-division student (upper 60 hours) toward completion of a baccalaureate degree.

Certificate Program Requirements

In order to be admitted to this certificate program, students must have:

- Successful completion of MBA Information Systems Essentials online course if required.
- An overall GPA of at least 3.00 in 3 courses
- A minimum grade of C+ or better in each course
- Completion of the program within three (3) 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 each course requested for transfer. MBA students that wish to concurrently seek the Business Analytics Graduate certificate may share a maximum of 6 credits as both earned credit toward their MBA and the Certificate at the discretion of the KTCOB and Office of Graduate Studies.

Required Courses

After successfully completing the MBA Information Systems Essentials online course (if required), students must complete the following three (3) graduate level courses offered at USFSP:

1. ISM 6930 Data Visualization
2. ISM 6930 Fundamentals of Data Management and Analysis
3. ISM 6930 Predictive Analytics

MBA with Business Analytics Concentration

Concentration Admission Deadlines*:

Fall:	Domestic: July 1 for best consideration International: May1
Spring:	Domestic: November 1 for best consideration International: October 15
Summer:	Domestic: April 15 for best consideration International: March 1

**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 Kate Tiedemann College of Business
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Contact Information:

Director:	Mr. Eric Douthirt douthirt@usfsp.edu
Admissions/Recruitment:	Mr. Michael Chupa mchupa@usfsp.edu (727) 873-4622
Advising:	Dr. Rebecca Harris rharris@usfsp.edu

Program Website: <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.

The MBA with a Business Analytics concentration provides valuable skills to those who, currently or anticipate to, work with organizational data. It enables individuals to perform

activities including – but not limited to– querying, reporting, and visualizing data to identify past trends, as well as using these trends to make future predictions.

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 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. Previously earned graduate degrees and some professional certificates and licensure may warrant a GMAT waiver.
5. Note: Exemption from the GMAT exam does not guarantee admission to the MBA program.

Degree Program Requirements

Prerequisites and Essential Course Modules

There are nine 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
- MAN 3025 Principles of Management
- MAR 3025 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 per the discretion of the USFSP College of Business Associate Dean.

In order for a prerequisite to be satisfied it must have been completed with 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 Modules** (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 levels 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 credit hours:

Course Number	Title	Credit Hours
ECO 6419	Managerial Analysis	3
BUL 6652	Regulatory and Reporting Environments	3
GEB 6368	Global Business Environment	3
MAN 6782	Organizational Strategies for the 21 st Century	3
FIN 6465	Financial Statement Analysis	3
MAN 6244	Organizational Behavior	3

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

Business Analytics Concentration

A further 12 credit hours is required through the following 3 credit hour courses:

Course Number	Title	Credit hours
ISM 6930	Data Visualization	3

ISM 6930	Fundamentals of Data Management	3
ISM 6930	IT Project Management	3
ISM 6930	Predictive Analytics	3

The remaining 6 credit hours is required through the combination of the following 3 credit hour courses:

Course Number	Title	Credit Hours
GEB 6930	Advanced Negotiation	3
ISM 6436	Operations and Supply Chain Process	3
Selected Topics	MAR6930,ECO6930,ISM6930,MAN6930 FIN6930, and GEB6930	3

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

MBA with Healthcare Analytics Concentration

Concentration Admission Deadlines*:

Fall:	Domestic: July 1 for best consideration International: May1
Spring:	Domestic: November 1 for best consideration International: October 15
Summer:	Domestic: April 15 for best consideration International: No summer admission offered

**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 Kate Tiedemann College of Business
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Contact Information:

Director:	Mr. Eric Douthirt douthirt@usfsp.edu
Admissions/Recruitment:	Mr. Michael Chupa mchupa@usfsp.edu (727) 873-4622
Advising:	Dr. Rebecca Harris rharris@usfsp.edu

Program Website: <http://www.usfsp.edu/mba>

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

Program Information

The MBA is a 36 credit hour program, combining 18 credits (6 courses) of core requirements and 18 credits (6 courses) of electives. The core provides the well-rounded expertise needed for today's strategic managers with emphasis on ethics in business. Data analytics, predictive analytics, business intelligence, data mining and data warehousing are all terminology under the big data heading. The goal of this concentration is to produce graduates who have the skills necessary to support the healthcare industry, manage large amounts of data, and make timely decisions based on that information. The concentration objectives are as follows:

1. Understand the intricacies of health care and its relationship to business
2. Manage data analytics projects to ensure delivery of successful data analytics projects throughout the lifecycle
3. Assess alternative approaches and infrastructures for implementing big data analytics
4. Develop experience tackling industry – and organization-specific problems and challenges using advanced analytics and computational methods.
5. Transform large data sets into actionable information in an easy-to-understand format to support organizational decision making through the use of advanced analytical tools.

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. 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:

- A completed USF St. Petersburg online graduate program application
- \$30 application fee due at the time the online application is completed
- a current resume
- a statement of purpose
- three letters of recommendation, including at least one professional reference
- one official transcript from each institution of higher learning attended
- Graduate Management Admission Test (GMAT) score 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 hours of degree-seeking coursework of the undergraduate degree; and a total score of 1100 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: $\text{GPA}=2.8, \text{GMAT}=570$ $(200 \times 2.8) + 570 = 1130$

USFSP may waive the GMAT/GRE requirement under the following conditions:

Graduates with bachelor's degrees in business earned from institutions within the USF System (USF Tampa, USF Sarasota/Manatee or USF St. Petersburg) with an upper level GPA of 3.75 or higher.

Candidates with previously earned graduate level degrees from regionally accredited institutions of higher learning can qualify for a waiver of the GMAT/GRE exam. Graduate degrees awarded internationally must be evaluated by a NACES member agency if a GMAT/GRE waiver is to be granted. Examples of graduate degrees that may qualify a candidate for a GMAT/GRE waiver include:

Master's Degrees (i.e., M.A., M.S., M.Ed., M.Acc., etc.)

Doctor of Philosophy (Ph.D.)

Doctor of Medicine (M.D.)

Doctor of Osteopathic Medicine (D.O.)

Doctor of Dental Surgery (D.D.S.)

Doctor of Dental Medicine (D.M.D.)

Doctor of Pharmacy (Pharm.D.)

Doctor of Chiropractic (D.C.)

Doctor of Podiatric Medicine (D.P.M.)

Doctor of Veterinary Medicine (D.V.M.)

Juris Doctorate (J.D.)

The following professional certifications/licenses may qualify a candidate for a GMAT/GRE waiver:

Actuary (Member of American Society of Actuaries)

Certified Financial Analyst (CFA)

Certified Financial Planner (CFP)

Certified Fraud Examiner (CFE)

Certified General Appraiser

Certified Internal Auditor (CIA)

Certified Management Accountant (CMA)

Certified in Production and Inventory Management (CPIM) from APICS

Certified Public Accountant (CPA)

Certified Quality Engineer (CQE) from ASQ

Certified Reliability Engineer (CRE) from ASQ

Certified Residential Appraiser

International Project Management Professional (PMP)

Lean Six Sigma Certification From ASQ

Professional Engineer (PE): National Engineering Principles and Practice Exam

Real Estate Brokerage

SHRM Senior Certified Professional (SHRM-SCP)

Professional work experience may also be used to request a waiver of the GMAT/GRE requirement. Applicants requesting a waiver of the GMAT/GRE requirement on the basis of professional experience are expected to have extensive work experience demonstrating upward mobility with a minimum of five (5) years in a management role. Such experience should include, but is not limited to staff and budget management.

The use of professional certifications/licenses, and/or previously earned graduate degrees, and/or professional work experience in lieu of the GMAT/GRE does not guarantee admission to the MBA. The admissions committee retains the right to ask any candidate to take the GMAT/GRE for admissions consideration if it is determined that a candidate's application (inclusive of professional certifications/licenses, graduate degrees or work experience) does not warrant full admission without further assessment.

Applicants seeking a waiver should submit as part of the online application an MBA GMAT/GRE Waiver Request Form available on the MBA admissions website (www.usfsp.edu/mba). Add these items either to the supporting documents portion found at the end of the online application or separately in the “My Documents” link found under the top menu bar’s “My Workspace” tab.

Competitive candidates will be asked to participate in a phone interview as part of the admissions review process.

MBA Degree Program Requirements

Prerequisites and Essential Course Modules

There are nine 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
- MAN 3025 Principles of Management
- MAR 3023 Basic Marketing
- QMB 3200 Business and Economics (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 Kate Tiedemann College of Business faculty after a review of course syllabi.

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 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 MBA Advisor. Unsatisfied prerequisites will not prohibit an

applicant from gaining acceptance to the USFSP MBA Program. To learn more about the innovative MBA Essentials program, please visit: <https://www.usfsp.edu/mba/mba-essentials-modules>

The MBA 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 6244	Organizational Behavior	3

Students must complete at least eighteen (18) hours of the master's program (including Managerial Analysis and Financial Statement Analysis) before enrolling in the formal exit course, Organizational Behavior.

Healthcare Analytics Concentration

At a minimum, five courses (15 credit hours) must be completed from the following electives for the concentration to be awarded:

ISM 6930	ST: IT Project Management	3
ISM 6930	ST: Data Visualization	3
ISM 6930	ST: Fundamentals of Data Management and Analysis	3
ISM 6436	Operations and Supply Chain	3
GEB 6255	Advanced Negotiation	3
MAN 6930	ST: Health Care Management	3
ECP 6536	Economics of Health Care	3

If only five courses are selected from the electives courses listed above, a final 3-credit hour course will be needed to meet the 36-hour required program credits. Additional courses may be allowed from the following selected topics course numbers: prefixes of MAR 6930, ECO 6936, ISM 6930, MAN 6930, FIN 6930 and GEB 6930. Students should seek the approval of their graduate advisor before enrolling in courses not listed above.

Master's of Accountancy (M.Acc.) Degree

Degree Information

Program Admission Deadlines*:

Fall:	Domestic: July 1 for best consideration International: May 1
Spring:	Domestic: November 1 for best consideration International: October 15
Summer:	Domestic: April 15 for best consideration International: No summer admission offered

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

Minimum Total Hours:	30
Program Level:	Masters
Program Status:	Active
CIP Code:	52.0301
Dept Code:	DEA
Program (Major/College):	MAC BP

Contact Information

College: USFSP Kate Tiedemann College of Business

Director, Graduate Programs:	Mr. Eric Douthirt douthirt@usfsp.edu
Program Director:	Dr. Teresa Conover tconover@mail.usf.edu
Admissions/Recruitment:	Michael Chupa mchupa@usfsp.edu (727) 873-4MBA

Program Website: <http://www.usfsp.edu/macc>

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

Program Information

The Kate Tiedemann 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 Kate

Tiedemann College of Business and the Program of Accountancy are accredited by the Association to Advance Collegiate Schools of Business (AACSB) International.

Major Research Areas:

Contact Coordinator for department

Program Admission Requirements:

Admission to the M.Acc. program is open to all qualified people holding a four-year bachelor's degree from a regionally 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 cumulative GPA of 3.0 or better in the bachelor's degree from a regionally accredited institution or the equivalent from a foreign country; and

Completed coursework in Intermediate Accounting I and II, Cost I, Audit I, Taxation, and Accounting Information Systems. Students must also have taken a 3-credit hour course in Business Law (students may be offered a delayed conditional acceptance to allow time to complete this requirement if applicable).

A waiver of the GMAT/GRE requirement will be considered for students applying to the M.Acc. program at USFSP with one of the following:

A earned bachelor's degree with a 3.75 GPA or higher from USFSP or any other institution/campus within the USF system

An active CPA license and an earned bachelor's degree in accounting with a GPA of 2.70 or higher from an AACSB-accredited institution.

An active CIA, CMA, CGMA, CHFA or CGE license and an earned bachelor's degree in accounting with a GPA of 3.00 or higher from an AACSB-accredited institution.

A previously-earned master's degree from a regionally-accredited institution.

Note: Exemption from the GMAT exam does not guarantee admission to the M.Acc. program.

Degree Program Requirements

The MAcc is a 10 course (30 credit hour) graduate program. The curriculum includes three core classes (9 credits) and seven electives (18 credits).

Required Core Classes:

- FIN 6465 Financial Statement Analysis 3
- ACG 6936 Seminar in Accounting 3
- BUL 5332 Law and the Accountant 3

Students entering the MAcc with at least 6 credit hours of Business Law may substitute BUL 5332 with an additional 3 credit elective per the discretion of the Program of Accountancy (POA) Director. Pending approval, up to 9 credit hours of previously completed graduate level work (5000 level and up) may be transferred to the MAcc and count toward the 30 credit hour requirement. Credits that were used to satisfy requirements of a previously earned degree may not be used as credit in the MAcc. If any

required course in the MAcc was taken previously and used as credit toward another degree, then a 6000 course will be used as substitute requirement toward the MAcc.

A maximum 12 credit hours of 5000 level coursework may be used as credit toward the Master of Accountancy degree.

In addition to completion of the 9 hours of required core classes listed above, students choose 7 courses (21 credit hours) from their choice of available tracks: general accounting, tax accounting or forensic accounting. Each track offers multiple electives.

General Accounting Track:

Required:

FIN 6465	Financial Statement Analysis	3
ACG 6936	Seminar in Accounting	3
BUL 5332	Law and the Accountant	3
ACG 5205	Advanced Financial Accounting	3
ACG 6936	ST: Accounting Research	3

Plus 15 hours (5 courses) from the following electives:

ACG 5375	Business Valuation	3
ACG 5505	Government & Not for Profit Accounting	3
ACG 6405	Advanced Accounting Information Systems	3
ACG 6496	Computer Forensics	3
ACG 6686	Fraud Examination	3
ACG 6688	Forensic Accounting & the Legal Environment	3
ACG 6687	Fraud & Financial Reporting	3
ACG 6936	ST: International Accounting	3
ACG 6936	ST: Special Topics Accounting	3
TAX 5015	Federal Taxation of Business Entities	3
TAX 6005	Advanced Partnership Taxation	3
TAX 6134	Advanced Corporate Taxation	3
TAX 6940	IRS VITA Tax Practicum	3
	One pre-approved non-accounting elective at the 6000 level	3

Tax Accounting Track*:

Required:

FIN 6465	Financial Statement Analysis	3
ACG 6936	Seminar in Accounting	3
BUL 5332	Law and the Accountant	3

TAX 5015	Federal Taxation of Business Entities	3
TAX 6065**	Contemporary Issues in Taxation **	3

****IMPORTANT NOTE:** Effective Spring 2017, TAX 6065 Contemporary Issues in Taxation will no longer be offered at USFSP. Students wishing to complete the Tax track are allowed to take any other additional ACG or TAX 6000 level course as a substitute. ACG 6936 Accounting Research is recommended as the best substitute for students hoping to complete CPA certification.

Plus 15 hours (5 courses) from the following electives:

TAX 6005	Advanced Partnership Taxation	3
TAX 6134	Advanced Corporate Taxation	3
ACG 6940	IRS VITA Tax Practicum	3
ACG 6936	ST: Special Topics in Tax Accounting	3
ACG 5205	Advanced Financial Accounting	3
ACG 5375	Business Valuation	3
ACG 5505	Government & Not for Profit Accounting	3
ACG 6496	Computer Forensics and Data Analytics	3
ACG 6936	ST: International Accounting	3
ACG 6936	ST: Special Topics in Accounting	3
	One pre-approved non-accounting elective at the 6000 level	3

Forensic Accounting Track:

Required:

FIN 6465	Financial Statement Analysis**	3
ACG 6936	ST: Seminar in Accounting	3
BUL 5332	Law and the Accountant	3
ACG 6686	Fraud Examination	3
ACG 6936	ST: Accounting Research	3

Plus 15 hours (5 courses, 3 must be in fraud/forensics) from the following electives:

ACG 5375	Business Valuation	3
ACG 5505	Governmental & Not for Profit Accounting	3
ACG 6496	Computer Forensics	3
ACG 6688	Forensic Accounting and the Legal Environment	3
ACG 6687	Fraud and Financial Reporting	3
ACG 6936	ST: International Accounting	3
ACG 6936	ST: Special Topics in Accounting	3

Section 12-College of Education at USF St. Petersburg

College of Education

140 Seventh Avenue South – COQ 201

St. Petersburg, FL 33701

Web address: <http://www.usfsp.edu/education>

Phone: (727) 873-4155

Fax: (727) 873-4191

College Dean: Dr. Alyson Watson

Associate Dean: Dr. Olivia Hodges

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

Mission Statement:

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 Education (M.Ed.)

Master's of Science (M.S.)

Names of Programs Offered:

Educational Leadership (M.Ed.)

Elementary Education (M.A.)

English Education (M.A.)

Reading Education (M.A.)

Exceptional Student Education (M.A.)

Middle Grades STEM Education (M.S.)

Concentrations:

Elementary Science and Mathematics

Tracks:

Elementary Education/ESOL: Dual Track; Curriculum and Literacy

Certificate Programs:

Community Literacy Education

Middle Grades Digitally-Enhanced Mathematics Education

Multicultural Literacy Education

Masters of Education (M.Ed.) Degree in Educational Leadership

Degree Information

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours: 36

Program Level:	Masters
CIP Code:	13.0401
Department Code:	LEA
Program (Major/College):	CAS EP

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

Graduate Faculty Advisor:	Dr. Olivia Hodges ohodges@mail.usf.edu (727) 873-4947
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Program Website:

Graduate Studies Website:	http://www.usfsp.edu/education/educational-leadership http://www.usfsp.edu/grad
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Program Information:

The M.Ed. Educational Leadership degree program 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 structure to build the requisite skills and knowledge needed to successfully complete the Florida Educational Leadership Examination (FELE) and to enable graduates to be effective leaders in today's educational settings. Course design and scheduling address the needs of working professionals and candidates.

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

Admission Information:

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

Program Admission Requirements – Applicants must satisfy the following:

- Present satisfactory evidence of a bachelor’s degree or equivalent from a regionally accredited institution (include official transcripts with application unless bachelor’s was received from a USF System institution) **AND**
- Hold a current Florida Professional Educator’s Certificate (include copy with application) **AND**
- Have completed a minimum of two (2) years teaching or its equivalent under a full time contract (include documentation with application) **AND**
- Submit a letter of intent briefly stating goals for the degree **AND**
- Submit documentation of completion of sixty (60) hours of English for Speakers of Other Languages (ESOL) **OR** a written plan to complete the 60 hours of ESOL before graduation **AND**
- Submit three (3) letters of recommendation (professional references, at least two (2) from current administrators) **AND**

Meet at least one of the following:

1. shall have earned a graduate degree from a regionally accredited institution with at least a 3.0 GPA **OR**
2. shall have earned 3.0 or higher (on a 4.0 scale) cumulative grade point average (GPA) for the bachelor’s degree, or as an upper division student (upper 60 hours) working towards the bachelor’s degree **OR**
3. shall submit GRE scores with at least a score of 153 on the verbal section and a 144 on the quantitative section with scores taken within the five years preceding the applicant’s desired term of entry.

Degree Program Requirements

Required courses in sequence – 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).

Area A:

EDA 6061	Principles of Education Administration	3
EDG 6931	ST: 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 Supervision	3
EDA 6242	School Finance	3

AREA C:

EDA 6106	Administrative Analysis and Change	3
EDA 6503	The Principalship	3
EDA 6192	Educational Leadership	3
EDA 6945	Administrative Practicum*	3

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 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 graduate 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 five (5) academic years. Courses taken in lieu of those listed here must be approved in writing by the program.

Masters of Education (M.Ed.) Degree in Educational Leadership – Certification Only

Degree Information

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours: 30

Program Level:	Masters
CIP Code:	13.0401
Department Code:	LEA
Program (Major/College):	CAS EP

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

Graduate Faculty Advisor:	Dr. Olivia Hodges ohodges@mail.usf.edu (727) 873-4947
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Program Website:

Graduate Studies Website:	http://www.usfsp.edu/education/educational-leadership http://www.usfsp.edu/grad
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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 thirty (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

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

Admission Information:

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

Program Admission Requirements – Applicants must satisfy the following:

- Present satisfactory evidence of a bachelor’s degree or equivalent from a regionally accredited institution (include official transcripts with application unless bachelor’s was received from a USF System institution) **AND**
- Hold a professional teaching certificate (include copy with application) **AND**
- Have completed a minimum of two (2) years teaching or its equivalent under a full time contract (include documentation with application) **AND**
- Submit a letter of intent briefly stating goals for the degree **AND**
- Submit documentation of completion of sixty (60) hours of English for Speakers of Other Languages (ESOL) **OR** a written plan to complete the 60 hours of ESOL before graduation **AND**
- Submit three (3) letters of recommendation (professional references, at least two (2) from current administrators) **AND**

Meet at least one of the following:

1. shall have earned a graduate degree from a regionally accredited institution with at least a 3.0 GPA **OR**
2. shall have earned 3.0 or higher (on a 4.0 scale) cumulative grade point average (GPA) for the bachelor’s degree, or as an upper division student (upper 60 hours) working towards the bachelor’s degree **OR**
3. shall submit GRE scores with at least a score of 153 on the verbal section and a 144 on the quantitative section with scores taken within the five years preceding the applicant’s desired term of entry.

Degree Program Requirements

Required courses in sequence – 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).

Area A:

EDA 6061	Principles of Education Administration	3
EDG 6931	ST: 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 6503	The Principalship	3
EDA 6192	Educational Leadership	3
EDA 6945	Administrative Practicum*	3

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 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 graduate 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 five (5) academic years. Courses taken in lieu of those listed here must be approved in writing by the program.

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

Degree Information

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

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours: 50

Program Level:	Masters
CIP Code:	13.1202
Department Code:	EDR
Program (Major/College):	AEE EP

Contact Information

College:	College of Education USF St. Petersburg
Graduate Faculty Advisor:	Dr. Deanna Michael dmichael@usfsp.edu (727) 873-4577

Program Website:

<https://www.usfsp.edu/education/academics/elementary-educationesol-dual-track-program/>

Office of Graduate Studies: <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 school teacher (grades K-6). Completion of the entire program (coursework and internships) leads to initial certification in Elementary Education with ESOL endorsement, reading endorsement, and a Master of Arts degree in Elementary Education.

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

Program Admission Requirements

Note: In addition to the program admission requirements listed below, applicants must also meet university requirements (see Graduate Admissions section).

Applicants must have:

1. Earned a bachelor's degree or equivalent from a regionally accredited institution **and**
2. Earned a grade point average of 3.0 or higher in the upper two years (upper 60 hours) of coursework towards completion of a baccalaureate degree **or submit proof of one of the following:**

- An earned cumulative grade point average of 2.5 to 3.0 in the upper two years (upper 60 hours) of coursework and submission of GRE scores with minimum scores of 153 on the verbal section and 144 on the quantitative section **or**
- Successful completion of all portions of the General Knowledge Test (GKT) **or**
- A passing Praxis I score (out of state applicants only)

***The GKT is a completion requirement of the program. If the GKT is not used as an admissions requirement, proof of passing of all sections of the GKT will be required for graduation.**

Degree Program Requirements

Core:

EDG 6120	Child Development	3**
EDG 6931	ST: Role of Democracy in Education	3
EDF 6432	Foundations of Measurement	3

Specialization:

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.

EDG 5931	ST: Introduction to Standards Based Education	1**
FLE 5345	Teaching ELLs K-12	3**
EEX 6025	Integrating Exceptional Students in the Regular Classroom	3
LAE 6616	Trends in Language Arts	3
MAE 6117	Teaching Elementary School Mathematics I	3
RED 6658	Foundations and Applications of Differentiated Instruction	3
SCE 6315	Science for Elementary Teachers	3
SSE 6617	Elementary Social Studies	3
FLE 5145	Language, Principals, Acquisition and Teaching	3
RED 6544	Cognition, Comprehension and Content Reading	3
EDG 6931	ST: Instructional Design and Classroom Management	3
TSL 5940	ESOL Practicum I	1
EDG 6931	Practicum in Elementary Education	3
EDG 6947	Final Internship	6***

***Special requirements for the 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. Applications for Fall Semester internships are due the preceding January 15. Applications for Spring Semester internships are due the preceding June 15.
3. Completion of all course work in the student's 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. Cumulative grade point average of 3.0.
5. Students must meet the requirements of the Florida Educator Accomplished Practices e-portfolio as 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 (GKT)
- Successful completion of the Final Internship
- Successful completion of FolioData, an e-portfolio is required. FolioData must contain evidence of proficiency levels met on all critical assignments aligned with the Florida Educator Accomplished Practices and the Florida Teacher Standards for ESOL Endorsement.
- Candidates must earn an overall grade point average of 3.0 or higher on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements.

At graduation, all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years from the term of entry. Candidates must be enrolled for at least 2 graduate credit hours in the semester of graduation.

Literacy and Curriculum Track:

The Literacy and Curriculum Track 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.

Required Core:

EDG 6481	Foundations of Educational Research	3
EDG 6120	Child Development	3
EDG 6931	ST: Role of Democracy in Education	3
EDG 6935*	Seminar in Curriculum Research	3
FLE 5345	Teaching ELLs (if not ESOL endorsed)	3

Curriculum:

EDG 6285	School Curriculum Improvement	3
EDG 6627	Foundations of Curriculum and Instruction	3
LAE 6315	Writing & Writers: Trends & Issues (K-12)	3 OR
LAE 6316	Trends in Lang Arts Instruction	3
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 by graduate faculty advisor	3

Literacy:

RED 6544	Cognition, Comprehension & Content Reading	3
RED 6545	Remediation of Reading & Vocabulary Problems	3
RED 6658	Foundations & 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

To be eligible for graduation, a student must earn an overall grade point average of 3.0 or higher 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 and fulfillment of the ESOL requirement. Students must be enrolled in a minimum of 2 credit hours in the semester of graduation. At graduation, all credits used to satisfy requirements for the master's degree must have been completed within five (5) academic years. Courses taken in lieu of those listed here must be approved in writing by the program graduate faculty advisor.

Master of Arts (M.A.) Degree in Elementary Education with a Concentration in Science and Mathematics

Degree Information:

This is a concentration offered under the M.A. Degree in Elementary Education program

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours: 30

Program Level:	Master's
CIP Code:	13.1202
Department Code:	EDR
Program (Major/College):	AEE EP
Concentration Code:	MSM

Contact Information:

Graduate Faculty Advisor: Dr. David Rosengrant
(727) 873-4644
rosengrant@usfsp.edu

Program Website:

<https://www.usfsp.edu/education/academics/elementary-education-mathscience-emphasis-graduate/>

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.

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

Admission Information:

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

Program Admissions Requirements:

- Two (2) years teaching experience **AND**
- Applicants must have a bachelor's degree or equivalent from a regionally accredited university and teacher certification in an appropriate area **AND**

- At least a 2.5 cumulative grade point average for the four-year undergraduate degree and A cumulative grade point average for the upper 60 hours of the work leading to the baccalaureate degree **OR**
- A minimum score of 153 on the verbal section and 144 on the quantitative section of the Graduate Record Exam (GRE) taken within the previous five (5) years **OR**
- A previous graduate degree with a cumulative grade point average of 3.0 or higher

Degree Program Requirements:

Program of Study

Core Courses: (12 credit hours)

EDF 6481	Foundations of Educational Research	3
EDG 6120	Child Development	3 OR
EDF 6215	Learning Principles Applied to Instruction	3
SCE 6735	Current Trends in Math/Science Assessment	3
EDG 6935*	Seminar in Curriculum Research	3

*must take EDF 6481 before EDG 6935

Emphasis: (18 credit hours)*

****Currently, Pinellas County Schools district pays the tuition for five of the six emphasis courses in this program for its practicing teacher. This practice is dependent upon annual funding and students should check with the graduate faculty advisor of the program for further information.***

MAE 6334	Problem solving for Elementary Teachers	3
MAE 6316	Geometry and Measurement for Elementary Teachers	3
MAE 6315	Algebraic Thinking for Elementary Teachers	3
SCE 6616	Trends in Science Education	3
SCE 5937	Selected Topics in Life Science	3
SCE 6838	Teaching Physical/Earth Science Education	3

Portfolio/E-Portfolio

Successful completion of a portfolio is required. Guidelines and important dates for submission are included on the program web page:

<http://www.usfsp.edu/education/academics/elementary-education-mathscience-emphasis-graduate>

Graduation Requirements

To be eligible for graduation, a student must earn an overall grade point average of 3.0 or higher on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements. Students must be enrolled in a minimum of 2 credit hours in the semester of graduation. At graduation, all credits used to satisfy requirements for the master’s degree must have been completed within five (5) academic years. Courses taken in lieu of those listed here must be approved in writing by the program graduate faculty advisor.

Master of Arts (M.A.) Degree in English Education

Degree Information

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration
Program Level:	Masters
CIP Code:	13.1305
Department Code:	EDI
Program (Major/College)	AEN JP
Minimum Total Hours:	33

Contact Information:

Graduate Faculty Advisor: Dr. Cynthia Leung
cleung@usfsp.edu
(727) 873-4051

Program Website: <http://www.usfsp.edu/education/academics/english-ed>

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 or lower-level courses at four-year universities or colleges.

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

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
AND

- 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 (upper 60 hours) working toward a baccalaureate degree **AND**
- Proof of successful completion of all portions of the CLAST (prior to June 30, 2002), or the Praxis I, or the General Knowledge Test (GKT), or completion of the verbal and quantitative portions of the Graduate Record Exam (GRE) **OR**
- A previous graduate degree with a cumulative GPA of 3.0 or higher from a regionally accredited institution.

Degree Program Requirements: There are two options. Both plans of study require successful completion of 33 graduate credit hours (11 graduate courses).

Requirements for both options:

EDF 6432	Foundations of Measurement	3 OR
EDF 6481	Foundations of Educational Research	3 OR
EDG 6931	ST: Current Trends in Assessment	3
LAE 6637	Current Trends in English Education	3
Six (6) graduate courses at the 6000 level from the English Department (courses with AML, ENL,LIT, ENC, ENG, or LIN prefixes)		6

Option 1: General Education

In addition to the required courses above, students must take three (3) graduate elective courses (9 credit hours) at the 6000 from the College of Education (may include courses required for Florida teacher certification). Students should seek the advice of their graduate faculty advisor when choosing courses.

Option 2: Reading Endorsement

In addition to the required courses above, students must take three (3) graduate Level courses (9 credit hours) at the 6000 level towards the Florida Reading Endorsement.*

*To complete the Florida Reading Endorsement, students will be required to take two (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 & Application of Differentiated Reading Instruction	3
RED 6545	Issues of Vocabulary and Word Study	3
RED 6544	Cognition, Comprehension & Content Reading Area	3
RED 6540**	Assessment in Literacy	3
RED 6846**	Practicum in Reading	3

**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 (2) 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 apply 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.

Graduation Requirements

To be eligible for graduation, a student must earn an overall grade point average of 3.0 or higher on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements. Students must be enrolled in a minimum of 2 credit hours in the semester of graduation. At graduation, all credits used to satisfy requirements for the master's degree must have been completed within five (5) academic years. Courses taken in lieu of those listed here must be approved in writing by the program graduate faculty advisor.

Master of Arts (M.A.) Degree in Reading Education

Degree Information

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours: 33-42 (varies depending upon elected options)

Program Level:	Masters
CIP Code:	13.1315
Department Code:	EDR
Program (Major/College):	ARD EP

Contact Information

Graduate Faculty Advisor:	Dr. Cynthia Leung cleung@mail.usf.edu (727) 873-4051
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Program Website: <http://www.usfsp.edu/education/academics/reading-education-k-12-graduate-program>

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.

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

Admission Information:

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

Program Admission Requirements

Certified teachers in Elementary, ESE, Early Childhood, Secondary must have:

- A bachelor's degree or equivalent from a regionally-accredited institution **AND**
- A current Professional Educator's Certificate (if certificate is not from Florida, applicants must provide proof of successful passage of the Florida Teacher Certification Examination (FCTE) General Knowledge Test (GKT) **AND**

- A grade point average (GPA) of 3.0 or greater in all undergraduate upper division (upper 60 hours) work toward the baccalaureate degree **OR**
A graduate degree from a regionally accredited institution **OR**
Scores of at least a 153 in the verbal section and a 144 on the quantitative section of the Graduate Record Exam (GRE) taken within the previous five years **AND**
- The English for Speakers of Other Languages (ESOL) endorsement, or the inclusion of a 60-hour ESOL course in the planned program upon acceptance.

Degree Program Requirements

For certified students in Elementary, ESE or Early Childhood:

EDF 6481	Foundations of Educational Research	3
RED 6656	Trends in Literature in a Diverse Society	3
RED 6545	Trends and Issues in Vocab, Phonics & Word Study	3
RED 6658	Foundations & Application of Differentiated Reading Instruction	3
LAE 6315	Writing and Writers: Trends and Issues	3
RED 6544	Cognition, Comprehension & Content Reading Area	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
FLE 5345	Teaching ELLs K-12 (if not ESOL endorsed)	3
	Master's Comprehensive Exam	

For certified students (Secondary)

EDF 6481	Foundations of Educational Research	3
RED 6656	Trends in Literature in a Diverse Society	3
RED 6545	Trends and Issues in Vocab, Phonics & Word Study	3
RED 6658	Foundations & Application of Differentiated Reading Instruction	3
LAE 6315	Writing and Writers: Trends and Issues	3
RED 6544	Cognition, Comprehension & Content Reading Area	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
FLE 5345	Teaching ELLs K-12 (if not ESOL endorsed)	3
	Master's Comprehensive Exam	

Graduation Requirements

To be eligible for graduation, students must earn an overall grade point average of 3.0 on a 3.0 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 two (2) credit hours in their semester of graduation. Passage of the Reading K-12 Florida Teacher Certification Examination (FCTE) is required for graduation and for receiving reading certification. At graduation, all credits used to satisfy requirements for the Master's degree must have been completed within five (5) academic years from the term of entry. Courses taken in lieu of those listed here must be approved in writing by the program faculty advisor. 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.

Graduate Certificate in Community Literacy Education

Degree Information

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours:	12
Program Level:	Graduate Certificate

Contact Information

Graduate Faculty Advisor:	Dr. Cynthia Leung cleung@mail.usf.edu (727) 873-4051
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Program Website:	http://www.usfsp.edu/education/academics/reading-education-k-12-graduate-program
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Graduate Studies Website:	http://www.usfsp.edu/grad
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Program Information:

The four courses in this graduate certificate program provide both a theoretical background and hands-on experience in a range of areas related to literacy development, including beginning literacy, literacy for second or other language learners, and challenging readers and writers in K-12 school settings. The program is composed of a course in differentiated reading instruction with ways to target instruction meet individual student needs, a course in best practices in writing and literature instruction, a course in vocabulary and word level instruction, such as spelling and phonics, and a course in teaching English to speakers of other languages. Together, these courses are designed to provide community members, especially those outside of the field of education, with the tools, strategies, assessments, and foundational knowledge for working with K-12 students in schools, clinical settings, and other community venues. This curriculum focuses on filling a community need to support tutoring, volunteering, and working with K-12th grade students and has a strong focus on social justice and literacy as a human right.

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

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 upper two years (upper 60 hours) of their undergraduate degree, or submission of GRE scores.

Certificate Program Requirements:

RED 6658	Foundations of Differentiated Reading Instruction	3
LAE 6616	Trends in Language Arts Education	3
RED 6545	Vocabulary and Word Study	3
FLE 5345	Teaching English Language Learners K-12	3

For any person seeking to pursue a Master's degree program, three of the four courses in the certificate are transferable to either the Reading Education or Dual Track Elementary Education master's program with advance approval by the program's graduate faculty advisor. All of the four courses may be transferable to other graduate programs upon approval of the graduate faculty advisor for that program. Only courses with grades of B or better will be considered for transfer.

Graduate Certificate in Multicultural Literacy Education

Degree Information

Program Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours: 12

Program Level: Graduate Certificate

Contact Information

Graduate Faculty Advisor: Dr. Cynthia Leung
cleung@mail.usf.edu
(727) 873-4051

Program Website: <http://www.usfsp.edu/education/academics/reading-education-k-12-graduate-program>

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

Program Information:

The four courses in this graduate certificate program provide both a theoretical background and hands-on experience in a range of areas related to multicultural literacy. The program is composed of a course in multicultural children's and young adult literature, a literacy course that focuses on using different technologies with K-12th grade students to develop their literacy skills, a course focused on teaching students who speak English as a second or other language, and a course that examines common conceptions of democracy, equality, freedom, liberty, and justice and what these conceptions imply for educational aims and practices. Together, these courses re designed to provide community members, especially those outside of the field of education, with the tools, strategies, assessments, and foundational knowledge for working with K-12 students in schools, clinical settings, and other community venues. This curriculum focuses on filling a community need to support tutoring, volunteering, and working with K-12th grade students from diverse linguistic and cultural backgrounds and has a strong focus on social justice and literacy as a human right.

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

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 upper two years (upper 60 hours) of their undergraduate degree, or submission of GRE scores.

Certificate Program Requirements:

RED 6656	Literature for a Diverse Society	3
LAE 6449	Literacy and Technology	3
EDG 6931	ST: Role of Education in a Democracy	3
FLE 5345	Teaching English Language Learners K-12	3

For any person seeking to pursue a Master's degree program, three of the four courses in the certificate are transferable to either the Reading Education or Dual Track Elementary Education master's program with advance approval by the program's graduate faculty advisor. All of the four courses may be transferable to other graduate programs upon approval of the graduate faculty advisor for that program. Only courses with grades of B or better will be considered for transfer.

Masters 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
Department Code:	EDS
Program (Major/College):	AVE EP

Contact Information

Graduate Faculty Advisor:	Dr. Lyman Dukes ldukes@mail.usf.edu (727) 873-4054
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Program Website: <http://www.usfsp.edu/education/academics/exceptional-student-education-ese>

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

Program Information:

The Masters 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 student 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 upon the selection of track or endorsement areas. Coursework is provided through online classes, on-campus classes, and a blended model of online and in-class sessions.

The Masters 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

Accreditation:

The University of South Florida St. Petersburg is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the baccalaureate and master's levels. The College of Education is accredited under the National Council for Accreditation of Teacher Education (NCATE) standards, through the Council for the Accreditation of Educator Preparation (CAEP) accreditation system. Formed in 2013, CAEP is the single specialized accreditor for educator preparation and administers NCATE Accreditation.

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 **AND**
- A minimum grade point average of 3.0 or higher in the upper-level (upper 60 hours) courses of the undergraduate degree **OR**
- At least a 2.5 grade point average for the undergraduate degree for the upper-level courses of the undergraduate degree **AND** GRE scores of 151-155 or better on the verbal portion and 143-146 or better on the quantitative portion and an essay score of 4.5 or better. The GRE must have been taken within five years previous to the applicant's desired term of entry **OR**
- A graduate degree from a regionally accredited institution.

Required Courses:

EDF 6481	Foundations of Educational Research	3
EEX 6732	Consultation and Collaboration in Special Education	3
EEX 6245	Transitional Programming for Adolescents and 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, student will have an addition 18 graduate credit hours as determined by the track selected. Courses are taken only with prior approval from the graduate faculty advisor; therefore, students are encouraged to set out an individualized plan of study with help from their advisor.

Graduation Requirements:

Successful completion of all requirements listed on the student's planned program of study. At graduation, all credits used to satisfy requirements for the master's degree must have been completed within five (5) academic years and the degree must be completed with a cumulative GPA of 3.0 or higher. No grade of C- or lower will be used to satisfy degree requirements. Courses taken in lieu of those listed here must be approved in writing by the graduate faculty advisor.

Master of Science (M.S.) Degree in the Middle Grades Science, Technology, Engineering and Math (STEM) Education

Degree Information

The Masters 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:	November 1 for best consideration
Summer	April 15 for best consideration

Minimum Total Hours:

33-36

Program Level:	Masters
CIP Code:	13.1203
Department Code:	EDI
Program/Major Code:	STM EP

Contact Information:

Graduate Faculty Advisor: David Rosengrant
rosengrant@usfsp.edu
(727) 873-4644

Program Website:

<https://www.usfsp.edu/education/academics/masters-of-science-m-s/>

Graduate Studies Website:

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

Program Information:

The Masters 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 (2) years of middle grades (5-9) teaching experience in math and/or science;
- Earned 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 cumulative grade point average (GPA) in all coursework taken to satisfy the requirements of the bachelor's degree, and in the upper two years' coursework (upper 60 hours) of the undergraduate degree requirements **AND**
- A grade point average of 3.0 or greater for the upper two years' coursework (upper 60 hours) of the undergraduate degree **OR**
- A minimum range score beginning at 153 for the verbal section and 144 for the quantitative sections of the Graduate Record Exam (GRE) taken within the last five (5) years **OR**
- A previous graduate degree from a regionally accredited university with grades of 'B' or better in all science and mathematics graduate level coursework

Degree Program Requirements

Program of Study – 36 credit hours

EDF 6481	Foundations of Educational Research	3
RED 6544	Cognition, Comprehension and Content Area Reading	3
EDG 6935	Seminar in Curriculum Research	3
SCE 6836	Teaching Middle Grades Earth and Space Science	3
SCE 6876	Teaching Middle Grades Life and Marine Science	3
<i>*updated correction</i>		
SCE 6804	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
SCE 6738	Trends in STEM Education	3
<i>*updated correction</i>		
EDG 6931	Current Trends in Math/Science Assessment	3
<i>*updated correction</i>		
EDG 6931	ST: Middle and Secondary STEM Methods	3

Graduation Requirements

- To graduate, students must successfully complete the required coursework (**36 credit hours**) with a **3.0 or higher** grade point average.
- Students must possess **ESOL certification** upon completion of the program. If a student enters the program without ESOL certification, it is the student's responsibility to provide proof of successful ESOL certification prior to being certified to graduate.
- The program's first capstone experience, an action research project on a STEM-education topic, is a course requirement of 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 student will create a conference-quality **poster and session** hosted by course participants, which is held at USF St. Petersburg at the end of the semester.
- Successful completion of a **portfolio**. In the portfolio, students will demonstrate how their teaching strategies have developed, based upon their work in this program. Guidelines and important dates for submission are included on the department's home page.

Graduate Certificate in Teaching of Middle Grades Digitally-Enhanced Mathematics Education

Certificate Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	November 1 for best consideration
Summer:	April 15 for best consideration

Minimum Total Hours:	15
Program Level:	Graduate Certificate

Contact Information:	Dr. Karina Hensberry Khensberry@mail.usf.edu (727) 873-4273
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Graduate Studies Website: <http://www.usfsp.edu/grad>

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 earned a bachelor's degree from a regionally accredited institution **AND**
- Applicants must have a cumulative 2.5 GPA or higher for their baccalaureate degree and a 3.0 GPA or higher for the upper-level (upper 60 hours) coursework toward completion of the baccalaureate degree **OR**
- Submission of a 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

For any teacher seeking to pursue a Master's degree program, four of the five courses from the certificate are transferable with advance approval by the degree program's graduate faculty advisor.

Students seeking a graduate certificate in the Teaching of Middle Grades Digitally-Enhanced Mathematics Education must meet additional graduate student requirements (i.e. time limitations and good academic standing) as outline in Section 4 of this catalog entitled *Graduate Certificate Students*.

Graduate Course Information

Courses offered for credit by the University of South Florida St. Petersburg 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 that 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 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 "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course details." Courses are created using the Statewide Course Numbering System. The following information is from the SCNS handbook. For more information: <http://scns.fldoe.org>.

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.

Example: SCNS Course ID

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. master's, 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 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 level definitions:

- 0 – PSAV, college prep, vocational prep
- 1-2 Lower-level undergraduate
- 3-4 Upper level undergraduate
- 5-9 Graduate and Professional

Important Note: USF St. Petersburg does not accept any courses below the graduate and professional level (5000 level or above) to count towards satisfactory completion of a graduate degree.

Courses are numbered based on content, rather than by department or program. This means that a single program may have courses in several 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, I (4,4)

Credits separated by a hyphen indicated variable credit:

MAT 7912 DIRECTED RESEARCH (1-4)

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
6000-6999	Graduate Level
7000-7999	Doctoral Level
8000	Professional

The University reserves the right to substitute, not offer, and add courses and programs that are listed in this catalog.

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)
SYG	1	0	1	0
Sociology, General	Freshman Level	Entry Level	Survey Course	Social Problems
		General Sociology		

Graduate Courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institutions. Students should always get prior approval and a determination of transferability from their graduate faculty advisor before taking a course at another institution.

COURSE DESCRIPTIONS

ACG 6496 Computer Forensics and Accounting

Introduces the current IT audit, forensic and investigative software and processes used to explore contemporary accounting systems and databases. Students are exposed to electronic and other means of surveillance in use today.

ACG 6686 Fraud Examination

This course is an important component in the study of forensic accounting, and exposes the student to current theories and practices relating to the detection and prevention of fraud and white-collar crime.

ACG 5205 Advanced Financial Accounting

Accounting for business combinations, preparation of consolidated financial statements, home office/branch relationships, foreign operations and transactions, partnerships.

ACG 5505 Governmental/N-F-P Accounting

Application of financial and managerial accounting, and auditing, principles and theory to both governmental and not-for-profit entities.

ACG 6687 Fraud and Financial Reporting

An examination of financial reporting fraud from the standpoint of both a financial statement user and an accountant, exploring the ways in which financial statement frauds are committed.

ACG 6688 Forensic Accounting and Legal Environment

Designed to further the student's knowledge of the contemporary legal environment faced by forensic accountants.

ACG 6936 Accounting Research

The course content will depend on student demand and instructor's interest.

ACG 6936 Accounting Internship Permit Required Internship

ANG 5406 Ethnobotany: People, Plants and Culture

This course examines the structure and function of plants, the development of the field of ethnobotany, and the practice of ethnobotany.

AML 6017 Early Florida

Selected focused studies in American literature before 1860: the Puritans, Franklin, Cooper, Irving, Poe, Emerson, Hawthorne, Melville, and others.

AMS 6901 Directed reading in American Studies

Open to non-majors. A supervised program of intensive reading.

AMS 6915 Directed Research

Directed research course.

AMS 6940 Internship in American Studies

A structured, out-of-class learning experience providing first hand, practical training in American Studies-related professional careers.

ARH 6798 Art History: Greek Art
Var. Specialized topics in art history.

ART 6907 Independent Study
Independent study in which student must have a contract with an instructor.

BUL 6652 Regulatory & Reporting Environments
Discusses various ways in which companies are regulated, including public, private and self-regulatory matters. Voluntary and involuntary regulation is discussed, as well as ethical issues. Review of securities and other reporting requirements are analyzed. Private regulation is considered, such as encountered in contractual relationships, professional organizations and industry groups is studied. Management issues due to securities and exchange laws (compliance, reporting & other communications), corporate governance matters (legal aspects, stakeholders, independence, transparency), and other legal matters (agency, workplace equity, governmental regulation) are covered. Other economic, social, cultural, environmental and political impacts are considered as affecting the contemporary business organization.

BSC 6910 Directed Research
Research in selected topics within the fields selected by the instructor.

BSC 6932 Conservation Biology Theory
Special topics

BSC 6932 Internship in Conservation Biology
Special topics

BSC 6932 Florida Ecosystems
Special topics

BSC 6971 Thesis: Master's
Special topics

BUL 6652 Regulatory and Report Agreement
Discusses various ways in which companies are regulated, including public, private and self-regulatory matters. Voluntary and involuntary regulation is discussed, as well as ethical issues. Review of securities and other reporting requirements are analyzed. Private regulation is considered, such as encountered in contractual relationships, professional organizations and industry groups is studied. Management issues due to securities and exchange laws (compliance, reporting & other communications), corporate governance matters (legal aspects, stakeholders, independence, transparency), and other legal matters (agency, workplace equity, governmental regulation) are covered. Other economic, social, cultural, environmental and political impacts are considered as affecting the contemporary business organization.

CHM 6938 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.

CJE 6626 Digital Forensic Criminal Investigations

This course will introduce students to digital forensics as practiced by local, state, and federal law enforcement. Students will gain hands on experience with several digital forensic tools in this laboratory-based course.

CLP 6318 Prevention Science & 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 evidence-based health promotion & prevention interventions.

CLP 6443 Assessment of Infant-Family Mental Health

Introduction to mental health assessment with children birth to three and their coparents, with an emphasis on observational methods, relationship assessment, caregiver interviewing, standardized measures, case formulation and family-centered feedback.

CLP 6462 Working with Families of Infants and Toddlers

Addresses principles and emerging promising practices for intervening to promote co-parenting of children aged 0-3 in nuclear, fragile, extended and kinship families; high conflict post-divorce families; military families; and other diverse family systems.

CLP 6477 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.

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.

CLP 6623 Professional and Ethical Issues in Psychology

This graduate course is designed to expose students to the professional, ethical, and legal problems that face psychologists and through the course of their practice as clinicians, researchers, and educators.

CYP 6109 Co-parenting and Systems Change for Infant-Family Mental Health

A review of theories, research, comprehensive change strategies and everyday practices for collaboration with infants, coparents, families, community members and professionals to transform systems and communities for infant-family mental health.

DEP 6607 Typical and Atypical Development

Introduction to theory and research on both typical and atypical development of individuals from birth to late life.

ECO 5060 MBA Essentials: Economics

A survey course designed to familiarize students with basic economics principles and how they apply to individuals, firms, and the overall economy. This course looks at both micro and macro aspects of the economy.

ECO 6705 Economic Issues Online

Analysis of international economic relations and institutions. Analysis of the effects of changing economic conditions and policy on the climate for international business and investment.

ENT 6930 Sustainable Entrepreneurship

A special topics section for students pursuing their MS in Entrepreneurship and Applied Technology. Faculty will periodically offer elective courses on topics of interest.

EDA 6061 Principles of Educational administration

Educational administration as a profession. Consideration of organization, control, and support of the educational system.

EDA 6106 Administration 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.

EDA 6192 Educational Leadership

Administration course that addresses change, influences, and planning systems. Also examines personnel functions for administrators.

EDA 6232 School Law

Basic essentials of School Law. A review of court decisions affecting American education with emphasis on Florida State statutes.

EDA 6274 Technology and Data Analysis for School Leaders

Course focuses on current research principles, methods and practices in education and learning technologies. Content will focus on the role of research in methods of constructing hypothesis, developing research designs, selecting procedures for observation.

EDA 6503 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.

EDA 6910 Directed Research

Research in selected topics within the fields selected by the instructor.

EDA 6945 Administration Practicum

Field experiences in school systems for identifying and analyzing educational problems and their solutions. Application of concepts developed in the student's program.

EDF 6120 Child Development

This course provides an overview of educational, emotional, hereditary, intellectual, social, and physical factors influencing child growth and development.

EDF 6492 Applied Educational Program Evaluation
Design, development, implementation, interpretation, and communication of both formative and summative educational program evaluation studies.

EDF 6432 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.

EDF 6481 Educational Research
Analysis of major types of educational research designs, including experimental, correlational, ex post facto and case studies.

EDG 6931 Practicum in Elementary 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 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.

EDG 6931 Technology and Data Analysis
Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.

EDG 6627 Foundations of Curriculum
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.

EDG 6931 ESOL Practicum
Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.

EDG 6931 Current Trends in Math/Assessments
Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.

EDG 6931 SCH K-6 Math II
Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.

EDG 697 Art, Music, Health and Movement

Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.

EDG 6931 Standards based education

Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.

EDS 6050 Principles and Practices of Educational Supervision

Three major themes to improve schools within a clear/compelling moral purpose: (1) communities of differences; (2) teacher development through professional community building; and (3) learners and learning through capacity building at the school level.

EEX 6943 Exceptional Student 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.

EEX 6025 Trends and Issues in Special Education

Survey of all exceptionalities including current trends and issues related to the field of special education.

EEX 6245 Young Exceptional Students

Procedures for implementing educational programs with exceptional adolescents. Includes educational programming, alternative programs, community resource coordination, career/occupational education, and advocacy.

EEX 6612 Motivations of exceptional/at-risk Student

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.

EEX 6939 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.

EEX 6943 Exceptional Student 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.

ENG 6009 Intro to Grad Study

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.

ENG 6916 Directed Research

Research in selected topics within the fields selected by the instructor.

ENG 6971 Thesis: Master's

Thesis

ENL 6226 Disease, Madness, and Disability in Shakespeare

Selected focused studies in sixteenth-century British literature; Shakespeare, Sidney, Spenser, Marlowe, and others.

ENT 6507 Social Entrepreneurship in Emerging Markets

This course explores fundamental business approaches and issues in the emerging markets of Latin America with special emphasis on the link between sustainable economic development and the development of entrepreneurial skills in women.

ENT 6508 Social Entrepreneurship I

A course focused on the design and growth of mission-driven enterprises that use market-based approaches to solve today's social or environmental problems.

ENT 6509 Social Entrepreneurship II

The second part of a two-course sequence. In this course students will incorporate their organizations and work on launching, establishing, growing, and leading their mission-driven social enterprises.

EVR 5956 Methods of Sustainable Development

Sustainable development includes preservation of natural resources, aspects of social justice and preservation of communities while pursuing economic growth. This course focuses on sustainable development theory, especially at the international level.

EVR 6115 Global Climate Change

This course examines physical processes of global climate change.

EVR 6116 Coastal Hazards and Resilience

Vulnerability to natural hazards and the effects of climate change, including sea level rise has greatly increased. This course examines the vulnerability of coastal communities and strategies for adaptation and resilience.

EVR 6876 Wetlands, People and Public Policy

This course begins with a review of the basic physical characteristics of wetlands, but the emphasis is upon human relationships with wetlands, past and present. Discussion of contemporary economic, legal and political issues associated with wetlands.

EVR 6908 ESP Independent Study

The courses offered under Independent Study will provide students with a greater range of more detailed information about Environmental Science, Policy, Ethics, Economics, Law and Management.

EVR 6931 Environmental Soils, Water and Land Use

This course gives an overview of the relationships between soils, water, and land-use. Students will also be exposed to contemporary science-based and technological solutions used for environmental applications.

EVR 6934 Global Climate Change

Selected topics, issues and problems in Environmental Science and Policy.

EVR 6936 Science

A seminar course that reviews a major theme or themes in environmental science that integrates knowledge and research from various scientific disciplines.

EVR 6946 Major Themes in Environmental Science

This is a seminar course that reviews major themes in environmental science that integrates knowledge and research from various scientific disciplines. This course adopts and implements an interdisciplinary and integrative approach.

EVR 6971 Thesis: Master's
Thesis

EDG 6931 Integrating Exceptional Students in Regular class

Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.

EDS 6050 Educational Supervision

Three major themes to improve schools within a clear/compelling moral purpose: (1) communities of differences; (2) teacher development through professional community building; and (3) learners and learning through capacity building at the school level.

EMR 6052 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.

FIN 5006 MBA Essentials: Finance

The role of the finance within the corporation; financial statement analysis; discounted cash flow analysis; valuation of financial assets; and financial planning.

FIN 6515 Investments

An examination of the risks and returns of alternative investment media within the framework of various valuation models. Special attention is given to the investment process and the criteria for investment decisions.

FLE 5345 Teaching English Language K-12

This course is restricted to Education majors and is not repeatable for credit. It is designed to prepare preprofessional teachers to provide linguistically and culturally appropriate instruction, assessment, and learning opportunities for LEP students

FRW 5934 20th Century Drama

Study of an author, movement or theme.

GEB 6118 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.

GEB 6255 Advanced Negotiation

The purpose of this course is to highly develop student knowledge and skills in the practical application of basic and advanced business negotiation process and strategy.

GEB 6265 Advanced Facilitation

The purpose of this course is to teach students how to use advanced facilitation strategies and skills to prevent, manage, and resolve common business group dynamic problems, as well as to master the art of effective work team communication in a corporate environment.

GEB 6368 Global Business Environment

An overview of how international business operates in the changing global environment. The course looks at emerging patterns of international trade, foreign investment and international competitiveness for both large corporations and small firms.

GEB 6458 Managing Global Sustainability

A course that focuses primarily on the business perspective of business sustainability so that students can better understand the business rationale for sustainability. The course will examine business as it addresses the environment and sustainability.

GEB 6930 Internship Permit Required
Internship

GEO 6113 Qualitative Research Methods

This course explores a variety of qualitative research methods utilized by scholars in the social sciences and environmental studies, to include interviews, mapping, participant observation, surveys, visual techniques and document and archival analysis.

GEO 6116 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.

GIS 5049 GIS for non-majors

An introduction to the concepts underlying digital thematic mapping and geographical information systems (GIS) for non-geography majors and non-geography graduate students.

GIS 6038C Advanced Remote Sensing

Study of digital image processing techniques. Topics include filtering techniques, geometric and radiometric normalization, and classification algorithms with emphasis on developing.

HIS 6908 Independent Study

Independent study in which students must have a contract with an instructor.

HIS 6908 Independent Study: Spanish Paleography

Independent study in which students must have a contract with an instructor.

HIS 6914 Directed Research

Research in selected topics within the fields selected by the instructor.

HIS 6939 History of protest and politics

Research in selected topics within the fields selected by the instructor.

HIS 6939 Seminar in History; Early Florida
Research in selected topics within the fields selected by the instructor.

HIS 6971 Thesis: Master's
Thesis

HUM 6971 Thesis: Master's
Thesis

IDS 6947 Service Learning
Students will learn about civic engagement, and gain knowledge about the relevant content area and its application through the context of their field experience, while making a valuable community contribution.

ISM 5001 MBA Essentials: Management Info Sys
Overview of the role that information systems play in today's rapidly changing business environments, supporting routine business operations, facilitating management decision-making, and enabling more organic organizational forms.

ISM 6046 Contemporary Issues in Information Systems Management
An exploration of the variety of legal, ethical, and social issues involving the use of information systems and technology as well as managers' responsibility for ensuring that information resources are adequately protected and appropriately used.

ISM 6930 ERP Systems Analysis
Selected topics in MIS

ISM 6930 Data Visualization
Selected topics in MIS

ISM 6930 Predictive Analytics
Selected topics in MIS

ISS 6942 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.

JOU 6006 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.

JOU 6114 Multimedia Reporting

This course teaches the writing and visual skills specific to journalism across all digital media platforms. It makes a decisive break with traditional print and frames the future of the reporter as digital and global.

JOU 6114 Multi-media Reporting

This course teaches the writing and visual skills specific to journalism across all digital media platforms. It makes a decisive break with traditional print and frames the future of the reporter as digital and global.

JOU 6135 Video Storytelling 1

Best practices multimedia shots, audio, post-production editing, industry work flows, the craft of storytelling through a lens, interviewing and scripting techniques will be emphasized. Beginning Reporting or professional news writing experience required.

JOU 6360 Digital Media Technology

Creating quality online news reports means being a producer. In this course students will hone critical thinking skills while becoming familiar with the digital technologies of modern journalism. This has an exclusive digital focus.

JOU 6361 Digital Video Production

Shooting quality online video for news reports is a skill each modern journalist should know. You will hone your critical thinking skills while becoming familiar with what comprises a publishable news video for online use. Hands-on learning is included.

JOU 6362 Digital Audio Production

Recording quality audio for online news reports is a skill all modern journalists should know. You will hone your critical thinking skills while becoming familiar with what comprises publishable audio for online news use. Hands-on learning is included.

JOU 6503 Entrepreneurial Journalism

Most future journalists will be independent entrepreneurs. Students will explore how media management and community business leaders collaborate and explore emerging economic models of independent journalists operating in the digital media environment.

JOU 6606 Photo Journalism

Taking quality online still photos for news reports is a skill all modern journalists need to know. You will hone your critical thinking skills while becoming familiar with what comprises a publishable photo for online use. Hands-on learning is included.

JOU 6708 Digital Media Law and Ethics

Online publishers must recognize and avoid unlawful conduct and are responsible for developing and adhering to ethical processes. This course focuses on the law and ethics of gathering, creating and publishing online content.

JOU 6708 Digital Ethics and Law

Online publishers must recognize and avoid unlawful conduct and are responsible for developing and adhering to ethical processes. This course focuses on the law and ethics of gathering, creating and publishing online content.

LAE 6616 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.

LAE 6637 Current trends in Secondary English Education
Curricular patterns and instructional practices in secondary English.

LIN 6675 Grammatical Structure of American English
Analysis and description of major morphological and syntactic structures of American English, with emphasis upon applied linguistics.

MAE 6650 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.

MAE 6654 Algebra Mid-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.

MAN 5002 MBA Essentials: Management
A basic conceptual overview of management principles. Topical coverage includes ethics, globalization, strategic management, leadership, and individual and group decision making.

MAN 5509 MBA Essentials: Operations Mgt
A course emphasizing the quantitative techniques for trying to optimize the human and material resources utilized in service and production oriented operations.

MAN 6244 Organizational Behavior
A course that provides the framework within which students can understand how managers and subordinates interact by focusing on the characteristics of individuals and group behavior within organizations.

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.

MAN 6766 Leadership and corporation 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.

MAN 6782 Organizational Strategies 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.

MAN 6789 Social Media Management and Strategy

This course builds a basic foundation of the “how to” of online social networking sites to help students understand how these sites can be used by businesses and professionals to manage, network, recruit, market, and address customer concerns.

MAR 5001 MBA Essentials: Marketing

An overview of basic marketing principles, including the role of marketing in business and society, as well as a description of functions, practices, and concepts associated with marketing.

MAR 6577 Seminar in Consumer Behavior

A study of how individuals make consumption-related decisions, as well as how individuals dispose of products they consume. Ethical issues in consumer decision-making as well as corporate social responsibility in marketing are also discussed.

MAR 6936 Retail Management

The content and organization of this course will vary according to the interests of the faculty and students involved in any given term.

MMC 5147 Web Publishing 2

Web Publishing 2 is an advanced course in creating dynamic news and information websites and pursuing data-driven journalism. Students will learn about essential database technologies, SQL (structured query language), and server-side scripting and APIs.

MMC 6136 Video Storytelling 2

Advanced video shots, audio, post-production editing and industry work flows will be covered. The art of storytelling through a lens, on-camera interviewing techniques, and tight editing for a “two train” story arc will be emphasized. VS1 required.

MMC 6951 Final Project

This course represents the culminating, or capstone project, for students in digital journalism. Its deliverable will be a professional website that displays command of all basic digital technologies, including web design, audio and video.

MMC 6400 Mass Communication Theory

The study of mass communication theories, structures, influences, and their relationships to institutions in American society.

MMC 6612 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.

MMC 6910 Ind Research in Mass Communication

Independent study in which the student must have a contract with the instructor to study an area not covered by other courses in the graduate curriculum.

MMC 6936 Neighborhood News

Courses designed to meet current, specific topics of interest to students and instructors.

MMC 6936 Magazine Article/Feature Writing

Courses designed to meet current, specific topics of interest to students and instructors.

MMC 6936 Virtual Reality and Alternative Storytelling

Courses designed to meet current, specific topics of interest to students and instructors.

MMC 6936 Food Writing

Courses designed to meet current, specific topics of interest to students and instructors.

MMC 6936 Social Media

Courses designed to meet current, specific topics of interest to students and instructors.

MMC 6945 Professional Practicum

Practicum will consist of placement with a media-related organization selected by the student and approved and supervised by the graduate advisor.

MMC 6950 Applied Research Project

Completion of a major applied communication research project under supervision. Topic will be selected according to student's needs and interests.

MMC 6950 Applied Research Project Online

Completion of a major applied communication research project under supervision. Topic will be selected according to student's needs and interests.

MMC 6971 Thesis: Master's

Thesis

MMC 5146 Web Publishing Online

Introduces mainstream web technologies and programming languages used for publishing news, digital content and information on the web. Examine and question the nature of Web publishing and what impact it has on society at large and on us as individuals.

OCB 6050 Biological Oceanography

Three major themes to improve schools within a clear/compelling moral purpose: (1) communities of differences; (2) teacher development through professional community building; and (3) learners and learning through capacity building at the school level.

OCE 6048 Scientist in the Classroom

Provides students with a theoretical framework, practical knowledge, and skills required to successfully design, implement, and evaluate effective science teaching and learning.

OCE 6921 Professional Development

This 2-credit course is intended for new graduate students (or students who have only completed one year in the program). This course will cover "grad school basics" - everything you need to know for having a successful graduate experience here at USF.

OCE 6934 Deciphering DOC

Special topics in Biological, Chemical, Geological, and Physical Oceanography.

- OCE 6934 Remote Sensing in Oceanography
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Seafloor Mapping and Marine Geophysics
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Ecological Physiology
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Zooplankton Ecology
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Readings Optical Oceanography
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Satellite Altimetry and Gravimetry
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Geophysical Fluid Dynamics
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Fish Biology
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Ecosystem Modeling
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Biometry
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Metals and Microbes
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6934 Special Topics in Carbonate Sedimentology
Special topics in Biological, Chemical, Geological, and Physical Oceanography.
- OCE 6950 Teaching Ocean Sciences
This experiential learning course is designed to teach graduate students how to prepare research grants, develop lab, field-based, and in classroom lesson modules to effectively translate science concepts to their students.
- OCE 6971 Thesis Master's
Thesis
- OCE 6972 Directed Research
Research in selected topics within the fields selected by the instructor.
- OCP 6050 Physical Oceanography

The world ocean including its morphology, physical properties, currents, waves, tides, heat and water budgets, and related topics. Lec.

PCB 6933 Seminar In Ecology

A detailed examination of topics in ecology pertaining to individual organisms, populations, communities and/or ecosystems.

PGY 5619 Photojournalism I

Today, all journalists must know how to tell stories with words, photos and audio. Through ten still photo assignments, caption writing and a multimedia project with interview audio and natural sound, the craft of photojournalism will be emphasized.

PGY 5625 Photojournalism II

All journalists must know how to tell stories with words, photos and audio. Photojournalism assignments will emphasize advanced composition, lighting and caption writing. A multimedia project with interview audio and natural sound will be emphasized.

PSY 6217 Research Method/Measurement

Courses in research strategies, design and analysis, and measurement theory in psychological experimentation. Inferential statistics, anova, correlation methods, and interpretation.

PSY 6218 Methods: Regression

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.

PSY 6219 Advanced Statistical Methodology

Advanced multivariate statistical methods in social science emphasizing multiple regression, factor analysis, and structural equations modeling.

PSY 6850 Teaching of Psychology

Application of psychological principles to the educational process. Learner-centered model of instruction. Focus on development, behavioral, cognitive, social learning, effective instruction, educ assessment, student motivation and classroom management.

PSY 6917 Directed Research Internship

Research in selected topics within the fields selected by the instructor. INTERSHP

PSY 6917 Directed Research

Research in selected topics within the fields selected by the instructor.

PSY 6971 Thesis: Master's

Thesis

QMB 5010 MBA Essentials: Business Statistics

An overview of the statistical tools that allow typical business data to be analyzed. ANOVA, multiple linear regression, and tests of hypothesis are emphasized.

RED 6540 Assessment in Development Literacy

This course is a classroom based course in pk-6 literacy assessment. Students use reading assessments to improve reading of all pk-6 students. Students will develop their capacity for integrating literacy assessment and intervention with in STEM content areas for young readers.

RED 6544 Cognition, Composition, Content

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.

RED 6658 Differentiated Reading

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.

RED 6846 Practicum in Reading

Practicum in Reading is a graduate course covering topics relevant to assessment and remediation of literacy in school-aged children. Students work with struggling readers. Intervention is also directed at implementing reading strategies within STEM areas.

RED 6147 Coaching Literacy

RTV 5416 Race, Gender, Class issues in Media

Survey of how those outside the American mainstream, whether by race, ethnicity, gender or socio-economic class are portrayed in various forms of media. Emphasis on news media, with a secondary focus on entertainment media.

SCE 6315 Teaching Elementary School Science

This course addresses the concepts, materials, methods around elem school science and immerses you in learning experiences that provide a robust understanding of science teaching and learning from the perspective of both learner and teacher.

SCE 6346 Foundations of Environmental Education Theory

This course explores the history and goals of environmental education, with an emphasis on the professional roles and instructional methods of environmental educators.

SCE 6644 Interpreting and Teaching the Environment

An introduction to interpretation as it relates to environmental education, including theories, principles, and techniques of interpreting park, cultural, and natural resources to the public.

SCE 6735 Trends in Math and Science Education for Elementary Teachers

This course will help students to develop an understanding of the theoretical frameworks and familiarity with literature on the multiple perspectives underpinning mathematics and science education.

SCE 6803 Physical Science for Elementary Teachers

The purpose of this course is to assist elementary grade teachers in developing physical science content knowledge and experiencing first hand inquiry teaching.

SCE 6804 Physical Science for Middle Grade Teachers

The purpose of this course is to assist middle grade teachers in developing physical science content knowledge and experiencing first hand inquiry teaching.

SCE 6836 Teaching Earth Space in Middle Grades

The purpose of this course is to assist middle grade teachers in developing science content knowledge and experiencing first hand inquiry teaching.

SCE 6838 Teaching Earth Space in Elementary

The purpose of this course is to assist elementary teachers in developing science content knowledge and experiencing first hand inquiry teaching.

SCE 6876 Teaching Biology & Ocean Science in Middle Grades

This is a graduate level course for middle school teachers to further their knowledge and pedagogy in teaching the Life Sciences concepts comprising the Next Generation National Science Standards.

SCE 6855 Elementary Biology and Ocean Science

This is a graduate level course for elementary school teachers to further their knowledge and pedagogy in teaching the Life Sciences concepts comprising the Next Generation National Science Standards.

SOP 6266 Social-organizational Psychology

SOP 6266 Advanced Stat Methodology

SOP 6709 Topics in Social Psychology

This course examines theory and research in social psychology. We will cover both “classic” issues in modern social psychology as well as recent trends, emerging perspectives, and cutting edge research (with an emphasis on more recent research).

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.

SOW 6243 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.

TAX 6005 Advanced Partnership Taxation

A study of advanced income tax problems involving partnerships, including organization, operation, distributions, liquidations, basis, family partnerships, and sales and exchanges. The planning and business aspects of partnerships are emphasized.

TAX 5015 Federal Taxation of Business Entities

Tax issues encountered by small businesses. Includes tax planning, capital formation and preservation, tax compliance and tax alternatives.

TAX 6940 IRS VITA Tax Practicum

A course providing an opportunity for students to gain valuable experience in preparing tax returns and tax counseling and to apply their knowledge of classroom learning.

VIC 6007 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.

VIC 6310 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, but all for online presentation.