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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, FTF 100
St. Petersburg, FL 33701 - www.usfsp.edu/Graduate-Catalog/

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This catalog is effective for the 2015-2016 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:
2104-2015 PDF Version
2013-2014 PDF Version
2012-2013 PDF Version
2011-2012 PDF Version
2010-2011 PDF Version
2009-2010 PDF Version
2008-2009 PDF Version
2007-2008 PDF Version
2006-2007 PDF Version
2005-2006 PDF Version
2004-2005 PDF Version
2003-2004 PDF Version
New Graduate Certificate Programs

Graduate Certificate Program in Geospatial Science. Applications are being accepted for the Fall 2015 term of entry.

New Graduate Programs/Changes

MBA Concentration in Healthcare Analytics.

The M.A. in Environmental Science and Policy is being redesigned and two tracks are being introduced - Environmental Management and Sustainable Development (EMSD) and Environmental Education. Students in both tracks will take 4 common core courses and then specialized courses for the track.

The Master of Accountancy program begins enrollment for the Fall 2015 semester. The MAcc is a 10 course (30 credit hour) graduate program that can be completed in hybrid format (some classes online, some on campus), or 100% on campus. The curriculum includes four core classes (12 credits) and six electives (18 credits).
# Academic Calendar

## Fall 2015 and Spring 2016 Academic Schedules

Academic Calendar: [http://www.usfsp.usf/records/academic-calendar](http://www.usfsp.usf/records/academic-calendar)

Registrar’s Calendar: [http://www.registrar.usf.edu](http://www.registrar.usf.edu)


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](http://usfweb2.usf.edu/eoa/deo_calendar/default.asp)

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<td>August 12</td>
<td>Academically Dismissed students canceled from Fall 2015 courses.</td>
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<td>Fall 2015 Non-Degree Seeking Registration Begins</td>
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<td>August 20</td>
<td>State Employee Tuition Waiver Registration Begins at 5 p.m.</td>
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<td>August 22</td>
<td>First Day of Saturday classes</td>
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<td>August 24</td>
<td>Deadline to register for Fall classes without Late Registration Fee 5 p.m.</td>
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<td>August 24-28</td>
<td>First Week of Fall Classes</td>
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<td>August 24</td>
<td>Last Day to submit residency reclassification applications</td>
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<td>August 28</td>
<td>Drop/Add ends at 5 p.m., fee liability/tuition payment deadline 5 p.m.</td>
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<td>August 31</td>
<td>Senior Citizens' Fall 2015 Registration</td>
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<td>September 7</td>
<td>Labor Day Holiday-No classes and USF offices closed</td>
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<td>September 18</td>
<td>Fall 2015 Graduation Application Deadline</td>
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<td>October 31</td>
<td>Last Day to Withdraw with 'W' Grade - no refund.</td>
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<td>November 2</td>
<td>Registration for Degree-Seekers Begins for Spring 2016</td>
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<td>November 11</td>
<td>Veteran's Day; No Classes and USFSP Offices Closed</td>
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<td>November 26-27</td>
<td>Thanksgiving Holiday; No Classes and USFSP Offices Closed</td>
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<td>Fall Semester 2015 Classes End</td>
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<td>Last Day to Register for Spring Classes Without Late Fees 5 p.m.</td>
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<td>First Day of Spring 2016 Classes and last day to submit residency reclass</td>
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Welcome To USF St. Petersburg

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

Approximately 5,000 undergraduate and 600 graduate students attend USFSP along with about 1,500 students from other institutions within the USF System. Full-time faculty members number approximately 141, of whom 90 percent have terminal degrees. This exceptional cadre of faculty is complemented by highly qualified adjunct faculty, many of whom are working professional in education, business and other disciplines. Faculty members conduct world-class research. With a faculty-to-student ratio of 19-to-1, classes are small and professors know their students by name.

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

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

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

The university is located on an intimate 48-acre, waterfront campus near downtown St. Petersburg within easy walking distance of museums, theaters, restaurants and nightlife. Nestled on breezy Bayboro Harbor on the shores of Tampa Bay, USF St. Petersburg grants students, faculty and staff opportunities for sailing, swimming, canoeing, kayaking and paddle-boarding.

As one of Florida’s most affordable public universities, USF St. Petersburg values personalized education that offers the best of both worlds: the advantages of a small, close-knit campus community with all the benefits of membership in the USF System.
The Campus Board of the University of South Florida St. Petersburg was established by FS 1004.33 and includes five members who are residents of Pinellas County, Florida who are recommended by the President of the University of South Florida and appointed by the University of South Florida Board of Trustees.

**Duties**

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

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

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

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

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

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

**Members:**

Debbie Nye Sembler, Chair

Roy Binger

Bob Churuti

Judy Mitchell

John Connelly
University of South Florida System Board of Trustees

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

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

Board of Trustees:

John B. Ramil, Chair
Jozef Gherman

Hal W. Mullis, Esq., Chair
Stephen J. Mitchell, Esq.

Stanley I. Levy
Debbie N. Sembler

Gregory B. Teague
Byron E. Shinn

Nancy H. Watkins
Jordan B. Zimmerman
USF St. Petersburg Administration

Regional Chancellor: Sophia Wisniewska, Ph.D.
Interim Vice Chancellor for Academic Affairs: V. Mark Durand, Ph.D.
Vice Chancellor for Advancement: Helen Levine, Ph.D.
Interim Associate Vice Chancellor for Student Affairs: Gardiner Tucker, Ph.D.
Associate Vice Chancellor for Administration: Chitra Iyer, J.D.
Vice Chancellor for Administrative and Financial Services: Joseph Trubacz, MBA
Interim Dean, College of Arts and Sciences: Jeff Cornelius, Ph.D.
Dean, College of Business: Gary Patterson, Ph.D.
Dean of Education: H. William Heller, Ph.D.
Dean of Students: Jake Diaz, Ph.D.
Interim Dean, Nelson Poynter Library: Deborah Henry

Office of Graduate Studies

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<tr>
<td>Director, Donna Knudsen</td>
<td>(727) 873-4567</td>
</tr>
<tr>
<td>Office Manager, Lisa Akins</td>
<td>(727) 873-4884</td>
</tr>
<tr>
<td>Academic Support Specialist, Nicki Hannum</td>
<td>(727) 873-4283</td>
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Admissions

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<tr>
<th>Role</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Admissions Officer, Michael Slattery</td>
<td>(727) 873-4479</td>
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Recruitment

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<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>College of Arts &amp; Sciences Graduate Recruiter, Marketa Teal</td>
<td>(727) 873-4770</td>
</tr>
<tr>
<td>KTCOB Graduate Recruiter, Mike Chupa</td>
<td>(727) 873-4749</td>
</tr>
<tr>
<td>College of Education Graduate Recruiter, Ben Smet</td>
<td>(727) 873-4269</td>
</tr>
</tbody>
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Graduate Programs Contacts

<table>
<thead>
<tr>
<th>College of Arts and Sciences</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Environmental Science and Policy (MS and MA)</td>
<td>(727) 873-4066</td>
</tr>
<tr>
<td>Graduate Program Advisor: Dr. Dona Stewart</td>
<td></td>
</tr>
<tr>
<td>Master of Liberal Arts - Focused and Interdisciplinary (MLA)</td>
<td>(727) 873-4961</td>
</tr>
<tr>
<td>Graduate Coordinator: Dr. Lisa Starks-Estes</td>
<td></td>
</tr>
<tr>
<td>Master of Liberal Arts - Concentration: Florida Studies (MLA)</td>
<td>(727) 873-4961</td>
</tr>
<tr>
<td>Graduate Coordinator: Christopher Meindl</td>
<td></td>
</tr>
<tr>
<td>Journalism and Media Studies (MA)</td>
<td>(727) 873-4881</td>
</tr>
<tr>
<td>Graduate Faculty Advisor: David Snyder</td>
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</tr>
<tr>
<td>Digital Journalism and Design (MA)</td>
<td>(727) 873-4881</td>
</tr>
<tr>
<td>Graduate Faculty Advisor: David Snyder</td>
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<tr>
<td>Psychology (MA)</td>
<td>(727) 873-4020</td>
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<tr>
<td>Graduate Faculty Advisor: Mark Pezzo</td>
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College of Business

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<th>Role</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Masters of Business Administration (MBA)</td>
<td>(727) 873-4MBA</td>
</tr>
<tr>
<td>MBA Interim Director, Eric Douthirt</td>
<td></td>
</tr>
<tr>
<td>Masters of Accountancy (MAcc)</td>
<td>(727) 873-4085</td>
</tr>
<tr>
<td>Graduate Faculty Advisor: Grover Kearns</td>
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College of Education

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<th>Role</th>
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<tr>
<td>Associate Dean: Olivia Hodges</td>
<td>(727) 873-4947</td>
</tr>
<tr>
<td>Educational Leadership (MED)</td>
<td></td>
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<tr>
<td>Graduate Faculty Advisor: Olivia Hodges</td>
<td>(727) 873-4947</td>
</tr>
<tr>
<td>Elementary Education: Dual Track and Curriculum &amp; Literacy (MA)</td>
<td>(727) 873-4577</td>
</tr>
<tr>
<td>Graduate Faculty Advisor: Deanna Michael</td>
<td></td>
</tr>
<tr>
<td>Elementary Education: Math/Science (MA)</td>
<td>(727) 873-4058</td>
</tr>
<tr>
<td>Graduate Faculty Advisor: Anna Lewis</td>
<td></td>
</tr>
<tr>
<td>English Education (MA)</td>
<td></td>
</tr>
<tr>
<td>Graduate Faculty Advisor: Cynthia Leung</td>
<td>(727) 873-4051</td>
</tr>
<tr>
<td>Middle Grades STEM (MS)</td>
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<tr>
<td>Program</td>
<td>Graduate Faculty Advisor</td>
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<tr>
<td>Reading Education (MA)</td>
<td>Karina Hensberry</td>
</tr>
<tr>
<td>Varying Exceptionalities ESOL (Special Education) (MA, MAT)</td>
<td>Cynthia Leung</td>
</tr>
<tr>
<td>Varying Exceptionalities ESOL (Special Education) (MA, MAT)</td>
<td>Kim Stoddard</td>
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Section 2 - USF St. Petersburg Mission, Values, Vision and Goals

USF St. Petersburg Mission, Values, Vision, 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 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 tell untold stories. We actively recruit students, faculty, staff and administrators who bring global and domestic diversity to campus, with emphasis on representing our evolving regional demographics. We notice where conception differences synthesize, complement--or clash. In classes, in meetings and in 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 area 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

- 1. 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.
  - Champion, Deni Elliott Eleanor Poynter Chair in Media Ethics & Press Policy

- 2. 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.
  - Champion, Holly Kickliter, Senior Director for Enrollment and Marketing

- 3. Faculty Excellence, Scholarship and Research
  - Our distinguished faculty are recognized locally, nationally and around the world for their excellence in research and scholarship.
  - Champion, Hemant Merchant, Professor, Kate Tiedemann College of Business

- 4. Strategic Partnerships
  - USFSP identifies, establishes, and maintains partnerships that are sustained, deliberate, and strategically integrated with our degree programs and research efforts.
  - Champion, Vivian Fueyo, Special Assistant to the Regional Chancellor

- 5. Infrastructure
  - Planned growth by design supports a projected student enrollment of 10,000 by 2024. USFSP strives to provide the human capital, facilities, communications systems, staff, faculty and student support needed for our current campus to implement strategic growth.
  - Champion, Chitra Iyer, Regional Associate Vice Chancellor for Administration
• 6. Sustainable Funding

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

—Champion, Joe Trubacz, Regional Vice Chancellor Administrative & Financial Services

**Accreditation**

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate and master’s levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Florida St. Petersburg.
Section 3 - Graduate Admissions

Graduate Admissions
University of South Florida St. Petersburg
Office of Graduate Studies
140 Seventh Avenue South, FTF 100
St. Petersburg, FL 33701
Website: http://www.usfsp.edu/grad
Phone: 727-873-4567
Fax: 727-873-4889
E-mail: applygrad@usfsp.edu

Director: Donna Knudsen
Admissions Officer: Michael Slattery
Office Manager: Lisa Akins
Academic Support Specialist: 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.

1 Adapted from the GRE “Guide to the Use of Scores” 2003-2003.

Admission Requirements
Each applicant to a graduate program at USF St. Petersburg is required to meet the following minimum requirements.
Graduate programs often require additional information and supporting documents; applicants should consult with the desired program of interest for additional requirements.:  
1. Must have:
   a. Earned a bachelor’s degree from a regionally accredited institution with either a:
      i. “B” average or better in all work attempted while registered as an undergraduate student working toward a baccalaureate degree, or
      ii. “B” average or better in all work attempted while registered as an upper division undergraduate student working toward a baccalaureate degree, or
   b. A bachelor’s degree from a regionally accredited institution and a graduate degree with a “B” average or better from a regionally accredited institution, or
   c. The equivalent bachelors and/or graduate degrees from a foreign institution.
2. Submission of standardized test scores if required by the graduate program to which admission is sought.
3. * Applicants from countries where English is not the official language must also demonstrate proficiency in English* in one of the following ways:
   a. By providing a minimum total score of 79 or higher on the, internet-based test, a score of 213 on the computer-based test, or a score of 550 on the paper-based test, Test of English as a Foreign Language (TOEFL).
   b. By providing a score of 6.5 or higher on the International English Language Testing System (IELTS).
   c. By earning a score of 153 or higher (new scale) or 500 or higher (old scale) on the GRE-Verbal Exam.
   d. By earning a baccalaureate or higher degree from a regionally accredited institution in the U.S.
   e. By earning a score of 53 or higher on the Pearson Test of English Academics (PTE-A).
f. Applicants who earn a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (for the institution and not just 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.

4. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.

The Program Chair and 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 students 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 at USF no later than the following processing deadlines*:

**International Applicants Applying from Outside the US:**
- 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 US:**
- Fall Semester admission--May 1   Visa deadline--July 11
- Spring Semester admission--October 15   Visa deadline--October 30
- Summer Semester admission--February 15   Visa deadline--April 4

*For programs with later admission application deadlines, all materials, including application and supporting documents, must be submitted by the international processing deadline noted above. Foreign applicants who are outside the U.S. are required to apply for a visa. Depending on the country of origin, this may take a few months. So the deadline for these international applicants may be earlier than the Program deadline and these applicants must apply prior to both deadlines. They are strongly encouraged to apply as early as possible. Foreign applicants who are in the U.S. and are currently on a 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 which will issue an official decision.

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

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

Admission Application Deadlines

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

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

1. 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 USF4-0107: Special Fees, Fines and Penalties) http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf. Students who have previously attended any USF institution must also submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, 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/grad/admissions/international-students/) 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 offer the 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 European Higher Education Area (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 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 requirements regarding standardized testing may be accessed here: http://www.usfsp.edu/grad/academics/degree-programs/.

Official scores must be submitted directly to the institution by the testing agency. However, applicants may provide unofficial copies of their test scores to expedite the processing of their applications while awaiting the transmission of official scores. Any admission granted using unofficial scores will not be finalized until official scores from the testing agency are received.
Scores are sent electronically to USF St. Petersburg from the testing agency. To request that scores be sent to USF St. Petersburg directly, applicants must provide the testing agency with the following institution codes:

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

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

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

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

TOEFL (Test of English as a Foreign Language)
http://www.ets.org/toefl

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

The TOEFL requirement may be waived if the applicant meets one of the following conditions:
- The applicant’s native language is English, or
- Has scored 153 or higher on the GRE Verbal Test, or
- Has earned a college bachelor’s or graduate degree from a regionally accredited U.S. institution of higher learning, or
- Has earned a college bachelor’s or graduate degree from an institution whose language of instruction is English (must be noted on the transcript), or
- Has scored a 53 or higher on the Pearson Test of English Academic (PTE-A), or
- Has received a college/university degree from one of the countries listed on the following link: http://www.usf.edu/admissions/international/mtl-freshman/requirements-deadlines/english-proficiency.aspx
- Has scored 6.5 on International English Language Testing System (IELTS) http://www.ielts.org/

NOTE: International students whose native language is not English and who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived for admission to a graduate program. A minimum score of 26 on the spoken portion of the internet-based TOEFL (iBT) or 26 on the spoken portion of the TOEIC test administered by ETS (http://www.ets.org/toeic).

5. Conduct Clearance Policy (Legal Disclosure Statement)

Conduct Clearance Policy (Legal Disclosure Statement)

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

6. Residency Policy

Residency for tuition purposes is defined by Florida State Statute Section 1009.21. Applicants desiring classification as Florida residents for tuition paying purposes must sign and complete the Florida Residents section of the Florida Residency Classification page of the Graduate Application. Applicants who submit incomplete or unsigned forms will be classified as non-Florida residents. The Office of Graduate Studies will classify applicants as Florida residents if they have provided documentation that verifies they began living in Florida at least twelve months prior to the first day of classes of their admitted term of entry. Additional documentation other than what is required may be requested in some cases. All documentation is subject to verification. Applicants are responsible for checking their residency classification when admitted to USF St. Petersburg. The residency classification is noted on the official acceptance letter. Applicants who feel their initial residency classification is in error have until the last day of first week of classes in their term of entry to request a reconsideration by the Office of Graduate Studies. There will be no exceptions. Requests received after the published deadline will not be considered. Tuition will be assessed at the non-resident rate for that term.
Independent Student:
All graduate students are considered independent students.
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 initial 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. 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, copied or viewed by the applicant or third parties. Requests for degree/enrollment verification information should be referred to the Office of the Registrar.

The Office of Graduate Studies’ graduate application files may be copied and released to USF system staff conducting legitimate University business.

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

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

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

Exception Admission Criteria
The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees’ minimum requirements. To be considered for an exception, applicants should present evidence that their academic preparation was such that it might account for less than the minimal University and/or program requirements, and demonstrate potential for academic success such as excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor’s student, professional experience in his/her discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the Program, 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 may include receipt and submissions of satisfactory scores on standardized tests, attendance in and satisfactory grades earned in specific core or remedial courses, etc. It is the responsibility of the graduate program to track students’ satisfactory completions of the conditions and to notify the Office of Graduate Studies with results. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program.

Deferment of Admission Request
An applicant’s acceptance is granted for the semester and the particular graduate program specified in the official acceptance notification. The applicant must validate acceptance by enrolling in classes in the semester of initial acceptance. Applicants who fail to validate their admission may contact the Graduate Program Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date. If
a request for Deferment of Admission is not activated within the 12 months, a new application and fee must be submitted. Applicants who were admitted provisionally upon receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Graduate Studies. International applicants must also provide a new financial statement dated no earlier than 6 months before the requested date of entry.

**Update of Admission Request**

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

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

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

**Readmission Policy**

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed.

Eligibility for readmission:

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

**Additional Requirements:**

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

**Change of Program Request**

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

- **will NOT be considered for graduate students in their first semester of study**
- **is permissible only for a continuing graduate student enrolled for study in a particular program who wishes to change to another program at the same or lower level**
- **requires a student to be in good academic standing**
- **is at the discretion of the student’s new program**
- **may affect the student’s financial aid status**
- **requires the submission of a Change of Program Request (http://www.usfsp.edu/grad/forms-2.htm)**
NOTE: Some programs may require another application to be submitted because the Change of Program Request Form does not contain sufficient information to make a decision. Students should check with the new program before completing any paperwork.

Students with Disabilities Policy
Applicants with disabilities apply for admission under the same guidelines as other applicants. Applicants believing that a disability has had an impact on grades, course choices, or standardized admission test scores, must request consideration during the admissions process. Applicants requesting substitution of program guidelines must contact the appropriate graduate program advisor. Supporting documentation must be submitted when requesting a disability exception. Applicants bear the responsibility for providing documentation of their disabilities. The University reviews documentation and determines if students are eligible for services and accommodations because of disabilities. The Office of Student Disability Services is charged with the task of determining eligibility. Accommodations and services are not provided on a retroactive basis. Approval must be given prior to receiving services or accommodations. The process begins when a student provides documentation of disability and meets with a coordinator in the Office of Student Disability Services to request in writing services and accommodations. Any faculty members or students who have questions about this process are encouraged to contact the Office of Student Disability Services at (727) 873-4990, 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-USF4FAX
Website: http://www.usfsp.edu/records/.htm

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

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

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

Registration Information

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

Students can view the schedule of classes through OASIS or at http://www.registrar.usf.edu/sssearch/search.php

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

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

Medical Requirements for Registration

Forms: http://www.shs.usf.edu/forms http://www.shs.usf.edu/forms

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

Florida law (Section 1006.69 Florida Statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of
these diseases are available at Student Health Services (with locations at both USF Tampa and USF St. Petersburg). Please refer to http://www.usfsp.edu/catalog-grad/medical-requirements-for-registration.htm http://www.usfsp.edu/catalog-grad/medical-requirements-for-registration.htm for further information. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B proof.

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

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

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

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

Cancellation of Registration for Non-Payment

Equal Opportunity Policy


DEO website: http://usfweb2.usf.edu/oea/
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

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

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

Also see “In good standing” in the Academic Policies Section

Student Definitions

Degree Seeking Students:
Students who have been accepted into a degree program.

Non-Degree Seeking Students
Non-Degree Seeking students are students who have not been accepted into a degree program. Non-Degree Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree seeking students and may not be available for Non-Degree Seeking students.

Should a student be accepted into a graduate degree program, no more than 12 hours of credit taken at any USF system institution earned as a Non-Degree Seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program must have a grade of B or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. For more information, refer to the Transfer of Credit policy in the Academic Policies Section. Prior to completing twelve (12) hours in a specific degree program it is strongly recommended that a Non-Degree Seeking Student apply for admission and be accepted to the degree program to continue taking courses in the program. Programs may have additional requirements; students should check with the program of interest for more information.

Transient Student

Transient Student Policy
USF 10-001 Transient Student Policy:
http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp

The State University System (SUS) Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a transient student. USF St. Petersburg degree-seeking students who wish to enroll at another regionally accredited institution (other than USF system institutions) MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. Transient Student Form:
http://www.registrar.usf.edu/forms.
Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA).
Graduate Assistantships are intended to recruit quality students to graduate study at USF St. Petersburg and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student’s professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF St. Petersburg work under a contract negotiated between Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF system institutions.

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

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

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

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

**Student Identification Card (USFCard) Policy**

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

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

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

**Student Records Policy**

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

1. Inspect and review their education records;
2. Privacy in their education records;
3. Challenge the accuracy of their education records; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code.
5. Copies of the University’s student records policy, USF 2.0021, may be obtained from the USF St. Petersburg Office of Registration and Records or the USF Office of General Counsel.

**Academic Record**

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

**Release of Student Information**

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

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

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

**Exclusions**

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

**Course Information**

**Availability of Courses**

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

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

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

This policy is not applicable to 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 http://www.
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.

Cross-listing 4000/6000 Courses

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

Course Descriptions

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

Adds

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

Drops

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

1. During regular registration and the drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

2. Between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates). Registration fees and tuition must be paid for the course(s) and the academic record will reflect a “W” grade for the dropped course(s).

3. Following the tenth week deadline if the request meets one of the following exceptions:
   a. Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).
   b. Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student’s relationship to the deceased.
   c. Involuntary call to active military duty as confirmed by military orders.
   d. A situation in which the University is in error as confirmed by an appropriate University official.
   e. Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Courses may not be dropped after the last day of classes except in cases of University Administrative error.
Fee Adjustment Options
Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar’s Office if the student has any of the exceptional circumstances listed above. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

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

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

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


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

Parking Information and Campus Maps

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

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

Campus maps are available online at:
http://www.usfsp.usf.edu/about-usfsp/visit-us/
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://usfweb2.usf.edu/uco/studentaccounting/current_Tuition.asp

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

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

Tuition Waivers, Non-Resident

NOTE: This regulation is currently under review


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

a. Participants in Sponsored Credit Institutes and Programs.

b. Certain educational expenses of a child or spouse of a Law Enforcement Officer or Firefighter killed in the line of duty.

c. Students who earn credit in courses toward both a Florida high school diploma and an associate or baccalaureate degree, or enrolled in dual enrollment or early admission programs.

d. Certain Florida Department of Children and Family Service foster care or adopted students.

e. Graduate Interns participating in the School Psychology Training Program.

f. Students enrolled in Florida Linkage Institutes Program.

g. Wrongfully incarcerated persons.

h. Certain educational expenses for the child of a deceased teacher or school administrator employed by a Florida District School Board who dies as a result of an unlawful and intentional act, provided such killing is related in whole or part to the fact that the individual is a teacher or school administrator.

i. Homeless or temporary shelter residence students.

j. Purple Heart or other superior combat decorated recipients.

k. State Employees - A waiver of up to 6 credit hours per term on a space available basis.

l. Admissions Deposit Fee - waived based on significant financial hardship as determined by the USF Financial Aid Office.

m. Honorably discharged veterans of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically reside in this state while enrolled in the institution. The waiver is applicable for 110 percent of the required credit hours of the degree or certificate program for which the student is enrolled.

n. Undocumented students for federal immigration purposes, who meet the following conditions:

1. Attended a secondary school in this state for 3 consecutive years immediately before graduating from high school in this state;

2. Apply for enrollment in an institution of higher education within 24 months after high school graduation; and

3. Submit an official Florida high school transcript as evidence of attendance and graduation.

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.

Office of Financial Aid Policy on Refunds and Repayments

Special Fees, Fines, and Penalties
Section 6 - Academic Policies and Regulations

Academic Policy Information
For USF St. Petersburg Policies refer to http://www1.usfsp.edu/adminservices/USFSP_policy/index.htm

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

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

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

Student Conduct
Members of the University community support high standards of individual conduct and human relations. Responsibility for one’s own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University. USF St. Petersburg reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community. Disciplinary procedures are followed when a student fails to exercise responsibility in an acceptable manner or commits an offense as outlined in the Student Code of Conduct. Refer to USF 6.0021, Student Code of Conduct at http://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://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.027.pdf
1. **Fundamental Principles**

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

2. **General Policies**

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

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

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

**(a) Cheating**

**Definition:**

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

**Clarification:**

1. Students completing any type of examination or evaluations are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

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

4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for examination environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

**(b) Plagiarism**

**Definition:**

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

**Clarification:**

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

2. When material from another source is paraphrased or summarized in whole or in part in one’s own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

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

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

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

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

Clarification:
1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may nor furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student’s work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

(d) Multiple Submissions

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

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

(e) Complicity

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

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

(f) Misconduct in Research and Creative Endeavors

Definition:
Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.
Clarification:
1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person’s ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the University’s policies on Misconduct in Research where applicable, which can be found in the University’s Policies and Procedures Manual at the General Counsel’s website.

(g) Computer Misuse

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

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

(h) Misuse of Intellectual Property

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

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

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

6. Violations and Sanctions for Graduate Students

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

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

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

7. Additional Graduate Guidelines for Academic Dishonesty

1. If a graduate student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved.
2. Any assigned grade may be changed to an "FF", "F", or other grade depending on the instructor’s decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.
3. Notification to the graduate student of the "FF" grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or department chair (refer to the University Academic Grievance Procedures).
4. Dismissal for reasons of academic dishonesty will be reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.

5. More serious violations of academic integrity may be referred to the Office of Student Affairs as a student conduct violation.

8. Appeals

Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor’s decision that a violation has occurred. At that point the student will follow the procedures outlined in the USF system’s Academic Grievance Procedure Policy (USF System policy 10-002. http://generalcounsel.usf.edu/policies-and-procedures/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


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

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

(a) Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or

(b) Presents a danger to the health, safety or well-being of self or other persons.

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

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

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

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

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

(3) Procedures for Handling Disruption of Academic Process.

(a) General Guidelines for Instructor:

1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the instructor, who will discuss the incident with the student whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.
2. The instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the instructor deems it necessary. If the instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to
   (a.) the department chair (if applicable),
   (b.) the Assistant/Associate Dean of the College (as determined by the College),
   (c.) the Office of Student Affairs, and
   (d.) the student.

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

3. An instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must:
   (a.) inform the student of the exclusion, and
   (b.) inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department (if applicable) or to the appropriate Dean or Dean's designee in the College.

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

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

   (b) Possible Academic Sanctions and Grading Guidelines:

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

   (c) Documentation and Academic Disruption Incident Report:

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

   The Academic Disruption Incident Report must be submitted by hard copy or scanned and sent by email to the student’s USF email address simultaneously within 48 hours to:
   (a.) the department chair (if applicable),
   (b.) the Assistant/Associate Dean of the College (as determined by the College),
   (c.) the Office of Student Affairs and
   (d.) the student.

   The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:
   • Date of report
- Student’s name
- USF Student ID number
- Instructor’s name
- Instructor’s phone number
- Instructor’s email
- Title of course, course number and section
- Date/time/location of incident
- Detailed summary of the incident, including a description of the disruptive behavior
- Witnesses
- Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
- Recommended course of action and reasons for this recommendation
- Instructor’s signature

(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:
Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):
- Educational sanctions to include but not limited to educational programs/classes and written assignments
- Disciplinary probation
- Provisional suspension
- Suspension
- Restriction from certain or all class(es), program, college, residence hall, or any part of all of USF system institutions
- Expulsion

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

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

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


Student Academic Grievance Procedure
Reference: USF 10.002 Student Academic Grievance Procedure

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

I. Introduction (Purpose and Intent)
The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida system (USF system) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.
These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures); however, USF System institutions may have unique titles and specific administrative levels. Accordingly, each institution shall determine the appropriate levels and titles for review at the time a student initiates an appeal ensuring that if it is determined the matter is an academic grievance there is at least one committee level review and recommendation to an administrator to accept or reject.

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

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

II. Terms and Guidelines

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

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

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

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

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

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

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

The “burden of proof” shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor’s decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.
Neither party shall be entitled to bring "legal representation" to any actual grievance proceeding as this is an internal review of an academic decision.

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

III. Statement of Policy

A. Resolution at the Department Level

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.

2. If the situation cannot be resolved or a meeting with the instructor is not feasible, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student's opinion, USF system policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor. The instructor may file a written response to the grievance.

3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean. 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.

4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request directed back to the Chairperson/Director within three weeks to advance the grievance to the College Level. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

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

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

B. Resolution at the College Level

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

2. The Committee will operate in the following manner:
   a. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.
b. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.

c. In Committee reviews involving Academic Integrity, the following Academic Integrity Review Process shall be followed in addition to other Departmental procedures, if applicable:
   1. The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.
   2. The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.
   3. Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.

d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.

e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.

f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the Department Chair/Program Director). The Dean's decision shall indicate whether the decision was consistent with the committee recommendation.

g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Vice Chancellor of Academic Affairs within three weeks of receipt of the decision from the College Dean. Otherwise, the decision of the College Dean is final and not subject to further appeal within the USF system, except as provided in C. below.

C. Resolution at the University Level

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

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a College Grievance Committee, (2) either party identifies a specific procedural violation of these University Academic Grievance Procedures that is concurred by the designated authority at the University level. Within three weeks of receipt of the appeal of the decision, the Vice Chancellor for Academic Affairs in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the the USF St. Petersburg Graduate Council (as appropriate), and two graduate students.

2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Vice Chancellor for Academic Affairs who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Vice Chancellor for Academic Affairs, etc.).

3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Vice Chancellor for Academic Affairs a report of the findings of the Committee and a recommended resolution.

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

5. If the Vice Chancellor of Academic Affairs' decision is that a grade change is merited, the Vice Chancellor shall initiate the grade change and so inform all parties. In all academic grievance appeals, the decision of the Vice Chancellor for Academic Affairs is final and not subject to further appeal within the USF system.

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

Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Vice Chancellor for Academic Affairs, and published on the Department’s website. When such procedures exist, the Department’s examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these institutional procedures.
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://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-615.

**Enrollment Requirements**

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

**Minimum University Regulations**

**USF Full-Time Student Definition**

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

**Continuous Enrollment for All Graduate Students**

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three consecutive semesters. Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. See also the Time Limitations Policy.

**Readmission Following Non-enrollment**

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed. Refer to the Readmission Policy in the Graduate Admissions Section for more information.

**Enrollment during Comprehensive Exams**

During the term in which students take the comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

**Enrollment during Semester of Thesis Submission**

Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis approved and therefore may not be certified for graduation.

**Enrollment during Semester of Graduation**

Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

**Enrollment for Graduate Teaching and Research Assistants**

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Office of Graduate Studies.

**Leaves of Absence (LOA)**

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

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete and submit the LOA form available on the Graduate Studies website. The LOA must be approved by the Major Professor, the Program, the College, and the Office of Graduate Studies, and is noted in the student’s record. If the LOA is granted, the time absent does not count against the student’s time limit to obtain the degree.

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

Minimum University Requirements

**In Good Standing**

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

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

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

**Grade Point Average (GPA)**

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

Credit hours for courses with grades of I, IU, M, MU, N, S, U, 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**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<td>C-</td>
<td>1.67</td>
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<td>D+</td>
<td>1.33</td>
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<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
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<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>FF</td>
<td>Failure due to academic dishonesty^3</td>
</tr>
<tr>
<td>CF</td>
<td>Canceled Financially (Course was canceled due to financial reasons)</td>
</tr>
<tr>
<td>CMU</td>
<td>Canceled, Missing Grade that has turned to a &quot;U&quot;</td>
</tr>
<tr>
<td>IB</td>
<td>Incomplete, grade points not applicable</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete, grade points not applicable</td>
</tr>
<tr>
<td>ID</td>
<td>Incomplete, grade points not applicable</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete, grade points not applicable*</td>
</tr>
<tr>
<td>M</td>
<td>Missing grade/no grade reported by instructor, grade points not applicable</td>
</tr>
<tr>
<td>N</td>
<td>Audit, grade points not applicable</td>
</tr>
<tr>
<td>S/U</td>
<td>Satisfactory/Unsatisfactory, grade points not applicable</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal or drop from course without penalty, grade points not applicable</td>
</tr>
<tr>
<td>Z</td>
<td>Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable</td>
</tr>
</tbody>
</table>
*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 students 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 enrollment for that degree program.

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

**Dual Degree Programs**

A student may pursue two graduate degrees simultaneously 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 master’s, specialist, and doctoral level committees.

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

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

Master’s Degree Requirements

Minimum Hours
A minimum of thirty (30) hours is required for a master’s degree, at least sixteen (16) hours of which must be at the 6000 level 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 individuals 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 Masters Thesis committee. Persons desiring to serve on a Masters committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the university and the college/department must submit a curriculum vitae and be approved by the department, college, and the Office of Graduate Studies for each committee.

Committee members must meet the following requirements:

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

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

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

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

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

Masters Comprehensive Examination
Prior to clearance for the degree, candidates must perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit to measure student competency in the major area. Students must be enrolled for a minimum of two (2) hours of graduate credit during the semester when the comprehensive examination is taken. If the exam is taken between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

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

The Thesis must conform to one of two formats:

Option 1: a traditional format 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 III: 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.

2. In support of academic discourse and the mission to promote and share academic works, theses will be released for worldwide access once submitted to and approved by the Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the thesis, a petition to request a one year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the thesis.

3. Students should not be delayed in the final defense of their theses by agreements involving publication delays.

Duty to Disclose New Inventions and Works


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
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.usf.sp.edu/records/files/2013/07/0708transcript request.pdf.

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.

<table>
<thead>
<tr>
<th>Degree Code</th>
<th>Degree Description</th>
<th>Graduate Programs Offered Under that Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A.</td>
<td>Master's of Arts</td>
<td>* Elementary Education with Dual Track focus (initial certification)</td>
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<tr>
<td></td>
<td></td>
<td>* Elementary Education with focus on Curriculum &amp; Literacy</td>
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<td></td>
<td></td>
<td>* Elementary Education with Concentration in Math/Science</td>
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<tr>
<td></td>
<td></td>
<td>* Reading Education</td>
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<tr>
<td></td>
<td></td>
<td>* English Education</td>
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<tr>
<td></td>
<td></td>
<td>* Journalism and Media Studies</td>
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<td>* Digital Journalism and Design</td>
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<td>* Environmental Science and Policy</td>
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<tr>
<td></td>
<td></td>
<td>* Psychology</td>
</tr>
<tr>
<td>M.A.T.</td>
<td>Master's of Arts in Teaching</td>
<td>* Exceptional Student Education (program not accepting applications)</td>
</tr>
<tr>
<td>M.S.</td>
<td>Master's of Science</td>
<td>* Teaching of Middle Grades STEM</td>
</tr>
<tr>
<td>M.L.A.</td>
<td>Master's of Liberal Arts</td>
<td>* Environmental Science and Policy</td>
</tr>
<tr>
<td>M.Ed.</td>
<td>Master's of Education</td>
<td>* Liberal Arts</td>
</tr>
<tr>
<td>M.B.A.</td>
<td>Master's of Business Administration</td>
<td>* Liberal Arts with Concentration in Florida Studies</td>
</tr>
<tr>
<td>MAcc</td>
<td>Master's of Accountancy</td>
<td>* Educational Leadership</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Business Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Business Administration with Concentration in Healthcare Analytics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Accountancy</td>
</tr>
</tbody>
</table>
College of Arts and Sciences at USF St. Petersburg

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

Web address: www.usfsp.edu/coas
Email: Jennifer Woroner woronerj@usfsp.edu
Phone: 727-873-4156
Fax: 727-873-4526
College Dean: Interim Dr. Jeff Cornelious
Assistant Dean: Dr. Susan Toler

Accreditation:
Contact College for Information.

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

Major Research Areas:
See individual departments.

Types of Degrees Offered:
Master of Arts (M.A.)
Master of Liberal Arts (M.L.A.)
Master of Science (M.S.)

Name of Programs Offered:
Master of Arts (M.A.) -
   Journalism and Media Studies
   Digital Journalism and Design
   Environmental Science and Policy
   Psychology
Master of Liberal Arts (M.L.A.) -
   Liberal Arts

Master of Science (M.S.) -
   Environmental Science and Policy

Concentrations:
Master of Liberal Arts (M.L.A.)
   Concentration in Florida Studies

Graduate Certificates Offered:
   Food Writing and Photography
   Geospatial Studies
   Infant-Family Mental Health

College Requirements:
Contact Graduate Program for Program Requirements.
Master's of Arts (M.A.) Degree in Digital Journalism and Design

Program Admission Deadlines:
- Fall: May 1 for best consideration
- Spring: October 15 for best consideration

Minimum Total Hours: 30
Program Level: Masters
CIP Code: 09.0499
Dept Code: JMS
Program (Major/College): MDJ AP
Concentration Code: n/a

Contact information
JMS Director: Dr. Mark Walters
mjw@mail.usf.edu
727-873-4544

Graduate Program
Graduate Faculty Advisor: Dr. David Snyder
727-873-4881

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

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

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

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

Program Admission Requirements
1. A baccalaureate degree in Journalism or related field from a regionally accredited institution with a grade point average (GPA) of 3.00 or better in the last two years (60 hours) of undergraduate work or a cumulative GPA of 3.00 or better in all undergraduate work attempted toward the baccalaureate degree. Applicants whose undergraduate GPA is lower than a 3.00 may present professional experience in journalism or a related field for consideration.

2. One of the following (A or B) is required:
   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).

3. Three writing or other media samples such as photographs, graphic designs, videos, etc. that you have created. These may be published or unpublished.

4. 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.

5. Submission of a pre-admission online assessment offered by the Poynter Institute. No minimum score is required for applicants to be considered for admission. Applicants have full access to online Poynter tutorials on all subjects covered by the assessment. Applicants may take the assessment three times. The highest score will become part of the applicant’s application portfolio. Independently of whether or not they are accepted into the program, applicants who score at least 80 percent on the assessment will be awarded a USFSP-Poynter Certificate of Proficiency. (The cost of this pre-admission assessment and training is $80.00). It is recommended that applicants download and familiarize themselves with the free publication Journalism 2.0: How to Survive and Thrive: A digital literacy guide for the information age (http://www.kcnn.org/resources/journalism_20/).

7.
Degree Program Requirements

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

COURSES

Required Courses*:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOU 6114</td>
<td>Multimedia Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOU 6708</td>
<td>Digital Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>MMC 5146</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>MMC 6936</td>
<td>Social Media</td>
<td>3</td>
</tr>
<tr>
<td>JOU 6360</td>
<td>Digital Media Technology</td>
<td>3</td>
</tr>
<tr>
<td>VIC 6007</td>
<td>Visual Communications Design and Theory</td>
<td>3</td>
</tr>
<tr>
<td>MMC 6936</td>
<td>Multimedia Production</td>
<td>3</td>
</tr>
<tr>
<td>JOU 6006</td>
<td>Digital Media &amp; Democracy</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6118</td>
<td>Business Enterprise/Entrepreneurial Journalism</td>
<td>3</td>
</tr>
<tr>
<td>MMC 6950</td>
<td>Final Project</td>
<td>3</td>
</tr>
</tbody>
</table>

* Courses are sequenced with the 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.

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
Dept Code: ESP
Program (Major/College): ESP AP

Contact Information

College: Arts and Sciences at USF St. Petersburg

Graduate Program Advisor: Dr. Kathy Carvalho-Knighton (727) 873-4063 Carvalho@mail.usf.edu

Program Website: http://www.usfsp.edu/espg/programs/ma-in-environmental-science-policy/

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.

Accreditation:

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

Admission Information

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

Program Admission Requirements

Applicants must have earned a baccalaureate degree from a regionally accredited undergraduate institution with a minimum undergraduate GPA of 3.0 on a 4.0 scale. 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 (all 4 courses required by both tracks= 12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVR 6937</td>
<td>Seminar in Environmental Policy</td>
<td>3</td>
</tr>
<tr>
<td>GEO 6116</td>
<td>Perspectives in Environmental Thought</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6946</td>
<td>Major Themes in Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6908</td>
<td>Directed Individual Study</td>
<td>3</td>
</tr>
<tr>
<td><a href="http://ugs.usf.edu/course-inventory/?output=detail">http://ugs.usf.edu/course-inventory/?output=detail</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### EMSD Environmental Management and Sustainable Development Track (12 cr hours for core requirements + 21 cr hours EMSD track courses + 3 elective cr hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVR 5956</td>
<td>Methods of Sustainable Development</td>
<td>3</td>
</tr>
<tr>
<td>GEO 6113</td>
<td>Qualitative Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6320</td>
<td>Environmental Management</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6111</td>
<td>Coastal Hazards and Resilience</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6924</td>
<td>ST: Environmental Impact Statements</td>
<td>3</td>
</tr>
<tr>
<td>GIS 5049</td>
<td>GIS for Non-Majors OR</td>
<td>3</td>
</tr>
<tr>
<td>GIS 6100</td>
<td>Advanced Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6216</td>
<td>Advances in Water Quality Policy and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### ENV Education Track (12 cr hours for core requirements + 15 cr hours EE track courses + 9 elective cr hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCE 6616</td>
<td>Trends in Science Education</td>
<td>3</td>
</tr>
<tr>
<td>EDG 6627</td>
<td>Curriculum and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>SCE 6346</td>
<td>Foundations of Environmental Education Theory</td>
<td>3</td>
</tr>
<tr>
<td>SCE 6644</td>
<td>Interpreting and Teaching the Environment</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6934</td>
<td>ST: Environmental Science: Ecology OR</td>
<td>3</td>
</tr>
<tr>
<td>PCB 6933</td>
<td>Seminar in Ecology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives (EMSD Track choose at least 1 = 3 cr hours, EE Track choose at least 3 = 9 cr hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVR 6115</td>
<td>Global Climate Change</td>
<td>3</td>
</tr>
<tr>
<td>CHM 6938</td>
<td>Environmental Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>STA 5166</td>
<td>Statistical Methods</td>
<td>3</td>
</tr>
<tr>
<td>GIS 6100</td>
<td>Advanced Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEO 6428</td>
<td>Seminar in Advanced Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 6286</td>
<td>Advanced Water Resources</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6930</td>
<td>Environmental Soil, Water and Land Use</td>
<td>3</td>
</tr>
<tr>
<td>EVR 6876</td>
<td>Wetlands, People and Public Policy</td>
<td>3</td>
</tr>
<tr>
<td>SCE 5937</td>
<td>Selected Topics in Life Science or Physical/Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>EDG 6931</td>
<td>Current Trends in Assessment</td>
<td>3</td>
</tr>
<tr>
<td>HIS 6939</td>
<td>Special Topics: Environmental History</td>
<td>4</td>
</tr>
</tbody>
</table>
Final Project (6 credit hours)

Each student will register for three (3) credits of EVR 6908 http://ugs.usf.edu/course-inventory/?output=detail&subj=EVR&num=6908 (Directed Individual Study) during each of his/her last two semesters, for a total of six (6) credits. Each student will work with the instructor to identify a relevant final project of interest to him/her and which should result in professional growth. The final project requires students to integrate and apply the knowledge and skills acquired in their course work via completion of a project. The final project results will be written up and presented to the department. To ensure quality control, each report will be evaluated by the instructor, the graduate coordinator, and the department chair.

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.

*You may propose a final project outside the scope of the aforementioned themes may be proposed, 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 MA degree.

Courses - See http://ugs.usf.edu/course-inventory/ or Section 14 of this catalog.
Master's of Science (M.S.) Degree in Environmental Science and Policy

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

Program Admission Deadlines:
- **Fall:** July 1 for best consideration*
- **Spring:** November 1 for best consideration
- **Summer:** April 15 for best consideration

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

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

Contact Information
College: Arts and Sciences at USF St. Petersburg
Graduate Program Advisor: Dr. Kathy Carvalho-Knighton (727) 873-4063 Carvalho@mail.usf.edu
Program Website: http://www.usfsp.edu/espg/programs/ms-in-environmental-science-policy/
Graduate Studies website: http://www.usfsp.edu/grad

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

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

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

Program Admission Requirements
Applicants must have earned a baccalaureate degree from a regionally accredited undergraduate institution with a minimum undergraduate GPA of 3.0 on a 4.0 scale and be able to demonstrate an appropriate undergraduate background in the disciplines supporting the applied environmental sciences. The program’s Graduate Committee will review all applications to determine adequacy of undergraduate backgrounds. Applicants must submit scores from the Graduate Record Examination (GRE) with a combined score of at least 295 from the verbal and mathematical sections. Applicants should include three letters of recommendation from people qualified to assess their potential for graduate study. In addition, applicants should include a statement of their goals, objectives, research interests and reasons for applying to the program.

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

Required Courses:
- **EVR 6936** Seminar in Environmental Science 3
- **EVR 6937** Seminar in Environmental Policy 3
STA 5166  Statistical Methods I  3
GEO 6116  Perspectives on Environmental Thought  3

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, students will select 15 hours from approved electives with the help of the graduate faculty advisor. Visit the programs web page for a full list of acceptable electives (http://www.usfsp.edu/espg/programs/ms-in-environmental-science-policy/).

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

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

**Degree Information**

**Program Admission Deadlines:**
- **Fall:** July 1 for best consideration
- **Spring:** November 1 for best consideration
- **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

**Minimum Total Hours:** 36

**Program Level:** Masters
**CIP Code:** 09.0401
**Dept Code:** JMS
**Program (Major/College):** MJM AP
**Concentration Code:** n/a

**Contact information**

**JMS Director:** Dr. Deni Elliott
elliott@usfsp.edu
727-873-4857

**Graduate Program**

**Graduate Faculty Advisor:** David Snyder
727-873-4881

**Program Website:** http://www.usfsp.edu/journalism 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

1. A baccalaureate degree from a regionally accredited institution, with a grade point average (GPA) of 3.00 or better in the upper level (upper 60 hours) of undergraduate work or a cumulative GPA of 3.00 or better in undergraduate work.

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

3. A detailed statement of intent for seeking an M.A. in journalism, including discussion of: the student's background, especially the academic and professional aspects; the specific scholarly, policy, or professional issues in which the student has an interest; how the student's background has prepared him/her to excel in the journalism M.A. program; and how the student intends to apply the master's education upon completion of the graduate program.

4. Three letters of recommendation from qualified people who are familiar with the nature of the work required of graduate students in the social sciences, and who can address the student's ability to excel in this type of work.

5. Three examples of professional or academic writing.

6. Official transcripts from all previously attended institutions of higher learning.

7. A copy of a recent resume.

Degree Program Requirements

Journalism and Media Studies –

Requires 36 hours of course work, including either a thesis for 6 credit hours or a professional applied research project for 3 credit hours. 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. With permission of the advisor, students may take up to two 4000 level courses but this is generally discouraged. As an option, students may designate an area of specialization and take up to 12 hours through other departments of the university with prior approval of the graduate faculty advisor. Students are also eligible to participate for academic credit in certain seminars offered by the Poynter Institute, adjacent to the campus of USF St. Petersburg, upon recommendation by the department and acceptance by Poynter staff.

COURSES

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMC 6401</td>
<td>Mass Communication Theory</td>
<td>3</td>
</tr>
<tr>
<td>MMC 6612</td>
<td>Law and the Mass Media</td>
<td>3</td>
</tr>
<tr>
<td>MMC 6206</td>
<td>Mass Communication Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Those who elect the thesis option must also take:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMC 6421</td>
<td>Research Methods in Mass Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives:

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

Area of specialization:

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

Practicum

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

Comprehensive Exam

Graduate students in the Department of Journalism and Media Studies must pass a comprehensive written examination, which can be taken after completing 21 hours of course work, including all three core courses. Student should monitor their coursework and advise the graduate program director the semester before they plan to take the comprehensive exams. The graduate director will authorize the student's eligibility to take the exam.
Students must elect either the Applied Research Project option or the Thesis option for their culminating project. Students are urged to review the requirements for the culminating project on the program website:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Degree Information**

**Program Admission Deadlines:**
- **Fall:** July 1 for best consideration
Program Information
The MLA in Liberal Studies offers two "build-your own" tracks.
In the Focused Studies track, students explore a particular subject from within the larger perspective of the liberal arts, earning 18 of the 33 required hours in a specific discipline. As part of their core requirements, students may take courses in pedagogy and education, theory, or research methods, which would enable them to teach at the community college or university lower level (with the 18 hours), continue on for the Ph.D., or work in areas related to their chosen field of study.
In the Interdisciplinary Studies track, students build their own unique degree from various disciplines (e.g., culture and the environment, ethics and the workplace, social justice and engagement, etc.), and related core requirements, preparing them for future study or professional careers in related areas, including work for non-profits and other businesses.

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

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

Program Admission Requirements

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

Degree Program Requirements
Students may choose from one of two track options:

Track One – Focused Studies in Liberal Arts

Program Requirements:
Total minimum required hours: 33 credit hours
18 credit hours must be taken within a particular disciplinary field at the 5000 level or above
9 credit hours elective hours from approved course list - 5000 level or above
6 credit hours thesis or 6 credit hours project option
Core Requirements:
ENG 6009     Introduction to Graduate Study*
*This course must be taken in the first Fall semester of study.

AND at least one of the following in subsequent semesters:
ENC 6745     Composition Pedagogy* OR
MMC 6421     Research Methods in Mass Communication* OR
EDG 6931     Role of Education in a Democracy*
*Other courses may be substituted to meet the student's individual course of study only upon advance approval by the Program Director.

AND at least one of the following in subsequent semesters:
PHI 6605     Ethics in Private and Professional Life** OR
ENG 6939     Graduate Seminar: Issues in Rhetoric and Literature
**This course may be taken following completion of all other coursework except thesis or project.

Comprehensive Exam: Students are required to pass a comprehensive exam in three areas of specialization within their main focus. (Examples: a student working on a focused track in English literature might have the following three areas: American literature, British literature, world literature; a student in American Studies might have the following areas: American literature, American history, American politics). These areas will be determined with the Program Director.

AND at least one of the following:

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

OR

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

Track Two – Interdisciplinary Studies in Liberal Arts

Program Requirements:
Total minimum required hours: 33 credit hours
- 27 credit hours at 5000 level or above from approved course list
- 6 credit hours thesis or 6 credit hours non-thesis option

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

Core Requirements:
ENG 6009     Introduction to Graduate Study*
*This course must be taken in the first Fall semester of study.

AND at least one of the following in subsequent semesters:
ENC 6745     Composition Pedagogy* OR
MMC 6421     Research Methods in Mass Communication* OR
EDG 6931     Role of Education in a Democracy*
*Other courses may be substituted to meet the student's individual course of study only upon advance approval by the Program Director.

AND at least one of the following in subsequent semesters:
PHI 6605     Ethics in Private and Professional Life** OR
ENG 6939  Graduate Seminar: Issues in Rhetoric and Literature

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

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

AND at least one of the following:

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

OR

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

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

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

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

Program Admission Deadlines:
- Fall: July 1 for best consideration
- Spring: November 1 for best consideration
- Summer: April 15 for best consideration

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

Contact Information
College: Arts and Sciences at USF St. Petersburg
Graduate Faculty Advisor: Dr. Christopher Meindl
cmeindl@usfsp.edu or (727) 873-4961

Program Website:
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 sample a broad array of interdisciplinary classes. Florida-based classes may be taken in the fields of History, English, Marine Science, Geology, Geography, Political Science, Journalism and Media Studies, Fine Arts, and Anthropology.

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

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

**Degree Program Requirements**

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

**Required Courses:**
- AMS 6934  Intro to Florida and Regional Studies
- HIS 6939  History of Modern Florida
- HIS 6939  Early Florida History
- GEA 6195, http://ugs.usf.edu/course-inventory/?output=detail&subj=GEA&num=6195 Geography of Florida (or any approved environmental course that has Florida content)
- Varies  Any approved literature, writing or media course with Florida content.

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

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

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

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

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

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

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

**Program Admission Deadlines:**
- **Fall:**  July 1 for best consideration-Fall term admissions only
- **Minimum Total Hours:**  33
- **Program Level:**  Masters
- **CIP Code:**  42.0101
- **Dept Code:**  PSY
- **Program (Major/College):**  PSY AP
- **Concentration Code:**  

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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 coursework 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 College and Schools (SACS).

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

Program Admission Requirements

1. A baccalaureate degree from a regionally accredited institution with an undergraduate GPA of 3.0 or better in course work toward a baccalaureate degree and a minimum GRE score of 151 verbal, 150 quantitative, and a 4.0 on writing subsection (based on the GRE scale after August 1, 2011). Submitted GRE scores must have been taken no more than 5 years prior to the students term of entry.

2. Undergraduate introduction to Psychology and Statistics classes are required. An undergraduate Research Methods course is preferred, but not required.

3. A 1000-word statement of intent for seeking an M.A. in Psychology, including discussion of: your academic background; the specific scholarly issues of which you have interest; how your background has prepared you to excel in the Psychology M.A. program; and how you intend to apply your education when you complete the M.A. program.

4. Three letters of recommendation from qualified people familiar with the nature of the work required of graduate students in the social sciences, and who can address your ability to excel in graduate work.

5. Two examples of professional or academic writing.

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

Core Requirements:
- PSB 6056: Physiological Psychology
  http://ugs.usf.edu/course-inventory/?output=detail&subj=PSB&num=6056
- DEP 6607: Typical and Atypical Development
  http://ugs.usf.edu/course-inventory/?output=detail&subj=DEP&num=6607
- EXP 6608: Cognitive Psychology
  http://ugs.usf.edu/course-inventory/?output=detail&subj=EXP&num=6608
- PSY 6217: Research Methods and Measurement
  http://ugs.usf.edu/course-inventory/?output=detail&subj=PSY&num=6217
- PSY 6218: Graduate Research Methods
  http://ugs.usf.edu/course-inventory/?output=detail&subj=PSY&num=6218

Electives:

Risk, Resilience and Prevention Concentration
- CLP 6318: Prevention Science and Health Psychology
  http://ugs.usf.edu/course-inventory/?output=detail&subj=CLP&num=6318
- CLP 6623: Professional and Ethical Issues in Applied Psychology
  http://ugs.usf.edu/course-inventory/?output=detail&subj=CLP&num=6623
- CLP 6477: Infant-Family Mental Health
  http://ugs.usf.edu/course-inventory/?output=detail&subj=CLP&num=6477
- SOP 6739: Cultural Competence
  http://ugs.usf.edu/course-inventory/?output=detail&subj=SOP&num=6739
- CLP 6478: Developmental Disabilities
  http://ugs.usf.edu/course-inventory/?output=detail&subj=CLP&num=6478
- CLP 6462: Working with Families of Infants and Toddlers

Other Electives:
- EXP 6930: Topics in Experimental Psychology
  http://ugs.usf.edu/course-inventory/?output=detail&subj=EXP&num=6930
- SOP 6266: Topics in Social Psychology
  http://ugs.usf.edu/course-inventory/?output=detail&subj=SOP&num=6266
- CLP 6937: Grant Writing
  http://ugs.usf.edu/course-inventory/?output=detail&subj=CLP&num=6937
- PSY 6850: Teaching of Psychology
  http://ugs.usf.edu/course-inventory/?output=detail&subj=PSY&num=6850
- PSY 6947: Grad Instruction Methods
  http://ugs.usf.edu/course-inventory/?output=detail&subj=PSY&num=6947

As an option, students may take up to 6 hours of the 33-hour requirement in an area of specialization through other departments of the university, including 3 at any other USF system campus. The graduate director helps students with such choices. Offerings at USF's three-campus system present a range of options.
Qualifying Exams:
For advancement to the second year of graduate study, students must pass all five required first-year core courses with a grade of B or better, and pass comprehensive qualifying exams in 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 credits of 6971 (3) Thesis Research. Thesis proposals should be submitted and accepted by Nov. 1st of the students 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 qualifying exam.

Courses See http://www.ugs.usf.edu/sab/sabs.cfm and www.stpete.usf.edu/psychology/
Graduate Certificate Infant Family Mental Health

Certificate Admission Deadlines:

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

Minimum Total Hours: 12
Program Level: Graduate Certificate

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

Graduate Program
Graduate Coordinator: Ms. Ebony Miller
ebonymiller@mail.usf.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 coparenting relationships develop and function in a diversity of different family systems, and a means of understanding how coparenting alliances can and should be capitalized on to promote the healthy adjustment of any infant or toddler.

This is a 12-credit hour certificate program. The IFMH Certificate program’s four courses cover best practices, latest research, and strategies that can help children birth to three and their families- even those facing substantial challenges- make more successful adjustments during the child's earliest years so that more young children might be ready to learn by preschool age. The 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.

Admissions Information

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

Program Admission Requirements

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

7. Students in other graduate programs or with graduate degrees may utilize an abbreviated application procedure. Please contact graduate coordinator for details.

**Certificate Program Requirements**

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

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLP 6477</td>
<td>Infant-Family Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>CLP 6XXX</td>
<td>Assessment of Infant-Family Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>CLP 6462</td>
<td>Working with Families of Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>CYP 6XXX</td>
<td>CoParenting and Systems Change for Infant-Family Mental Health</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

**Graduate Certificate Food Writing and Photography**

**Certificate Admission Deadlines:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td>Certificate program runs January-December only.</td>
</tr>
<tr>
<td>Spring</td>
<td>December 1</td>
<td>For best consideration for January-December cohort</td>
</tr>
</tbody>
</table>

**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@mailto:ebonymiller@usfsp.edumail.usf.edu
  - 727-873-4848

**Graduate Studies Website:** www.usfsp.edu/grad

**Program Information:**

The Food Writing and Photography graduate certificate can be obtained with 15 hours of graduate level study, either 100% online or as a hybrid of online and face-to-face courses.

Students pursuing this certificate will take three required online courses with a focus on food writing and photography (JOU 6114: Multimedia Reporting, MMC 6936: Digital Law and Ethics, MMC 6936: Special Topics in Food Communication), take one journalism elective (either face-to-face or online), and complete one culminating project.

Should a non-degree seeking student decide to pursue a Master’s degree in Journalism and Media Studies or Digital Journalism and Design after completing Food Writing and Photography coursework, up to 12 credit hours may be applied to graduate work. Note: Participation in the certificate program does not guarantee admission into a graduate degree program.

**Admissions Information**

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

A bachelor’s level degree with a cumulative 3.0 GPA in their overall program or in the last 60 hours of study attempted while completing a bachelor’s degree. Candidates who have less than a 3.0 undergraduate GPA will be considered for the certificate if they can provide evidence of at least five 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. A cover letter describing their interest in the program.

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:

- Multimedia Reporting 3
- Digital Law and Ethics 3
- Special Topics in Food Communication 3
- Applied Research Project 3

Students seeking a graduate certificate in Food Writing and Photography 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.
Section 11 - Kate Tiedemann College of Business at USF St. Petersburg

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

Web address: http://www.usfsp.edu/ktcob/
Phone: 727-873-4MBA
Fax: 727-873-4192
Interim College Dean: Dr. Gary Patterson

Associate Deans:
Undergraduate Programs: Mr. Robert Thompson
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 College of Business is accredited by the Association for the Advancement of Collegiate Schools of Business (AACSB) International. AACSB International is the premier accrediting agency for bachelor's, master's, and doctoral degree programs in business administration and accounting, and as such is the most widely recognized and sought-after endorsement of business schools.

Mission Statement:
The College of Business at USF St. Petersburg educates current and future professionals in the effective management and ethical leadership of organizations. We engage in theoretical and practical research as well as provide service to both the University and external community. We meet the demands of our diverse student population by preparing them for an increasingly global environment with both undergraduate and graduate degree programs. The College provides a diverse range of courses incorporating social responsibility, e-commerce, financial investments, taxation, cross-cultural management, forensic accounting, business strategy, and much more.
To prepare students for leadership roles in their careers, the College of Business offers an interdisciplinary approach that develops communication, technology, decision-making and teamwork skills. We also support our students' career goals through the Student Business Organization and workshops to enhance professional development.

Major Research Areas:
See individual departments.

Types of Degrees Offered:
Master of Business Administration (M.B.A.)
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)

Optional Focus Tracks:

Graduate Certificates Offered:
Leadership Management

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: 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
Contact Information:
College of Business

Associate Dean and Director:
Interim Director: Mr. Eric Douthirt
douthirt@usfsp.edu
Admissions/Recruitment: Michael Chupa
mchupa@usfsp.edu
(727) 873-4MBA

Program Website: www.usfsp.edu/mba http://www.usfsp.edu/mba
Graduate Studies Website: http://www.usfsp.edu/grad

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

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

Major Research Areas:
Contact Coordinator for department

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

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

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

GPA of 2.5 or better in the upper 60 semester hours of degree-seeking coursework of the undergraduate degree; and

Total score of 1,100 or better using the following formula:

Eg: GPA=2.8, GMAT=570 (200 X 2.8) + 570 = 1130

USFSP may waive the GMAT under the following conditions:

1. 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.

In addition to graduate degrees, the following professional certifications/licenses can qualify a candidate for a GMAT/GRE waiver:
Actuary (Member of American Society of Actuaries)
Certified Financial Analyst (CFA)
Certified Financial Planner (CFP)
Certified General Appraiser
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)
Juris Doctorate (J.D.)
Lean Six Sigma Certification From ASQ
Professional Engineer (PE): National Engineering Principles and Practice Exam
Real Estate Brokerage

Note: Exemption from the GMAT exam does not guarantee admission to the MBA program. 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 and other graduate degrees) does not warrant full admission without further assessment.

Degree Program Requirements
Prerequisites and Essential Course Modules
There are ten prerequisite courses to USFSP MBA Program:

• ACG 2021 Principles of Financial Accounting
• ACG 2071 Principles of Managerial Accounting
• ECO 2013 Macroeconomics
• ECO 2023 Microeconomics
• FIN 3403 Principles of Finance
• ISM 3011 Information Systems in Organizations
• ISM 3431 Operations Management
• MAN 3025 Principles of Management
• MAR 3023 Basic Marketing
• QMB 3200 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 USFSP College of Business Associate Dean.

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

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 6419</td>
<td>Managerial Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BUL 6652</td>
<td>Regulatory and Reporting Environments</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6368</td>
<td>Global Business Environment</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6782</td>
<td>Organizational Strategies for the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>FIN 6465</td>
<td>Financial Statement Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6766</td>
<td>Leadership and Corporate Accountability</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

Focus Tracks include:
- Corporate Social Responsibility
- Finance
- Forensic Accounting
- International Business
- Information Systems Management
- Management
- Marketing Strategy

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

Courses: See http://www.ugs.usf/course-inventory or Section 14 of this catalog.

Graduate Certificate in Leadership Management

Certificate Admission Deadlines:
- Fall: July 1 for best consideration
- Spring: October 15 for best consideration

Minimum Total Hours: 9
Program Level: Graduate Certificate

Contact information
Interim Director: Mr. Eric Douthirt
douthirt@usfsp.edu
727-873-4MBA
Program Information:

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

Admission Information

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

Program Admission Requirements

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

Certificate Program Requirements

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

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

Required Courses:

After successfully completing the MBA Management Essentials online course, students have their choice of completing any (3) 6000 level courses offered at USFSP with a GEB or MAN prefix at the discretion of the program director.

Current active eligible for credit in the LMC:

- Advanced Facilitation
- Advanced Negotiation
- Business Enterprise Competing in Emerging Markets
- Developing Leadership Skills
- Global Business Environment
- Globalization and Growth
- International Management
- Leadership and Corporate Accountability
- Organizational Behavior
- Social Entrepreneurship I
- Social Entrepreneurship II (Prerequisite: Social Entrepreneurship I)

MBA with Healthcare Analytics Concentration

Concentration 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: 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
College of Business

Contact Information:
Associate Dean and Director:
Interim Director: Mr. Eric Douthirt
douthirt@usfsp.edu
Admissions/Recruitment: Michael Chupa
mchupa@usfsp.edu
(727) 873-4MBA

Program Website: www.usfsp.edu/mba http://www.usfsp.edu/mba
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 Healthcare Analytics Concentration provides valuable skills to those employed or anticipate being employed in the healthcare industry.

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 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

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

Prerequisites and Essential Course Modules

There are ten prerequisite courses to USFSP MBA Program:

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 6419</td>
<td>Managerial Analysis</td>
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</tr>
<tr>
<td>BUL 6652</td>
<td>Regulatory and Reporting Environments</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6368</td>
<td>Global Business Environment</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6782</td>
<td>Organizational Strategies for the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>FIN 6465</td>
<td>Financial Statement Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6766</td>
<td>Leadership and Corporate Accountability</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Healthcare Analytics Concentration

A further 18 credit hours is required through a combination of the following 3 credit hour courses:

1. ISM 6930 Data for Decision Making        3
2. ISM 6930 Fundamentals of Data Management and Analysis 3
3. ISM 6930 IT Project Management 3
4. GEB 6930 Advanced Negotiation 3
Selected Topics: (MAR 6930, ECO 6936, ISM 6940, MAN 6930, FIN 6930 and GEB 6930) may all offer different concentrations.

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

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

Degree Information

Program Admission Deadlines*:

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

*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

Contact Information:

- **Associate Dean:** Mr. Eric Douthirt
douthirt@usfsp.edu
- **Program Director:** Dr. Grover Kearns
gkearns@usfsp.edu
- **Admissions/Recruitment:** Michael Chupa
  mchupa@usfsp.edu
  (727) 873-4MBA

Program Website: www.usfsp.edu/m http://www.usfsp.edu/mbaacc
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 is accredited by the Association to Advance Collegiate Schools of Business (AASCB) 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 M.Acc. 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 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

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

Degree Program Requirements
Prerequisites and Essential Course Modules
There are ten prerequisite courses to USFSP M.Acc. Program:
- ACG 2021 Principles of Financial Accounting
- ACG 2071 Principles of Managerial Accounting
- ECO 2013 Macroeconomics
- ECO 2023 Microeconomics
- FIN 3403 Principles of Finance
- ISM 3011 Information Systems in Organizations
- ISM 3431 Operations Management
- MAN 3025 Principles of Management
- MAR 3023 Basic Marketing
- QMB 3200 Managerial Decision Analysis (Stats II)

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

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

The program is 30 credits. The 12 hours of required courses consist of four 3-credit-hour courses:

Core requirements (for all M.Acc. students):

Accounting Core:
- Accounting Seminar 3
- Comparative Accounting Stds. 3
Non-accounting Core:
- Regulation & Rep. Env. of Bus. 3
- Financial Statement Analysis 3
Forensic Track:
- Forensic Acc. (Required) 3
Any three (3) of the following:
- Computer Forensics and Accounting 3
Fraud Examination 3  
Fraud & Fin Reporting 3  
Advanced Acctg. Info. Systems 3  
Tax Fraud 3  
Bus. Valuation for Accountants 3  

**Tax track:**  
Income Tax. of Bus. Entities - req. 3  
Tax Research - req. 3  
Any two (2) of the following:  
Tax Fraud 3  
IRS VITA Tax Practicum 3  
Bus. Valuation for Accountants 3  
(Other system graduate level tax courses with prior approval - up to six (6) hours.)  

**Generalist:**  
Any six (6) of the following:  
Govt. & Nonprofit 3  
Advanced Accounting 3  
Advanced Accounting Info. Systems 3  
Income Tax. of Bus. Entities 3  
Tax Research 3  
Tax Fraud 3  
IRS VITA Tax Practicum 3  
Bus. Valuation for Accountants 3  
Forensic Accounting 3  
Computer Forensics and Accounting 3  
Fraud Examination 3  
Fraud & Fin Reporting 3  
Advanced Acctg. Info. Systems 3  
(Other system graduate level ACG/TAX courses with prior approval - up to six (6) hours.)  

The program does not have to follow a specific sequence although students will be advised on the following:  
Tax track and other students are advised to take Tax Research late in their coursework due to the advantage of having earlier taxation experience (IRS VITA Tax Practicum, internship, etc.) and/or tax courses to build on.  
Forensic accounting track and students electing to take fraud examination or forensic accounting courses are advised to take Financial Statement Analysis early in their coursework.  

**USFSP KATE TIEDEMANN COLLEGE OF BUSINESS**  
Students will be advised in accordance with announced schedules for M.Acc. and MBA course availability (for example, some courses may only be offered during certain semesters (Fall or Spring) each year).
College of Education at USF St. Petersburg

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. H. William Heller
Associate Dean: Dr. Olivia Hodges

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

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

Types of Degrees Offered:
Master's of Arts (M.A.)
Master's of Arts in Teaching (M.A.T.)-suspended-not taking applications
Master's of Education (M.Ed.)
Master's of Science (M.S.)

Name of Programs Offered:
Educational Leadership (M.Ed.)
Elementary Education (M.A.)
English Education (M.A.)
Reading Education (M.A.)
Exceptional Student Education (M.A., M.A.T.)
Middle Grades STEM Education (M.S.)

Concentrations:
Elementary Science and Mathematics

Tracks:
Elementary Education /ESOL: Dual Track; Curriculum and Literacy

Certificate Programs:
Middle Grades Digitally-Enhanced Mathematics Education

COLLEGE REQUIREMENTS
Contact college for information.

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

Degree Information
Program Admission Deadlines:
Fall: July 1 for best consideration
Spring: November 1 for best consideration
Summer: April 15 for best consideration
Minimum Total Hours: 36
Program Level: Masters
CIP Code: 13.0401
Dept Code: LEA
Program (Major/College): CAS EP

Contact Information
College: College of Education
USF St. Petersburg
Contact Information:
Graduate Advisor: Dr. Olivia Hodges
ohodges@usfsp.edu
(727) 873-4947
Program Website: http://www.usfsp.edu/education/academics/educational-leadership-dev-program/
Office of Graduate Studies Website: http://www.usfsp.edu/grad

Program Information
The M.Ed. Educational Leadership in Educational Leadership Development is designed for teachers and other practicing school professionals who want to earn a master's degree and Florida K-12 Instructional Leadership certification.

The program's constructivist, standards-based approach to studying school leadership provides a balance between theory and practice. It is structured to build the requisite skills and knowledge needed to successfully complete the Florida Educational Leadership Examination (FELE) and enable graduates to be effective leaders in today's educational settings. Course design and scheduling address the needs of working professionals and candidates.

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

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

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

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

<table>
<thead>
<tr>
<th>Area A:</th>
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<tbody>
<tr>
<td>EDA 6061</td>
<td>Principles of Education Administration</td>
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<tr>
<td>EDG 6931</td>
<td>Technology and Data Analysis</td>
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<tr>
<td>EDG 6627</td>
<td>Foundations of Curriculum and Instruction</td>
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<td>EDF 6492</td>
<td>Applied Educational Program Evaluation</td>
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<th>Area B:</th>
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<tr>
<td>EDG 6285</td>
<td>School Curriculum Improvement</td>
</tr>
<tr>
<td>EDA 6232</td>
<td>School Law</td>
</tr>
<tr>
<td>EDS 6050</td>
<td>Principles &amp; Practices of Educational Supervision</td>
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</tbody>
</table>
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

Total credit hours: 36

Graduation Requirements

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

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

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

Evidence of passage of the FELE.

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

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

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

Degree Information

Program Admission Deadlines:
    Fall: July 1
    Spring: November 1
    Summer: April 15

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

Contact Information
College: College of Education
USF St. Petersburg

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

Program Website: http://www.usfsp.edu/education/academics/educational-leadership-certification-program/

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

Program Information

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

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

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

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

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

Degree Program Requirements
Required Courses in Sequence

Area A:
- EDA 6061 Principles of Education Administration 3
- EDG 6931 Technology and Data Analysis 3

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

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

Total Credit Hours: 30

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

Graduation Requirements
To be eligible for graduation, a candidate must earn an overall grade point average of 3.0 on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements. Successful completion of the FolioData. The FolioData must contain evidence of a proficiency level on critical assignments aligned to the Florida Principal Leadership Standards. Evidence of passage of all sections of the FELE. At graduation all credits used to satisfy requirements for the Master’s degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education’s Graduate Studies Office. Documentation of 60 hours of English Speakers of Other Languages (ESOL.) Courses: http://ugs.usf.edu/course-inventory or Section 14 of this catalog. Candidates must be enrolled in a minimum of 2 credit hours in the semester of graduation.

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

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

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

Minimum Total Hours: 31
Program Level: Masters
CIP Code: 13.1202
Dept Code: EDR
Program (Major/College): AEE EP

Contact Information

College: College of Education
USF St. Petersburg

Graduate Faculty Advisor: Dr. Deanna Michael
dmichael@usfsp.edu
(727) 873-4577

Program Website: http://www.usfsp.edu/education/academics/elementary-educationesol-dual-track-program/

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

Program Information

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

Admission Information

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

Program Admission Requirements

Applicants must have:

1. A bachelor's degree or equivalent from a regionally accredited institution and
2. A grade point average of 3.0 or higher in the upper two years (upper 60 hours) of course work towards completion of a baccalaureate degree or
3. Submit proof of one:

- A cumulative grade point average of 2.5 to 3.0 and in the upper two years (upper 60 hours) of course work towards completion of a baccalaureate degree and submission of GRE scores of minimum ranges beginning at 153 for verbal and 144 for quantitative on GREs taken after August 1, 2011 and or a combined GRE score of 1000 if taken before August 11, 2011.
- Successful completion of all portions of the General Knowledge Test (GKT)* or
- A Praxis I score (out of state applicants only).

*the General Knowledge Test (GKT) is preferred and must be passed even if GRE scores are used for admission.

Degree Program Requirements

Program of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>FLE 5345</td>
<td>Teaching ELLs K-12**</td>
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<tr>
<td>EDG 4012</td>
<td>Introduction to Standards Based Education**</td>
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<tr>
<td>EDG 6931</td>
<td>Child Development</td>
<td>3</td>
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<tr>
<td>RED 6658</td>
<td>Foundations and Applications of Differentiated Reading Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDF 4430</td>
<td>Measurement for Teachers</td>
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<tr>
<td>EDF 4440</td>
<td>Measurement and Assessment of All Students</td>
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<tr>
<td>EEX 4070</td>
<td>Integrating Exceptional Students in the Regular Classroom</td>
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</tr>
<tr>
<td>LAE 6616</td>
<td>Trends in Language Arts</td>
<td>3</td>
</tr>
<tr>
<td>MAE 4310</td>
<td>Teaching Elementary School Mathematics I</td>
<td>3 OR</td>
</tr>
<tr>
<td>MAE 4314</td>
<td>Math for All Students</td>
<td>4</td>
</tr>
<tr>
<td>MAE 4326</td>
<td>Teaching Elementary School Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>SCE 4310</td>
<td>Teaching Elementary Science</td>
<td>3 OR</td>
</tr>
<tr>
<td>SCE 4313</td>
<td>Science for All Students</td>
<td>3</td>
</tr>
</tbody>
</table>
**Must be taken during first semester in the program.**

The following courses must be taken in sequential order:

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

Special requirements for enrollment in the final internship are:

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

At graduation all credits used to satisfy requirements for the Master's degree must have been completed within 5 academic years. Candidates 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. Candidates must be enrolled for at least 2 credit hours the semester they apply for graduation.

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

Degree Information
This is an application track offered under the M.A. degree in the Elementary Education Program.

Program Admission Deadlines:

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

Minimum Total Hours: 30-33

Program Level: Masters

CIP Code: 13.1202

Dept Code: EDR

Program (Major/College): AEE EP
Contact Information

College: College of Education
USF St. Petersburg

Graduate Faculty Advisors: Dr. Deanna Michael
Program Contact: dmichael@usfsp.edu
(727) 873-4577

Program Website: http://www.usfsp.edu/education/academics/elementary-education-literacy-curriculum/

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

Program Information
The Literacy and Curriculum Program is intended for certified, practicing classroom teachers who have a strong interest in teaching literacy in grades K-6. This program provides an in-depth view of reading and writing research, theories, and the application of theory to the classroom teaching. In addition, an emphasis is placed on curriculum design in an effort to prepare elementary teachers for leadership roles in their respective schools and districts.

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

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

Admission Requirements:
Applicants must have:
1. A bachelor’s degree or equivalent from a regionally accredited university.
2. Teacher certification in an appropriate area.
3. A 3.0 grade point average or higher for their upper-level courses (upper 60 hours) of the baccalaureate degree or
4. Scores of 150-170 verbal, scores of 134-170 quantitative, and an essay score of 4.5 or higher on the Graduate Record Exam (GRE) (a combined score of 1000 on GREs taken prior to August 1, 2011) or
5. A graduate degree from a regionally accredited university.

Degree Program Requirements

Program of Study:

Process Core:
EDG 6481 Foundations of Educational Research 3
EDG 6931 Child Development 3
EDG 6931 Role of Democracy in Education 3
EDG 6935 Seminar in Curriculum Research 3
Prerequisite is EDF 6481
FLE 5345* Teaching ELLs *if not ESOL endorsed 3

Curriculum (18 credits)
EDG 6285 School Curriculum Improvement 3
EDG 6627 Foundations of Curriculum and Instruction 3
LAE 6315 or Writing and Writers Trends and Issues (K-12) or 3
LAE 6616 Trends in Language Arts Instruction (Elem focus) 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 in advance by graduate faculty advisor 3

Literacy (18 credits) Reading Endorsement
RED 6544 Cognition, Comprehension and Content Reading 3
RED 6545 Remediation of Reading and Vocabulary Problems 3
RED 6658 Foundations and Applications of Differentiated Reading Instruction 3
RED 6540 Assessment in Literacy 3
RED 6846 Practicum in Reading 3
Elective approved in advance by graduate faculty advisor 3
Graduation Requirements
To be eligible for graduation, a student must earn an overall grade point average of 3.0 on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements. Successful completion of a comprehensive exam (Action Research Project Paper and Presentation) with a score of 90% or above by the posted due date is required. fulfillment of the ESOL requirement. Students must be enrolled in a minimum of 2 credit hours the semester graduation is applied for and the comprehensive exam is submitted.

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

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

Degree Information
This is a concentration offered under the M.A. degree in the Elementary Education Program.

Program Admission Deadlines:
- Fall: July 1 for best consideration
- Spring: November 1 for best consideration
- Summer: April 15 for best consideration

Minimum Total Hours: 30
Program Level: Masters
CIP Code: 13.1202
Dept Code: EDR
Program (Major/College): AEE EP
Concentration Code: MSM

Contact Information
- College: College of Education USF St. Petersburg
- Graduate Faculty Advisor: Dr. Anna Lewis
  arlewis@usfsp.edu
  (727) 873-4058
- Program Website: http://www.usfsp.edu/education/academics/elementary-education-mathscience-emphasis-graduate/
- Office of Graduate Studies Website: http://www.usfsp.edu/grad

Program Information
This program is intended for certified, practicing elementary classroom teachers who have a strong interest in, and preparation for, teaching K-5 mathematics and science. We prepare elementary teachers for leadership roles in mathematics and science in their respective schools and districts.

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

Program Admission Requirements
- Two years of teaching experience.
- Applicants must have a bachelor's degree or equivalent from a regionally accredited university and teacher certification in an appropriate area.
- At least a 2.5 grade point average for the four-year undergraduate degree, and for the upper two years (60 hours) of the undergraduate degree and
- A grade point average of 3.0 or greater for the last two years (60 hours) of the undergraduate degree, or
• A score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record Exam (minimum ranges begin at 153 for verbal and 144 for quantitative on tests taken after August 1, 2011), or

• A previous graduate degree from a regionally accredited university.

• Undergraduate methods courses at USFSP that can be taken to fulfill credentials are MAE 4326 and SCE 4313.

Degree Program Requirements

Program of Study

Core Courses (13 credit hours)
EDF 6481   Foundations of Educational Research
EDG 6931   Child Development
or
EDF 6215   Learning Principles Applied to Instruction
EDG 6931   Current Trends in Math/Science Assessment
EDG 6935   Seminar in Curriculum Research, *Pre-requisite is EDF6481 Foundations of Educational Research

Emphasis Courses (18 credit hours)*
*Currently, Pinellas County School District pays the tuition for five of the six emphasis courses in this program for its practicing teachers. This practice is dependent upon annual funding.

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

Portfolio / E-Portfolio
Successful completion of a portfolio is required. Guidelines and important dates for submission are included on the program web page at http://www1.usfsp.edu/coe/Graduate-ElementaryEducationMathScience.htm

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

Degree Information

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

Contact Information

College:                   College of Education
                          USF St. Petersburg
Graduate Faculty Advisor: Dr. Cynthia Leung
                          cleung@usfsp.edu
                          (727) 873-4051
Program Website:          http://www.usfsp.edu/education/academics/english-ed/
Office of Graduate Studies Website: http://www.usfsp.edu/grad

Program Information
The English Education master’s program is designed to provide specialized studies in educational theories and teaching methods, as well as English subject knowledge. The program does not lead to Florida teaching certification. The program is geared towards certified teachers of English, those seeking alternative certification in secondary English,
and those preparing to teach at community colleges. The completion of the program and degree meets requirements
to teach English at the community college level.

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

Program Admission Requirements
- Applicants must have a bachelor's degree or equivalent from a regionally accredited institution.
- An undergraduate grade point average (GPA) of 3.0 or better on a 4.0 scale in all work attempted while registered
  as an upper division student working toward a baccalaureate degree from a regionally accredited institution.
- Successful completion of all portions of the CLAST (prior to June 30, 2002), or the Praxis I, or the General
  Knowledge Test, or completion of the verbal and quantitative portions of the Graduate Record Exam (GRE) or
- A previous graduate degree from a regionally accredited institution.

Degree Program Requirements

There are two options. Both plans of study require successful completion of 11 graduate level courses.

Courses required for both options:
EDF 6432 Foundations of Measurement
  or
EDF 6481 Foundations of Educational Research
  or
EDG 6931 Current Trends in Assessment and
LAE 6637 Current Trends in English Education
  6 graduate elective courses at the 6000 level from the English Department
  (courses with AML, ENL, LIT, ENC, ENG, or LIN prefixes)

In addition to the required courses above, courses required for Option 1 - General Education are:
3 graduate elective courses (9 hours) at the 6000 level from College of Education (may include courses required for
Florida teacher certification).

In addition to the required courses above, courses required for Option 2 - Reading Endorsement are:
3 graduate level courses (9 hours) towards the Florida Reading Endorsement*
*To complete the Florida Reading Endorsement, students will be required to take 2 additional courses. To qualify for
the endorsement, students must successfully complete the following five (5) courses offered at USF St. Petersburg:

RED 6658 Foundations and Application of Differentiated Reading Instruction
RED 6545 Issues of Vocabulary and Word Study
RED 6544 Cognition, Comprehension, and Content Area Reading
RED 6540 Assessment in Literacy
RED 6846 Practicum in Reading
  (RED 6540 and RED 6846 are co-requisites taught in the Fall semesters)

Comprehensive Papers

Comprehensive papers are required for both the General Education and the Reading Endorsement options. Students
will write two 20-page research papers plus references. One paper will be on a topic related to English content, such
as literary criticism or theory related to a particular literary work, author, or genre. The second paper will be on a
topic related to teaching English or applying educational theory or practices to the English classroom, such as teaching
writing in secondary school, teaching Shakespeare to middle school students, or using adolescent literature to
teach struggling secondary students.

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

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

Degree Information

Program Admission Deadlines:
  Fall: July 1 for best consideration
  Spring: November 1 for best consideration
  Summer: April 15 for best consideration
Minimum Total Hours: 33-42 (varies depending on elected options)
Program Level: Masters
CIP Code: 13.1305
Dept Code: EDR
Program (Major/College): ARD EP

Contact Information
College: College of Education
St. Petersburg

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

Program Website: http://www.usfsp.edu/education/academics/reading-education-k-12-graduate-program/
Office of Graduate Studies Website: http://www.usfsp.edu/grad

Program Information
The Reading Education Program is designed to prepare teachers, clinicians, supervisors, directors and coordinators of reading for school systems. The program provides an in-depth view of reading research, theories, and the application of theory to classroom teaching. Methods and theories studied in the program are based on sound and current scientific research. The Reading Education program at USF St. Petersburg is approved by the Florida Department of Education. Candidates must maintain at least a 3.0 grade point average (GPA). No grade lower than a C will be accepted toward completion of program requirements. An approved Planned Program and an Action Research Project Paper must be successfully completed for graduation. The Fulfilled proficiency level on the Florida Educator Accomplished Practices must be met for graduation and key assignments submitted on FolioData. A passing score is required on the Florida Teacher Certification Examination Reading K-12 Subject Area examination before receiving the M.A. in Reading and obtaining reading certification.

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

Program Admission Requirements
For certified students (Elementary, ESE, Early Childhood, Secondary) must have:
1. A bachelor's degree or equivalent from a regionally accredited university.
2. A current Professional Educator's Certificate (if Professional Educator's Certificate is not from Florida, applicants must provide proof of passage of the Florida Teacher Certification Examination (FTCE) General Knowledge Test (GKT).
3. A grade point average of 3.0 or greater in all undergraduate upper division (upper 60 hours) work toward the baccalaureate degree or
4. A previous graduate degree from a regionally accredited institution or
5. A score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record exam (GRE) taken within the last 5 years (minimum range scores begin at 153 for verbal and 144 quantitative for GREs taken after August 1, 2011).
6. The English for Speakers of Other Languages (ESOL) endorsement, or inclusion of 60 hour ESOL course in planned program upon acceptance.

Degree Program Requirements
M.A. in Reading Education, Plan II - for certified students in Elementary, ESE, Early Childhood:

Process Core:
EDF 6481 Foundations of Educational Research (3)

Current Trends in Specialization:
RED 6656 Trends in Literature in a Diverse Society (3)

Content Specialization:
RED 6545 Trends and Issues in Vocabulary, Phonics, and Word Study (3)
RED 6658 Foundations and Application of Differentiated Reading Instruction (3)
LAE 6315 Writing and Writers: Trends and Issues (3)
RED 6544 Cognition, Comprehension and Content Area Reading: Remediation of Reading Problems (3)
RED 6247 District and School Level Supervision in Reading (3)
RED 6540 Assessment in Literacy (3)
RED 6846    Practicum in Reading (3)
RED 6449    Literacy and Technology (3)
EDG 6935    Seminar in Curriculum Research (3)
ESOL
FLE 5345    Teaching ELLs K-12 (3) - if not ESOL endorsed
            Master's Comprehensive Exam

Total hours 33-36

**M.A. in Reading Education, Plan II for certified students (Secondary)**

Pre- or Co-requisites*
LAE 4464    Adolescent Literature (3)
*Equivalent courses will be considered.

**Process Core:**
EDF 6481    Foundations of Educational Research (3)

**Current Trends in Specialization:**
RED 6656    Trends in Literature in a Diverse Society (3)

**Content Specialization**
RED 6545    Trends and Issues in Vocabulary, Phonics, and Word Study (3)
RED 6658    Foundations and Application of Differentiated Reading Instruction (3)
LAE 6315    Writing and Writers: Trends and Issues (3)
RED 6544    Cognition, Comprehension, and Content Area Reading: Remediation of Reading Problems (3)
RED 6247    District and School Level Supervision of Reading (3)
RED 6540    Assessment in Literacy (3)
RED 6846    Practicum in Reading (3)
RED 6449    Literacy and Technology (3)
EDG 6935    Seminar in Curriculum Research (3)
ESOL
FLE 5345    Teaching ELLs K-12 (3) - if not ESOL endorsed
            Master's Comprehensive Exam

Total hours 36-39

To be eligible for graduation, a student must earn an overall grade point average of 3.0 on a 4.0 scale. No grade of C- or below will be accepted toward degree requirements. Successful completion of a comprehensive exam (Action Research Project Paper and Presentation) with a score of 90% or above by the posted due date is required. Fulfillment of the ESOL requirement. Students must be enrolled in a minimum of 2 credit hours the semester graduation is applied for and the comprehensive exam is submitted. Passage of the Reading K-12 Florida Teacher Certification Examination is required for graduation and for receiving reading certification.

At graduation all credits used to satisfy requirements for the Master’s degrees must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program and College of Education’s Graduate Studies Office. Successful completion of FolioData, an ePortfolio is required. FolioData must contain evidence of proficiency level fulfilled on all critical assignments aligned with the Florida Educator Accomplished Practices.

Courses: http://www.ugs.usf.edu/sab/sabspoy.cfm or Section 14 of this catalog.

**Master's of Arts (M.A.) Degree in Exceptional Student Education**

**Degree Information**

**Program Admission Deadlines:**
- **Fall:** July 1 for best consideration
- **Spring:** October 15 for best consideration
- **Summer:** March 1 for best consideration

**Minimum Total Hours:** 36

**Program Level:** Masters
**CIP Code:** 13.1001
**Dept Code:** EDS
**Program (Major/College):** AVE EP

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

Graduate Faculty Advisor: Dr. Kim Stoddard
Stoddard@usfsp.edu
(727) 873-4573

Program Website: http://www.usfsp.edu/education/academics/exceptional-student-education-ese/

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

Program Information
The Master’s of Arts in Exceptional Student Education (ESE) provides an in-depth view of research, theories, and the application of theory to classroom teaching in Exceptional Student Education. This unique graduate program offers students a flexible program of study based on an applicant's previous degree, areas of interest, and experiences in the area of Exceptional Student Education. The program requires 36 credit hours and will vary depending on the selection of track or endorsement areas. Coursework is provided through online classes, on campus classes, and a blended model of online coursework and in class sessions.

The Master’s of Arts in Exceptional Student Education offers a selection of tracks and/or endorsements as part of the graduate degree in Exceptional Student Education. These tracks allow the student to specialize in an area of interest and are noted below:

Possible tracks/endorsement areas of study:

- Reading
- Math/Science
- Educational Leadership
- ESOL (online)
- Adjunct/Supervision Track in ESE
- Severe/Profound (online)
- Autism Spectrum Disorder (online)
- Gifted (online)
- Diversity Employability (in the workforce)
- Infant Family Mental Health
- Coursework leading to certification in Exceptional Student Education

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

Program Admission Requirements
Applicants must have:
1. A bachelor’s degree or equivalent form a regionally accredited university.
2. A minimum 3.0 grade point average in the upper-level (upper 60 hours) courses of the undergraduate degree or
3. At least a 2.5 grade point average for the four-year undergraduate degree and for the upper-level courses of the undergraduate degree and a GRE scores of 151-155 or better on the verbal portion, 143-146 on the quantitative portion and an essay score of 4.5 or better (a combined score of 1000 or better on GREs taken before August 1, 2011) or
4. A graduate degree from a regionally accredited university

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 6481</td>
<td>Foundations of Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>EEX 6732</td>
<td>Consultation and Collaboration in Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EEX 6245</td>
<td>Transitional Programming for Adolescents &amp; Adults Exceptionality</td>
<td>3</td>
</tr>
<tr>
<td>EEX 5752</td>
<td>Working with Families: A Pluralistic Perspective</td>
<td>3</td>
</tr>
<tr>
<td>EEX 6939</td>
<td>Advanced Seminar in Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EEX 6943</td>
<td>Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition to the 18 credit hours listed above, students will have 18 additional credit hours as determined by the track selected. Courses are taken only with prior approval from the advisor.
Graduation Requirements:
Successful completion of all requirements listed on the student’s planned program. At graduation, all credits used to satisfy requirements for the master’s degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program.

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

Master's of Arts in Teaching (M.A.T.) Degree in Exceptional Student Education

Degree Information
Program Admission Deadlines: This program is being phased out at USFSP.

USFSP is no longer accepting new applications for this program.

Minimum Total Hours: 36-51
Program Level: Masters
CIP Code: 13.1001
Dept Code: EDS
Program (Major/College): TVE EP

Contact Information
College: College of Education
USF St. Petersburg

Graduate Faculty Advisor: Dr. Kim Stoddard
Stoddard@mail.usf.edu
(727) 873-4573

Program Website: http://www1.usfsp.edu/coe/Graduate-ExceptionalStudentEducation.htm
Office of Graduate Studies Website: http://www1.usfsp.edu/spgrad/

Program Information
This program will lead to a MAT degree and certification in Exceptional Student Education as well as ESOL endorsement. Although this program is specifically designed for those who do not hold a professional certificate in teaching, the program can be adjusted to allow those students who are certified in elementary and secondary education to complete the degree and receive Exceptional Student Education certification. The MAT in Special Education is highlighted by:

An Integrated Curriculum: The MAT curriculum will be introduced, taught, and mastered in a series of instructional blocks that integrate content in a spiraling manner.

Course offerings accommodate a working teacher. Courses are offered through a variety of learning models including face to face meetings, on-line delivery, and blended models of instruction.

An Accelerated Pace: the program may be completed in 2 summers and 3 academic semesters.

Action Research: students investigate how they may more effectively use research-based interventions, link theory and practice, and develop an inquiring approach to teaching.

Preparation for the Florida Teacher Certification Exam. Candidates will be prepared during the first six hour block to complete the Florida Teacher Certification Exam (FTCE).

Opportunity to Teach Full Time: Candidates will have the opportunity to teach full time while completing the program and receive full teacher pay. Course scheduling will support the candidate to teach full time while enrolled in the MAT program.

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

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

Program Admission Requirements
1. Successful completion of all portions of the Praxis I, or the General Knowledge Test, or a GRE score. The General Knowledge Test is recommended if none have been taken.
2. At least a 2.5 grade point average for the four-year undergraduate degree, and for the upper-level courses of the undergraduate degree.

3. At least a 3.0 grade point average for the upper-level courses of the undergraduate degree or a score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record Exam (GRE) (minimum ranges begin at 153 for verbal and 144 for quantitative for GREs taken after August 1, 2011).

**Degree Program Requirements**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 6051</td>
<td>Creating Positive Learning Environment for Students with Disabilities (offered summer only)</td>
<td>6</td>
</tr>
<tr>
<td>FLE 5345</td>
<td>Teaching ELLs K-12</td>
<td>3</td>
</tr>
<tr>
<td>EDG 4012</td>
<td>Standards Based Education</td>
<td>1</td>
</tr>
<tr>
<td>EEX 6224</td>
<td>Developing Individualized Programs</td>
<td>6</td>
</tr>
<tr>
<td>RED 6658</td>
<td>Differentiated Reading Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EEX 6247</td>
<td>Implementing and Evaluating Programs</td>
<td>6</td>
</tr>
<tr>
<td>FLE 5145</td>
<td>Language Principles, Acquisition and Teaching</td>
<td>3</td>
</tr>
<tr>
<td>EDF 6432</td>
<td>Foundations of Measurement substitution for EDG 6931 Current Trends in Assessment</td>
<td>3</td>
</tr>
<tr>
<td>FLE 5940</td>
<td>ESOL III Practicum (district employees only) (60 hours of student teaching coordinated by the ESOL Program)</td>
<td>1</td>
</tr>
<tr>
<td>RED 6544</td>
<td>Cognition, Comprehension, Content</td>
<td>3</td>
</tr>
<tr>
<td>MAE 4314</td>
<td>Math for all Students</td>
<td>3</td>
</tr>
<tr>
<td>RED 6540</td>
<td>Assessment in Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDF 6931</td>
<td>(6125, 6120) Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EDG 6947*</td>
<td>Internship and Classroom Research</td>
<td>6</td>
</tr>
</tbody>
</table>

The following courses MUST be taken in sequential order:

1. EEX 6051  1. FLE 5345  1. RED 5240
2. EEX 6224  2. FLE 5145  2. RED 6544
3. EEX 6247  3. FLE 5940  3. RED 6540
4. EDG 6947

* Before students may enroll in EDG 6947 Internship and Classroom Research, the following must be completed:

1. Submit documentation of passing scores on all three sections of the Florida Teacher Certification Examinations (General Knowledge Test, Subject Area Exam, and Professional Education)

2. Completion of an application for the final internship with the deadlines noted. Applications for the final internship are made through the College of Education website (http://www.usfsp.edu/coe). Applications for fall semester are due the preceding January 15. Applications for spring semester are due the preceding June 15.

3. Completion of all coursework in program of study excluding EDG 6947. Students may not enroll in additional courses during the semester in which the final internship occurs unless an exemption is granted through a College of Education petition.

4. Overall grade point average of 3.0

5. Students must receive evaluations at Fulfilled level for at least six (6) of the Florida Educator Accomplished Practice (FEAPs) or twelve (12) at the level of bridging in their FEAPs e-portfolio.

6. Students must receive evaluations at the Bridging Level of at least three (3) of the five (5) ESOL clusters in their ESOL e-portfolio.

7. Students must complete all other requirements as prescribed by the program faculty.

**Graduation Requirements:**

Completion at the “fulfilled” level of the twelve Florida Educator Accomplished Practices (FEAPs) in the FolioData system.

Action Research presentation

Successful completion of Florida Teacher Certification Exams (FTCE): General Knowledge Test, Exceptional Education K-12, Professional Knowledge Exam

Successful completion of final internship

At graduation, all credits used to satisfy requirements for the master’s degree must have been completed within 5 academic years. Courses taken in lieu of those listed here must be approved in writing by the program.
Courses: http://www.ugs.usf.edu/sab/sabs.cfm or in Section 14 of this catalog.

Master's of Science (M.S.) Degree in Middle Grades Science, Technology, Engineering and Mathematics Education

Degree Information

The Master's of Science in Middle grades STEM Education is designed to prepare middle school educators to teach in the challenging and high demand fields of science, technology, engineering, and mathematics.

Program Admission Deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 1 for best consideration</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1 for best consideration</td>
</tr>
<tr>
<td>Summer</td>
<td>April 15 for best consideration</td>
</tr>
</tbody>
</table>

Minimum Total Hours: 33-36

Program Level: Masters

CIP Code: 13.1203

Dept Code: EDI

Program (Major/College): STM EP

Contact Information

College: College of Education USF St. Petersburg

Graduate Faculty Advisor: Dr. Anna Lewis
arlewis@usfsp.edu
(727) 873-4058

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

Program Information

The Master's of Science degree in Middle Grades STEM Education cultivates and trains teachers in STEM programs (science, technology, engineering and math) to both create STEM-related experiences that excite and interest students of all backgrounds and to support states and school districts in their efforts to transform schools into vibrant STEM learning environments. The program engages middle school science and mathematics teachers in ways to improve their content knowledge and enhance pedagogical skills in teaching mathematics and science and prepares middle grades mathematics and science teachers for roles as teacher leaders; and, prepares middle school STEM teachers to inspire and teach students to be successful in STEM education, thereby increasing the number of individuals capable of filling critically important STEM-related career positions.

Admission Information

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

Program Admission Requirements

- Two years of middle grades (5-9) teaching experience in math and/or science;
- Bachelor's degree or equivalent in a STEM-related field from a regionally accredited university and teacher certification in an appropriate area;
- Grades of 'C' or better in all core undergraduate science and mathematics courses;
- At least a 2.5 grade point average for the four-year undergraduate degree, and for the last two years (60 hours) of the undergraduate degree and
- A grade point average of 3.0 or greater for the last two years (60 hours) of the undergraduate degree, or
- A score of 1000 or greater on the combined verbal and quantitative portions of the Graduate Record Exam (minimum ranges begin at 153 for verbal and 144 for quantitative on tests taken after August 1, 2011 ), or
- A previous graduate degree from a regionally accredited university with grades of 'B' or better in all science and mathematics graduate level coursework;
State of Florida ESOL requirement for middle grades content teachers. Note: If this requirement is not met prior to starting the program, the student will be required to take an additional course in the program - FLE 5345: Teaching English Language Learners K-12 prior to graduation.

Degree Program Requirements

Program of Study

Core Courses
EDF 6481 Foundations of Educational Research 3
RED 6544 Cognition, Comprehension and Content Area Reading 3
EDG 6935 Seminar in Curriculum Research 3

Cognate Courses
SCE 6616 Teaching Middle Grades Earth and Space Science 3
SCE 5937 Teaching Middle Grades Life and Marine Science 3
SCE 5937 Teaching Middle Grades Physical Science 3
MAE 6338 Teaching Technology-Enhanced Geometry in the Middle Grades 3
MAE 6650 Teaching Technology-Enhanced Numerical Analysis in the Middle Grades 3
MAE 6654 Teaching Technology-Enhanced Algebra in the Middle Grades 3

Science & Math Courses
EDG 6931 Trends in STEM Education 3
EDG 6931 Current Trends in Math/Science Assessment 3

ESOL Course
FLE 5345 Teaching ELLs K-12 (only required for teachers not possessing ESOL certification prior to beginning the program) 3

Graduation Requirements

To graduate, students must successfully complete the required coursework (33-36) with a 3.0 or better grade point average. The program's capstone experience, an action research project on a STEM-education topic, is a course requirement of EDG 6935: Seminar in Curriculum Research. This project results in a research paper based on the research carried out in the teacher's classroom. As part of the course requirements, the teacher will create a conference-quality poster and participate in a research poster session hosted by course participants, which is held at USF St. Petersburg at the end of the semester.

Graduate Certificate in Middle Grades Digitally-Enhanced Mathematics Education

Certificate Admission Deadlines:
Fall: rolling admission
Spring: rolling admission
Summer: rolling admission

Minimum Total Hours: 15
Program Level: Graduate Certificate

Contact Information
Director: Dr. Anna Lewis
arlewis@usfsp.edu
727-873-4058

Program Information
The five-course sequence for this technology-enhanced certificate program comprises a middle-grades methods course, a course in content area reading, and three mathematics courses that incorporate the use of interactive, representational technology when teaching algebra, geometry, measurement, and data analysis. Together these courses are designed to provide teachers with the mathematical, pedagogical, and technological foundation required to prepare middle school students for high school mathematics. The curricular focus includes both teaching conceptually-based instructional sequences, as well as developing conceptually-based instructional strategies for use in the middle school mathematics classroom. As a result, each course in the certificate will contain a school-embedded technology project to provide documentation of student learning in each of the big ideas identified by Florida’s Next Generation Sunshine State Standards in mathematics.
**Admission Information**
Must meet University requirements (see Graduate Admissions) as well as program requirements listed below.

**Program Admission Requirements**
Applicants must have a cumulative 2.5 GPA or higher for their four-year baccalaureate degree and a 3.0 GPA or higher for the last two years of their undergraduate degree or submission of GRE score.

**Certificate Program Requirements**
- MAE 6356  Teaching of Pre-Secondary School Mathematics 3
- RED 6544  Cognition, Comprehension, and Content-Area Reading 3
- MAE 6337  Teaching Technology-Enhanced Algebra in Middle Grades 3
- MAE 6327  Teaching Technology-Enhanced Geometry in Middle Grades 3
- MAE 6824  Technology-Enhanced Numerical Analysis in the Middle Grades 3

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

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

To view the Course Listing with Course Descriptions, see Section 14.
Courses offered for credit by the University of South Florida are listed with the program or college that offers them. The first line of each description includes the State Common Course prefix and number (see below), title of the course, and number of credits.

Florida’s Statewide Course Numbering System
Courses in this catalog are identified by prefixes and numbers were assigned by Florida’s Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the SCNS taxonomy. Descriptions of the content of courses are referred to as statewide course details.

Courses are created using the State Coursewide Numbering System (SCNS). The following information is from the SCNS Handbook. For more information visit their website at: http://scns.fldoe.org/scns/public/pb_index.jsp#

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., masters, doctoral, etc.), is placed between the course prefix and the course number. The level is recommended by the institution according to its own policies and the policies of the State of Florida, and approved by the faculty committee. The level digit does not affect course equivalency - course equivalency is determined by the prefix and the last three digits. The following are the level definitions:

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

Courses are numbered based on content, rather than by department or program. This means that a single program may have courses in several different disciplines and may consist of courses having several different prefixes.

Glossary of Course Description Terms
Credits separated by a colon indicate concurrent lecture and laboratory courses taught as a unit:

PHY 3040, 3040L PHYSICS AND LAB (3:1)

Credits separated by a comma indicate unified courses offered in different semesters:

AMH 2010, 2020 AMERICAN HISTORY I, II (4, 4)

Credits separated by a hyphen indicate variable credit:

MAT 7912 DIRECTED RESEARCH Var.

The following abbreviations are used in various course descriptions:

G Graduate
PR Prerequisite
Course Level Definitions:
5000-5999 Graduate Level
6000 Graduate Level
7000 Doctoral Level
8000 Professional

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

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYG</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>No lab in this course</td>
</tr>
</tbody>
</table>

Sociology, General
Freshman Level at this institution
Entry-level General Sociology
Survey Course
Social Problems

General Rule for Course Equivalencies
Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 34 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which may meet at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college while the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university upon transfer. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix
The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the prefix designation.
Authority for Acceptance of Equivalent Courses
State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency
The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- Courses in the 900-999 series (e.g., HUM 2905)
- Internships, practica, clinical experiences, and study abroad courses
- Performance or studio courses in Art, Dance, Theater, and Music
- Skills courses in Criminal Justice
- Graduate courses
- Courses not offered by the receiving institution
- College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Undergraduate Studies (for questions pertaining to graduate and undergraduate courses) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 245-0427 or SunCom 205-0427.

To view the course listing with descriptions, see the Search-a-Bull Database online at: http://www.ugs.usf.edu/sab/sabs.cfm or refer to the Graduate Catalog Appendix.
Graduate Course Descriptions

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 (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>English Composition</td>
<td>Lower (Freshman)</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills I</td>
<td></td>
</tr>
</tbody>
</table>

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exceptions to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”
In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.

C. Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.

D. Applied academics for adult education courses.

E. Graduate courses.

F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.

G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Donna Knudsen, the USF System SCNS contact, located in the USFSP FTF Building, Room 126, phone: 727-873-4450 or via email at Knudsen@mail.usf.edu or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

New Topic (4)
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, FTF 100
St. Petersburg, FL 33701 - www.usfsp.edu/Graduate-Catalog/
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This catalog is effective for the 2015-2016 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.

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2004-2005 PDF Version
2003-2004 PDF Version
**2015-2016 Graduate Catalog Updates to Note**

**New Graduate Certificate Programs**

Graduate Certificate Program in Geospatial Science. Applications are being accepted for the Fall 2015 term of entry.

**New Graduate Programs/Changes**

MBA Concentration in Healthcare Analytics.

The M.A. in Environmental Science and Policy is being redesigned and two tracks are being introduced - Environmental Management and Sustainable Development (EMSD) and Environmental Education. Students in both tracks will take 4 common core courses and then specialized courses for the track.

The Master of Accountancy program begins enrollment for the Fall 2015 semester. The MAcc is a 10 course (30 credit hour) graduate program that can be completed in hybrid format (some classes online, some on campus), or 100% on campus. The curriculum includes four core classes (12 credits) and six electives (18 credits).
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