

UNIVERSITY OF SOUTH FLORIDA
COLLEGE OF EDUCATION

GRADUATE STUDIES DIGEST

VOLUME 2, ISSUE 2 SPRING 2008

FROM THE GRADUATE COORDINATOR'S DESK

Greetings from the Graduate Studies Office in the College of Education (COEDU)! We are pleased to bring you another issue of the **Graduate Studies Digest**. It is our intent, always, to provide you with useful and current information. If you have never taken the time to read the **Digest**, we encourage you to do so. Your suggestions to make the **Digest** a more useful document are always welcomed.

As the University and College experience the tight economic times that have been the subject of numerous newspaper articles, it is our intent to ensure that the students and faculty served by this office do not feel the full impact of these times. We are committed to this outcome, and staff in the COEDU Graduate Studies Office will do everything possible to realize this goal.

There will be several workshops this semester designed to assist faculty and others to better understand certain targeted graduate processes. The **Digest** also contains information on important deadlines. I particularly call your attention to the March 19th workshop on "*Academic Probation Processes*", and the April 16th workshop on "*Policy Changes*". There will be numerous University policy changes becoming effective during the Fall semester of 2008. Carol Hines-Cobb and Gloria Farmer from the Graduate School will join us at these workshops to discuss these processes and changes. Our intent is to provide a smooth transition as changes are implemented. Please clear your calendar, tell your colleagues, and make every effort to attend these informative conversations.

Finally, my sincerest appreciation to Ms. Miranda Sloan. Without her initiative, creativity and expertise, the **Graduate Digest** would not be possible. Suggestions for the Digest should be sent via e-mail to: Briscoe@coedu.usf.edu, or, sloan@coedu.usf.edu.

Best wishes,

Diane B. Briscoe

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COEDU Graduate Coordinator

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What's all the excitement about?



Graduate Studies is offering NEW Graduate Process Orientation Workshops!

Please join us in EDU 253 at 2 p.m. for these NEW workshops:

March 19, 2008

Academic Probation Processes
featuring special guest speakers
Carol Hines-Cobb, Francisco Vera, and Gloria Farmer
of the USF Graduate School

April 16, 2008

Upcoming Policy Changes Workshop
featuring special guest speaker
Carol Hines-Cobb
of the USF Graduate School



REVISED PROCEDURES GRADUATE LEVEL, GRADUATION APPLICATIONS SUBMISSION PROCEDURES

The Registrar's Office has revised procedures for submitting graduate level, graduation applications. Beginning Summer semester 2008, the responsibility for accepting graduation applications has been shifted to each college. Applications for graduation for COEDU graduate students should be submitted to Ms. Judy Oltz

in the COEDU Graduate Studies Office, Room 106-G. Applications should be submitted by the Registrar's Office posted deadline. This is a firm deadline, and applications received after the posted date will be considered late applications for graduation. Students who submit their applications in person will receive a stamped copy of the application showing the date the application was received.

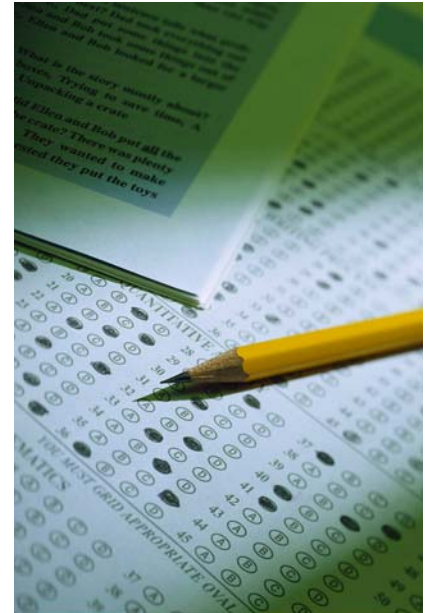
Spring 2008 Dates and Deadlines



Spring 2008 Withdrawal Deadline	March 22
Last Day of Spring 2008 Semester	April 25
Final Exams	April 26 — May 2
USF Commencement Ceremonies	Tampa May 3
	St. Petersburg May 4
	Sarasota May 6
	Lakeland May 7

MAKING IT OFFICIAL: TEST SCORES AND TEACHER CERTIFICATION DOCUMENTS

The Graduate Studies Unit is charged with keeping accurate documentation to verify that students have met entrance and exit requirements for initial teacher certification programs. For these purposes, official documents verifying passing Florida Teacher Certification Exam (FTCE) and Florida Educational Leadership Exam (FELE) scores, and, where applicable, students' professional educator certifications may be requested.



Please advise students that this documentation will be required to fulfill their admission and graduation requirements and that only official copies will be accepted. Graduate Studies **will not accept photocopies of FTCE or FELE score sheets** to meet this requirement. In addition, printouts from the Florida Department of Education's website are not acceptable.

Following is additional information on what materials constitute official documentation:

FTCE/FELE: the official score sheet sent to the student from National Evaluation Systems OR a printout from USF's test score screen in BANNER (SWATEST) reflecting a passing score of 200 on all subtests.

GKT scores: the official score sheet sent to the student from National Evaluation Systems OR passing scores as reflected on an official transcript from a Florida college or university OR a printout from USF's test score screen in BANNER (SWATEST) reflecting a passing score of 200 on all four subtests.

Florida Professional Educators' Certification: A duplicate, current Florida teaching certificate issued by the Florida Department of Education is required. Currently, however, a clear photocopy of a **current** certificate is acceptable.

Information on ordering additional official copies of the FTCE and FELE test score sheets is available on the National Evaluation Systems website:

http://www.fl.nesinc.com/FL_additionalreport.asp

GRADUATE ADMISSIONS CONTACTS

The Graduate Admissions Office has expanded its operations to include additional admissions processors. In addition, all admissions processors are able to assist with questions regarding both domestic and international student applications. If you have questions regarding a student’s admissions application, you can contact the processor directly. Applicants are assigned to specific Graduate Admissions processors by the student’s last name.

Please clip and save the following chart for your quick reference.

First Letter of Student’s Last Name	Graduate Admissions Contact
A B F Q X	Mark Freeman
C D K U	David Shocklee
E J O P R	Tanya Viera
G H L Y	Daisy Cedeño
I M N W	Denise Rodriguez
S T V Z	Nancy Moenning

For questions, please call 813-974-2846.



GSD QUERY

This regular feature explores in depth a question related to a graduate studies process. Here’s this issue’s question:

“A student who is interested in applying to our program noticed that the entry GPA for our program exceeds the university’s required entry GPA. Which GPA is the student required to meet for admission purposes?”

When it comes to admission requirements, the highest requirement prevails. In this case, the student must meet the program’s minimum entry GPA which would satisfy both the department and the university entry GPA requirements.

The university establishes minimum admission requirements for any student seeking enrollment to graduate programs and all students are expected to meet this minimum. However, programs and departments can exceed the university’s minimum admission requirements in outlining the admission requirements to their programs. In addition to requiring higher entry GPAs, programs may require higher GRE test scores and additional materials (certificates, essays, and letters of recommendation, personal interviews, etc.) beyond the university’s minimum admissions requirements.

A program must adhere to the minimum requirements for admission outlined in the program description in the most current University Graduate Catalog.



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GRADUATE STUDIES UNIT

College of Education
Graduate Studies Unit
EDU 106

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WE'RE ON THE WEB!
[WWW.COEDU.USF.EDU/
MAIN/](http://WWW.COEDU.USF.EDU/MAIN/)

Graduate Studies Digest is an electronic newsletter distributed once each Fall and Spring semester to faculty and staff in the College of Education. The *Digest* provides timely and accurate information about policies, procedures, and deadlines which affect the College's graduate students.

THE GRADUATE STUDIES OFFICE STAFF

Here's a quick introduction to the Graduate Studies Office faculty and staff, and their duties:

Leris Rivera and **Jasmine Cook** handle student walk-ins, prospective student email inquiries, and electronic tracking of graduate student status and paperwork.

Judy Oltz performs preliminary review of graduate student files for admission, planned programs of study, and internships as well as graduation reviews.

Miranda Sloan conducts graduate orientation workshops, updates COEDU Graduate Studies website information, answers general student and faculty questions, processes graduate student paperwork, clarifies University and COEDU policy and practice.

Dr. Diane Briscoe verifies final certification of graduation, graduate admissions, and internship clearance; updates of catalog copy and COEDU Graduate Handbook copy; interprets and clarifies issues related to graduate student processes and paperwork as well as University and COEDU policy and practice; and develops procedures to facilitate the implementation of college policy.

The faculty and staff members have a combined total of almost 50 years of experience in the USF College of Education.



The Graduate Studies Office—working hard to meet the needs of the College of Education graduate students.