

UNIVERSITY OF SOUTH FLORIDA
COLLEGE OF EDUCATION

GRADUATE STUDIES DIGEST

VOLUME 2, ISSUE 1 FALL 2007

FROM THE GRADUATE COORDINATOR'S DESK

Greetings and welcome back!

The summer semester was extremely busy, and many things occurred during the semester that would be of interest to you. We hope to share some of these items with you through this newsletter format.

The goal of the *Graduate Studies Digest* is to provide you with timely and relevant information. This is especially true at this time because the university is a fluid environment, and many policy changes have been passed by the USF Graduate Council and will take effect during the Fall 2007 semester.

The Graduate Studies Office will be offering its usual array of workshops to assist you; however, we will also offer a special "Policy Changes Workshop" designed to assist you in better understanding how to implement the large number of changes that are scheduled to take effect. Faculty advisors, department chairpersons, front-line processors, and others who seek to ensure that the information they disseminate is accurate should plan to attend. This special "Policy Changes Workshop" is not designed as a basic workshop, although newly assigned advisors could benefit from being present. This workshop will be most beneficial for those who have an understanding of the basic procedures and who are now looking at how these procedures have changed. So, if you are someone who is advising and disseminating information to students, you need to attend. If you have been advising for many years, you must attend!

As always, we welcome your input and suggestions on ways that we can make the *Digest* of more benefit to you. We trust that you have found it useful so far, and that you have shared it with others. A special "thank-you" is extended to Ms. Miranda Sloan. The *Digest* would not be possible without her creative and investigative efforts. As always, we wish you a productive semester!

Diane Briscoe

COEDU Coordinator
Graduate Studies

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Coming Soon!

Fall 2007
Graduate Process Orientation Workshops

Featuring workshops on
Admissions Processes
and
Graduation Certification Processes

Plus
a Special Intensive Retreat
on New Policies and Policy Changes

Dates, times, and locations to be announced soon.

Brought to you by the College of Education Graduate Studies Office

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Recommended for graduate program directors/coordinators, department chairs, faculty advisors, professional advisors, staff, and all others involved in processes for College of Education graduate students.



Fall 2007

Important Dates and Deadlines

First Day of Fall 2007 Semester	August 27								
End of Fall 2007 Add/Drop and Fall 2007 Tuition and Fee Payment Deadline	August 31								
Labor Day (Campus Closed)	September 3								
Doctoral Qualifying Exam Application Deadline	September 14								
Graduation Application Deadline	September 21								
Doctoral Qualifying Exam Questions Due From Departments	October 8								
Doctoral Qualifying Exam Testing Dates	October 15, 16, and 17								
Fall 2007 Withdrawal Deadline	November 3								
Thanksgiving Holiday (Campus Closed)	November 22 and 23								
Last Day of Fall 2007 Semester	December 7								
Final Exams	December 8 - 14								
USF Commencement Ceremonies	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Tampa</td> <td>December 15</td> </tr> <tr> <td>Sarasota</td> <td>December 16</td> </tr> <tr> <td>Lakeland</td> <td>December 17</td> </tr> <tr> <td>St. Petersburg</td> <td>December 18</td> </tr> </table>	Tampa	December 15	Sarasota	December 16	Lakeland	December 17	St. Petersburg	December 18
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St. Petersburg	December 18								

Academic Probation: A Primer

It is likely that faculty and professional advisors will get calls from students who have made the unfortunate discovery that they were placed on academic probation at the end of Spring or Summer term. Timely intervention on the student's behalf is key to exercising all available options so that the student can make appropriate choices regarding registration and continuing in his or her program.

Academic Probation Defined

The USF Graduate Student catalog states that "any student who is not in good standing at the end of a semester [that is, having an overall GPA of 3.0 for all courses taken as a graduate student and all courses in the student's program of study] shall be considered on probation as of the following semester."

There are three levels of academic probation:

Probation 1 (P1)

Student is warned that his or her overall GPA has fallen below 3.0. There is no administrative penalty at this stage, though students should be made aware of the penalties for subsequent semesters on academic probation.

Probation 2 (P2)

Student is warned that his or her overall GPA has fallen below 3.0 for a second semester. Student is placed on administrative hold for registration for the next semester. This hold can only be overridden by the Coordinator of Graduate Studies after the advisor and the student have created a correction plan for addressing the student's probation. The GPA calculator should be used to verify the anticipated grade point average.

Probation 3 (P3)

The most serious level of probation and the step before Academic Dismissal. Student is warned that his or her overall GPA has fallen below 3.0 for a third semester. Student is dropped from any registration for the semester and is barred from adding courses to his or her schedule via OASIS. In addition, the Financial Aid and Veterans Affairs benefits are canceled.

Students have three options at the P3 level:

Voluntary Withdrawal-Using a form found on the Graduate School website, a student can request to have his or her admission to the university converted to Non-Degree Seeking status. This prevents the student from being academically dismissed at the end of the P3 semester.

Academic Dismissal-The department may request that a student on P3 be dismissed from the program due to the student's low GPA. To make a case for dismissal, copies of all correspondence and contracts regarding the student's probationary status should be attached to the form. The form must bear the signatures of the program or department chair as well as the Graduate Coordinator before it is sent to the Graduate School for final approval. If the Academic Dismissal request is granted, a notation regarding Academic Dismissal will appear on the student's official USF transcripts

Request for Readmit After P3-Using a Graduate School Petition, a request can be made to re-enroll the student into coursework during the P3 semester. **The petition to Readmit After P3 should only be submitted in cases in which the student will be able to achieve a 3.0 GPA by the end of the P3 semester.** The GPA calculator must accompany all requests at the P3 level. If the petition is approved, the student will be administratively added into the courses listed on the petition for the P3 semester.

For more information on Academic Probation, please visit the Graduate School Policy and Procedures website:

<http://www.grad.usf.edu/newsite/policies.asp>



Be aware of the levels of Academic Probation. Early intervention can make a difference!

TIME TO DEGREE COMPLETION DEADLINES CHANGES

Starting in Fall 2007, there will be significant changes to the timelines for degree completion at the masters, specialist, and doctoral levels.

Masters and Specialist students will have five (5) years from their terms of admission to complete the program of study requirements. All coursework used to fulfill degree requirements must be no more than 5 years old at the time of graduation.

Doctoral level students will have four (4) years from the term of admission to enter doctoral candidacy. After the term in which the student enters candidacy, the student has four years to complete the dissertation.

Statements to this effect will be stamped on all submitted approved planned program of study forms.

Please note that these new guidelines are applicable to students admitted for the Fall 2007 and after. Students who are not continuously enrolled must also meet this requirement upon reinstatement to their degree programs.

If you have questions about these new timelines, please contact the Coordinator of Graduate Studies.



Students admitted Fall 2007 and after are subject to new deadlines for program completion



GSD QUERY

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

“I have a doctoral student who has directed research hours that need to be converted into dissertation hours. What is the process for converting those hours?”

Directed research hours are not converted to dissertation hours; rather, they are used to reduce the total number of required dissertation hours required for the degree. For example, if a student takes two (2) hours of directed research during the semester in which the Qualifying Exam is taken, and the

student's program requires 24 hours of dissertation hours overall, the student must complete 22 dissertation hours once the written request is received from the major professor and reviewed by the COEDU Graduate Coordinator.

Directed research hours cannot reduce dissertation hours by more than half the number required by the program. For example, if the program requires 24 dissertation hours, no more than 12 directed research hours can be used toward reducing the dissertation hour requirement.

For further information on directed research hours, please contact the Coordinator of Graduate Studies.



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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.

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

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 reviews 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 admission, and internship clearance; updates 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.