

UNIVERSITY OF SOUTH FLORIDA
COLLEGE OF EDUCATION

GRADUATE STUDIES DIGEST

VOLUME 3, ISSUE 1 SPRING 2009

FROM THE GRADUATE COORDINATOR'S DESK

Greetings!

We trust that your semester is proceeding smoothly, and that you have found innovative strategies that enable you to assist students during these times.

The idea of the *Graduate Studies Digest* (GSD) was born with that goal in mind: providing faculty and staff yet another strategy to respond to graduate students during a time of shrinking resources. The information in the GSD should enable you as faculty and staff to respond to inquiries that are received most frequently. Often, these inquiries can be overwhelming and time-consuming because they involve policies and procedures that are unfamiliar or unclear to those who are not confronted with them on a daily basis. It would seem that in these times, the original goal of the GSD is more important than ever, and we are hopeful that you will find something in this issue that will allow you to work more efficiently and effectively.

Inside this issue of the GSD, among other things, you will find an electronic link to updated university policies, critical deadlines, and some insight into the work of external agencies who evaluate the transcripts of international students. We hope that these and other items in this issue will be useful, and we welcome your input into issues that you believe should be addressed in the *Graduate Studies Digest*. Our goal is to assist you and the graduate students served through the College of Education.

We wish for you a productive semester and remain committed to being responsive during these times.

Best wishes,

Diane B. Briscoe

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COEDU Graduate Coordinator

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THE GRADUATE STUDIES OFFICE STAFF

Here's a brief introduction to the Graduate Studies Office faculty and staff, and their primary responsibilities:

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

Phone: 813-974-3406

Email: LRivera@coedu.usf.edu

Cartwrig@coedu.usf.edu

Judy Oltz performs preliminary reviews of graduate student files for admission, planned programs of study, and internships as well as graduation certification; troubleshoots issues for faculty and staff in the academic departments.

Phone: 813-974-5264

Email: Oltz@tempest.coedu.usf.edu

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.

Phone: 813-974-9649

Email: Sloan@coedu.usf.edu

Dr. Diane Briscoe completes final certification for graduation, graduate admission, and graduate 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 COEDU policy.

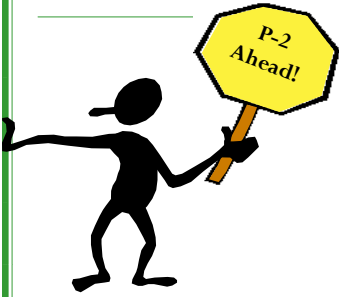
Phone: 813-974-0544

Email: Briscoe@coedu.usf.edu

The faculty and staff members have more than of 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.



When a student moves into a second semester of academic probation (commonly called "P-2") at the end of a term, his or her ability to register for coursework for the next semester or to alter his or her registration is restricted. (Please see "Academic Probation: A Primer" from the Fall 2007 "[Graduate Studies Digest](#)".)

The COEDU Graduate Studies Office can remove the P-2 registration hold when the following documentation is submitted on the student's behalf:

- A completed and signed Graduate GPA Calculator showing that at the end of the P-2 semester, the student will return to good academic standing with the addition of the courses the student seeks to add. If the student will need an additional semester to return to good academic standing (P-3), indicate what courses the student will register for during that semester as well and what grades the student will need to earn in order to return to good academic standing. The Graduate GPA Calculator can be found on the Graduate School page:

http://www.grad.usf.edu/newsite/forms/faculty_forms.asp

Please note that if the student moves on to a third semester of academic probation (P-3), the student and advisor will need to complete a Graduate Petition to "Readmit after P-3" in order to register during the P-3 semester. The Graduate GPA Calculator and other documentation must be attached to the Graduate Petition when it is submitted to the COEDU Graduate Studies Office.

Special point of interest:

For the latest information on university wide graduate policies and procedures, visit the USF Graduate School Policies page:

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

Please note that College of Education policy, found in the COEDU Graduate and Advanced Graduate Handbooks, supersedes university policy:

Masters

<http://www.coedu.usf.edu/main/gradhandbook/mahandbook/index.html>

Advanced Graduate Degrees

<http://www.coedu.usf.edu/main/gradhandbook/advhandbook/AdvGradTOC.html>

Spring 2009 Dates and Deadlines



Spring 2009 Withdrawal Deadline	March 21
Spring Break 2009	March 16 – March 21
Last Day of Spring 2009 Semester	April 24
Final Exams	April 25—May 1
USF Commencement Ceremonies	Tampa May 1
	St. Petersburg May 3
	Sarasota May 3
	Polytechnic May 4

Reinstatement of Admission Request Form Phase-Out



The Reinstatement of Admission Request Form will be discontinued effective Fall 2009. Used when a previously admitted student seeks to re-enroll in coursework after a period of inactivity longer than three consecutive semesters, the form allowed students to return to the university and active student status without having to complete a new Graduate Admission application. (The form is also commonly referred to as the “readmission” or “reactivation” form”. Go to the following link to see what the current form looks like: http://www.grad.usf.edu/newsite/forms/admission_forms.asp)

Starting Fall 2009, a student seeking to return to the university after an extended period will need to complete a new university Graduate Admissions Application and submit the accompanying application fee.

Things to Note:

- If your department is aware that a student has been inactive for a year or more, make inquiry as to whether the student intends to complete the degree. If the student doesn't want to return, encourage him or her to submit a Voluntary Withdrawal Form which officially cancels the admission. The Voluntary Withdrawal form can be found on the Graduate School website: http://www.grad.usf.edu/newsite/forms/grad_forms.asp
- Students can request a Leave of Absence Request form if they anticipate the need to interrupt their studies for an extended period (due to health issues or military deployment, for example). The form effectively “stops the clock” so that the student can pick up his or her program at the point at which it was interrupted. Students may be granted a leave of absence only once during their programs of study and the leave may not extend beyond a two year period. A leave of absence can be requested if the student has not yet exceeded the University's time limits for degree. The Leave of Absence Request form can be downloaded from the Graduate School webpage: http://www.grad.usf.edu/newsite/forms/grad_forms.asp
- Students whose coursework will be in excess of the time limits should be made aware that they may be required to retake more current coursework for degree completion.
- Students are responsible for meeting all requirements and adhering to all policies in place at the time of their readmission to their programs.
- Readmitted students will need to submit new planned programs of study that reflect the requirements in place at the time of their most recent admission.
- Doctoral students who leave their programs while in doctoral candidacy should submit the Readmission to Doctoral Candidacy form at the time of readmission.



GSD QUERY

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

"I just received an application for admission from a prospective student who attended a university in another country. There's a transcript attached, but it's not in English, and I have no way of verifying that the student has completed the degree necessary to meet our entrance requirements. What do I do?"

The Graduate Admissions Office counsels all international students (and U.S. citizens who've completed their university studies in a non-English speaking institution) to have their transcripts evaluated and a printed translation to English provided by a reputable evaluation service. The consultants who work for these services have extensive experience with and knowledge of higher education systems in different parts of the world and are qualified to make determinations about degree equivalency, program types, and institutional accreditation (i.e. whether the college is similar to a regionally accredited U.S. school). These companies create a narrative summary of the student's educational experience for the student to submit for review by the graduate program to which he or she is applying for admission.

It is the student's responsibility to secure the required transcript evaluation and English translation for the department's review at the time of application. Transcript evaluations can cost between \$170 and \$200. English translations of academic transcripts cost about \$50 per page.

Following is a list of reputable transcript evaluation and translation services recommended by the Graduate Admissions Office that you can safely recommend to students:

Academic Evaluation Services, Inc.

11700 N 58th Street Suite G&H

Tampa, FL 33617

Phone: 813-374-2020

Fax: 813-374-2023

info@aes-edu.org

<http://aes-edu.org>

Josef Silney & Associates, Inc.

International Education Consultants

7101 SW 102 Avenue

Miami, FL 33173

Phone: 305-273-1616

Fax: 305-273-1338

Translation Fax: 305 273-1984

info@jsilny.com

www.jsilny.com

World Education Services, Inc.

P.O. Box 745 Old Chelsea Station

New York, NY 10113-0745

Phone: 212-966-6311

www.wes.org/application

www.wes.org/required

International Education Evaluators

P.O. Box 545863

Surfside, FL 33154

Phone: 305-503-9063

Fax: 305-993-5550

info@iee-usa.com

www.iee-usa.com

Lisano International

P.O. Box 407

Auburn, AL 36831-0425

Phone: 334-745-0425

www.lisano-intl.com



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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/)