Welcome

Dr. Karen Liller

Dean of the Graduate School
and
Associate Vice President
for Research & Innovation
GRADUATE SCHOOL ACADEMICS
Welcome again to the USF Graduate School!

What are our POINTS OF PRIDE?

1. USF has been named the fastest growing research university for federal funding in the United States.
2. USF has several nationally –ranked academic graduate programs.
3. USF has nearly 180 masters and doctoral programs.
4. We rank in the top 25 graduate schools in the US enrolling Hispanic students.
USF POINTS OF PRIDE

5. USF has dual designations by the Carnegie Foundation as a Very High Research and Community-Engaged University.

6. USF has nearly 10,000 graduate students, of which nearly 25% are diverse and over 20% of doctoral students are international.

7. Last year USF provided over 1,900 graduate assistant appointments.
8. Last year USF’s total research funding exceeded 380 million dollars!!
9. We have a dynamic Graduate School that is preparing our future leaders!
Graduate students are an instrumental part of each of the strategic priority areas of the USF system:

- Student success
- Research and innovation
- Community engagement
- Global literacy and impact
- Integrated interdisciplinary inquiry
What is the mission of the Graduate School?
Our mission is to serve as the University’s leadership hub for graduate education—producing present-day and future global leaders ONE SCHOLAR AT A TIME.
March 4, 1980 – Articles of Operation of the Graduate School approved and promulgated.

The 30th Anniversary is being commemorated with a series of events including the Graduate School Celebratory Alumni Award Speaker Series.

More information on the 30th Anniversary events is available online.
The Graduate School is aligned with the Office of Research and Innovation to provide many interdisciplinary research opportunities for our graduate students.
Examples include:

- Participation in Research One Week
- Participation in the Student Research Challenge Grants
- Participation in several research award competitions
- Opportunities for several fellowships, including Fulbright and others.
Our “Building a Leader” series where graduate students take courses, attend seminars and workshops, and have access to online information that will build academic and career professional development skills has been very successful.

In 2009–2010 we offered 22 professional development workshops attended by over 900 graduate students.
How will you succeed in your graduate program?

- Follow Graduate School, college, and department policies—DO NOT ASSUME UNDERGRADUATE POLICIES APPLY!!!!
- Communicate, communicate, communicate with your advisor, department, college and the Graduate School!
GRADUATE SCHOOL SUCCESS

- Enroll early for courses and maintain a 3.00 to avoid academic probation.
- Attend Graduate School and department workshops and other educational offerings.
- Try your best to be a full-time student.
- Work hard and graduate earlier than you plan!
- Make graduate school your top priority—it will be your future.
- Make every course and paper count—view every written assignment as a potential manuscript for publication and/or a grant application.
GRADUATE SCHOOL SUCCESS

- Serve on university committees to learn the workings of USF and have your voice heard!
- Be adventurous and seek out multiple educational opportunities—such as study abroad programs.
- Spend as much time as possible in your college and department—get to know EVERYONE—including us in the Graduate School!
- Come to your graduation and keep in touch with us as alumni.
Academic Policies Overview

- Academic Integrity
  - Violations include cheating, plagiarism, fabrication, forgery and obstruction, multiple submissions of the same work for credit, misconduct in research and creative endeavors, and computer misuse.
Sanctions depend on the seriousness of the offense and may range from:

- An F or Zero grade on a paper, lab report, etc.
- An F in the course or activity
- An FF in the course leading to expulsion from the University
- Academic Dismissal
- Possible revocation of the degree or graduate certificate
Graduate students assigned an FF grade will be academically dismissed from the University and will not be eligible to apply to ANY graduate program at USF.

Students dismissed for academic dishonesty will have this reflected on their transcript with the formal notation of “Dismissed for Academic Dishonesty.”
Academic Policies Overview

- Academic Disruption
  - 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:
    - Directs attention away from academic matters at hand.
    - Presents a danger to the health, safety, or wellbeing of self or other persons.
Possible Sanctions to Academic Disruption:
- Warning to the student
- Voluntary withdrawal by the student from the class/es
- Temporary exclusion and/or permanent dismissal from the instructor’s classroom, program, or college, pending an expedited appeal
- Academic sanctions
Academic Policies Overview

- Academic Grievance Procedures
  - See policy handbook and Catalogue for detailed grievance procedures.
  - It is important to remember that resolution of the grievance MUST take place first within the department and move on further to the College and Graduate School ONLY if resolution has not been achieved at the lower level.
Graduate Catalogue

- Students must meet all requirements specified in the Catalogue to graduate.
- Students cannot choose catalogues prior to admission or one during an academic year in which they did not complete at least two terms.
- Students must comply with all state law, accreditation, or certification changes in compliance with the most current catalogue or criteria.
Academic Policies Overview

- **Enrollment**
  - All graduate-degree seeking students MUST be continuously enrolled which is defined as completing a minimum of six hours of graduate credit every three continuous semesters.
  - Students must be enrolled for a minimum of two hours of graduate study in the semester they take comprehensive or qualifying exams.
Students working on dissertations must enroll for a minimum of two hours of dissertation each semester—including the summer and also the semester of graduation.

All graduate, teaching and research assistants should be full-time students. Full-time is defined as taking nine or more hours in the fall and spring semesters and at least six hours in the summer semester.
More hours may be required for financial aid reasons.

Leave of absences may be approved for up to two years, but must be approved in advance.
Academic Standards and Grades

- Good Standing is defined as maintaining a minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student and an overall minimum grade point average of 3.0 in ALL courses taken in each of the student’s degree seeking programs.
Academic Policies Overview

- No grade of a C– or below will be accepted towards a graduate degree.
- All “I” (Incomplete) and “M” (Missing) grades must be cleared for graduation to be certified.
- Review the policy handbook and the Graduate Catalogue for explanations of types of grades issued at USF.
Academic Policies Overview

- Probation

There are three levels of Academic Probation:
  - Students not in good standing at the end of a semester shall be considered on probation (P1).
  - Students on probation after one semester need to work with their advisors and college on a plan to increase their GPA in the following semester.
Students with a GPA below 3.00 for two consecutive semesters (P2) will be prevented from registering for courses without the permission of the College Dean.

This is also the case with P3 or the third semester of probation which is final probation.

Students may be dismissed after P1, P2, or P3. The College may petition the Graduate School to allow students on P3 to continue.
If a student is doing poorly in a course near midterm, it is prudent to withdrawal from the course rather than face probation.
I grade policy— I grades are awarded only when a student cannot complete requirements due to circumstances beyond his or her control, has satisfactory work at the time of the request, and the majority of work for the course has been completed.
The “I” grade must be removed within ONE semester or the grade will roll to the default grade noted on the “I” Grade Contract.
Readmission Policy—Students who drop into non-degree status must REAPPLY for admission. There are no reinstatements.
Doctoral Minimum Hours—A doctoral student must have at least ONE gradable course in his or her program to satisfy the GPA requirements for graduation.
Course Time Limitations Rule—Courses taken prior to admission to the USF graduate program can be no older than 7 years at the time of graduation for a master’s degree and EdS or 8 years for the doctoral program.
Time limits for courses taken once admitted to a graduate program must be completed within 5 years for the master’s/EdS programs and 8 years for doctoral programs.
Major Professors—A student must find a replacement for his/her major professor who is unable or unwilling to continue serving on the student’s committee. Program Coordinators and Graduate Associate Deans can help in these cases.
If no major professor can be found, then the student may be requested to voluntarily withdraw from the program or be honorably withdrawn in good standing.
Others

- The policy manual has other information pertaining to graduate school and university policies.
- Please review the policy manual in detail AND the Graduate Catalogue.
We are excited to have you with us as graduate students and welcome you to our COMMUNITY OF SCHOLARS AND OUR FAMILY OF LEARNERS.
THANK YOU!!