

# Graduate Handbook

Department of Integrative Biology  
University of South Florida

*August 2017*

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## Preface

- Welcome to the Integrative Biology (IB) Graduate Program of the Department of Integrative Biology of the University of South Florida. We wish you much success in your educational endeavor. To help you fulfill your goals as a student in the Department, we have compiled this handbook, in which you will find information regarding degree requirements as well as answers to some questions that are most frequently asked by graduate students during their studies.
- This handbook is intended to be a practical guide for a quick reference to the rules and regulations established by the College of Arts and Science. Additional information can be found in the University of South Florida Graduate Catalog.
- This handbook is located on the IB Grad Organization on CANVAS. Go to the Office of Graduate Studies section for your degree to find the link to the handbook.
- We will make every effort to keep you informed of graduate events and of any changes in the graduate program that may occur during your tenure in the Department of Integrative Biology. Your success is our goal; therefore, please contact the IB Graduate Office or Graduate Director Dr. Stephen Deban (email: [sdeban@usf.edu](mailto:sdeban@usf.edu) , phone: 974-2242) for any questions that may arise. We also welcome your feedback and comments on this handbook.

## **Graduate Degrees and Concentrations**

### **Degrees**

- Ph.D. in Integrative Biology
- M.S. in Biology

### **Concentrations of Study**

- Ecology and Evolution, (EEV)
- Environmental and Ecological Microbiology, (EVM)
- Physiology and Morphology, (PMY)

## Doctor of Philosophy Degree

### University Residence Requirements

- A minimum of three years of graduate work beyond the Bachelor's degree is required. The student must earn at least 90 post-baccalaureate semester credits. At least one academic year of residence must be on the campus at the University of South Florida. An academic year's residency is defined as a minimum of 9 hours of graduate work per term, 2 terms per calendar year.

### Course Requirements

- Candidates for the Ph.D. degree are expected to have completed courses equivalent to those required for the B.S. in Integrative Biology at USF. The Supervisory Committee will decide how to make up deficiencies.
- Core requirements include BSC 6930 *Lectures in Contemporary Biology* (repeated four times for 4 credit hours), Biometry I for 4 credits and a minimum of two courses selected from a list of courses for each concentration for a minimum of 10 credit hours. Courses other than those listed for each concentration may be substituted if approved by the Supervisory Committee. The graduate student, Major Professor and Supervisory Committee will establish the specific courses for each graduate student. Specific course training beyond this point will be determined in each individual case by the special needs of the student as decided by the student's Supervisory Committee. Doctoral degree requirements are listed in the Graduate Studies Catalog [http://www.grad.usf.edu/inc/linked-files/USF\\_Grad\\_Catalog\\_2016-2017.pdf](http://www.grad.usf.edu/inc/linked-files/USF_Grad_Catalog_2016-2017.pdf)

### Ph.D. Course Work Degree Requirements

- The direction and immediate supervision of graduate work for doctoral students resides with Major Professor and Supervisory Committee.
- Doctoral students are encouraged gain teaching experience in at least two undergraduate courses in the department.
- The University imposes limitations on the time period between admission to candidacy and successful completion of all degree requirements.
- Refer to Ph.D. Course Work Degree Requirements [http://www.grad.usf.edu/inc/linked-files/USF\\_Grad\\_Catalog\\_2016-2017.pdf](http://www.grad.usf.edu/inc/linked-files/USF_Grad_Catalog_2016-2017.pdf)

# Ph.D. Degree Requirements

## Doctoral Degree Requirements

The doctoral degree requirements should be completed in five to seven years. The Department of Integrative Biology requires that all graduate work applied toward the completion of the Ph.D. degree requirements be completed within a seven year period after matriculation. Dissertation research should be publishable and students are encouraged to publish their findings. Overall degree requirements for the Doctoral Degree (Ph.D.) are as follows:

- Core requirements include BSC 6930 Lectures in Contemporary Biology (repeated three times for 3 credit hours), PCB 6456C Biometry I (or equivalent for 4 credit hours), BSC 6932 Graduate Skills (must be taken once, in the first Fall semester in the Ph.D. program for 3 credits), BSC 6932 Selected Topics in Biology; Evolutionary Biology (or approved substitute for 3 credit hours), and a minimum of six (6) additional credit hours of course work selected from the list below for a total of at least twenty (19) structured credit hours. A minimum of twenty-four (24) dissertation research hours is required. The graduate student, Major Professor and Supervisory Committee will establish the specific course requirements for each graduate student. Every graduate student must satisfy minimum course requirements. The Supervisory Committee consists of four individuals, the Major Professor and two additional faculty from the Department of Integrative Biology Department.
- Credit hours requirement: a total of 90 semester hour credits beyond the Baccalaureate degree are required
- Submission and approval of a dissertation research proposal by Major Professor, Supervisory Committee, and Graduate Director.
- Successful completion of the defense of dissertation examination, by the end of the 4<sup>th</sup> semester. The exam consists of a 3 parts: 1. Dissertation proposal; 2. Seminar; and 3. Defense of Dissertation proposal.
- Admission to candidacy.
- Presentation requirement: two presentations at scientific meetings, excluding the doctoral defense and presentation. Students should present posters or oral presentations based on their dissertation research at regional, national or international professional meetings. The Supervisory Committee must approve the presentations.
- Publication requirement: one paper must be submitted for publication to a refereed scientific journal by the date of the Doctoral Seminar Presentation and Defense. The paper may be sole or co-authored, but it must be based on the dissertation research. The Supervisory Committee must approve the journal to which the paper is submitted.
- Submission of an acceptable dissertation.

## **Ph.D. – Ecology and Evolution concentration**

**Graduate students concentrating in the area of Ecology and Evolution will select from the following list of courses:**

- Any course approved by the Supervisory Committee
- BSC 6932 – Graduate Skills (3)
- BSC 5931 – Conservation Biology (3 semester hours)
- BOT 5185 – Marine Botany (4)
- PCB 6455 – Statistical Ecology (3)
- PCB 6456 – Biometry I (4) (Required course)
- PCB 6458 – Biometry II (3)
- BSC 5931 – Comparative approaches in Evolution (3)
- PCB 6426 – Population ecology (3)
- ZOO 5463 – Herpetology (4)
- ZOO 5456 - Ichthyology (4)
- BSC 6932 – Advances in Population Biology (1)
- BSC 6932 – Advances in Ichthyology (1)
- BSC 6932 – Advances in Herpetology (1)
- BSC 6932 – Advanced in Marine Ecology (1)
- BSC 6932 – Scientific Writing (2)
- BSC 6932 – Restoration Ecology (3)
- BSC 6447 - Community Ecology (3)
- PCB 6933 – Seminar in Ecology (variable credit)

## **Ph.D. – Environmental and Ecological Microbiology Concentration**

**Graduate students concentrating in the area of Environmental and Ecological Microbiology will select from the following list of courses:**

- Any course approved by the Supervisory Committee
- BSC 6932 – Graduate Skills (3)
- MCB 5206 – Public Health and Pathogenic Microbiology (3)
- MCB 5655 – Applied and Environmental Microbiology (3)
- PCB 5235 – Principles of Immunology (3)
- MCB 6930 – Seminar in Applied and Ecological Microbiology (1)
- PCB 5525 – Molecular Genetics (3)
- BSC 5931 – Genomics (4)
- PCB 6456 – Biometry I (4) (Required course)
- PCB 6458 – Biometry II (3)
- PCB 6455 – Statistical Ecology (3)
- BSC 6932 – Advances in Environmental Ecology (1)

## **Ph.D. – Physiology and Morphology Concentration**

**Graduate students concentrating in the area of Physiology and Morphology will select from the following list of courses:**

- Any course approved by the Supervisory Committee
- BSC 6932 – Graduate Skills (3)
- PCB 6456 – Biometry I (4) (Required course)
- PCB 6458 – Biometry II (3)
- BSC 6932 – Advances in Ichthyology (1)
- ZOO 5463 – Herpetology (4)
- ZOO 5456 – Ichthyology (4)
- ZOO 54?? – Ornithology (3)
- BSC 6932 – Scientific Writing (2)
- PCB 5256 – Developmental Biology (3)
- BSC 6932 – Physiological Ecology (3)
- BSC 6932 – Advances in Physiology (1)
- BSC 6932 – Ecoimmunology (3)
- BSC 5931 – Comparative Approaches in Evolution (3)
- BSC 5931 – Ecological and Functional Morphology (3)
- BSC 6932 – Physiology of Movement (3)

## Ph.D. Graduate Student Supervisory Committee

### Supervisory Committee

- The Supervisory Committee consists of four individuals, the Major Professor and two additional faculty members from the Department of Integrative Biology and either another member from the IB faculty or an outside member. The outside member must meet the approval of the GAP committee and IB credentialing rules.
- The Departmental Chair or the Graduate Director, the College Dean, and the Dean of the Office of Graduate Studies must approve the supervisory committee.
- New Ph.D. students should have a Major Professor and a Supervisory Committee by the end of the first semester in residency and must have a complete Supervisory Committee no later than the fourth week of the second semester.
- *Request to form or change committee* form is available from the IB Graduate Organization on CANVAS or from the IB Graduate Office in SCA 112.
- Please inform the IB Graduate Office when the committee has been formed so the appropriate paperwork can be prepared.

### Selection of Major Professor

- Graduate Student-Major Professor relations: From the date of acceptance into the Department of Integrative Biology, all admitted graduate students must have a Major Professor.
- The Major Professor helps decide on course work and the development of a research project. Occasionally it is appropriate for a graduate student to change Major Professors. This decision to change can be made by either the Major Professor or the graduate student. Regardless of who initiates the decision, the graduate student must find another Major Professor within a semester.
- If a graduate student decides to change research laboratories and seek a new Major Professor, then everyone, including the new and old Major Professors and the IB Graduate Director must be kept well informed about the intended change. If a Supervisory Committee has been formed, then all members of the committee should be informed about the change and any possible ramifications. Members of the Supervisory Committee may elect to remove themselves from the committee and/or the graduate student may request changes in the composition of the Supervisory Committee to better support a different direction of the student's research.

## Evaluation Process for Ph.D. Students

### Committee

- The student and Major Professor will submit names of three additional Supervisory Committee members to the Graduate Director for approval.
- These four committee members will have the opportunity to interact with the student and contribute to the proposed dissertation research.
- All four members of the Supervisory Committee will sign a form indicating their willingness to serve on this committee.
- The first meeting of the Supervisory Committee must occur no later than the fourth week of the second semester of residency.

### Dissertation Proposal

- The student will have a preliminary Dissertation Research Proposal reviewed, revised and accepted by his/her Supervisory Committee.
- The Proposal must be approved by the committee no later than the fourth week of the fourth semester.
- Committee members will sign a form indicating their acceptance of the Research Proposal. If the student's research involves a vertebrate species, then the student must have the research approved by the USF Institutional Animal Care and Use Committee (IACUC) prior to the defense of the dissertation research proposal.

### Seminar

- The student will present a Seminar to the Supervisory Committee and IB Department
- The Seminar, which is open to the public, is followed immediately by the Defense of Dissertation Proposal, an oral exam, administered by the Supervisory Committee.
- Upon successful Defense of the Proposal, the Supervisory Committee signs a form indicating the student is ready to advance to candidacy.
- The Seminar and Defense of Dissertation Research Proposal must be completed no later than the end of the fourth semester.
- Annual progress reports are mandatory and will aid the student and the committee to keep to department deadlines.

### Examination (3 parts)

#### *Part One – Dissertation Research Proposal*

- Developed in close consultation with the Major Professor and the Supervisory Committee.
- The Dissertation Research Proposal should include a clear statement of the problem, questions or hypotheses to be studied, details of the methods used to collect the data needed to address the problem or question, and the procedures to be used to analyze the data including plans for data analysis when appropriate.
- The Dissertation Research Proposal must be approved by the Supervisory Committee and the Graduate Director by the fourth week of the fourth semester.

### ***Part Two – Seminar***

- Should communicate verbally and visually the research proposal, place the specific project or topic into a broader scientific context, and place the results within the framework of future research.
- It must present the problems, questions or hypotheses, explain the approach for testing these, present background data and their analysis clearly, and finally demonstrate how the proposed research will advance our knowledge of this field of study.
- Seminars are open to the public and consist of a ~40 minute presentation followed questions from the audience.
- All Supervisory Committee members must be present, and all IB faculty and graduate students are encouraged to attend.

### ***Part Three – Defense of Dissertation Proposal***

- Oral defense of proposal and knowledge of the background subjects relevant to the student's research program.
- Immediately following each portion of the evaluation process the Supervisory Committee formulates one of three possible recommendations regarding the student: (1) proceed to the next portion of the Evaluation, (2) undertake remedial action and retake the unacceptable portion of the Evaluation at a later date (determined by the Supervisory Committee), or (3) be dismissed from the PhD Program.
- The Supervisory Committee decisions must be unanimous, and split votes must be reconciled until an unanimous position is achieved.
- The recommendation of the Supervisory Committee is then communicated to the student and the IB Graduate Office in writing. Students may appeal the final decisions, and this process is initiated via a letter to both the Graduate Director and all members of the student's Supervisory Committee.
- The student and his/her Supervisory Committee may be asked to meet with the Graduate Admissions and Policy Committee to explain the basis of the appeal. In general, only appeals based upon procedural issues will be considered by the Graduate Admissions and Policy Committee.
- The decision of the Graduate Admissions and Policy Committee is final.
- For students retaking a portion of the Proposal Defense at a later date, general procedures will be similar except that students who fail any portion of the process a second time will automatically be dismissed from the program.
- Any retake of the defense must be completed by the end of the semester immediately following the first attempt.
- If a student receives a unanimous pass from the Supervisory Committee upon a second attempt of the defense, then the student will be permitted to advance to the next step in the process.
- Students not passing a part of the defense will receive no more than one semester of additional funding, if supported by IB Department funds and funds are available.
- If a student passes the retaken part of the defense, he/she is eligible for continued support.

## Admission to Candidacy

- Students entering into the Ph.D. program must qualify for admission to candidacy by the end of second year of residency.
- Most structured course work, the Proposal Defense, and other specified requirements must be completed by this time.
- When a doctoral student has successfully completed the Dissertation Research Proposal, seminar and proposal defense he/she is eligible to be admitted to candidacy.
- Admission to candidacy is granted when the supervisory committee certifies the student has successfully completed the Proposal Defense and has demonstrated the qualifications necessary to successfully complete the requirements for the degree.
- An admission to candidacy form must be completed and signed by the Major Professor and the IB Graduate Director. Please see IB Graduate Office for assistance with completing the forms.
- If the graduate student cannot meet the Proposal Defense deadline by the end of the 2<sup>nd</sup> year they will need to provide a written explanation signed by the Major Professor and committee documenting why they cannot meet the deadline. The paperwork will be reviewed by the GAP Committee for final approval and decision.

## Required Enrollment in Dissertation Research

- Following admission to candidacy, a graduate student in a Ph.D. program in the College of Arts and Sciences must enroll in BSC 7980 when engaged in research, data collection, or writing activities relevant to doctoral dissertation.
- All Advance to Candidacy students must be enrolled in a minimum of 2 credit hours each semester (Fall, Spring and Summer). Failure to do so will result in the student being dropped from degree seeking status and will be required to re-enroll in the program and must enroll in a minimum of 5 credit dissertation hours in the semester that they are readmitted. Refer to Required Enrollment in Dissertation Research at [http://www.grad.usf.edu/inc/linked-files/USF\\_Grad\\_Catalog\\_2016-2017.pdf](http://www.grad.usf.edu/inc/linked-files/USF_Grad_Catalog_2016-2017.pdf)
- All Advance to Candidacy students are required to register for a minimum of 2 credits over the Summer session.
- Major Professors should assign the number of credits in this course appropriate to the demands made on faculty, staff, and university facilities, but in no event will the number be less than 2 hours per semester.
- The total number of earned dissertation credits cannot be less than 24.
- Students not admitted to candidacy are not eligible to enroll in BSC 7980. Prior to admission to candidacy, registration is for Directed Research (BSC 7910).
- Z GRADES are given for Dissertation Research until the semester the dissertation is approved. The Office of Graduate Studies will give a grade of S during the semester of approval; it will only appear on the transcript for this semester.

## Doctoral Presentation and Defense Policy

- Students must be registered for BSC 7936: Defense of Dissertation and 2 credits of BSC 7980 Dissertation Research for the semester in which they plan to defend their dissertation. You can request a permit for the course from the on-line permit request system at <http://biology.usf.edu/ib/permit.aspx> .
- *Request to take Ph.D. Dissertation Defense* form is available on-line from the IB Graduate Organization on CANVAS at <https://webauth.usf.edu> or from the IB Graduate Office and must be submitted at least 2 weeks before the oral defense to the CAS Dean's office for approval
- Changes to a Supervisory Committee will not be approved to facilitate graduation. Changes to the Ph.D. committee must be completed at least 6 weeks BEFORE the dissertation defense date, and all committee members must agree to the change. *Request to Form or Change Committees* form is available on-line at the IB Graduate Organization on CANVAS at <https://webauth.usf.edu> or from the IB Graduate Office.
- Request for Ph.D. Dissertation defense must be coordinated through the IB Graduate Office. At least six weeks before the end of the term in which the degree is to be granted, the student should request the *Request For Oral Defense* form from the IB Graduate Office. The Dean's office will not accept *Request for Ph.D. Dissertation Defense* that are not submitted at least 2 weeks in advance of the defense.
- This examination will be conducted by the student's supervisory committee, but shall be chaired by a senior and distinguished scholar, appointed by the Graduate Director.
- This chair may not be a member of the student's supervisory committee or any member of the faculty of IB. See information regarding credentialing of committee members.
- The Supervisory Committee, major professor, and committee chair will decide by unanimous vote if the student passed the examination based on the presentation and answers to questions related to the dissertation work.
- This examination (Defense of Dissertation) assesses mastery of the student's general field of research and typically lasts 2-3 hours.
- The candidate will show understanding of the fundamental principles of biology, and be able to show how these apply to his/her dissertation research.
- The candidate will make a ~ 40 minute presentation that summarizes the background, methods, results and interpretations of their dissertation research.
- This Defense of Dissertation must be held at least four weeks before the end of the semester in which the student is to be awarded the degree.
- The final Ph.D. Seminar and Defense of Dissertation is the culmination of the student's graduate education and is a significant formal event.
- The *Successful Defense* Form which is submitted to the Dean's office for approval will be completed by the IB Graduate Office.
- The Seminar should be a concise summary of the research completed to satisfy the requirements for the PhD.
- The Seminar is open to the general public and must be announced two weeks prior to the event. Anyone attending the seminar can question the candidate during the open session.

- Upon completion of the Seminar, the general public will be invited to ask questions. The Supervisory Committee will continue questioning the student, in a closed session, after the general public leaves the seminar room.
- Each student must defend his/her research to the unanimous satisfaction of the Supervisory Committee.
- Students wishing to graduate during the summer must make arrangements with their Supervisory Committee by the end of the Spring semester. Note that many faculty are not paid in summer so this option should be taken only when absolutely necessary.
- Following the Defense of Dissertation, the Major Professor will bring the original *Successful Defense* form to the IB Graduate Office.
- This form will also bear original signatures of Major Professor and Supervisory Committee and will be filed with other student documentation.
- Effective Spring 2013, all final thesis/dissertations must be analyzed by the plagiarism-detection software. The link to the ETD plagiarism-detection software is <http://www.grad.usf.edu/ETD-plagiarism.php>. Additional instructions regarding the TurnItIn process will be forwarded to the student and Major Professor.
- After the Defense of Dissertation, and completion of the TurnItIn process, the Major professor and Supervisory Committee must sign the *Certificate of Approval (COA)* form, which must then be approved by the IB Graduate Director. Before the Graduate Director will sign the *Certificate of Approval (COA)* form a copy of the full TurnItIn Report must be e-mailed to the Graduate Director.
- *Thesis Dissertation Certificate of Approval* form is available on-line from the IB Graduate Organization on CANVAS at <https://webauth.usf.edu> , the Office of Graduate-Studies website, or from the IB Graduate Office. The IB Graduate Office will type the COA form for the grad student.
- The dissertation must conform to the guidelines of the Electronic Thesis and Dissertation Guidebook on the web [http://www.grad.usf.edu/inc/linked-files/ETD\\_Guidebook.pdf](http://www.grad.usf.edu/inc/linked-files/ETD_Guidebook.pdf) or at the Office of Graduate Studies <https://webauth.usf.edu> . Only after the Dean of the Office of Graduate Studies has approved the dissertation can the student be certified for the degree.

## **Chair of the Examination Committee for Doctoral Seminar Presentation and Defense**

- The scholar who chairs the Seminar and Defense of Dissertation will be a distinguished member of the academy.
- A member of the Integrative Biology faculty cannot serve in this role.
- If a faculty member from USF (IB faculty are not eligible) is to be Chair of the exam they must be a fully credentialed member of the IB Graduate Faculty. If the chair is from another institution, this individual needs to be credentialed through the Integrative Biology Department, (CV of proposed Chair required by the Office of Graduate Studies). Please have the chair candidate e-mail CV to Christine Brubaker at [brubaker@usf.edu](mailto:brubaker@usf.edu) .
- A memo from the major professor to the IB Graduate Director and IB Department Chair requesting an examining chair is required.
- Credentialing of a chair from another institution takes some time therefore allow adequate time for credentialing for the process to be accomplished. *Request for Credentialing* form is available from the IB Graduate Organization on CANVAS at <https://webauth.usf.edu> or from the IB Graduate Office.

## Dissertation Abstract and Dissertation Defense Forms

- Members of the Integrative Biology Department will be given an abstract (about 300 words) of the dissertation, at least 6-8 weeks before the defense. Along with the abstract, the committee will be given the *Review of final dissertation draft and approval to take Ph.D. dissertation defense* form available from the IB Graduate Organization on CANVAS at <https://webauth.usf.edu> or from the IB Graduate Office. The Supervisory Committee must sign off on the *Review of Final Dissertation Draft and Approval to Take Ph.D. Dissertation Defense* form. This form must be submitted to the IB Graduate Office and approved by the Graduate Director. Student must provide date, time, title and Chair of defense.
- At least 4-6 weeks before date of final defense, the Office of Graduate Studies *Request for Ph.D. Defense* form, Defense announcement, and successful Defense form must be completed. The Department Chair, the Associate Dean of Arts and Sciences, and the student's committee members must sign the *Request for Ph.D. Defense* form. The Office of Graduate Studies will check against latest Supervisory Committee form on file and if correct, will approve.
- The Office of Graduate Studies will require a copy of the *Request for Ph.D. Defense* form, *Successful Defense Form* the announcement form at least 2 weeks before the defense date.
- Please allow 6 weeks for processing the request for Ph.D. defense if your committee comprises members that are not on the USF Tampa campus. It can take time to obtain original signatures.
- Please allow 4 weeks for processing request if your committee comprises members that are on the USF Tampa campus.

## Electronic Thesis and Dissertation (ETD) Process

The Office of Graduate Studies has developed new resources to facilitate the preparation, review, submission and approval of theses and dissertations. The enhanced resources can be found on the Electronic Thesis and Dissertation Resource Center at <http://www.grad.usf.edu/ETD-res-main.php>. The new site includes the following resources:

- Comprehensive ETD Formatting Tutorials and checklists for each section of the ETD.
- A tutorial that provides an overview of the ETD process.
- ETD Deadlines through Spring 2018 to facilitate planning.
- Detailed Submission Requirements and progress checklists for doctoral and thesis-master's students
- Information on ETD FAQs.

## Ph.D. Dissertation Final Submission Requirements

Doctoral degree seeking students must complete the following requirements (4 steps) by the deadlines specified:

### Step 1

- Register for at least 2 credit hrs of dissertation (BSC 7980) in the semester of graduation
- Attend an ETD Workshop in person the semester prior to graduation or complete the ETD Online Tutorial through the Doctoral Dissertation CANVAS Organization the semester prior to graduation. Information regarding the ETD workshops is available at [http://www.grad.usf.edu/ETD\\_Req\\_01\\_WorkshopsAndSessions.php](http://www.grad.usf.edu/ETD_Req_01_WorkshopsAndSessions.php).
- Create a new account on the USF ProQuest website at <http://www.etdadmin.com/cgi-bin/school?siteId=309>.
- Register to complete the online NORC survey at <https://sed.norc.org/showRegister.do>.
- Apply for graduation on-line at <http://www.usf.edu/registrar/resources/graduation.aspx>. Complete the online Office of Graduate Studies Exit Survey (*the exit survey is completed online and requires ~30 minutes*).

### Step 2

- Complete the online Office of Graduate Studies ETD Registration prior to the end of the 4th week of the semester of graduation.
- Submit the Graduate Degree Graduation Application available by logging into their OASIS account and selecting the option “Apply for Graduation”. Please note that students MUST be enrolled in at least 2 graduate hours in order for the “Apply for Graduation” option to appear.

### Step 3

- (To be Completed Prior to the Final Submission Deadline in the semester of graduation)
- Successfully defend the dissertation and make all requested revisions.
- Effective Spring 2013, all final thesis/dissertations are required to be analyzed by the plagiarism-detection software. The link to the ETD plagiarism-detection software is <http://www.grad.usf.edu/ETD-plagiarism.php>. The first page of the TurnItIn report must be submitted with other documents\*
- Complete the online Office of Graduate Studies Exit Survey (*the exit survey is completed online and requires ~30 minutes*). The last page of the survey must be printed and brought to the Office of Graduate Studies with the certificate of approval. \*
- Submit the Certificate of Approval Form with original signatures to the Office of Graduate Studies with the other documents.\*
- Complete the online NORC Survey of Earned Doctorates (survey is completed online and requires ~60 minutes), print the Certificate of Completion page, and submit to the Office of Graduate Studies. NORC survey at <https://sed.norc.org/showRegister.do>
- \* The last page of the Exit Survey, Certificate of Approval, and NORC Survey must be submitted to the Office of Graduate Studies at the same time.

- \*2017 Drop Off Hours and Location: Monday- Friday 8:00a.m.-5:00p.m., Office of Graduate Studies Reception ALN 226.
- Note: All required documents must be submitted at the same time.
- If attending the USF commencement ceremony, register through the commencement website.

#### *Step 4*

- (To be Completed ONLINE Prior to the Final Submission Deadline in the semester of graduation)
- Convert the dissertation manuscript to PDF and fully review the manuscript for compliance using the formatting checklists that can be found on the Office of Graduate Studies ETD website.
- Upload the dissertation in PDF format to the USF ProQuest site for review and approval by the USF Office of Graduate Studies ETD Office. \*
  - \* The submitted PDF must be the final committee approved version of the dissertation and it will not be reviewed and approved by the Office of Graduate Studies unless all required documents (STEP III) have also been submitted.
- Refer to ETD Website at <http://www.grad.usf.edu/ETD-res-main.php>

#### *What to expect after the ETD has been submitted to ProQuest*

- After submitting to ProQuest the student will receive a confirmation email.
- Review of the ETD requires 5-7 business days.-Once the Office of Graduate Studies approves the manuscript, the student will receive a final approval email. The process is now complete!
- If the Office of Graduate Studies requires modifications to the submitted ETD, the student will received an email with the edited PDF attached. The student must make the corrections and resubmit the corrected ETD to ProQuest by the stated Office of Graduate Studies deadlines. The Office of Graduate Studies will then review the corrected ETD as described above. The review may require an addition 5-7 business days. When approved the student will receive a final approval email. The process is now complete!

## Ph.D. checklist – Preparing for Graduation

From the Office of Graduate Studies website, modified for our dept.

### Semester before you graduate

- Attend an ETD Workshop or complete the ETD Online Tutorial through the Doctoral Dissertation CANVAS Organization prior to the start of the semester of graduation.

### Semester you graduate

- Submit the Graduate Degree Graduation Application available through OASIS prior to the end of the 4th week of classes.
- Complete the online Office of GRADUATE STUDIES ETD REGISTRATION available at [http://www.grad.usf.edu/ETD\\_RegistrationLinks.php](http://www.grad.usf.edu/ETD_RegistrationLinks.php) prior to the end of the 4th week of classes.
- Enroll in at least 2 credit hours of dissertation BSC 7980 (Dissertation credits) and 1 credit of BSC 7936 (Presentation of Ph.D. Defense).
- Credentialing of outside chair for your Ph.D. defense. A CV will be required for credentialing.
- Complete the *Request for Ph.D. Dissertation Defense* must be signed by all committee members. The Office of Graduate Studies forms must be received by Dean's office no later than 2 weeks before you defend.
- Announcement of Ph.D. dissertation defense (flyer).
- Letter to outside Chair of Defense.
- Dissertation Defense.
- *Successful Defense* form completed by Major professor/committee, returned to the IB Grad office.

## Ph.D. Program Benchmarks (from start to finish)

<b>Credit Requirements</b>	<b>Requirements</b>
Ph.D. Credit Requirements	Minimum 90 credit hours/Graduate by 7 <sup>th</sup> year
Dissertation hours	Minimum 24 credit hours
Credit hours from concentration requirement list	6 credits minimum
Biometry I	4 credits required
BSC 6930 Lectures in Contemporary Biology	3 credits required
BSC 6932 Graduate Skills	3 credits required (mandatory first Fall semester)
BSC 6932 Selected Topics in Biology: Evolutionary Biology	3 credits required
Concentrations	EEV, EVM or PMY

<b>Benchmarks</b>	<b>Completed by date:</b>
Credentialing of outside members	By end of 1st semester
Transfer of courses (if needed/committee must be formed )	By end of 1st semester
Change of program/selecting concentration	By end of 1st semester
Committee Formation (4 members/3 IB faculty minimum)	By end of 1st semester / 4th week of 2nd semester
First Committee Meeting Date	By end of 1st semester / 4th week of 2nd semester
Submission & approval of doctoral proposal	In 3rd semester / 4th week of 4th semester
Successful completion of preliminary doctoral exam	No later than end of 4th semester
1. Dissertation proposal	No later than end of 4th semester
2. Seminar to dept.	No later than end of 4th semester
3. Defense of dissertation proposal	No later than end of 4th semester
Admission to candidacy	No later than end of 4th semester
Must register for at least 2 credit hours each semester	After Adv. to candidacy (4th sem.) until graduation
Presentation requirements	After Adv. to candidacy (4th sem.) until graduation
Posters or oral presentations	After Adv. to candidacy (4th sem.) until graduation
Publication requirement	After Adv. to candidacy (4th sem.) until graduation
Defense of dissertation	Last semester / by end of 7th year
Register for 1 credit of BSC 7936 in graduating semester	Last semester / by end of 7th year
Register for 2 credits of BSC 7980 in graduating semester	Last semester / by end of 7th

<b>Annual Benchmarks</b>	<b>Completed by date:</b>
Progress Reports	Due each December 1st

## Master of Science Degree

### Departmental Residence Requirements

- A minimum of two semesters of the M.S. program must be completed on campus.
- The student must be registered as a full-time graduate student for one semester or two summer “C” sessions

### Course Requirements

- The M.S. degree may be obtained through a thesis or a non-thesis program.
- Normally the M.S. course of study involves a thesis based on original research. In special cases (e.g., teachers, lawyers or businessmen) a student may elect to substitute structured course work on an equal hour-to-hour basis for the thesis requirement.
- Most faculty will not work with students seeking a non-thesis degree. It is offered for special cases only, and should not be considered an option for most students.

### M.S Course Work Degree Requirements

- The Master’s Degree requirements should be completed in two to three years.
- All graduate work applied toward the completion of degree requirements must be completed within a five year period after matriculation.

### M.S. with Thesis

- Minimum 30 semester hours (3 hours of BSC 6930 *Lectures in Contemporary Biology*) plus 17 credits hours of course work).
- Student, Major Professor & Committee establish course requirements.
- Seminar requirement: one presentation, excluding thesis seminar and defense.
- Research Thesis.
- Master’s students are also encouraged to gain teaching experience in at least one undergraduate course in the Department.

### M.S. Non-Thesis

- Minimum 30 semester hours.
- (At least 26 hours formal structured courses).
- Review Paper.
- Students wishing to change between thesis and non-thesis programs must petition the Graduate Council via the College Dean.
- To change from the thesis to the non-thesis program, a supporting statement from the Major Professor, the IB Graduate Director, and the Department Chairperson is required.
- Change from the thesis to the non-thesis program is rarely permitted

## Guidelines for the M.S. Degree in Integrative Biology

### Effective July 1, 2009

- Before the start of the first semester of residency, the Major Professor and student meet to review the student's academic record and background to identify deficiencies in course work. Accordingly, students are advised to enroll in courses.
- Students must have a draft thesis proposal no later than the middle of the second semester of residence. Most desirable is to have a draft proposal before the beginning of the second semester of residency so that members of the student's Supervisory Committee can participate in designing the research and provide advice for course selection during the second semester of residency.
- If the student's research involves a vertebrate species, then the student must have the research approved by the USF Institutional Animal Care and Use Committee (IACUC) prior to the defense of the thesis proposal.
- The thesis proposal draft must be completed before the Defense of Thesis proposal examination.
- A Defense of Thesis proposal will be administered by the Supervisory Committee no later than the 4<sup>th</sup> week of the third semester enrolled. The defense will entail questions from the committee that focus broadly on the area of research.
- Students will be placed on probation for lack of satisfactory progress if they have not successfully completed their Defense of Thesis proposal exam by the 4<sup>th</sup> week of the third semester. (No TA while on probation).
- Students are allowed to retake the Defense of Thesis proposal exam one time, with the permission of the Supervisory Committee. If a second Defense of Thesis proposal examination is administered it must be completed by the end of the third semester of residency.
- During the last semester of residency students present a thesis seminar based upon their thesis research; the seminar is followed by a Defense of Thesis administered by the Supervisory Committee. The thesis seminar is open to the public and anyone may ask questions after the seminar.

## M.S. Degree Requirements

### Master's Degree Requirements

The Master's Degree requirements should be completed in two to three years. The Department of Integrative Biology requires that all graduate work applied toward the completion of the MS degree requirements be completed within a five year period after matriculation. Thesis research should be publishable and students are encouraged to publish their findings. Overall degree requirements for the Master of Science (M.S.) are as follows:

- Core requirements include BSC 6930 Lectures in Contemporary Biology (repeated twice for 2 credit hours), BSC 6932 Graduate Skills (must be taken once, in the first Fall semester in the MS program for 3 credits) and an additional fifteen (15) credit hours of course work selected from the list below for a total of at least twenty (20) structured credit hours. The graduate student, Major Professor and Supervisory Committee will establish the specific courses for each graduate student. Other courses, not listed below, can be substituted if approved by the Supervisory Committee. Specific course training beyond this point will be determined in each individual case by the special needs of the student as decided by the student's Supervisory Committee.
- Credit hour requirement: a total of 30 semester hour credits beyond the Baccalaureate Degree are required.
- A minimum of eight (8) thesis research credit hours is required.
- Submission of a thesis proposal and approval by the Major Professor, Supervisory Committee, and Graduate Director.
- Successful completion of the proposal defense. The exam should be taken at the end of the first year, or by the 4<sup>th</sup> week of the third semester of study. The examination is administered and evaluated by the student's Supervisory Committee.
- Seminar requirement: one presentation, excluding the thesis seminar and defense. Students should present posters or oral presentations based on their thesis research at national/regional professional meetings. The student's Supervisory Committee must approve the presentation.
- Submission of an acceptable thesis.
- Presentation of the M.S. thesis seminar (BSC 6935) and successful defense of the thesis.

## **M.S. - Ecology and Evolution Concentration**

**Graduate students concentrating in the area of Ecology and Evolution will select from the following list of courses:**

- Any course approved by the Supervisory Committee
- BSC 6932 – Graduate Skills (3)
- BSC 5931 – Conservation Biology (3 semester hours)
- BOT 5185 – Marine Botany (4)
- PCB 6455 – Statistical Ecology (3)
- PCB 6456 – Biometry I (4)
- PCB 6458 – Biometry II (3)
- BSC 5931 – Comparative approaches in Evolution (3)
- PCB 6426 – Population ecology (3)
- ZOO 5463 – Herpetology (4)
- ZOO 5456 - Ichthyology (4)
- BSC 6932 – Advances in Population Biology (1)
- BSC 6932 – Advances in Ichthyology (1)
- BSC 6932 – Advances in Herpetology (1)
- BSC 6932 – Advanced in Marine Ecology (1)
- BSC 6932 – Scientific Writing (2)
- BSC 6932 – Restoration Ecology (3)
- BSC 6447 - Community Ecology (3)
- PCB 6933 – Seminar in Ecology (variable credit)

## **M.S. - Environmental and Ecological Microbiology**

**Graduate students concentrating in the area of Environmental and Ecological Microbiology will select from the following list of courses:**

- Any course approved by the Supervisory Committee
- BSC 6932 – Graduate Skills (3)
- MCB 5206 – Public Health and Pathogenic Microbiology (3)
- MCB 5655 – Applied and Environmental Microbiology (3)
- PCB 5235 – Principles of Immunology (3)
- MCB 6930 – Seminar in Applied and Ecological Microbiology (1)
- PCB 5525 – Molecular Genetics (3)
- BSC 5931 – Genomics (4)
- PCB 6456 – Biometry I (4)
- PCB 6458 – Biometry II (3)
- PCB 6455 – Statistical Ecology (3)
- BSC 6932 – Advances in Environmental Ecology (1)

## **M.S - Physiology and Morphology Concentration**

**Graduate students concentrating in the area of Physiology and Morphology will select from the following list of courses:**

- Any course approved by the Supervisory Committee
- BSC 6932 – Graduate Skills (3)
- PCB 6456 – Biometry I (4)
- PCB 6458 – Biometry II (3)
- BSC 6932 – Advances in Ichthyology (1)
- ZOO 5463 – Herpetology (4)
- ZOO 5456 – Ichthyology (4)
- ZOO 54xx – Ornithology (3)
- BSC 6932 – Scientific Writing (2)
- PCB 5256 – Developmental Biology (3)
- BSC 6932 – Physiological Ecology (3)
- BSC 6932 – Advances in Physiology (1)
- BSC 6932 – Ecoimmunology (3)
- BSC 5931 – Comparative Approaches in Evolution (3)
- BSC 5931 – Ecological and Functional Morphology (3)
- BSC 6932 – Physiology of Movement (3)

## Master's Supervisory Committee

### M.S. Supervisory Committee

- The Supervisory Committee consists of three individuals, the Major Professor and one additional faculty member from the Department of Integrative Biology and either another member from the IB faculty or an outside member. The outside member must meet the approval of the GAP committee and IB credentialing rules.
- The Major Professor and at least two additional faculty constitute the student's Supervisory Committee
- Two members must be from the Department of Integrative Biology, including the Major Professor. The Departmental Chairman or the Graduate Director, the College Dean, and the Dean of the Office of Graduate Studies must approve the supervisory committee.
- New M.S. students should have a Supervisory Committee by the end of the first semester in residency and must have a complete Supervisory Committee no later than 4 weeks into 2<sup>nd</sup> semester.
- *Request to form or change committee* form is available from the IB Graduate Organization on CANVAS at <https://webauth.usf.edu/> or from the IB Graduate Office.
- Please inform the IB Graduate Office when the committee has been formed so the appropriate paperwork can be prepared.

### Selection of Major Professor

- Graduate student-Major Professor relations: From the date of acceptance into the Department of Integrative Biology, all graduate students must have a Major Professor.
- The Major Professor helps decide on course work and the development of a research project. Occasionally it is appropriate for a graduate student to change Major Professors. This decision to change can be made by either the Major Professor or the graduate student. Regardless of who initiates the decision, the graduate student must find another Major Professor within a semester.
- If a graduate student decides to change research laboratories and seek a new Major Professor, then everyone, including the new and old Major Professors and the IB Graduate Director must be kept well informed about the intended change. If a Supervisory Committee has been formed, then all members of the committee should be informed about the change and any possible ramifications. Members of the Supervisory Committee may elect to remove themselves from the committee and/or the graduate student may request changes in the composition of the Supervisory Committee to better support a different direction of the student's research.

## Evaluation Process for M.S. Students

**All students in the Integrative Biology M.S. Degree program must prepare a detailed thesis research proposal and complete an oral Qualifying Examination. The requirements for the proposal, the oral exam and the evaluation procedures are presented below.**

### **Format of the Examination (2 parts)**

#### ***Part One – Formal thesis research proposal***

- The proposal shall include a survey of existing literature, a clear concise statement of the research problem to be addressed, a detailed presentation of the methods used to collect and analyze the pertinent data and a discussion of the anticipated results.
- The thesis proposal shall be completed and defended no later than the 4<sup>th</sup> week of the third semester after enrollment.
- Project Summary or Abstract.
- Project Description.
- Bibliography.

#### ***Part Two – Examination***

- Oral examination administered by the student's Supervisory Committee.
- The exam is administered no later than the than the 4<sup>th</sup> week of the third semester after enrollment.
- The exam will test the student's knowledge of general biology and the specific area of research.
- Exposed deficiencies will be countered by the recommendation of specific course work or independent reading in the area of weakness.

## Evaluation Process for M.S. Students

**All students in the Integrative Biology M.S. Degree program must prepare a detailed thesis research proposal and complete an oral qualifying examination. The requirements for the proposal, the oral exam and the evaluation procedures are presented below.**

- All Master's Degree students must present a seminar to the Department of Integrative Biology and must be enrolled in at least 2 credits of BSC 6971 M.S. thesis and 1 credit of BSC 6935 Graduate Seminar. Permits for these courses can be requested from the on-line permit system at <http://biology.usf.edu/ib/permit.aspx>.
- The ~ 40 minute seminar should be a concise summary of the research completed to satisfy the requirements for the M.S. Degree.
- The seminar is open to the general public and must be announced two weeks prior to the presentation. *Request to have M.S. Seminar* form is available from the IB Graduate Organization on CANVAS at <https://webauth.usf.edu> or from the IB Graduate Office.
- Upon completion of the seminar, the general public will be invited to ask questions. At the discretion of the Supervisory Committee, members of the committee may continue to question the graduate student after the general public has departed the seminar room.
- Each student is expected to defend his/her research to the unanimous satisfaction of the Supervisory Committee.
- Students wishing to graduate during the summer must make arrangements with their Supervisory Committee by the end of the Spring semester.
- Changes to a Supervisory Committee will not be approved to facilitate graduation.
- Following the M.S. Seminar Defense, the Major Professor will bring the M.S. seminar form to the IB Graduate Office
- Effective Spring 2013, all final thesis/dissertations are required to be analyzed by the plagiarism-detection software. The link to the ETD plagiarism-detection software is <http://www.grad.usf.edu/ETD-plagiarism.php>. Additional instructions regarding the TurnItIn process will be forwarded to the student and Major Professor.
- After the MS seminar defense and completion of the TurnItIn process, the Major Professor and Supervisory Committee must sign the *Certificate of Approval (COA)* form which must then be approved by the IB Graduate Director. Before the Graduate Director will sign the *Certificate of Approval (COA)* form a copy of the full TurnItIn Report must be e-mailed to the Graduate Director.
- *Thesis Dissertation Certificate of Approval (COA)* form is available on-line from the IB Graduate Organization through CANVAS at <https://webauth.usf.edu>, the Office of Graduate Studies website, or from the IB Graduate Office. The IB Graduate Office will type up the COA form for the graduate student.
- The thesis must conform to the ETD Guidelines available on the web [http://www.grad.usf.edu/inc/linked-files/ETD\\_Guidebook.pdf](http://www.grad.usf.edu/inc/linked-files/ETD_Guidebook.pdf) or the Office of Graduate Studies website available at <https://webauth.usf.edu>. Only after the Dean of the Office of Graduate Studies has approved the thesis can be student be certified for the degree.

## Master's Degree Final Submission

**The ETD submission for thesis-master's students is a 4 step process:**

### *Step 1*

- Register for at least 2 credit hrs of thesis (6971) in the semester of graduation.
- Attend an ETD Workshop in person the semester prior to graduation or complete the ETD Online Tutorial through the Master's Thesis CANVAS Organization.
- Create a new account on the USF ProQuest website.
- Apply for graduation on-line at <http://www.usf.edu/registrar/resources/graduation.aspx>. Complete the online Office of Graduate Studies Exit Survey (the exit survey is completed online and requires ~30 minutes). [http://www.grad.usf.edu/ETD\\_RegistrationLinks.php](http://www.grad.usf.edu/ETD_RegistrationLinks.php)

### *Step 2*

- Complete the online Office of Graduate Studies ETD Registration available at [http://www.grad.usf.edu/ETD\\_RegistrationLinks.php](http://www.grad.usf.edu/ETD_RegistrationLinks.php) prior to the end of the 4th week of the semester of graduation.
- Submit the Graduate Degree Graduation Application available from by logging into their OASIS account and selecting the option "Apply for Graduation". Please note that students MUST be enrolled in at least 2 graduate hours in order for the "Apply for Graduation" option to appear.

### *Step 3*

- Successfully defend the thesis and make all requested revisions.
- Effective Spring 2013, all final thesis/dissertations are required to be analyzed by the plagiarism-detection software. The link to the ETD plagiarism-detection software is <http://www.grad.usf.edu/ETD-plagiarism.php>. The first page of the TurnItIn report must be submitted with other documents. \*
- Complete the online Office of Graduate Studies Exit Survey (*the exit survey is completed online and requires ~30 minutes*). The last page of the survey must be printed and brought to the Graduate Studies Office with the certificate of approval. \*
- Submit the *Certificate of Approval* form with original signatures to the Office of Graduate Studies with the other documents. \*
- \* The last page of the Exit Survey and the Certificate of Approval must be submitted to the Office of Graduate Studies at the same time.
- Drop-off hours and location: Monday- Friday 8:00 a.m.- 5:00 p.m., Office of Graduate Studies Reception ALN 226
- Note: All required documents must be submitted at the same time.
- To attend the USF commencement ceremony, register through the commencement website <http://usfweb2.usf.edu/commencement/>

### *Step 4*

- Convert the thesis manuscript to PDF and fully review the manuscript for compliance using the formatting checklists that can be found on the Office of Graduate Studies ETD website.

- Upload the thesis in PDF format to the USF ProQuest site for review and approval by the USF Office of Graduate Studies ETD Office.  
\* The submitted PDF must be the final committee approved version of the thesis and it will not be reviewed and approved by the Office of Graduate Studies unless all required documents (STEP 3) have also been submitted. Drop off hours and location are posted on the main page of the ETD website.

***What to expect after the ETD is submitted to ProQuest***

- After submitting to ProQuest the student will receive a confirmation email.
- Review of the ETD requires 5-7 business days. If the Office of Graduate Studies approves the manuscript, the student will receive a final approval email. The process is now complete!
- If the Office of Graduate Studies requires modifications to the submitted ETD, the student will receive an email with the edited PDF attached. The student must make the corrections and resubmit the corrected ETD to ProQuest by the stated Office of Graduate Studies deadlines. The Office of Graduate Studies will then review the corrected ETD as described above. The review may require an additional 5-7 business days. When approved the student will receive a final approval email. The process is now complete!

## M.S. Program Benchmarks (from start to finish)

<b>Credit Requirements</b>	<b>Requirements</b>
M.S. Credit Requirements	Minimum 30 credit hours/Graduate by 3rd year
Thesis hours	Minimum 8 credit hours
BSC 6930 Lectures of Contemporary Biology	2 credits required
Credit hours from concentration requirement list	15 structured hour credits minimum
BSC 6932 Graduate Skills	3 credits required (mandatory first Fall semester)
Concentrations	EEV, EVM or PMY

<b>Benchmarks</b>	<b>Completed by date:</b>
Credentialing of outside members	By end of 1st semester
Transfer of courses (if needed/committee must be formed )	By end of 1st semester
Change of program/selecting concentration	By end of 1st semester
Committee Formation (3 members/2 IB faculty minimum)	By end of 1st semester / 4th week of 2nd semester
First Committee Meeting Date	By end of 1st semester / 4th week of 2nd semester
Submission & draft thesis proposal	By start of 2nd semester / no later than beginning of 2nd year
Successful completion of MS exam	By end of 2nd semester / no later than early 2nd year
Defense of Thesis - Seminar	Last semester/by 3 <sup>rd</sup> year
Register for 1 credit of BSC 6935 in graduating semester	Last semester /by 3 <sup>rd</sup> year
Register for 2 credits of BSC 6971 in graduating semester	Last semester/by 3 <sup>rd</sup> year

<b>Annual Benchmarks</b>	<b>Completed by date:</b>
Progress Reports	Due each December 1st

## **Supervisory Committee General Information**

### **Major Professor and Graduate Supervisory Committee**

- For both M.S. and Ph.D. students, that decision must be made as early as possible during the first year in the program. All new students are assigned initially to a major professor, and for most, that relationship will be a permanent one. It is crucial that you and your major professor-to-be have compatible interests, such that he or she can direct your work appropriately. In addition, you will find that some faculty members are unable to take on new students at a particular time. If so, then you will need to explore alternatives.
- Many faculty members require a draft of a thesis/dissertation proposal prior to appointment of a committee. This takes time, so you will need to get started on it as soon as possible.

### **Role of Major Professor (as established by the College)**

- Chair the student's supervisory committee.
- Direct the student's research program.
- Oversee the curriculum of the student.
- Review, advise upon, and approve the research program.
- Approve curriculum and be available for consultation

# Graduate Course Enrollment Requirements

## 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.

## 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 continuous 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.
- Students who have been admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement as specified for all graduate students (not in candidacy). Refer to the Time Limitations Policy available at [http://www.grad.usf.edu/policies\\_Sect8\\_full.php#drtimelim](http://www.grad.usf.edu/policies_Sect8_full.php#drtimelim)

## 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 available at [http://www.grad.usf.edu/policies\\_sect7\\_full.php#enroll](http://www.grad.usf.edu/policies_sect7_full.php#enroll)

## Enrollment during Comprehensive Exams and Admission to Candidacy

- 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. Students must also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy. Refer to enrollment during comprehensive exams and admission to candidacy for more information available at [http://www.grad.usf.edu/policies\\_sect7\\_full.php#enroll](http://www.grad.usf.edu/policies_sect7_full.php#enroll)

## **Dissertation Hours**

- Students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies. Dissertation hours may apply to the Continuous Enrollment Requirement. Colleges and programs may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the program must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective. *Refer to Dissertation Hours for more information available at [http://www.grad.usf.edu/policies\\_sect7\\_full.php#enroll](http://www.grad.usf.edu/policies_sect7_full.php#enroll)*

## **Enrollment during Semester of Thesis/Dissertation 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/dissertation approved and therefore may not be certified for graduation. *Refer to Enrollment during Semester of Thesis/Dissertation Submission for more information available at [http://www.grad.usf.edu/policies\\_sect7\\_full.php#enroll](http://www.grad.usf.edu/policies_sect7_full.php#enroll)*

## **Veterans' Administration benefits**

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

## **Enrollment during Semester of Graduation**

- Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation. *Refer to Enrollment during Semester of Graduation available at [http://www.grad.usf.edu/policies\\_sect7\\_full.php#enroll](http://www.grad.usf.edu/policies_sect7_full.php#enroll)*

## **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 Dean of the Office of Graduate Studies

## **Leaves of Absence (LOA)**

- Leaves of absence 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 the form available from the Office of 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. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.
- Graduate Catalog is available at [http://www.grad.usf.edu/inc/linked-files/USF\\_Grad\\_Catalog\\_2016-2017.pdf](http://www.grad.usf.edu/inc/linked-files/USF_Grad_Catalog_2016-2017.pdf)
- Refer to Leave of Absence (LOA) for more information available at [http://www.grad.usf.edu/policies\\_Sect7\\_full.php#loa](http://www.grad.usf.edu/policies_Sect7_full.php#loa)
- Please note: It is the student's responsibility to check with the Office of Graduate Studies and website regarding any changes to the academic policies and regulations

## Registering for Courses

- Prior to registration, you should consult with your major professor, regarding selection of courses.
- Students must register by web during periods specified by the Registrar. Instructions are given in the University schedule of classes. *Refer to Registering for Courses available at <http://www.usf.edu/registrar/documents/forms/narrativesummer.pdf>*
- Please register as soon as possible during web registration! All course registration must be done on-line only. Courses can only be offered if sufficient numbers of students register for them.
- By not registering until the last minute, you run the risk of having a course you must take being cancelled. There is no cost for early registration - tuition and fees are not due until the fifth day of classes.
- You can request permits for Integrative Biology courses on-line at <http://biology.usf.edu/ib/permit.aspx> or research and independent study courses
- You can request permits for Integrative Biology courses on-line at <http://biology.usf.edu/ib/consent.aspx> for graded courses

## Courses Requiring Consent of Instructor

To register for classes that require the consent of the instructor, an IB Grad student must request a permit through the IB Grad permit system. The Instructor of the course must approve the request. Once the request is approved, the IB Undergraduate Office will issue a permit and graduate student can register for the course.

### Enrollment in Unstructured Course

- There are a number of unstructured courses for which you can register.
- Unstructured credits are credits given for such things as research or thesis/dissertation preparation.
- Some general rules are as follows:
- **M.S. Students** – Prior to appointment of your Supervisory Committee, you should register for Directed Research (BSC 6910). Following committee appointment, you should enroll for Thesis credits in your major (BSC 6971).
- **Ph.D. Students** – Prior to admission to candidacy, you should enroll for Directed Research (BSC 7910). After attaining candidacy, you should register for Dissertation (BSC 7980) credits. You must take a total of at least 24 dissertation credits prior to graduation. Once you have advanced to candidacy, you must be registered for a minimum of 6 hours of BSC 7980 per calendar year (2 credit hours must be taken during the summer semesters until graduation). Refer to enrollment during comprehensive exams and admission to candidacy for more information available at [http://www.grad.usf.edu/policies\\_sect7\\_full.php#enroll](http://www.grad.usf.edu/policies_sect7_full.php#enroll)

## Graduate Course Enrollment

### Registration for research activity

- 4-5 hours of research activity per week is equivalent to 1 semester hour of credit. Graduate students should register for the number of credits appropriate for the amount of research they perform.

### Registration for completion of thesis or dissertation

- A student must be registered for at least 2 hours of thesis or dissertation research the semester the thesis or dissertation is submitted.
- If the Office of Graduate Studies does not receive the approved thesis or dissertation by the deadline, the student will not graduate during that semester.
- The student must again register for 2 hours of thesis or dissertation research for the semester that they wish to graduate.
- Refer to Graduate Course Enrollment available at [http://www.grad.usf.edu/policies\\_sect7\\_full.php#enroll](http://www.grad.usf.edu/policies_sect7_full.php#enroll)

### Departmental seminars - mandatory enrollment

- Registration for the Lectures in Contemporary Biology (BSC 6930) is mandatory. Students do not need to take Lectures in Contemporary Biology (BSC 6930) every semester.
- Ph.D. students are expected to earn four (4) graded credit hours while M.S. students earn a minimum of three (3) credit hours. This requirement must be fulfilled prior to applying for graduation.

### Registration over summer

- If you wish to use the lab, equipment, library or consult with your Professor over the Summer you are required to register for a minimum of 2 credit hours over the Summer C session.

## Graduate Examination and Seminars

- Graduate examinations and seminars are held only while classes are in session. Graduate students must be enrolled in at least 2 credit hours in the semester they plan to take M.S./Ph.D. exams. This includes Summer.
- Faculty usually are reluctant to participate in these activities during the first or last week of classes as well as Summer.
- Notify the IB Graduate Program Assistant at least two weeks in advance to schedule examinations and seminars.
- The committee must approve a draft of the thesis before the seminar is presented.
- Passing of graduate examinations requires the unanimous consent of the Supervisory Committee.
- The Major Professor must be physically present for all exams, seminars and/or defenses. All committee members are required to be present for all exams, seminars and/or defenses unless permission is granted exception which must be approved by the Graduate Director and/or the Graduate Studies Office.

## Annual Progress Reports

- Progress Reports are mandatory and are due at the end of each year of residency.
- By December 1 of each academic year, each graduate student must have a meeting of his/her full Supervisory Committee to review progress made during the past academic year, and set goals for the next year. A statement of progress signed by the entire Supervisory Committee shall be placed in the folder of the student as evidence that the Supervisory Committee has met and evaluated the stated progress.
- *Annual Progress Report* is filled out online from within the IB Graduate Organization on CANVAS.
- If you are a new incoming grad, you are required meet with your Major Professor to discuss your progress. Please have your Major Professor sign off on your Progress report and return to IB Grad Office.
- Progress reports include performance in examinations specified by the department.
- Student progress and completion of progress reports are facilitated by the committee members meeting with the student at least twice each year. This normally should be done as a collective activity of the committee, however, it may not always be possible. The student may have to meet with committee members on an individual basis. The purpose of this regulation is for the student and the committee to communicate concerning the activities and progress of the student. A written statement providing the time and content of these meetings will be given to the IB Graduate Office and placed in the student's file.

## **Unstructured Graduate Program (Students starting 2004-2009)**

- All graduate students who entered between Fall 2004 and Fall 2009 entered under the unstructured graduate program.
- The handbook from Fall 2009 to Summer 2017 lists in detail the requirements under those guidelines.
- All grad students entering after the Fall 2017 must follow the guidelines in this Handbook

## **BSC 6930 Lectures in Contemporary Biology**

- Graduate students are required to register for Lectures in Contemporary Biology, BSC 6930 and attend the accompanying Integrative Biology lecture series. Enroll for the course on OASIS. A permit is not required if you are an Integrative Biology graduate student.
- M.S. students must register for a minimum of 2 semesters.
- Ph.D. students must register for a minimum of 3 semesters.
- Students do not need to take Lectures in Contemporary Biology (BSC 6930) course every semester.
- These credit hours will be counted in the unstructured coursework for the major.
- The IB Graduate Director is the person in charge of BSC 6930 (i.e., the instructor of record), however different IB faculty members may be organizing the course from semester to semester.

## Residency Policy from Graduate Catalog

### Residency Policy (Section 4 #6):

- EDITOR's Note: New State Laws are in effect that impact Residency. Read more at [http://www.registrar.usf.edu/Residency/General\\_Procedures.php](http://www.registrar.usf.edu/Residency/General_Procedures.php). 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. Incomplete or unsigned forms will be classified as non-Florida residents. The Office of Graduate Admissions 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. The student is responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is noted on the official acceptance letter. If the student feels that their initial classification is in error, they have until the last day of the term to contact the appropriate admissions office and request a re-evaluation. After the student has completed their first semester of study, they may seek to have their residency reconsidered. They may submit a *Request for Reclassification* Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested. For more information in Residency refer to: <http://www.registrar.usf.edu/Residency/Deadlines.php>

### Independent Student:

- A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:
  1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
  2. The student is married;
  3. The student has children who receive more than half of their support from the student;
  4. The student has other dependents who live with and receive more than half of their support from the student;
  5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
  6. Both of the student's parents are deceased or the student is or was (until age 18) award/dependent of the court;
  7. The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution; or
  8. The student is classified as an independent by the financial aid office at the institution.

- Evidence that the student meets one of these criteria will be requested by the higher education institution.
- Florida residency statutes require at least two documents, dated 12 months prior to the first day of class for the entry term sought, to validate a claim for Florida residency for tuition purposes.
- Documents are classified in two tiers – at least one of the required documents must be from the First Tier.
- Please note: It is the student’s responsibility to check with the Residency office and website regarding any changes to the Residency rules available at [www.registrar.usf.edu/Residency](http://www.registrar.usf.edu/Residency)
- Refer to Independent Student available at [http://www.registrar.usf.edu/Residency/Qualifying/Independent\\_Student.php](http://www.registrar.usf.edu/Residency/Qualifying/Independent_Student.php)

**FIRST TIER DOCUMENTATION** (at least one of the two documents submitted must be from this list)

1. Florida Driver’s License (driver’s licenses from others states must be relinquished) or a State of Florida ID card (if there is no evidence of ties to another state)
2. Florida Voter’s Registration card
3. Florida Vehicle Registration (proof of previous registration can be obtained from the local tag office)
4. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of the Circuit Court)
5. Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
6. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period – letter from employer on official letterhead required)
7. Benefit histories from Florida agencies or public assistance programs

**SECOND TIER DOCUMENTATION** (may be used in conjunction with one document from First Tier)

1. Florida professional or occupational license
2. Florida incorporation
3. Proof of membership in Florida-based charitable or professional organizations
4. Utility bills and proof of 12 consecutive months of payments
5. Lease agreement and proof of 12 consecutive months of payments
6. State or court documents evidencing legal ties to Florida

## Residency Information from Registrar

- To be eligible to qualify for in-state residency submit a Request for Reclassification, you must be admitted to the University and have completed one term of enrollment as a Non-Florida resident. Florida Residency for Tuition Purposes, Florida School Code (SB 20-E) Section 1009.21 Florida Statutes (<http://www.leg.state.fl.us>) requires that a U.S. Citizen/Permanent Resident Alien student or a dependent student's parent/legal guardian establish and maintain a legal Florida residence for at least 12 months before the first day of the semester for which in-state status is sought. You can only establish in-state status if you intend to reside in the state permanently and establish “domicile” in Florida. Your evidence of intent to be a resident of Florida is demonstrated by the absence of ties to your former state of residence. It is important that you change your permanent address on all pertinent records.
- The University of South Florida is required to obtain documentation of 12 months of legal residence before reclassifying you as a resident for tuition purposes. Your intent to establish a residence is evaluated for the domicile year associated with the term for which you are seeking reclassification. Please note, in most cases you may be required to submit a copy of a federal income tax return to substantiate either dependent or independent status, NOTE: There is an automatic presumption that you are “dependent” if you are under 24. Students may qualify as either a Dependent or Independent person. In rare cases, a student may qualify for temporary in-state status by qualifying under an Exception Category.
- If you have questions regarding residency rules, please contact the Registrar’s office at 813-974-2000 and ask for the Residency Representative.
- Florida law requires universities to confirm that a student's residency in Florida during the twelve-month qualifying period was for the purpose of making a bona fide domicile rather than for maintaining a mere temporary residence or abode incidental to enrollment. Therefore, it is important to understand that living in or attending college in Florida is not tantamount to establishing a legal residence for tuition purposes. Effective July 1, 2009, non-residents students who come to Florida and enroll in a Florida post-secondary educational institution will not meet the Florida residency requirement for instate tuition, regardless of the length of time enrolled. In order to have the benefit of paying tuition at instate rates, students seeking residency reclassification must provide clear and convincing evidence of legal ties to the State and continuous physical presence in Florida for at least 12 consecutive months, which predates initial enrollment in an institution of higher education. Generally, non-resident students who enroll in a post-secondary institution at any point during the twelve-month qualifying period will automatically be precluded from Florida residency status.
- Refer to Residency Website for more information at:  
[https://www.registrar.usf.edu/Residency/residency\\_wizard/](https://www.registrar.usf.edu/Residency/residency_wizard/)

## Graduate Teaching Assistantships (TAs)

- Available to all qualified graduate students. They are renewable if the student shows satisfactory performance in his/her course work and makes satisfactory progress in dissertation/thesis research.
- Students must be enrolled for a minimum of nine (9) graduate credit hours each academic semester
- M.S. students are eligible for six semesters of teaching assistant support
- Ph.D. students are eligible for ten semesters of teaching assistant support
- Application deadlines: Fall Semester (November 30 through 15 February); Spring Semester (1 August).
- Teaching assistantships are awarded, on a competitive basis (GRE, GPA and letters of recommendation), to help meet departmental teaching requirements.
- Awarding of Teaching Assistantships are based on departmental need and various criteria, which include but are not limited to GRE, GPA and letters of recommendation. Ph.D. students are eligible for ten semesters of teaching assistantship support and MS students are eligible for six semesters of teaching assistantship support as long as student shows satisfactory performance in his/her course work and makes satisfactory progress in dissertation/thesis research.
- A student must be admitted to a degree-seeking program.
- TA's must be full time students registered for a minimum of nine graduate credit hours each term.
- Up to 6 semesters for Master's students
- Up to 10 semesters for Ph.D. students
- Full-time enrollment is required of all teaching and research assistants. A minimum of 9 graduate semester hours is defined as a full-time load (summer excluded). TAs must maintain a GPA of at least 3.0 or their TA position will be revoked.
- The employment period of teaching assistants (unless otherwise stated) begins one week before the start of fall semester, continues through the break between semesters, and extends one week past the end of the spring semester classes. Teaching assistants must be available during these periods for appropriate assignments.
- International students (for whom English is not the native language) must have a score of 50 or above on the TSE (Test of Spoken English) administered through INTO-USF or a minimum score of 26 on the spoken portion of the Internet –based TOEFL (iBT) test to be eligible for a teaching assistantship.
- Graduate students may request an extension of their eligibility for teaching assistantships by submitting the following information:
  - Master's students: Submit a memorandum justifying the extension and a letter of support signed by all members of your committee.
  - Ph.D. students: Submit a memorandum justifying the extension and a letter of support with signatures of all committee members. Extensions are granted, one semester at a time.

## National Research Grants

### NSF Graduate Research Fellowship Program (GRFP)

- The NSF helps ensure the vitality of the human resource base of science and engineering in the US and reinforces its diversity. The program recognizes and supports outstanding graduate students in NSF-supported science, technology, engineering, and mathematics disciplines who are pursuing research-based master's and doctoral degrees at accredited US institutions. The NSF welcomes applications from all qualified students and strongly encourages under-represented populations, including women, under-represented racial and ethnic minorities, and persons with disabilities, to apply for this fellowship. NSF is soliciting applications for the GRFP until posted deadlines in late October and Early November 2017. More information on this award is available at [http://www.nsf.gov/funding/education.jsp?fund\\_type=2](http://www.nsf.gov/funding/education.jsp?fund_type=2)

### EPA Science to Achieve Results (STAR)

- Through grants and graduate fellowships, STAR researchers conduct targeted research across several scientific disciplines. STAR research is funded through a competitive solicitation process or request for applications (RFAs). Each RFA is significantly related to EPA's central mission: to protect human health and the environment. STAR's current focus is on the health effects of particulate matter, drinking water, water quality, global change, ecosystem, ecosystem assessment and restoration, human health risk assessment, endocrine disrupting chemicals, children's health, socio-economic research, behavioral sciences, sustainability and new technologies. More information on this award is available at <https://www.epa.gov/research-fellowships/science-achieve-results-star-graduate-fellowships>

### Ruth L. Kirschstein National Research Service Award (NRSA)

- Dr. Ruth Kirschstein's National Research Service Award named for her accomplishments in polio vaccine development, becoming the first woman director of a NIH Institute along with her research, training and advocacy for the inclusion of underrepresented individuals in the scientific workforce. More information on this award is available at <http://grants.nih.gov/training/nrsa.htm>

## Grants from Student Government and Alumni

### Student Government Grants

- In 2001, the University of South Florida's Graduate and Professional Student Organization (GPSO) now the Graduate and Professional Student Council (GPSC), through the generous support of Student Government, created the Conference Presentation Grant Program (CPGP). The Conference Presentation Grant Program offers money to USF students presenting or otherwise actively participating at a conference. We hope you will take advantage of this opportunity. The A&S Business Office processes all applications for Student Government Grants, confirms receipt of applications, and notifies students of any application errors and/or eligibility. Students receiving funding from any other USF entity (as defined in the CPGP Policies and Procedures manual) are not eligible to receive CPGP funds. If you have any further questions regarding your application or its status please email <http://www.sg.usf.edu/>

### 2017-2018 Travel Grants

- Applications for the 2017-2018 Travel Grants are available through the BullSync account available at [https://orgsync.com/login/university-of-south-florida?redirect\\_to=%2F88087%2Ffiles](https://orgsync.com/login/university-of-south-florida?redirect_to=%2F88087%2Ffiles). Students receiving funds from any other USF entity (as defined in Chapter 810 of Student Government Proviso) are not eligible to receive the Travel Grant. defined in the CPGP Policies and Procedures manual) are not eligible to receive CPGP funds. Please e-mail your completed Travel Grant request to [sgbudgets@usf.edu](mailto:sgbudgets@usf.edu)
- As of Fall 2015, Graduate students receiving travel funds from another source are not eligible to received Student Government funds for that particular conference but can apply for funds for a different conference.

## Graduate Fellowships and Awards from USF

### University Graduate Fellowships

- University Graduate Fellowships provide stipends for two consecutive academic semesters. A partial tuition waiver for each semester is also provided. Applicants must have a minimum undergraduate GPA of 3.0, and a graduate level GPA of at least 3.5. A minimum total score of 1250 on the verbal and quantitative portions of the GRE or equivalent to new GRE scale is required. Applicants who meet these requirements are automatically recommended by the IB Graduate Director and must submit an application for admission before December 1.

### Outstanding Thesis and Dissertation (OTD) Awards

- Outstanding Thesis/Dissertation Awards are intended to recognize those USF graduates who have demonstrated exceptional performance during their graduate careers at USF and whose thesis or dissertation has resulted in significant impact to the discipline at the national level. Theses and Dissertations submitted for these awards should represent those that are considered to be in the top 2% of their specific discipline. It is the intention of the Office of Graduate Studies to submit the award winners to National OTD competitions, and the application materials reflect those that are required by these competitions. Eligibility: All USF Graduates who submitted an approved thesis or dissertation during Summer 2016, Fall 2016 and Spring 2017 semesters are eligible to apply for the 2017 OTD awards. Deadlines for submission of complete packages is May 15, 2017. However, theses and dissertations submitted for these awards should represent those that are considered to be in the top 2% of their specific discipline and have resulted in “creative works” that were derived from the thesis/dissertation research. Application Process: The applicant is not required to submit the thesis/dissertation as these documents are already in the Office of Graduate Studies. However, the applicant must submit an application for this award with all the required documents. Interested students should work closely with their Major Professor on the application package and fully read and understand the instructions. Incomplete packages will be returned without review. All OTD applications must be submitted electronically to Matthew Cordner ([mcordner@usf.edu](mailto:mcordner@usf.edu)) by the deadline above.

### Ann Winch Fellowship

- Deadline: February 15th of each year. Application/Nomination Process: Direct from the applicant, but an academic department may also nominate a student. Selection Process: A campus-wide faculty committee will rank the candidates and make recommendations. Applicants receiving awards will be notified by April 1st. Eligibility: Enrolled as a Graduate Student at USF in good academic standing, Maintained a household or has been in the workforce, Proven track record of community service, Strong moral character and strong leadership capacity, Outstanding academic achievement, Financial Need. Award Specifics: The Ann Winch Fellowship was established to encourage and enable mature students in their pursuit of a graduate degree, and to promote scholarship and leadership at the graduate level. The award is a \$1,000 stipend that is non-renewable. <http://www.grad.usf.edu/scholarships.php>

### **Delores Auzenne Fellowship**

- Part of the Graduate Student Success (GSS) Fellowships. Applicants should be academically talented domestic students who contribute diversity in USF graduate programs. This includes individuals who have been historically underrepresented in specific disciplines along the dimensions of ethnicity and gender. Award Specifics: Master's students receive \$8,000/yr for up to two years (contingent upon academic progress). Doctoral students receive \$12,000/yr for up to three years (contingent upon academic progress). Each award also carries a tuition waiver. Refer to the Delores Auzenne Fellowship available at <http://www.grad.usf.edu/scholarships.php>

### **Dissertation Completion Fellowship**

- Deadline: February 15, 2017. Application/Nomination Process: Direct from the applicant. Selection Process: A campus-wide faculty committee will rank the candidates and make recommendations. Eligibility: Previous Registration: Continually enrolled in a doctoral program since the original semester of admission. Academic Standing: GPA that is 3.5 or higher with no withdraws or "I" grades. Course Requirements: Must be completed PRIOR TO the fellowship application. Preliminary Exams: Must have passed written and oral qualifying exams and be admitted to doctoral candidacy PRIOR to the fellowship application. Dissertation Prospectus/Proposal: Must be approved PRIOR TO the fellowship application. Student Engagement: Must be engaged full-time in the completion of the research and writing of the dissertation, including continued communication with the major professor. Enrollment Requirements: Must enroll full-time in Fall (9 hrs.), Spring (9 hrs.) and can enroll in up to 6 hrs. but no less than 2 hrs. during the semester of graduation. Degree Completion: To be eligible for the Fellowship, the completion of the dissertation must be a reasonable benchmark within the time frame of the Fellowship. Outside Employment: No Graduate Assistantships or other USF fellowships/scholarships or outside employment may be held during the award period without prior permission from the Office of Graduate Studies. Prior USF Fellowships: Students that have received 5-year fellowships are not eligible for these awards. Award Specifics: Stipend: \$15,000: (\$5,000 to be provided each semester). Duration: One academic year: Fall, Spring, and Summer. Tuition, Fees and Health Insurance: Tuition will be paid (9 hrs. Fall, 9, hrs. Spring, up to 6 hrs. Summer) as well as student fees and health insurance. Refer to the Dissertation Completion Fellowship available at <http://www.grad.usf.edu/scholarships.php>

### **Genshaft Family Doctoral Fellowship**

- Deadline: February 15<sup>th</sup> of each year. Application/Nomination Process: Direct from the applicant. Part of the Graduate Student Success (GSS) Fellowships. Selection Process: A campus-wide faculty committee will rank the candidates and make recommendations. Applicants receiving awards will be notified by April 1st. Eligibility: Academically talented full-time doctoral students in areas specific to biotech and bioscience demonstrating financial need. Note that USF's M.D. and Physical Therapy programs are not eligible for consideration for this fellowship. Previous Genshaft Fellowship winners are not eligible to reapply. Award Specifics: Doctoral students receive \$10,000/yr for up to two years (contingent upon academic progress). The award also carries a tuition waiver. Refer to the Genshaft Family Doctoral Fellowship available at <http://www.grad.usf.edu/scholarships.php>

### **Graduate Student Success Diversity Fellowship**

- **Deadline:** February 15<sup>th</sup> of each year. **Application/Nomination Process:** Direct from the applicant. **Selection Process:** A campus-wide faculty committee will rank the candidates and make recommendations. Applicants receiving awards will be notified by April 1st. **Eligibility:** Requires filing a Free Application for Federal Student Aid (FAFSA). Preferably no later than January 2<sup>nd</sup>. Requires U.S. citizenship. Requires application to a USF graduate program. Note that you don't have to be admitted into a program to apply. However, an award is contingent on admission to a USF program in the summer or fall semester. Applicants should be academically talented domestic students who contribute diversity in USF graduate programs. This includes Individuals who have been historically underrepresented in specific disciplines along the dimensions of ethnicity and gender. Particular consideration is given to academically talented, newly enrolled, first-generation, multi-lingual students (particularly English & Spanish speaking), who demonstrate financial need and have overcome considerable obstacles and financial hardships in the pursuit of their post-secondary educational goals. Individuals that have come from programs such as the Ronald E. McNair, FGLSAMP, and FAMU Feeder programs are also encouraged to apply. In fields where males are underrepresented (i.e. Nursing and Special Education), consideration will be given to male applicants. Both newly admitted and continuing students are eligible to apply. Please note that students applying to or enrolled in USF's M.D. and Physical Therapy programs are not eligible for consideration for this fellowship. **Award Specifics:** The GSS application includes consideration for the following fellowships: the Delores Auzenne Fellowship, the Pan American Fellowship, the Genshaft Family Doctoral Fellowship, the Kreplick Graduate Fellowship, and the SUS/USF Summer Program. Master's students receive \$8,000/yr for up to two years (contingent upon academic progress). Doctoral students receive \$12,000/yr for up to three years (contingent upon academic progress). Each award also carries a tuition waiver. Refer to the Graduate Student Success Diversity Fellowship available at <http://www.grad.usf.edu/scholarships.php>

### **Kreplick Graduate Fellowship**

- **Deadline:** February 1st of each year. **Application/Nomination Process:** Direct from the applicant. Part of the Graduate Student Success (GSS) Fellowships. **Selection Process:** A campus-wide faculty committee will rank the candidates and make recommendations. Applicants receiving awards will be notified by April 1st. **Eligibility:** Upper age limit – 30 years. Graduate students “who plan their careers to educate or to help others”. Public high school graduates. Students pursuing graduate degrees in Education (particularly child development and special education disciplines), Nursing, Social Work, Rehabilitation Counseling, and Criminology. **Award Specifics:** The award is a \$1,000 stipend and is renewable. Refer to the Kreplick Graduate Fellowship available at <http://www.grad.usf.edu/scholarships.php>

### **McKnight Doctoral Fellowship**

- **Deadline:** January 15th of each year, **Eligibility:** African-American and Hispanic doctoral students pursuing degrees at selected Florida universities. Refer to the McKnight Doctoral Fellowship available at <http://www.fefonline.org>

## **Presidential Doctoral Fellowship**

- **Deadline:** January 6<sup>th</sup> of each year. **Application/Nomination Process:** All nominations are through a Doctoral Program/Department. Students may not nominate themselves. **Selection Process:** Nominations are evaluated and selected by the USF Graduate Council Fellowship Committee. **Eligibility:** Available to new doctoral students with exceptional academic credentials (ex. evidence of experience in the field; research productivity, awards, honors; and professional contributions and achievements to the field). Students must be accepted into USF doctoral program but not yet have started taking classes at USF. **Award Specifics:** Provides a \$25,000 fellowship plus tuition/fees for up to 5 years (contingent upon academic progress). By department nomination only. USF Student Health Insurance will be provided for individual coverage for the duration of the award. Up to \$1,000 will be provided to support travel to research conferences where the fellow is presenting research. (Applications for Presidential Doctoral Fellowships are submitted by Departmental Graduate Program Directors.) Refer to Presidential Doctoral Fellowship available at <http://www.grad.usf.edu/scholarships.php>

## **SUS/USF Summer Program**

- Part of the Graduate Student Success (GSS) Fellowships. Awardees receive a \$1,300 stipend for the summer semester plus tuition for a one-credit course called “The Graduate Experience.” Students are required to attend 6 weekly workshops. Applicants should be academically talented domestic students who contribute diversity in USF graduate programs. This includes individuals who have been historically underrepresented in specific disciplines along the dimensions of ethnicity and gender. Particular consideration is also given to academically talented, newly enrolled, first generation students demonstrating financial need who have overcome considerable obstacles and financial hardships in pursuit of their post-secondary educational goals. SUS/USF Summer Program available at <http://www.grad.usf.edu/scholarships.php>

## **USF Signature Research Doctoral Fellowship**

- **Deadline:** February 15<sup>th</sup> of each year. **Application/Nomination Process:** Direct from the applicant. **Selection Process:** A campus-wide faculty committee will rank the candidates and make recommendations. **Eligibility:** Continually enrolled in a doctoral program since the original semester of admission. GPA that is 3.5 or higher with no withdraws or I grades. Must already be admitted to candidacy. Demonstrated need for funding. Demonstrated record of sustained progress toward the degree. Fellows will not be eligible to be appointed as Graduate Assistants during the award period. The proposed research must be in one of the USF signature research areas: Integrated Neurosciences, Sustainability of populations and/or environment, Diabetes and autoimmune disorders, Drug Design and Delivery. **Award Specifics:** \$18,000/year stipend plus full tuition (9 credits Fall, 9 credits Spring, 6 credits, Summer), fees and health insurance. Recipients will receive up to \$600 each year of the fellowship to support attendance at a state, regional, national or international discipline-related academic conference in which the Fellow is presenting. Refer to USF Signature Research Doctoral Fellowship available at <http://www.grad.usf.edu/scholarships.php>

## **Kosove Graduate Fellowship**

- Application/Nomination Process: Direct from the applicant. Selection Process: Scholarship applications are reviewed by a selection committee. Upon notification from the Alumni Association, a select group of students will be asked to complete an interview with the selection committee before final award decisions are made. Eligibility: A citizen of the United States of America. Acceptance into a program of graduate study at USF. A cumulative GPA of 3.25 or better on a 4.0 scale. An earned undergraduate degree from an accredited institution. Award Specifics: The A. Harrison and Ruth Kosove Graduate Fellowship is a two-year USF Privately Funded Fellowship that provides financial support for students who demonstrate high academic performance, service to the community, and have financial need. Refer to Kosove Graduate Fellowship available at <http://www.usfalumni.org/s/861/social.aspx?sid=861&gid=1&pgid=314>
- National Scholarships, Fellowships and Grants and College, Department or Program Scholarships and Fellowships are also available at <http://www.grad.usf.edu/scholarships.php>

## Conditional Admission

- Students who are admitted to the IB Graduate Program on a conditional basis must get approval of course registration from their major professor.
- Students are assigned major professors when they are admitted to the program.
- Students on conditional or provisional admittance are not eligible for teaching assistantships until the conditional aspects are satisfied. Some criteria for conditional or provisional admission are non-competitive GPA, GRE non receipt of recommendation letters.
- Check with the IB Graduate Office if you have need of additional information. Please make an appointment to see the IB Graduate Director.
- Appointments may be scheduled by calling the IB Graduate Office at (813) 974-4747.

## Petitions and Time Extensions

- The Graduate Admissions Committee determines the validity of student petitions and decides whether true extenuating circumstances really exist.
- We encourage you to carefully consider the need for petitioning prior to submission.
- The Committee is fully aware that each student must be evaluated on an individual basis and we will continue to do so.
- We believe that completion of degree requirements is solely the student's responsibility and we encourage you to plan accordingly.
- We are aware that some research problems take longer than others, but one of the lessons to be learned from research is to design and execute a project permitting completion within the time limits.
- In addition, the student must be aware that faculty members can be away from the University during the summer and that others may be absent on sabbatical leave during the academic year.
- This means that the students must stay in contact with the research committee and make plans to fulfill all requirements at such times when the research committee is available.

## **Nepotism (Employment of Relatives)**

- CAS (College of Arts & Sciences) is considered one organizational unit, so if you have relatives working in this department or another area of CAS (i.e., English, chemistry, whatever) please let the IB Graduate Office know so we can do the proper paperwork.
- Under Florida Code of Ethics (Chapter 112, Part III, F.S.), Related employees may NOT be employed in the same organization unit where one member has direct or ultimate administrative responsibility, direct authority or influence over hiring, firing, salary or any other employment-related activities of the other family member.
- A hiring authority that selects a candidate with a relative employed in the same organization unit should get approval from the appropriate vice president or the Provost, if appropriate. Approval cannot be given if one relative has direct or ultimate administrative responsibility over the other family member.
- Relatives are people related to each other in one of the following ways: spouse, parent, child, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepparent, stepchild, half-brother or half-sister. The same organizational unit is defined as a college, department or division having the same administrative head.

## Academic Warning and Probation Status

### Academic Standing and Probation

- The college places any student who at the end of a semester is not in good standing (i.e., GPA less than 3.0) on probationary status. Such a student may be dismissed from degree seeking status after one semester of probation.
- A probationary semester is defined as being one semester beyond the notification semester.
- The IB Graduate Program shall make notification of probation to the student in writing with copies to the College of Arts and Sciences and the Major Professor.
- If a student's GPA remains below 3.0 at the end of the probationary period, a recommendation must be sent to the College of Arts and Sciences with regard to continuation of probationary status (with explicit parameters) or dismissal.
- If the recommendation is for continuation, it must be accompanied by solid academic justification (such as the student showed considerable improvement last term).
- Students for whom a recommendation of dismissal is appropriate can be given the option of officially withdrawing from our program.
- Students who are TAs/RAs will lose their TA/RA position if their GPA falls below a 3.0.
- Incomplete grades received in structured or selected topic courses must be removed within two semesters. Failure to do so will convert the grade to an "IF". This does not apply to research credits.

### Grade Computing

- An overall average of 3.0 (B) must be attained in all major courses required by the supervisory committee. No grade below "C" will be accepted toward a graduate degree, but all grades will be counted in computing the overall average.

### Academic Warning and Dismissal

- The department places any student who receives two "C" grades for any work on academic warning. A graduate student, who receives three "C" grades for any work, will be dismissed from graduate status.

### "I" Grades

- Incomplete grades received in structured or selected topic courses must be removed within two semesters, including the summer session. Failure to do so will convert the grade to an "IF".

### "D" or "F" Grades

- A graduate student-who received a "D" or "F" in any work will be given academic warning

### Credit Transfer

- Transfer of credit from another recognized graduate school is limited to six credits and/or twelve credits from USF if earned beyond the Bachelor's degree. All transferred credit must be evaluated as graduate credit by the Registrar and approved by the College. A supporting statement from the student's supervisory committee is required. Transfer of credits occurs after the student has formed their committee and the courses that are to be transferred are approved by the student's committee. Refer to Academic Standing and Probation information available at [http://www.grad.usf.edu/policies\\_Sect7\\_full.php#transfer](http://www.grad.usf.edu/policies_Sect7_full.php#transfer)

### **Time Limit for Coursework**

- All coursework applicable to the M.S./Ph.D. degree must be completed within the first five years immediately following admission to the graduate program. Courses taken prior to admission to the USF graduate program (such as a non-degree seeking or from other institutions that were transferred in, can be no longer than seven years at the time of graduation. If the student nears the end of the time limitation and the student needs more time to complete the degree, the student may submit a request for a time limit extension.
- Refer to Time Limit for Coursework at [http://www.grad.usf.edu/policies\\_Sect8\\_full.php#drtimelim](http://www.grad.usf.edu/policies_Sect8_full.php#drtimelim)

## Graduate Office –When you need help

- The IB Graduate Office, located in SCA 112 exists largely to help students successfully complete their graduate studies.
- To help you complete your studies in a timely fashion, we will send you reminders of deadlines you need to meet and signatures you need to obtain. These are all necessary steps in the follow-up of your progress.
- Either the IB Graduate Academic Program Specialist, Christine Brubaker or the IB Graduate Director, Stephen Deban, Ph.D. will be happy to assist you with any problems that may arise at 974-2242, or by e-mail at [sdeban@usf.edu](mailto:sdeban@usf.edu)
- Ms. Brubaker can be reached at 974-4747 or email at [brubaker@usf.edu](mailto:brubaker@usf.edu) if you wish to set up an appointment to meet with the IB Graduate Director, Stephen Deban, Ph.D.