

Graduate Student Orientation

COLLEGE OF EDUCATION

Graduate Support Office | August 16, 2023



UNIVERSITY of
SOUTH FLORIDA

COEDU Graduate Orientation Agenda

- Welcome- Dean Anthony Rolle, Ph.D.
- Introduction- Ann Cranston Gingras, Ph.D.
- GSO PowerPoint- Ann Cranston Gingras, Ph.D.
- Faculty Tips for Student Success
 - Robert Dedrick, Ph.D., Professor
- Graduate Recruiter – Joycelin Bruno, M.Ed.
- Graduate Student Council – Wildens Cajuste
- Graduate Assistants Union (GAU) – Katharine Hull
- Announcements and Questions

A large bronze bull sculpture is the central focus, captured in a dynamic running pose as it splashes through a shallow water fountain. The bull is dark and highly detailed, with its horns and tail clearly visible. In the background, a modern, multi-story building with a curved facade and large glass windows stands prominently. The building's name, "MARSHALL UNIVERSITY", is partially visible on its upper levels. The scene is set outdoors with lush greenery, including palm trees and other tropical plants, under a clear sky. The overall image has a semi-transparent teal overlay, and the text "Welcome to USF!" is centered over the middle of the scene.

Welcome to USF!

Graduate Support Office Contacts



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About the Graduate Support Office



The Graduate Support Office provides advising and administrative support to the College of Education graduate community and its partners to foster an environment of student success and academic excellence.

How We Serve You

- Pre-Admission Advising
- Orientations
- General Graduate Advising
- Graduate Form Processing
- Doctoral Progression Procedures:
 - Qualifying Exams
 - Candidacy
 - Proposals, Dissertations, Theses, and Projects
- Graduation Certification
- Alumni Degree Verifications

Graduate Student Success

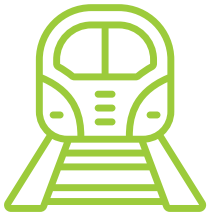


Tips for a Successful Journey

- Communicate with your advisor/major professor & the Graduate Support Office
- Validate your admission
- Submit a Planned Program and complete coursework
- Maintain good academic standing
- Meet financial obligations
- Be aware of important deadlines

Communication is Key!

Communicating with your department program advisor or major professor and the Graduate Support Office will help you...



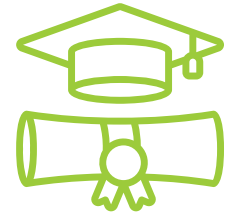
Stay on track



Avoid costly mistakes



Meet deadlines



Graduate on time

Validate Your Admission

- Register for at least **two (2) graduate credit hours** during the semester of your admission
- If you cannot enroll during the semester you're admitted, you can defer your admission **up to one year**
- Unlike undergraduate students, you will not be dropped automatically for not attending the first class. You must drop a course in OASIS to no longer be registered and financially liable.
- Make sure your registration is correct before the add/drop period ends, which is on the Friday of the first week of classes

Advising and Coursework



Submit Your Planned Program of Study and Complete Coursework

- Your Planned Program of Study is an important document that:
 - Outlines your degree plan
 - Maps out your current and future coursework
 - Ensures you meet required benchmarks for graduation
- It is completed in consultation with your department advisor, program coordinator, and/or major professor
- You will then submit your Planned Program to the Graduate Support Office

Submit Your Planned Program of Study and Complete Coursework

- Planned Program of Study forms should be completed and submitted to the Graduate Support Office by the appropriate deadline
 - Master's/Specialist Students: by or before the end of first semester
 - Doctoral Students: by or before completing 18 credit hours
- A copy of your official, signed Planned Program of Study will be emailed to you and your advisor or major professor after final review and approval by the Graduate Support Office
- Always keep a copy of your Planned Program handy and available for your records

Submit Your Planned Program of Study and Complete Coursework

- Time Limits for Degree Completion:
 - Master & Specialists – **5 years**
 - Doctoral – **7 years**
- A maximum of 50% of your courses can be transferred courses and applied to the minimum number of required courses for your graduate program.
- Transfer courses are defined as:
 - Taken while in non-degree seeking status at USF
 - Completed at another eligible institution or uncompleted degree if transfer guidelines are met
- Some programs require an internship. You must check with your program advisor for details.

Submit Your Planned Program of Study and Complete Coursework

Required Departmental Exams

- Comprehensive Exam
 - Given to all **Master and Specialist students**.
 - Arranged by each department.
 - Must be completed successfully to graduate from program.
 - Deadlines and details vary by program. Check with your program advisor to learn more.
- Qualifying Exam
 - Completed by all **Doctoral students**.
 - Completed in the last semester of coursework.
 - Students must pass the qualifying exam to qualify for candidacy status.
 - Format will vary by program. Consult your Major Professor to learn more.

Submit Your Planned Program of Study and Complete Coursework

Applicable State Exam Requirements:

- As a graduation requirement, all students in education certification programs must pass the appropriate Florida Department of Education exams such as:
 - Subject Area Exam
 - Florida Education Leadership Exam
 - The Professional Education Exam
- Please check with your program advisor to learn which exams, if any, are required to complete your degree program.

Maintaining Good Academic Standing



Maintain Good Academic Standing

- Graduate students must maintain an overall grade point average of 3.0 (on a 4.0 scale)
- There is no grade forgiveness at the graduate level.
- To graduate, the students must have a 3.0 GPA in their specialization and in their overall GPA.
- Students who do not maintain an overall graduate GPA of 3.0 or above will be placed on academic probation.

Maintain Good Academic Standing

- Grades:
 - Students must earn a 'C' or higher to pass each course.
 - A 'C-' is not a passing grade
 - If special circumstances warrant an Incomplete Grade ('I'), the instructor and student must agree on a time frame to complete missing work.
 - Missing grades ('M') that are not cleared within the following academic semester will be converted to 'M/F' or 'M/U' grades. These grades are computed into the student's GPA.
 - Incomplete or missing grades must be resolved in order to be cleared for benchmarks such as internship, qualifying exam, graduation, etc.

Financial Aid and Deadlines



Financial Obligations

- Make sure all courses have been paid for by the deadline to avoid being dropped from the courses for non-payment.
- Failure to pay by the deadline can result in financial holds which will prevent future registrations, petitions, graduation, transcripts requests, and other paperwork from being processed.
- If a student has not formally dropped a course by the drop/add deadline (the end of the 1st week of the semester), he or she will still be responsible for the cost of the course.

Be Aware of Important Deadlines

Please see the following links for the applicable deadlines:

- Registrar's Office Academic Calendar Page:
 - <http://www.usf.edu/registrar/calendars/index.aspx>
- USF Office of Graduate Studies Event Calendar:
 - https://calendar.google.com/calendar/u/0/embed?src=usfgradstudies@gmail.com&ctz=America/New_York&pli=1

Be Aware of Important Deadlines

- Add/Drop and withdrawal deadlines for each semester enrolled
- Florida Department of Education exam deadlines (for programs with certification requirements)
- Internships (if required by program)
- Comprehensive Exam deadlines
- Doctoral Qualifying Exam deadlines
- Doctoral Candidacy Application deadlines
- Proposal/Final Dissertation Defense Scheduling deadlines
- Final ETD Submission to Graduate School
- Graduation application deadlines

Faculty Tips for Student Success



Graduate Recruiter

- Referrals
- Information Sessions
- Events

Contact:

Joycelin Bruno, M.Ed

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Mission - To enrich the graduate student experience through fostering college collaboration, promoting excellence in educational research, & Advocacy.

We represent the interest of all graduate students in the college of education, by assisting with student concerns, & aiding in disseminating information pertinent to the graduate student experience.

Requirement for Membership/OFFICERS

Only graduate students currently enrolled on the University of South Florida Tampa campus are eligible for membership. Active membership continues for one (1) academic school year, or until an individual resigns, or has been removed by the organization.

Officer positions include President, Vice President, Treasurer, Communications Secretary, International Liaison, & various Program Representatives. The President will notify members of the election timeline and nomination process at **least two weeks** prior to the elections meeting. **New officers take office at the last meeting of the semester in which the elections take place and remain in office until the next election.**

How Can You Get Involved? Join us on **BullsConnect: The College of Education Graduate Student Council**

For more information, Contact Wildens Cajuste at Cajuste2@usf.edu.

Graduate Assistants United (GAU)

Who are we?

USF-GAU is the union that represents the ~ 2,150 Graduate Assistants (both teaching and research assistants) when USF makes policies and standards for wages, working conditions, and benefits.

What do we do?

- **Educate** GAU members about their rights
- **Bargain** to improve GA wages and working conditions
- Offer **legal representation** in the grievance process for members
- **Advocate** for GA rights at the local, university, and state levels.

Join now:



What have we accomplished together?

- ◇ Tuition waivers
- ◇ University-subsidized health insurance coverage for GAs above 10 hours/week (.25 FTE)
- ◇ Deferred payment of tuition and fees
- ◇ Paid and unpaid leave
- ◇ Individual grievances
- ◇ Timely notification of appointments and tuition waivers
- ◇ Minimum stipend increases (10% '22-'23, 5% '23-'24, 5% '24-25)

What are our future goals?

Cost of living increases for PhD students, and wage parity for MAs and PhDs;
Alleviating fees for grad assistants; Dental and vision coverage

Contact us:

usfgau@gmail.com | linktr.ee/usfgau

usfgau.org



@usfgau

Questions?



Thank You!

Graduate Support Office
USF Tampa campus, EDU 320
Phone: 813-974-4490

Additional Resources:

- [Masters Student Handbook](#)
- [Specialist Student Handbook](#)
- [Doctoral Student Handbook](#)
- [USF Graduate Catalog](#)
- [GSO Processes & Forms Page](#)