

Graduate Student Orientation

COLLEGE OF EDUCATION

Graduate Support Office | August 21, 2024



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
 - Deirdre Cobb-Roberts, Ph.D., Professor & Department Chair
- Graduate Recruiter – Joycelin Bruno, M.Ed.
- Graduate Student Council – Lalakhanim Orujova
- Graduate Assistants Union (GAU) – Katharine Hull
- Announcements and Questions

A photograph of a modern university building with a large bronze bull sculpture in the foreground. The text "Welcome to USF!" is overlaid in white. The building has a curved facade with large glass windows and a sign that reads "MARSHALL UNIVERSITY". The bull sculpture is in the foreground, and another smaller one is visible in the background. The scene is set outdoors with trees and a clear sky.

Welcome to USF!

Graduate Support Office Contacts



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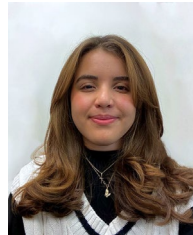
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About the Graduate Support Office



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

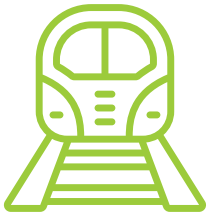


Tips for a Successful Journey

- 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

Know the Key Players in your Department!

Department Faculty Advisor	Major Professor	Academic Program Specialist
<p>Master's level students work with a pre-assigned Faculty Advisor rather than selecting a Major Professor.</p> <p>The Faculty Advisor is typically the program coordinator or other program faculty member designated to advise incoming students. They will continue to serve as the primary academic advisor for master's students.</p>	<p>Specialist and Doctoral students will choose a Major Professor within the first year of their program.</p> <p>The Major Professor will lead the student's supervisory committee and serve as the student's direct advisor and mentor throughout their coursework and the thesis/dissertation process.</p>	<p>Academic Program Specialists provide academic support within each department of the College of Education. Throughout the course of your studies, you will work with the APS assigned to your program.</p> <p>Academic Program Specialists will help students complete their planned program, file student paperwork (course transfers, petitions, etc.), and assist with other general academic issues.</p>

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: after completion of 18 hours and before applying for Qualifying Exam
- A copy of your official, signed Planned Program of Study will be available in DocuSign once it has been signed by all parties.
- Always keep a copy of your Planned Program handy and available for your records
- In the event a course substitution is needed, contact your advisor for more information

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 credit hours can be transferred courses and applied to the minimum number of required credit hours 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's and Education Specialist students**.
 - Arranged by each department.
 - Must be completed successfully to graduate from your 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 apply 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 timeframe to complete all missing assignments.
 - Students have one semester following the term where the “I” grade was received to address all missing requirements.
- 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 internships, 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), they will still be responsible for the cost of the course.

The Add/Drop Deadline for Fall 2024 is **Friday, August 30th!**

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 University Graduate Studies
- Graduation application deadlines

Faculty Tips for Student Success

Robert Dedrick, Ph.D.,
Professor

Deirdre Cobb-Roberts, Ph.D.,
Professor and Department
Chair



Graduate Recruiter

- Referrals
- Information Sessions
- Events

Contact:

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College of Education Graduate Student Council

CED GSC is an interdepartmental and interdisciplinary group of graduate students whose mission is to enrich the graduate student experience through fostering college-wide collaboration and promoting excellence in educational research, and advocacy.

CED GSC represents the interests of all graduate students in the College of Education, assists in addressing student concerns, and disseminates information pertinent to the graduate student experience.

Events for 2024-2025

Workshops Share your Research Topic; Master's Level Exit Requirement

Sessions IRB; Qual Exam, Where to Publish? Grant Writing

Events Master and Doctorate Student's Meeting; TEDx

JOIN GROUP



https://bullsconnect.usf.edu/COEGSC/club_signup

- 1 Open the **CampusGroups** app.
- 2 Select 'University of South Florida'.
- 3 Click on QR Code scanner.
- 4 Scan this QR Code and start registering to the group!



Graduate Assistants United

What does GAU do for me?

- Tuition waivers
- Deferred payment of fees
- Subsidized high-quality healthcare
- Minimum stipend requirements
- Protection of labor rights in our Collective Bargaining Agreement (CBA)
- Benefits from our union affiliates

Learn more:

www.usfgau.org



Join now:

<https://feacms.floridaea.org/portal/fasttrack/85/form>



Graduate Assistants United **VALUE vs COSTS**
OF UNIONIZATION vs OF DECERTIFICATION

SB 256 FLORIDA STATUTE } would revoke the collective bargaining rights of GAs covered by Graduate Assistants United (GAU) unless **60% of the eligible total unit are dues-paying members**. If your GAU chapter does not meet 60%, it would have 30 days to reauthorize the union. Legally-binding protections of the collective bargaining agreement are at risk. University administration would have universal say over all working conditions.

Collective Bargaining Agreement	On your own! No enforceable CONTRACT
<ul style="list-style-type: none">1% from your salary1% from others' salariesHealthcareWage IncreasesTuition WaiversFee DeferralsAcademic FreedomFamily LeaveCommunity SolidarityA Voice!	<ul style="list-style-type: none">No legal right to negotiate & unequal bargaining powerNo enforceable rights for either Graduate Teaching or Research AssistantsNo due process protections in cases of investigation or disciplineNo neutral binding arbitration process

Join the Campaign! Save our GA voice!

- 1 Join GAU**
To join, visit: feacms.floridaea.org/portal/fasttrack/85/form
- 2 Be A Voice**
Tell others to join GAU
- 3 Take Action**
Get involved in your chapter

United Faculty of Florida represents over 20,000 faculty and graduate employees. In Florida, UFF is affiliated with the FEU, NEA, AFT, & the AFL-CIO. Learn more at <https://myuff.org>.

Questions?



Thank You!

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

Additional Resources:

- [Master's Student Handbook](#)
- [Specialist Student Handbook](#)
- [Doctoral Student Handbook](#)
- [USF Graduate Catalog](#)
- [GSO Student Resources Index](#)