All students are required to attend class the first day a class meets, for both online and in person courses. Graduate students who are unable to attend the first class meeting should contact the professor so that they are not dropped from the class roll. Students are responsible for dropping undesired courses by the end of their 5th day of classes to avoid fee liability and academic penalty.

After a student has completed their registration on the date assigned, they may add or drop a course(s) during add/drop week (through the fifth day of classes) through their OASIS account. Courses dropped during the first five days of classes will be removed from your USF transcript. Graduate students are   dropped automatically for non-attendance on the first day. If you do not formally withdraw in OASIS, you could be charged for the class. Students may continue to withdraw between the second and tenth weeks of the semester, but after Add/Drop Week you   be liable for tuition and fees for any withdrawn courses.

Transferring Course Work

: Students may transfer up to 50% of a graduate program's total minimum hours to their USF degrees _: 1) the transferred coursework has not been used to fulfill requirements for a completed degree, 2) the coursework is at the graduate level (5000-7000) and the student earned a B (3.00) or higher and 3)
Transfer coursework must not be older than ten years at the time of graduation or course currency is required. Official transcripts from the institution where the transfer coursework was completed must accompany the request. Grades from transfer credit are not calculated into the student's USF grade point average.

(taken as non-degree seeking or for a different degree program) also falls under the transfer course policy and would be included in the 50% limit described above if transferred in combination with coursework from another institution. Internal transfer coursework must meet the same requirements required for external credit transfer listed above.

The University policy is to issue an M grade automatically when the instructor does not submit a grade for a course. Missing grades which are not cleared within the next academic semester, including summer semester, will be converted to "M/F" grades or "M/U" grades. M/F and M/U grades are computed into the students' Grade Point Averages.

in order to be cleared for program benchmarks such as internships, qualifying or comprehensive exams, admission to doctrh44ades mtng s i a adests(on t)-6.0 Tc 0 Tw 3.826 6.913( )Tj/TT1 1P AMCID 5 BD11 /C20 1Tf-0.002121.04 32

: All Master's and Education Specialist

: All applications turned in after the deadline must also have the Late Graduation Application Form attached, with an additional copy of the form sent to the College of Education Graduate Support Office. Students who turn in their application late are not guaranteed to have their name printed in the commencement brochure, and their final transcripts and/or diplomas may be delayed.

: If a student has submitted a graduation application and later determines that they will not be graduating in that semester, they will need to submit a withdrawal form as soon as possible to the COEDU Graduate Support Office.

: If you plan to participate in the graduation ceremony, there is a separate application to complete. The application can be accessed at https://www.usf.edu/commencement/index.aspx. Your name as shown in the Commencement Brochure is provided by the University Registrar's Office. For name changes, please contact the Registrar's Office directly.

: Once all degree requirements have been certified as complete for the semester it will take approximately 6-8 weeks for your diploma to be mailed to you and for your degree to post to your transcripts.

College of Education Website: https://www.usf.edu/education/index.aspx

COEDU Graduate Support Office Homepage: https://www.usf.edu/education/graduate/graduate-support-office/

USF 2023-2024 Graduate Catalog: https://catalog.usf.edu/index.php?catoid=20

Office of Graduate