

University of South Florida

Manual for Processing Graduate Applications



Revised 5/1/13

TABLE OF CONTENTS

Introduction

1.00 Partners in the Admission Process

- 1.1 Applicants
- 1.2 USF Recruiters
- 1.3 Admissions
- 1.4 Graduate Program
- 1.5 International Services Office
- 1.6 Third Party Agents

2.00 Application Deadlines

- 2.1 In the VZ Application
- 2.2 Impact of Assistantship Commitment Deadline
- 2.3 Impact of Graduate School Fellowships & Scholarships Deadlines
- 2.4 Impact of Immigration Processing Deadlines
- 2.5 Priority Deadlines
- 2.6 Graduate Application Deadline Matrix

3.00 Application & Admission Requirements & Standards – An Overview

- 3.1 Graduate School
- 3.2 Graduate Program
- 3.3 University

4.00 Direct Receipt vs. Regular Submission – An Overview

5.00 Components of the Application

- 5.1 Application
- 5.2 Application Fee
- 5.3 Transcripts
- 5.4 Test Scores
- 5.5 Conduct Clearance

- 5.6 Florida Residency
- 6.00 Processing the Application
 - 6.1 Direct Receipt Process
 - 6.2 Regular Submission Process
- 7.00 Electronic Letters of Recommendation
- 8.00 Types of Admit Decisions
- 9.00 Graduate Readmission Policy
- 10.00 Banner/BDMS
 - 10.1 Getting Banner Access
 - 10.2 Utilizing BDMS to View Students' Scanned Documents
 - 10.3 Decision Codes
 - 10.4 SAAADMS Screen
 - 10.5 SOAPCOL Screen
 - 10.6 SPAIDEN Screen
 - 10.7 SWATEST Screen
 - 10.8 SWAURQT Screen
 - 10.9 SWAVRHD Screen
 - 10.10 SWAXAPP Screen
- 11.00 Best Practices
- 12.00 Helpful "How-To's"
 - 12.1 Update a Term of Entry
 - 12.2 Change a Program or Concentration
 - 12.3 Defer Admission
 - 12.4 Appeal for Reconsideration
 - 12.5 How to Use a Manual GAR
 - 12.5 How to Calculate a GPA
- 13.00 Important Contact Information
- 14.00 Appendices

INTRODUCTION

The enrollment management process for graduate students is initiated by the recruitment, application, admission, advising, and registration of graduate students. The key players in this series of events are the individuals we hope to enroll at USF. While we are evaluating the applicant's admissibility, the applicant is evaluating USF to determine if we meet their academic, career, and financial needs. Every point of contact with USF is an opportunity to encourage or discourage an applicant. These individuals may interact with a variety of USF employees – from receptionists to deans in a variety of different offices including the academic department, the College, the Graduate School, Office of Admissions, International Admissions & Recruitment, Financial Aid, the Registrar, Student Health Service, Information Technology, Student Rights & Responsibilities, and the Controller. In some cases applicants also interact with the offices of Student Disability Services and International Services. In addition, during this "dating period" the applicant interacts with a variety of data systems including the VZ Application, TouchNet, OASIS, etc. All of these offices, employees, and data systems have an important role to play in the process and the outcome of converting prospects to students and ultimately to graduates.

The goal is to identify high quality individuals and direct them from the "prospect" stage to applicant, admitted applicant, enrolled/registered student, and ultimately to graduate. In this process we will also interact with individuals who are not a good academic "fit" for the graduate program they are pursuing. It is our responsibility to assess these applications fairly, treat these applicants courteously, and inform them of the negative decision as soon as possible.

Please keep in mind that it is not unusual for applicants denied in one program to be a good fit for another graduate program at USF. An early negative decision from the first program and some admission advising may result in the applicant indentifying and being admitted to a more appropriate program, and we encourage you to take this extra step when possible.

This manual focuses on the admissions process – culminating, we hope, in the enrollment of "the best and brightest" students. **The application process is contractual in nature.** USF invites prospects to submit an application and supporting documents. In exchange for the application and the application fee, USF agrees to review the application file fairly and in accordance with its published procedures, deadlines, and admission criteria and to notify the applicant of the decision in a timely manner.

We hope this manual will help graduate program faculty and staff process application files and make admission decisions efficiently so that applicants will know the outcome of their applications as soon as possible. In this manual we describe how the offices and data systems work together for this purpose. Recent changes to the VZ application system should improve the movement of data and documents, and they are described here. We rely on OASIS, Banner, and a variety of reports to keep applicants and programs current on the status of applications. We continue to work to improve the process and data systems that will allow us to have a completely paperless application process. Your assistance, feedback, and patience are greatly appreciated.

The Admissions Staff

1.0 Partners in the Admission of Graduate Students:

1.1 Applicants –

- *Based on knowledge of and interest in USF and the graduate program, provide application, application fee, and required documents and information in order to be considered for admission to a graduate program*

1.2 Primary USF Recruiters –

- *Faculty and staff in the departments and colleges, Graduate School, Admissions, and affiliated recruitment staff living abroad provide information about graduate programs and the University to prospects, applicants and the public.*
- *All contact with the university is an opportunity for applicants to form an impression about USF. Consequently, all university employees play a role in recruiting students.*

1.3 Admissions –

- *Manage the VZ application system, update application deadlines and program-specific information, troubleshoot problems*
- *Manage application documents and data received in GAO or loaded through the VZ application into the USF Banner system from applicants, testing services, universities, transcript evaluation services, recommenders, etc*
- *Review and update Banner records to identify missing elements and notify applicants of such*
- *Respond to inquiries from prospects and applicants regarding the application process and general admission requirements*
- *Respond to various inquiries from program faculty and staff*
- *Review documents for authenticity and minimum University qualifications prior to program review (regular receipt) or after (direct receipt), and take action on fraudulent documents*
- *Provide regular status reports on applicants to programs and recruitment staff*
- *Produce the GAR to initiate decision processing for regular receipt programs*
- *Process the final decisions received from programs*
- *Communicate official decisions to applicants*
- *Manage receipt of legal documents required to address prior conduct issues*
- *Respond to applicant inquiries about Florida residency status for tuition purposes. Assist them in identifying and processing the correct documents to establish residency*
- *Review INTO Pathways progression forms to determine progression status*
- *Oversee application and fellowship processing of domestic and international government sponsored applicants, e.g., Fulbright, LASPAU, CONACYT, PFAN*

1.4 Graduate Program –

- *Determines application deadline, application requirements, and admission criteria*
- *Provides information about program to prospects, applicants, recruiters, & the public*
- *Collects and processes data and documents from applicants (direct receipt: all documents; regular receipt: program-required documents)*
- *Encourages applicants with missing fees, documents or data to provide them in order to complete the application process and be considered for admission*
- *Assesses applicants' qualifications for admission and determines whether or not the applicant is approved for admission (and under what conditions, if any)*
- *Assess applicant's qualifications for an assistantship (including spoken English proficiency for international applicants), the offer of which often determines whether an applicant will enroll*
- *Notifies GAO and applicants of the program's decision*
- *Maintains contact with admitted applicants to encourage them to enroll*
- *Assists in course selection/registration and the transition to graduate student*

1.5 International Services Office –

- *Upon admission of international applicants, gathers and processes immigration documents*
- *Issues I-20 to admitted applicants so students can apply for a student visa to attend USF*
- *Counsels and processes incoming international students*
- *Monitors immigration status of international students*

1.6 Third Party Agents -

Although discouraged by the University, applicants who enlist the assistance of third party agents in the application process must provide a complete [Third Party Authorization Form](#) to the Admissions office before any information will be shared with the agent. The INTO-USF program has its own version of this form.

2.00 Application Deadlines

When it comes to application deadlines, one size does not fit all! Consequently, the Graduate School and the Office of Admissions allow programs to determine the deadline that works best for them. However, to be fair to all applicants in a given cohort and per State Statute,* admission deadlines may only be changed as part of the catalog promulgation process. Any change to the application deadline must be submitted on a Change of Program request (<http://www.grad.usf.edu/curriculum-program.php#changes>) processed through your college and reviewed by the Graduate Council. For more information about changing a deadline please contact Carol Hines-Cobb at cdh@usf.edu.

Your program's deadlines will likely depend on your decision making process (pooled or rolling admission), application deadlines in your discipline at other universities, fellowship deadlines set by the University and other agencies (e.g., McKnight program), and the April 15 assistantship commitment deadline (see Appendix A), etc.

For a full list of all program deadlines, please visit the following website:
http://www.grad.usf.edu/programs/search_all.php

*State Board of Education Rule 6A-10.024 section (11) – Admission pre-requisites.

2.1 Application Deadlines in the VZ Application

Each program has an application deadline programmed into the VZ application. This deadline is established by the program and approved by the Graduate Council. Once approved, deadlines can be extended by contacting Francisco Vera in Admissions. After the deadline date has passed, the name of the program will be removed from the drop-down list on the application for that specific semester. So you will not continue to receive applications. The deadline is determined by the semester the applicant selects. So, applicants may apply for a future semester if the deadline has passed for the current one.

2.2 Impact of Assistantship Commitment Deadline

Programs that offer assistantships should be aware that:

“an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.” *CGS Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants*

Consequently, they should set their deadline and review applications early enough to offer admission and assistantships prior to the April 15 deadline to allow applicants to consider all of their options and make a commitment by the deadline.

2.3 Impact of Graduate School Fellowships & Scholarships Deadlines

A variety of fellowships and scholarships are administered through the Graduate School. Many require that applicants be admitted to the program before they will be considered for the award. Consequently, programs may want to consider these award deadlines when establishing their application deadlines to allow enough time for an admission decision prior to the award application deadlines.

2.4 Impact of Immigration Processing Deadlines on Applicants from Abroad

Another consideration is the deadline established by International Services and the Office of Admissions for international applicants from outside the US. Programs may use the domestic applicant deadlines for international applicants who are currently studying in the US since they already have a student visa and just need to transfer it to USF. However, applicants coming from abroad must provide special documents, be issued an I-20 through USF, and obtain a student visa from their home country between receiving their offer of admission and the beginning of their first semester. The length of this process varies a great deal depending on the sending country. Consequently, programs must make an offer of admission to an overseas international applicant at least 2 months prior to the start of classes to allow for immigration processing.

In order to allow the AO and programs enough time to process overseas international applications and make admission decisions by the 2-month immigration deadline, the following application deadlines have been established. If your program's regular deadline is after these dates you should inform prospects that we cannot process their applicant for the upcoming semester. Please encourage them to apply for a future semester.

Application Deadlines for International Applicants outside the US

Fall Semester – May 1

Spring Semester – September 15

Summer Sessions – January 15

2.5 Priority Deadlines

Some programs establish a priority deadline. This is the deadline used to determine the pool from which assistantship and other award recipients will be selected. If space is available past the priority deadline then the program may continue to review applications and make offers.

2.6 Graduate Application Deadline Matrix



UNIVERSITY OF SOUTH FLORIDA GRADUATE SCHOOL APPLICATION DEADLINES

If more than one deadline pertains to you, you must meet the earliest deadline. To find the deadline for your program of interest please visit the Graduate Program webpage at http://www.grad.usf.edu/programs/search6_alpha.asp?searchtext=null

| Semester | All Graduate Applications | Grad School Fellowships | International Applications outside US** (need I-20 and visa) | International Applications inside US (need to transfer current visa) | Classes begin |
|----------------------|---|---|--|---|---------------|
| | Priority deadline* for admission to graduate programs & dept assistantships | Final deadline for consideration for Graduate School scholarships & fellowships, nominees must be admitted. | Graduate School Int'l application deadlines (outside US). Earlier program deadlines supersede these. | Graduate School Int'l application deadlines (inside US). Earlier program deadlines supersede these. | |
| Summer Sessions 2012 | see program deadline | N/A | 15-Jan | 15-Feb | 14-May |
| Fall Semester 2012 | see program deadline | 15-Feb | 1-May | 1-Jun | 27-Aug |
| Spring Semester 2013 | see program deadline | N/A | 15-Sep | 15-Oct | 7-Jan |
| Summer Sessions 2013 | see program deadline | N/A | 15-Jan | 15-Feb | 13-May |
| Fall Semester 2013 | see program deadline | 15-Feb | 1-May | 1-Jun | TBA Aug |
| Spring Semester 2014 | see program deadline | N/A | 15-Sep | 15-Oct | TBA Jan |

*Priority deadline means that applicants who have a complete application, all supporting documents, and an application fee on file will receive full consideration for admission to the program and for available department funding. Incomplete files or applications received after this date will be considered on a space-available basis.

**International applicants who are outside the US are required to apply for a visa. Depending on the country of origin, this may take a few months. The deadlines for these applicants have been set with the hope that enough time will be available for programs to review the application files for admission, for the International Services Office to process the documents to issue an I-20, and for students to obtain a visa in their country. These deadlines are not meant to guarantee sufficient time. International applicants are encouraged to apply as early as possible.

3.00 APPLICATION & ADMISSION REQUIREMENTS & STANDARDS – AN OVERVIEW (See Section 5 for full descriptions)

3.1.0 Office of Admissions

3.1.1 Application Requirements Set by Admissions – What Must be Submitted

These are the minimum items required and monitored by the AO to evaluate a graduate application. Applications will not be reviewed without the first 3 items. Applicants whose native language is not English must also provide item 4.

- 3.1.1.1 Completion and submission of USF's **on-line Graduate School Application** <https://secure.vzcollegeapp.com/usf/>
- 3.1.1.2 Payment of the \$30 USD **application fee**
- 3.1.1.3 Official, final **transcripts** of all post-secondary college/university courses taken with credit and grades received and with English translation if not in English (unofficial copies of transcripts may be reviewed for provisional admission, but official final transcripts must be received to finalize admission and allow continued registration).
- 3.1.1.4 Applicants whose native language is not English must show English proficiency

3.1.2 Admission Standards Set by the Graduate School

These are the minimum qualifications applied to the application requirements above and monitored by the GAO.

- 3.1.2.1 A **bachelors degree** from a US regionally accredited university (or the equivalent from a foreign institution)

3.1.2.2 Minimum Grade Point Average meeting one of the following criteria:

- 3.1.2.2.1 "B" or better in all work attempted while registered as an undergraduate student working for a degree
- 3.1.2.2.2 "B" or better in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
- 3.1.2.2.3 "B" or better earned for the bachelor degree and any graduate degree earned

3.1.2.3 Demonstrated proficiency in **English*** (if English is not the native language)

3.1.2.3.1 Minimum TOEFL score of 79 on Internet-based, 550 on Paper-based

3.1.2.3.2 Minimum IELTS score of 6.5

3.1.2.3.3 Minimum GRE Verbal score of 500 (or 153 after August 2011)

3.1.2.3.4 An earned degree from a university in the US (or other English speaking country)

3.1.2.3.4 Minimum score of 53 on Pearson Test of English – Academic (new)

*International students who are seeking employment as a teaching assistant must meet additional Spoken English Language Requirements

http://www.grad.usf.edu/inc/linked-files/GA_Policies_Spoken_English.pdf (Appendix B).

3.20 GRADUATE PROGRAM

3.2.1 Application Requirements Set by the Graduate Program – What Must be Submitted (See program website for details)

Programs (and their college) determine what additional things the applicant must do for a decision to be made. This includes meeting the application deadline established by the program and submitting additional items to help assess their qualifications for admission. In addition to items required by Admissions and the Graduate School, these items may include:

3.2.1.1 Statement of purpose

3.2.1.2 Description of research interest

3.2.1.3 Essay or writing sample

3.2.1.4 Resume or vita

3.2.1.5 Letters of recommendation

3.2.1.6 Portfolio of work

3.2.1.7 Standardized test scores, e.g., GRE, GMAT

3.2.1.8 Prerequisite degree, courses, licensure, or professional experience

3.2.1.9 Secondary application

3.2.2 Admission Standards set by the Graduate Program

(See program websites for details)

The program (and its college) establishes the minimum standards for the various application requirements and adjusts them as competition and resource limitations require in any given semester. These published standards may be higher than those of the Graduate School, but not lower. These standards may include:

3.2.2.1 Minimum Grade Point Average

3.2.2.2 Specific grades received in prerequisite courses

3.2.2.3 Minimum Standardized test scores, e.g., GRE, GMAT

3.2.2.4 Earned graduate degree

3.2.2.5 Statement of purpose – clarity, content, etc.

3.2.2.6 Research interests – compatibility with department resources & faculty

3.2.2.7 Writing sample/portfolio – topic selection, quality of presentation, etc.

3.2.2.8 Curriculum Vita/resume – type and length of related experience

3.2.2.9 Letters of recommendation – status of recommender, nature of experience & qualities described

If any exceptions to these requirements or standards are requested, they must be approved by the program director and college dean and reasons for the exceptions must be described on the Graduate Admissions Referral (GAR) form before sending it to the GAO.

3.30 UNIVERSITY REQUIREMENTS FOR ADMITTED APPLICANTS

3.3.1 Florida Residency - Applicants claiming Florida residency for tuition purposes must provide proper identification to establish residency before or during their first semester. **All graduate students are considered independent** and may not use their parents' documents to establish residency. Go to http://www.registrar.usf.edu/Residency/Qualifying/Independent_Student.php for a list of approved documents. For additional information contact Janet Giles at jgiles@usf.edu

Students who would like to change their residency to Florida after their first semester must follow the **reclassification** process at <http://www.registrar.usf.edu/Residency/Deadlines.php> .

3.3.2 Prior Conduct - All graduate applicants are required to answer the Conduct Clearance questions on the graduate application. Admissible applicants who have declared a reportable conduct issue must provide specific documents for review before an admission decision will be posted. (See <http://www.sa.usf.edu/srr/page.asp?id=106>).

3.3.3 International Students -

3.3.3.1 If coming from outside the US, admitted international students must submit to the International Services Office a copy of the face page of their passport and a [Promissory Note of Financial Support](#) with supporting documents in order to obtain an I-20. They will also have to pay the SEVIS (I901) fee and obtain a visa from the US Embassy or consulate in their country.

New international students coming from abroad must also demonstrate that they have had tuberculosis screening within 6 months or arriving at USF.

3.3.3.2 If transferring from a US institution they must transfer their SEVIS record from their previous institution to USF. Go to Immigration Information <http://global.usf.edu/is/pro-immigration.php> for specific information.

3.3.4 Immunization & TB Testing – Before new students may register they must provide proof of immunization from certain illnesses. Go to Student Health Services for details <http://shs.usf.edu/immunizations/immunization-compliance.aspx>

4.0 Direct Receipt vs. Regular Submission – An Overview

4.1 Direct Receipt Programs

Direct Receipt Programs require all application materials to be sent directly to the program first. Programs receive and manage all materials and correspond with applicants regarding the status of their applications. They calculate GPAs (see Section 12.5) and assess all admission criteria. When the program has reviewed the application packets and notified AO of its recommendation for admission, AO authenticates documentation and verifies GPA and test scores. See “Processing the Application – Direct Receipt” below (Section 6.1) for details.

4.2 Regular Submission Programs

Regular Submission Programs require applicants to send official transcripts and test scores directly to the Admissions Office. Applicants should send all program-specific requirements (letters, essays, resumes, etc.) directly to the graduate program in whatever manner they require (either via the postal or courier service, email, application upload, etc.). The Admissions Advisor tracks receipt of the transcript and test scores. When both are reviewed and meet minimum standards, all application materials received by Admission are then sent to the program for review and a decision. Documents required by the program but received in Admissions will be scanned into BDMS and emailed to the graduate program without further processing in Admissions. See “Processing the Application – Direct Receipt” below (Section 6.2) for details.

5.0 Components of the Degree Application

5.1.0 Graduate Application

All graduate applications to USF must be submitted online through the VZ College Application. The web address for the application is <https://secure.vzcollegeapp.com/usf/>. Some programs require an additional application. Admission requirements and supplementary applications established by the program should be available on the program's website and should be consistent with Admissions and Graduate School policies (see Graduate School catalog <http://www.grad.usf.edu/catalog.php>)

5.1.1 Applicant's Name

Joining applications and supporting documents in the system depends a great deal on matching the name on documents. If a different variation of an applicant's name is used on transcripts, test scores, or other documents, the applicant should check "yes" for previous legal name and fill in the alternate name on the application.

When filling out the application, international applicants should use their name as it appears on their passport. In addition, the name must match the passport for immigration processing.

5.1.2 Applicant's Social Security Number

Although the VZ application allows applicants to submit without filling in the Social Security number, it helps a great deal in identifying and correctly populating the student record. It will be required if the applicant matriculates at USF.

5.1.3 Fraudulent information

An application for admission or a residency affidavit submitted by or on behalf of a student that contains false, fraudulent, or incomplete statements may result in denial of admission, further registration and/or degrees awarded.

5.2.0 Application Fee

All applicants are required to submit an application fee of **\$30.00** for **EACH** graduate program.

NOTE: Paying the application fee when the VZ application is submitted is much easier than paying after submission.

5.2.1 How to pay when submitting the VZ application:

Applicants have the option to pay their application fee by credit card (Discover, Master Card, Visa) or by E-Check (personal checking/savings account) through the VZ application. If they submit the application without the fee, they will need to obtain a NET ID and navigate through OASIS system to pay the fee (see below).

5.2.2 How to pay after submitting the VZ application:

5.2.2.1 **Create a Net ID** by going to <https://netid.usf.edu>

5.2.2.2 Click on the link which says Activate your USF NetID.

5.2.2.3 Enter your First and Last Names in the fields provided.

5.2.2.4 The information you will need:

- Your USF ID#
- Your birthday month and day
- The 4 digit activation code:

5.2.2.5 Follow the on-screen instructions. New users will be asked to select a secret question and provide an answer. Users who have previously activated their NetID will be prompted for the answer to their secret question.

5.2.2.6 If prompted, complete the USF Emergency Notification System update. Note: You may need to refresh your browser after submitting your update closing the notification window.

- 5.2.2.7 Create your password. Note: Passwords must contain both letters and numbers but no dictionary words and must be at least eight (8) characters long.

Your NetID should now be set up.

- 5.2.2.8 When you have your Net ID, go to MyUSF at www.my.usf.edu and enter via the "Single-Sign On. Then click on the OASIS tab.
- 5.2.2.9 After the OASIS window pops up, then go to the Student section, select Admissions, and then select the option "Pay My Application Fee." A pop-up window will appear that will allow you to pay with a credit card or checking account.

5.2.3 Application Fee Waiver

APPLICATION WAIVERS MUST BE PROCESSED BEFORE SUBMITTING the application. If applicants meet any of the eligibility criteria listed on the Application Fee Waiver Verification Request form, they must submit the completed form to Admissions BEFORE submitting the online application to be considered for a waiver: (http://www.grad.usf.edu/inc/linked-files/Application_Fee_Waiver_Verification_Form.pdf)

5.3 Transcripts

One (1) official transcript is required from all post-secondary institutions of higher learning that the applicant has attended. Applicants are encouraged to provide unofficial copies of transcripts to expedite the processing of their applications. Any offer of admission based on unofficial transcripts will not be finalized until official transcripts are received (typically in a sealed envelope from the Office of the Registrar of the institution attended). Admitted applicants must submit transcripts from all previous post-secondary institutions and a final transcript showing the award of a bachelor's degree (or master's, if required for admission) if they wish to enroll at USF. Former USF students do not need to provide transcripts from USF.

All transcripts must be in English. It is the applicant's responsibility to have transcripts translated and evaluated before submitting them as part of their graduate application packet. All foreign transcripts that are not in English must be accompanied by a certified English translation. Documents signed by a notary or other public official with no affiliation to the academic institution will not be accepted. Some graduate programs require a course-by-course evaluation. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will require a course-by-course evaluation from a foreign transcript evaluation service. Refer to the Admissions' website for a list of evaluation services (<http://www.grad.usf.edu/graduate-admissions.asp>).

Document Fraud - Applicants are responsible for the authenticity, completeness, and accuracy of the transcripts submitted for admission, regardless of the source. The receipt of inauthentic or fraudulent transcripts will result in a denial of admission or rescinding a decision to admission if identified after the offer is made.

5.4 Test Scores (if required by Graduate Program)

Test scores that are transmitted electronically to USF are considered official. However, scores must match perfectly with the applicant's name and birth date to migrate to the applicant's record. If they do not, they will be go into a holding file until they are discovered "missing" and are sought using secondary matching criteria. If you think a score has been sent but is not in Banner (SWATEST or the SAAADMS Checklist) please contact your Admissions Advisor who can search the file for the score. Please strongly encourage your applicants to send a scanned copy of their test score report to you and the Office of Admissions or upload it through the application. This will notify Admissions that a score is available for the applicant and, when verified with the testing agency, the scores will then become official.

5.4.1 GRE (Graduate Record Examination): <http://www.gre.org>

Applicants to programs requiring the GRE* must submit GRE test scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Educational Testing Service, but we strongly encourage applicants to provide unofficial copies of their test scores to expedite the processing of their applications. Any admission granted using unofficial scores will not be finalized until official scores from ETS are received or verified by an admissions advisor. The institution code for USF is 5828 and applies to all tests administered by ETS. See Appendix K for the concordance tables for new/old GRE scores and percentiles.

5.4.2 GMAT (Graduate Management Aptitude Test):

<http://www.gmac.com>

Applicants to programs in the College of Business should submit GMAT scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Pearson VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any admission granted using unofficial scores will not be finalized until official scores from Pearson VUE are received or verified by an admission advisor. Some programs may accept the GRE in place of the GMAT.

5.4.3 Other Tests: Graduate programs may require other standardized test scores or allow other tests to substitute for the GRE/GMAT. If received in Admissions, the score report will be scanned and uploaded into BDMS and emailed to the program when the GAR is sent.

5.4.4 TOEFL/IELTS/PTE – English Proficiency: <http://www.toefl.org>;
<https://www.ielts.org>; <http://pearsonpte.com/pteacademic/Pages/home.aspx>

Applicants whose native language is not English and who have not earned a degree in the United States must demonstrate proficiency in English. This is typically done with a satisfactory score on the TOEFL/IELTS/PTE-A (earned within two years of the desired term of entry).

Please note of the University's minimum scores for English proficiency tests (below).

| | |
|--|---------------|
| Test of English as a Foreign Language (TOEFL-Internet-based) | 79 or higher |
| International English Language Testing System (IELTS) | 6.5 or higher |
| Pearson Test of English - Academic | 53 or higher |

The TOEFL/IELTS requirement may be waived if the applicant meets one of the following conditions:

- The applicant's native language is English, or
- Has scored the equivalent of 153/500 or higher on the GRE Verbal Test, or
- Has earned a college bachelor's or graduate degree at a regionally accredited U.S. institution of higher learning, or
- Has earned a college bachelor's or graduate degree from an institution whose language of instruction is English (must be noted on transcript)

PLEASE NOTE: International students whose native language is not English and who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived for admission to a graduate program. They will need to score at least a 26 on the spoken portion of the internet-based TOEFL (iBT) or a 50 on the SPEAK test administered through INTO-USF.

5.5 Conduct Clearance (Legal Disclosure Statement)

All graduate applicants are required to answer the Conduct Clearance questions on the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received and cleared, if warranted.

Board of Governors Regulation 6.001, General Admissions, authorizes universities to refuse admission to applicants because of past misconduct. University of South Florida System (USF System) Regulation USF3.018, further requires the Vice President for Student Affairs or designee to review all applications in which a student discloses past misconduct and to make a decision as to whether the admission of the applicant will be in the best interest of the University of South Florida (USF).

<http://www.sa.usf.edu/srr/page.asp?id=106>

5.6 Florida Residency

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. Applicants will be classified as Florida residents if they have provided documentation that verifies they began living in Florida for at least twelve months prior to the first day of classes of their admitted term of entry.

Applicants at the graduate level must claim themselves as independent for residency purposes. Applicants who claim themselves as a dependent, using their parents' documentation, will be classified as a non-Florida Resident. Applicants who have questions regarding their residency classification should contact Janet Giles jjgiles@usf.edu .

This policy derives from Florida State Statute 1009.21 and is enforced by the Registrar's Office. For more information about the policy and classification please go to http://www.registrar.usf.edu/Residency/Qualifying/Independent_Student.php

6.0 Processing the Application

6.1 Direct Receipt Process

6.1.1 VZ Online Application <https://secure.vzcollegeapp.com/usf/>

The applicant applies to a program of his/her choice through the **VZ online application**. The application will load into BANNER when the server upload occurs overnight and will be available for viewing and processing the following day. Admissions will only refer applications for which the fee has been received. The applicant will then receive an email stating that the application is being referred to a direct receipt program.

6.1.2 All applicants will appear on the Daily Activity Detail Report for processing which is sent to the programs and Admissions Advisors (See Appendix E). Since Admissions typically has not receive any of the supporting documents at this stage, the "current decision" column typically will identify new applications as either "referred to" or "require application fee.*" (applications that have been processed will show a variety of decision codes, e.g. admitted, denied, see Section 8 and Appendix D). It is the program's responsibility to track the application materials, and the program is urged to keep in contact with the applicants to encourage them to provide all missing fees/documents/information.

6.1.3 The online application system allows an applicant to **upload specific documents** into the application. Even if your program has requested that materials be sent to you, many applicants will upload documents into the online system. These documents will automatically migrate into BDMS nightly with a corresponding description, based on how the student uploaded the document. It is the responsibility of the graduate program to check BDMS regularly for any outstanding documents. The applicant can log into his/her application repeatedly to upload additional documents. Currently, documents coming from VZ do not have a "received" date.

- 6.1.4 **Letters of Recommendation** can be requested electronically through the VZ application. As individuals submit LOR's on behalf of the applicant, they will also migrate nightly into BDMS. *Please see Section 7.0 on Electronic Letters of Recommendation for additional information about this process.* Please note that multiple LORs may load into Banner as a single, multi-page document.
- 6.1.5 After the program has received all of the application documents (whether sent directly or uploaded), ensure that the **\$30 application fee** has been paid*, and reviewed and made a decision about the application, the program will create a manual [GAR](#) (See "Helpful How To's," Section 12) which must be signed by the department and sent to the college for the appropriate signature. The college must return the GAR to Admissions either via email or campus mail.
- 6.1.6 Please **include ALL original transcripts and test score reports** collected by the program when returning the GAR to Admissions. You may return the GAR and supplementary information and documents to Admissions by either:
- 6.1.6.1 Scanning all of these documents into BDMS and notifying Admissions
 - 6.1.6.2 Sending hard copies through inter-campus mail - staple all related application documents to the Manual GAR to ensure that your Admissions Advisor has what is necessary to admit or deny the applicant.

*Decisions cannot be processed by Admissions for applicants who have not paid the application fee.

6.2 Regular Submission Process (Non-Direct Receipt)

6.2.1 VZ online application <https://secure.vzcollegeapp.com/usf/>

The **application will load into BANNER** when the server upload occurs overnight. It will be available for viewing and processing the following day. The application can be submitted and loaded into Banner without the receipt of an application fee. However, these applications will not be processed until the fee has been received.

6.2.2 All applications will appear on the Daily Activity Detail Report for processing (see Appendix E). Please review the “current decision” column regularly to determine the current status of the application (applications that have been processed will show a variety of decision codes, e.g. admitted, denied, see Section 8 and Appendix F). The Admissions system will send an email to applicants after the initial Admissions review. They will be notified if the application fee, transcript or test scores are missing. However, it does not track other items required by the program. Consequently, the program is urged to keep in contact with the applicants to encourage them to provide all missing documents/information.

6.2.3 The online application allows the applicant to **upload certain documents** into the application. These documents migrate nightly into Banner’s BDMS (See Section 10) and are indexed according to how the applicant classifies the documents. If the applicant accidentally loads a resume as an essay it will be titled “essay” in BDMS, so be sure to open all items to determine if they have been properly labeled.

6.2.4 **INITIAL REVIEW in Admissions** – The Admissions Advisor will periodically check BDMS and the mail for **transcripts** (unofficial or official) and **test scores*** that match with the applicant’s record. If the transcripts and test scores (if required by your program) are provided, a GPA is calculated and entered into BANNER on the SOAPCOL screen (see Section 10.5). A **Graduate Application Referral** (GAR, See Appendix G) will print the following day to which transcripts and any supplemental documents will be attached

- (essay, writing sample, resume, etc) and emailed to the program. Test scores which have been received electronically from the testing agency* are considered official and will print on the GAR and can also be found in SWATEST (See Section 10.7) in BANNER.
- 6.2.4.1 If the applicant has provided **neither transcripts nor test scores**, nothing will be sent to the program.
- 6.2.4.2 If **only test scores** have been received, Admissions Advisors will wait until transcripts have been received to process the application.
- 6.2.4.3 If we have received **transcripts but no test scores**, the GPA will be calculated, and transcripts and supplemental documents will be emailed to the program with a Missing Item Packet (MIP, see Appendix H).
- 6.2.4.4 If **immigration documents** are received they will be scanned into BDMS so they will be available to International Services.
- 6.2.4.5 If **program-required documents** are received they will be scanned and uploaded into BDMS.
- *electronic scores must match perfectly with the applicant's name and birth date to migrate to the applicant's record. If they do not, they will be go into a holding file until they are discovered "missing" and are sought using secondary matching criteria. If you think a score has been sent please contact your Admissions Advisor who can search the file for the score.
- 6.2.5 Once an application has been referred to the program, the applicant will still have the ability to log into the online application to **upload additional documents**. These documents will migrate to BDMS nightly, even after a GAR or MIP has been sent to the program. For this reason, if an application is incomplete due to missing program requirements, the graduate program must periodically check BDMS in the event that the student logged back into the application to upload the necessary documents.
- 6.2.6 **Letters of Recommendation** can be requested electronically through the VZ application. As individuals submit LOR's on behalf of the applicant, they will also migrate nightly into BDMS. *Please*

see Section 7.0 on Electronic Letters of Recommendation for additional information about this process.

- 6.2.7 After the program has received all of the application documents and a decision is rendered (see below for types of decisions), the **GAR/MIP will be signed by the program** and sent to the college for the appropriate signature, and then on to Admissions. If you are admitting an applicant using an MIP (Missing Item Packet, i.e., missing test scores), please attach to the GAR any score reports that you have received which enabled your final decision. When received by our office, Admissions Advisors can use this information to verify the scores with the testing agency. Upon verification, the scores are considered official and are manually entered into SWATEST.

7.0 Electronic Letters of Recommendation

When an applicant submits the online application, s/he has the option to electronically request letters of recommendation by providing the names and email addresses of individuals from whom letters of recommendation will be requested.

When the application is submitted and paid, an email will be automatically sent to the recommender with instructions on completing and returning the reference. If the application has not yet been submitted and paid, the email will NOT be sent to the recommender. The email message provides a link through which the recommender can upload and email an electronic letter to the VZ application/BANNER.

On occasion, recommenders may have trouble receiving the initial email because of firewall restrictions or because the applicant typed the wrong email address. Please have the applicant contact the Admissions Advisor if they have reason to think the recommender has not received the email request.

If the applicant wants to check the status of the recommendations or to request letters from additional references, she/he is able to log into the "Recommendation Status Check" section of the VZ application to do so.

Please note, an applicant can still elect to have letters sent via postal service. If received in Admissions, LOR's will be sent to the program directly without further processing in Admissions.

7.1 The four different status check results applicants will see when letters are sent electronically:

7.1.1 Not received: This means that an email was emailed to the recommender, but the recommender has not yet clicked on the link within the email or may not have received it. Encourage applicants to check the VZ application and make sure they entered the correct email for the recommender or check with recommenders directly to see if they received the email. If not, have them contact admissions to send another request.

7.1.2 Received: This means only that the recommender has opened the email request and clicked on the link to the VZ portal to begin. It does NOT mean that we have received the recommendation letter. Applicants may contact you insisting that "My application says my recommendation letter was received." Please let them know this means only that the recommender has *received* and *opened* the email request.

7.1.3 Being processed: This means that the recommender has saved his/her recommendation in the VZ portal, but has not yet submitted it.

7.1.4 Completed and Submitted: This is what applicants will see when a recommender has completed the request and submitted it. Twenty-four hours after a recommendation letter has been "Completed and Submitted," the documents will migrate into BDMS and should be available for departmental viewing.

8.0 Types of “Admit” Decisions

8.1 Final Admit: Applicant is unconditionally admitted. Application file is complete and all admission requirements have been met.

8.2 Provisional Admit: Decision to admit is based on unofficial or incomplete information, pending receipt of official documentation. We may be waiting to receive official transcripts, official test scores, or an official final transcript showing the student received the bachelor’s degree. Provisional admits are common since so many students apply and are admitted to graduate school prior to completing their undergraduate degree. Applicants admitted provisionally will be allowed to register for their first semester of courses. A hold will be placed on their record preventing registration in subsequent terms until the outstanding documentation is received in Admissions and the provision is removed.

8.3 Conditional Admit: Applicant is admitted (final or provisional) but specific conditions have been established by the program which must be met in order for the student to continue in the program. These conditions may include attendance in specific core or remedial courses and/or required earned GPA for all or some courses. However, they may not include remedial English training. Applicants who do not meet **English proficiency** requirements may not be admitted conditionally. Rather, they should be referred to an English language program (such as INTO-USF) or to take the TEOFL again and try for a higher score.

Failure to satisfy conditions required by the program and/or college will result in academic dismissal from the program. It is the responsibility of the program to determine if conditions have been satisfied and to take action to remove the conditions or initiate dismissal.

8.4 Exceptional Admit: An otherwise strong applicant whose GPA AND test scores fall below the program’s minimums may be considered for a 10% exception* (also applies if the GPA is below 3.00 and no test scores are required). To be considered, a student should present evidence that their academic preparation was such that it might

account for less than the minimal University and/or program requirements. They must show evidence of potential for academic success such as excellent letters of recommendation, performance in graduate courses taken as a post-bachelor's student, professional experience etc. Each request for a 10% exception must include with the GAR a statement describing the special circumstances of the applicant. It is the discretion of the program and college to accept exception application requests.

A student with a GPA falling below the 3.0 minimum but with passing test scores would NOT be an exception. Similarly, if the student meets the GPA requirement but lacks passing test scores would NOT be an exception.

Please note that a student can be a combination of the above referenced types of admission. The exception would be that the student's admission cannot be both "Final" and "Provisional."

* The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees minimum requirements.

9.0 Graduate Readmission Policy

9.1 Readmission Policy

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 who wish to continue their studies must be readmitted to the degree program. Readmission is at the discretion of the program and is not guaranteed.

9.2 Eligibility for readmission:

9.2.1 Students who have been academically dismissed from the University for academic dishonesty may not apply to any graduate program at USF.

9.2.2 Deadlines: The readmission application and all supporting materials must be submitted by the regular application deadline.

Additional Requirements:

- 9.3.1 Application: In order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials.
- 9.3.2 Test Scores: The Department may require new Test scores and transcripts.
- 9.3.3 Catalog Year: students who are readmitted must meet the degree requirements and policies in the Graduate Catalog in effect at the time of readmission.
- 9.3.4 Prior Coursework taken at USF: courses taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department. However, all courses taken when previously enrolled as a graduate student are included in the overall GPA. Refer to the Time Limit Policy for time limits on courses applied toward the degree. Students who completed required courses and were previously in doctoral candidacy do not have to retake courses older than eight years unless determined by the program. Students may be required to take new coursework at the program's discretion. The decision to accept courses previously transferred to USF and applied toward the degree is at the discretion of the program. There is no time limitation for waived hours from a completed master's degree used toward a doctoral degree.
- 9.3.5 Enrollment: Students must enroll for the semester in which their readmission is effective.
- 9.3.6 Doctoral Candidacy: Students who are readmitted to a doctoral program who were previously admitted to doctoral candidacy may retain their candidacy status at the discretion of the Department, College, and Graduate School. Students must file an approved request for Readmission to Doctoral Candidacy Form through Graduate School procedures. Once approved, the Candidacy date is effective as of the semester of readmission.
- 9.3.7 Dissertation Hours: Students must enroll for two hours of dissertation per the enrollment policy, plus an additional three dissertation hours for a total of five dissertation hours in their first semester. Programs may require additional hours.

The Readmission policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending USF will be required.

10.0 BANNER and BDMS

BANNER is USF's Student Information Database System. All information pertinent to student records can be found in BANNER. From application to graduation to the coursework in between, BANNER houses USF's student data.

BANNER Document Management System (BDMS) is a supplemental system to BANNER that contains scanned images of correspondence, transcripts, submitted forms, scores that have been submitted and retained as part of the student's permanent file. You can only have one BDMS screen open at a time.

Graduate program directors and staff are strongly encouraged to obtain access to Banner and BDMS. As we move to a completely on-line process this will become mandatory. See Section 10.1.

10.1 Getting BANNER Access

Please use the following link to access the FERPA Tutorial and the Banner Access form here (the form is available after the tutorial is completed):

http://www.registrar.usf.edu/presentation/ferpa_quiz/

After reading the FERPA tutorial you will be directed to register to take a five-question quiz. When you reach this screen click on the red "Register" and provide the information requested (username, password, & email address). Once this has been completed use this information to "register" for the quiz: fill in the username and password you created on the "quiz-shock" form and select the "FERPA" quiz in the "Quiz" column of the form. This will take you to the quiz. You need to get four of the five questions correct to pass and obtain the Banner access form.

The screenshot shows the Quiz Shock website interface. At the top left is the "quiz shock" logo. To the right is a navigation menu with links: HOME :: REGISTER :: PROFILE :: FAQ :: HELP. Below the logo is a welcome message: ":: Welcome to Registrar's Office".

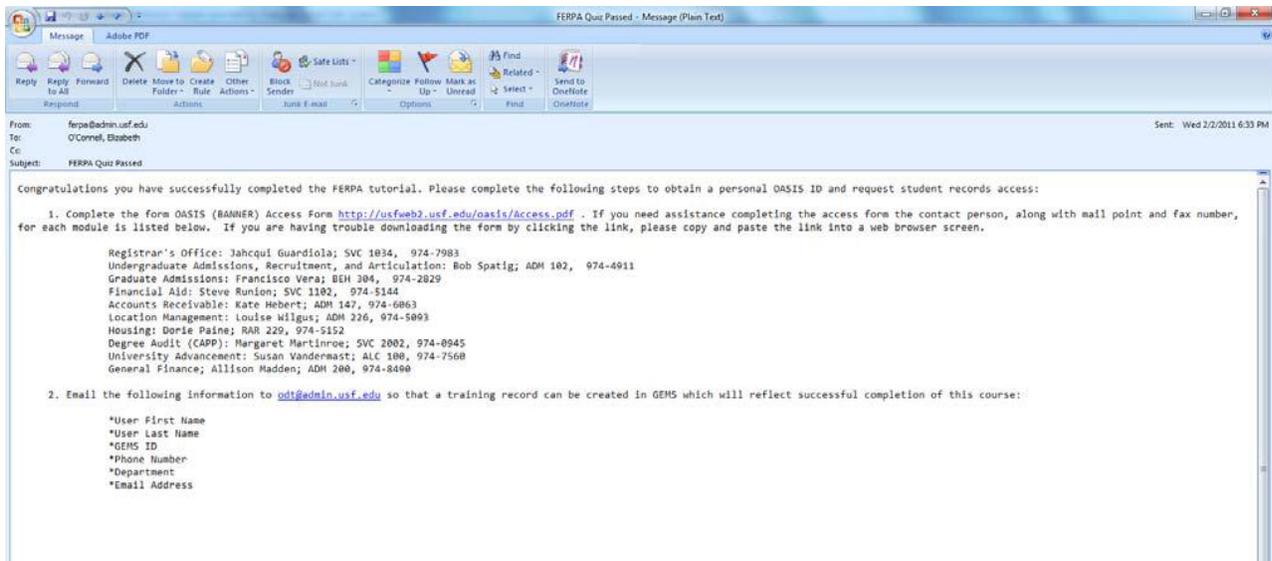
On the left side, there are statistics: Registered Users: 1397, Newest User: eoconnel, Users Taking Quizzes: 0, and Total Quizzes Taken: 2872. On the right side, there is a welcome message: "Welcome to the Registrar's Office FERPA Tutorial Quiz!" followed by instructions: "REGISTER by entering a user name and password. An active USF Email Address is required to complete your registration." Below this, there are links for HELP and FAQ with brief descriptions.

In the center, there is a table with the following data:

| Quiz | Questions | Times Taken | High Score |
|----------------|-----------|-------------|------------|
| FERPA FERPA | 5 | | |

At the bottom, it says "You are currently logged in as eoconnel :: Logout". Below that is a link: Registrar's Office :: Contact Us. At the very bottom, it says "Powered by 1.6.0 :: Copyright (c)2001-2003 Pineapple Technologies."

When you pass the quiz, an email will be sent to you with a link to the "Request for OASIS (BANNER) Access" form. It will look like the image below.



Click on the "Access Form" link. The following PDF form will open. Fill out sections one and two. Sign it yourself in section two and have your accountable officer/supervisor sign it in section one. Then fax or scan/email it to the Asst. Director of Admissions, Francisco Vera at fvera@grad.usf.edu. He will give you "read" access for the admissions records in Banner, and you will be able to see the data and documents we have on file for your applicants. Also, follow the instructions in item two on the email message to set up a training record by sending the following information to the Talent Management office (odt@admin.usf.edu): first name, last name, GEMS ID, phone, department, email address.

Request for OASIS (BANNER) Access

Revised 10/09/07

1. COMPLETE THIS SECTION: (PLEASE PRINT CLEARLY)

Requester's Name: _____ Position: _____ Student: (circle one) Yes No

E-mail Address: _____ Office Phone: _____ Mail Point: _____

Employee ID#: _____ UID#: _____ Accountable Office Name: _____

Department Name: _____ Accountable Officer Signature: _____

Department ID#: _____ Accountable Officer Phone: _____

If you currently have a userid in another Enterprise Business System (i.e. FAST or GEMS, please write it here: _____)

2. READ THIS SECTION and SIGN BELOW:

Responsibilities Associated With Access to University Data:

- 1) Data to which you have access in the conduct of legitimate University business may not be used for any other purposes, nor may it be passed on by you to any other person, in any form, for any purpose other than legitimate University business.
- 2) You are responsible for the security of the data to which you have access. This includes your adherence to University, College, Campus and departmental policies regarding access to data, keeping data, diskettes, and printouts in secure locations, periodically changing passwords, and ensuring your workstation is not accessible to others who do not have legitimate access to it when you are not physically present.
- 3) You are responsible for distinguishing between public, directory and confidential information. For guidance, see the USF catalog and USF Policy and Procedure 0-100. Confidential information regarding students or staff may not be released in any personally identifiable format without permissions of the

When Francisco receives your completed access form he will fill out the remainder of the form and send it to the USF IT department which will activate your access. Please allow approximately two weeks for processing and activation. You will receive an email from IT stating that your BANNER access has been granted and giving you the initial details necessary to log-in.

BDMS is an additional feature that must be added after the BANNER access has been granted. For those employees who currently have BANNER access but who do not also have BDMS access, please email Francisco Vera to request the BDMS add-on feature.

For new employees, BDMS is requested at the time the BANNER Access Form is submitted to the IT department. Because it is a separate feature and the second phase of the process, BDMS access is typically granted two weeks after the initial BANNER approval.

Important Tips:

- BANNER is designed to be used with Internet Explorer. Attempting to use other web browsers may result in a loss of functionality for the user.
- The web address for logging into BANNER:
<https://banner.usf.edu/inb/prod>

10.2 Utilizing BDMS to View Students' Scanned Documents

10.2.1 Going from Banner to BDMS

1

2

3

4

5

6

7

8

| ID | PIDM | DOCUMENT TYPE | LAST NAME | FIRST NAME | SSN | BIRTH DATE | TERM CODE | APPLICATION NUMBER | ADMISS |
|----|---------|-------------------------|-----------|------------|-----|-------------|-----------|--------------------|--------|
| | 1793347 | UNOFFICIAL TRANSCRIPT | | | | 03-Mar-1979 | 201301 | 5 | |
| | 1793347 | ADMISSIONS REQUIREMENTS | | | | 03-Mar-1979 | 201301 | 5 | ESSA |
| | 1793347 | TRANSCRIPT | | | | 03-Mar-1979 | 200508 | 3 | CTR1 |
| | 1793347 | ENROLLMENT CERT REQUEST | | | | 03-Mar-1979 | 0 | 0 | |
| | 1793347 | ENROLLMENT CERT REQUEST | | | | 03-Mar-1979 | 0 | 0 | |
| | 1793347 | ENROLLMENT CERT REQUEST | | | | 03-Mar-1979 | 200901 | 1 | |
| | 1793347 | ENROLLMENT CERT REQUEST | | | | 03-Mar-1979 | 200801 | 1 | |
| | 1793347 | ENROLLMENT CERT REQUEST | | | | 03-Mar-1979 | 200801 | 0 | |

| | |
|---|---|
| 1 | Access icon for BDMS. Must enter through SAAADMS screen to access ALL scanned documents in record. |
| 2 | Student's ID/U# |
| 3 | Document Type (Ex: Transcript, Unofficial Transcript, Correspondence, Admissions Requirements, Etc.). Click on document you wish to view to open scanned image. Caution: title may not match document; open the documents to confirm. |
| 4 | Student Name (Last, First) and SSN |
| 5 | Term Code: Corresponds to the term to which the student applied as noted in SAAADMS screen. |
| 6 | Application Number: Corresponds to the application number in the SAAADMS screen. |
| 7 | To exit BDMS click "x" on the "ApplicationXtender Web Access.net" tab |
| 8 | You can see "thumbnails" of all pages in the file by clicking on: Edit-> user settings->document view->show page thumbnails |

10.2.2 Navigating a BDMS Document

The screenshot shows a web browser window displaying a student transcript from Hillsborough Community College. The transcript is titled "PERMANENT ACADEMIC RECORD" and includes student information such as name (WYATTIN), birth date (03/03/1979), and degree type (B). The transcript lists several courses with their respective grades and credit hours. Numbered callouts (1-6) highlight specific navigation features: 1 points to the "View" button in the top toolbar; 2 points to the "Query Results" button; 3 points to a thumbnail image of the document; 4 points to a large up/down arrow for document navigation; 5 points to a small side-to-side arrow for page navigation; and 6 points to the print icon.

| COURSE | GRADE | CREDIT |
|---|-------|--------|
| SIG-1301 | B | 3.00 |
| CLP-1000 | A | 3.00 |
| Cum GPA | 3.500 | |
| CCJ-1220 | B | 3.00 |
| ENG-1101 | B | 3.00 |
| CCJ-1250 | D | 3.00 |
| ENC-1102 | C | 3.00 |
| Cum GPA | 2.250 | |
| Cum GPA | 2.667 | |
| FAIL TERM 1997 (08/25/1997 to 12/12/1997) | | |
| INTRO ANTHROPOLOGY | B | 3.00 |
| AMERICAN LIT I | B | 3.00 |
| INTRO TO SOCIOLOGY | C | 3.00 |
| EARLY AMERON HIST | E | 3.00 |
| ELBEM SPANISH I | W | 4.00 |
| Term GPA | 12.50 | |
| Cum GPA | 2.700 | |
| Cum GPA | 30.00 | |

| | |
|---|---|
| 1 | To return to the list of the student's records, Clicking "View" → "Query Results" will bring up the menu again. |
| 2 | The two large up and down arrows will allow you to navigate between documents without returning to the Query Results Screen each time. |
| 3 | Thumbnail images of each page included in the scanned document. |
| 4 | Allows you to rotate the image for easier viewing. |
| 5 | Small side to side arrows allow you to view additional pages within the same document. |
| 6 | Print icon. (NOTE: In documents uploaded as a PDF, you will need to hover over the image to bring up Adobe's print icon. Otherwise, your printed pages will be blank.) |

10.3 Common Application Decision Codes in SAAADMS

| | | |
|----------------------|--|---|
| RM | Requires Application Fee | Admissions cannot process an application until payment is received. Direct Receipt programs should verify that an application <u>and payment</u> have been submitted before sending in any admit/deny decision. |
| PR | Application Fee Received | Once a applicant pays, this decision will appear after the BANNER upload overnight. It will trigger the GS Admissions Advisor to initiate processing that application. |
| RE RQ RO RN | Referred-Direct Receipt Referred to C. of Medicine Referred to C. of Public Health Referred to C. of Nursing | Indicates that the program to which the applicant applied is a Direct Receipt program. Applicants will receive an email stating that the program to which they applied is a Direct Receipt program. They should send all materials to the department directly. If they upload documents into their online application, the documents will appear in BDMS after 24 hours and will be viewable by those with access. DR programs need to look in BDMS to check for any recent uploads through the VZ application. |
| RG | Referred to Graduate Program | Indicates that a Graduate Application Referral (GAR) was sent to the program containing transcripts and test scores. Supplemental materials available at the time a GAR is created may be included as well. Programs will need to check BDMS periodically for additional documents uploaded through VZ by applicants or electronic Letters of Recommendation received after being referred by the Graduate School. |
| GT | Required Test Score | Indicates that the transcript has been received but not a required test score. This decision will generate a Missing Item Packet (MIP) which allows transcripts and any supporting documents received to be sent to the program while waiting for the test score. Programs will need to check BDMS periodically for additional documents uploaded through VZ by applicants or electronic Letters of Recommendation received after being referred by Admissions. A "missing test score" message will be sent to the applicant. |

| | | |
|----|-----------------------------------|--|
| RX | Referred to Graduate Program | Test scores have been received AFTER an MIP was initially sent to the program without scores. Programs should look in SWATEST for the newly received scores. |
| GB | Requires Transcript & Test Score | When Admissions Advisor initially reviewed the application transcripts and test scores were missing. Once transcripts or transcripts and test scores are received, the application will be sent to the program as a GAR or MIP, along with any additional documentation submitted. The applicant is notified by email. |
| GR | Requires Transcript | This application cannot be processed by Admissions until the transcript is received. The applicant is notified by email. |
| GU | Updated Another Semester | Applicant or program changed the term of entry before a decision is made. |
| GD | Deferred Admissions | With department and college approval, applicant changed the term of entry after the admit decision is made. |
| AA | Admitted | Applicant was admitted to program |
| AC | Admit Conditional | Applicant was admitted upon the condition that s/he fulfill certain requirements (e.g., Must earn specific GPA during first term). |
| XG | Admit Exceptional- Graduate 10% | Applicant admitted as a 10% exception: did not meet the minimum Graduate School requirements for Test Scores AND GPA. |
| XC | Admit Exceptional-Conditional 10% | Applicant admitted as a 10% exception (see above) and also admitted conditionally (see above). |
| DZ | Denied—Low TOEFL | This decision is applied by Admissions to applications where the applicant does not meet the minimum TOEFL/IELTS requirement. |
| CB | Cancelled—Degree not equivalent | Admissions can apply this to an application where the applicant's previous degree does not meet the minimum requirement for admission to USF. |

To see a comprehensive list of all Decision Codes that you may find in SAAADMS, please see the Decision Code list (D).

10.4 SAAADMS: "Admissions Application" Screen

Oracle Developer Forms Runtime - Web: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS U8.5.1A (PROD)

ID: Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Date of Last Attendance: Prior Term Level:

Entry Term: Application Number:

Admission Type: Masters Application Status: Complete/Ready for Review

Student Type: Graduate Application Status Date:

Residence: Florida Resident Maintained By: SYSTEM

Site: Application Decision: Referred - Graduate Program

Full or Part Time: Full Time Part Time None Application Decision Date:

Outstanding Requirements: Maintained By: USER

Legal Nation: United States Citizen: Citizen (USA)

Curricula Summary - Primary

| Priority | Term | Program | Catalog | Level | Campus | College | Degree |
|----------|--------|---------|---------|----------|--------|-----------|----------------|
| 1 | 201301 | | 201301 | Graduate | Tampa | Education | Master of Arts |

Field of Study Summary

| Priority | Term | Type | Field of Study | Department | Attached to Major |
|----------|--------|-------|-------------------|---------------------------------|-------------------|
| 1 | 201301 | Major | Reading Education | Childhood Ed & Literacy Studies | |
| | | | | | |
| | | | | | |

Entry term; press LIST for valid codes, DUPLICATE ITEM for prospect summary.
Record: 1/?

| | |
|----|---|
| 1 | BDMS Access: Magnifying Glass Icon |
| 2 | Applicant ID (U#) |
| 3 | Applicant Name: Last, First |
| 4 | Leaving the "Term" field blank will bring up all applications associated with the applicant |
| 5 | Application Number |
| 6 | Former USF students will have a date of last attendance. Non-USF students will have N/A. |
| 7 | Term to which applicant applied (for this application number) |
| 8 | Application Decision and Date: The current status and date the decision was applied to corresponding application. |
| 9 | Scroll bar allows you to view previous/other applications for the applicant |
| 10 | Curriculum & Field of Study Summaries: Program, Campus, Degree information of application |

To Access SAAADMS Screen:

From the BANNER home screen, type "SAAADMS" in the "Go To" box. From any other screen in BANNER, press "F5" to get a new "Go To" box where you can type "SAAADMS". Pressing "F5" again will remove the "Go To" box if needed. When the page opens it will look empty, press CONTROL + PAGE DOWN to bring up the applicant's information for the most recent application. Press the scroll bar to navigate between applications, if necessary.

10.5 SOAPCOL: "Prior College" Screen

Oracle Developer Forms Runtime - Web: Open > SAAADMS - SWATEST - SOAPCOL

File Edit Options Block Item Record Query Tools Help

Prior College SOAPCOL U8.5A (PROD)

ID: [1] [2]

Prior College and Degree | Majors, Minors, Concentrations | Prior College Address | Academic Actions

Prior College

Prior College: [3] 001489 Florida State Univ Enrollment Planning Service Code: []

Transcript Received Date: 02-AUG-2012 Transcript Reviewed Date: [] [4] Official Transcript

Admissions Request: []

Attendance Periods

| Tram Seq No | Apply To Term | Apply To Level | From Date | End Date | Activity Date |
|-------------|---------------|----------------|-----------|----------|---------------|
| [] | [] | [] | [] | [] | 08-AUG-2012 |
| [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] |

Degree Details

Degree: [] Masters [6] [7] Degree Date: 28-APR-2012

Attended From: 01-AUG-2010 Attended To: 28-APR-2012 Year: [] College: []

Transfer Hours: [8] 46.000 GPA: [9] 3.700000000 Honors: []

Goal: [] Ver Mode: Hard Copy [10] Primary Degree Indicator [11]

Prior college code; press LIST for valid codes.

Record: 1/?

| | |
|----|--|
| 1 | Applicant ID (U#) |
| 2 | Applicant Name: Last, First |
| 3 | School Name and FICE Code (to which all additional information applies) |
| 4 | This box will be checked once an official transcript with the degree awarded is received. |
| 5 | Use this scroll bar to view data of additional schools attended |
| 6 | Designates degree in progress or awarded for the applicant at school designated in Box 3 |
| 7 | If applicant has earned a degree, the conferred date on transcript will be entered here |
| 8 | The hours that have been used to calculate the GPA listed in Box 9 |
| 9 | GPA calculation: Could be upper-level or overall GPA depending on program requirement (*Note: For Direct Receipt programs, this information will not be calculated or updated until the decision and materials reach the Admissions Office). |
| 10 | This box will be checked if the degree has been awarded as noted on a final transcript |
| 11 | Applicants who earn multiple degrees at the SAME institution will have the scrollbar option |
| 12 | Click the "X" button to return to your previous screen |

To Access SOAPCOL Screen:

From the BANNER home screen, type "SOAPCOL" in the "Go To" box. From any other screen in BANNER, press "F5" to get a new "Go To" box where you can type "SOAPCOL". Pressing "F5" again will remove the "Go To" box if needed. When the page opens it will look empty, press CONTROL + PAGE DOWN to bring up the applicant's prior college information. Use the scroll bars to navigate between colleges and degrees earned.

10.6 SPAIDEN: "General Person Identification" Screen

The screenshot shows the Oracle Developer Forms Runtime window for SPAIDEN. The main form is titled "General Person Identification SPAIDEN 8.2 (PROD)". At the top, there is an ID field (1) and a Name Type dropdown (2) set to "USF". Below this are several tabs (3) for "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "Current Identification" tab is active, showing fields for "Person" (Last Name, First Name, Middle Name, Prefix, Suffix, Preferred First Name, Full Legal Name) and "Non-Person" (Name). To the right, there are sections for "ID and Name Source", "Last Update" (User: UIDCONV, Activity Date: 16-JAN-2006, Origin: USFID_GENERATION), and "Original Creation" (User: , Create Date: 24-MAR-2003). A status bar at the bottom indicates "Record: 1/1" and "List of Valu...". A yellow box (4) points to the "X" button in the top right corner of the browser window.

| | |
|---|--|
| 1 | Applicant ID (U#) |
| 2 | Applicant Name: Last, First |
| 3 | Clicking on the individual tabs will provide applicant information (Phone number, email, etc.) |
| 4 | Click the "X" button to return to your previous screen |

To Access SPAIDEN Screen:

From the BANNER home screen, type "SPAIDEN" in the "Go To" box. From any other screen in BANNER, press "F5" to get a new "Go To" box where you can type "SPAIDEN". Pressing "F5" again will remove the "Go To" box if needed. When the page opens it will look empty, press CONTROL + PAGE DOWN to bring up the applicant's personal information. Click on the individual tabs for further details. CONTROL + PAGE DOWN will be required in each time you change tabs.

10.7 SWATEST: "USF Test Score Information" Screen

Oracle Developer Forms Runtime - Web: Open > SAAADMS - SWATEST

File Edit Options Block Item Record Query Tools Help

USF Test Score Information Form SWATEST U8.3D (PROD)

ID: **1** **2**

8

Test Details

| Test | Description | Revised/ Score | Recentered | Taken | Type | Request | Source | Purpose | Form | Code | Instrument |
|------|--------------------------------|-------------------|------------|-------------|------|---------|--------|---------|------|------|------------|
| CLDT | CLAST Original Date | 0 | | 01-JUN-2006 | | | | | | | |
| CLSE | CLAST Essay | 7 | | 01-JUN-2006 | | | EDI | | | | |
| CLSM | CLAST Math | | | 01-JUN-2006 | | | EDI | | | | |
| CLSR | CLAST Read | | | 01-JUN-2006 | | | EDI | | | | |
| CLSW | CLAST Write | 307 | | 01-JUN-2006 | | | EDI | | | | |
| F001 | FTCE Professional Education Te | 200 | | 13-SEP-2008 | | | EDI | | | | |
| F002 | FTCE GKT Mathematics | 200 | | 14-AUG-2008 | | | EDI | | | | |
| F003 | FTCE GKT Reading | 200 | | 14-AUG-2008 | | | EDI | | | | |
| F004 | FTCE GKT Language | 200 | | 14-AUG-2008 | | | EDI | | | | |

CLDT Scores must be 1 - NUMERIC characters Range of: 0 - 0 Essay Id: **6**

Scores and Components

| Test Name | Best Score | Recentering Indicator | Component | Score | Component |
|-----------|------------|-----------------------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|
| FGKT | 600 | | F002 | 200 | F003 | 200 | F004 | 200 | F005 | | | | |
| CLAST | 954 | | CLSE | 7 | CLSM | 315 | CLSR | 325 | CLSW | 307 | | | |
| FPED | 200 | | F001 | 200 | | | | | | | | | |

Checklist Items

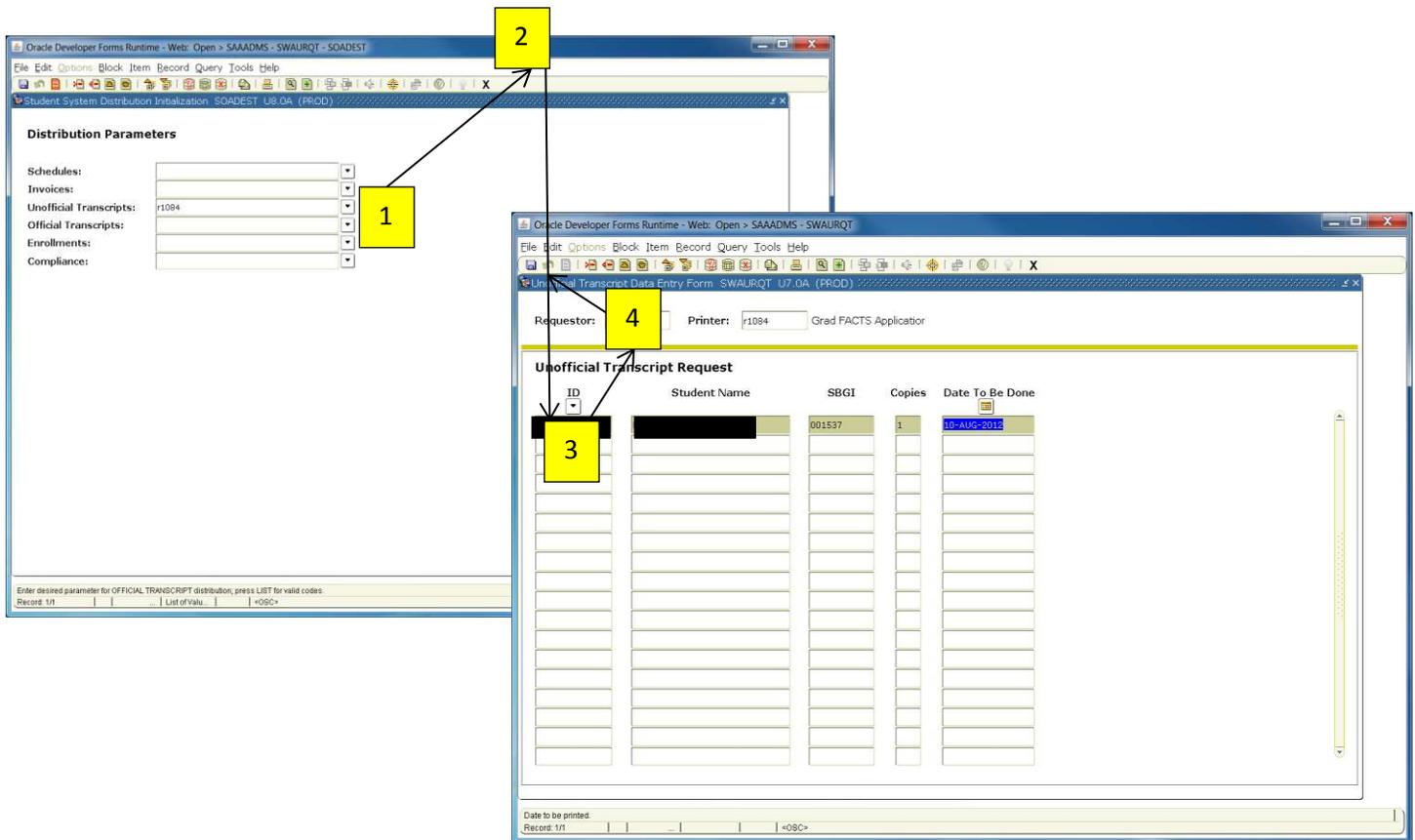
Record: 1/? ... List of Valu... <OSC>

| | |
|---|---|
| 1 | Applicant ID (U#) |
| 2 | Applicant Name: Last, First |
| 3 | Test: Type/Section |
| 4 | Score By Test Section |
| 5 | Date of Test |
| 6 | Scroll bar allows you to view all test scores in applicant's record |
| 7 | "Best" test score totals and components |
| 8 | Click the "X" button to return to your previous screen |

To Access SWATEST Screen:

From the BANNER home screen, type "SWATEST" in the "Go To" box. From any other screen in BANNER, press "F5" to get a new "Go To" box where you can type "SWATEST". Pressing "F5" again will remove the "Go To" box if needed. When the page opens it will look empty, press CONTROL + PAGE DOWN to bring up all test scores associated with the student's records. Use the scroll bar to find the test score required by your program.

10.8 SWAURQT: “Unofficial Transcript for USF Students”



| | |
|---|--|
| 1 | Click on the drop down menu beside “Unofficial Transcripts” to select your printer |
| 2 | Click the “X” button, which will open a new page |
| 3 | Enter the Applicant’s U# in ID Field (Box 3). PRESS ENTER to bring up applicant’s name. You may enter multiple U#s to print USF transcripts for more than one applicant at a time. |
| 4 | Click the Save Icon (Arrow from Box 4) or press F10 to print the document(s). The screen will reset itself as your request is being processed. |

Please note: Print access for SWAURQT requires additional authorization before it will function. If you are unable to access, please send your BANNER access name and the name of your designated **network** printer to Francisco Vera at fvera@usf.edu to request SWAURQT access. The network printer may be different from the printer in your office.

Unofficial USF transcripts **will** print test scores and academic probation statuses. Official USF transcripts **will not** have test scores or probation information printed

To Access SWAURQT Screen:

From the BANNER home screen, type “SWAURQT” in the “Go To” box. From any other screen in BANNER, press “F5” to get a new “Go To” box where you can type “SWAURQT”. Pressing “F5” again will remove the “Go To” box if needed.

10.9 SWAVRHD: "Holds" Screen

| | |
|---|---|
| 1 | Term Look-up |
| 2 | Applicant ID (U#) |
| 3 | Applicant Name: Last, First |
| 4 | Hold Description and Issuing Department |

Please Note: Registration holds can only be removed by the department which issued the hold. Common registration holds you may see on a student's account include the following: Cashier's Office, Immunization, Student Health Services, Cash Collections, Parking Services, etc. If you are contacted by students with questions concerning the hold(s) on their account, please direct them to the issuing department.

To Access SWAVRHD Screen:

From the BANNER home screen, type "SWAVRHD" in the "Go To" box. From any other screen in BANNER, press "F5" to get a new "Go To" box where you can type "SWAVRHD". Pressing "F5" again will remove the "Go To" box if needed. When the page opens, enter the TERM of your inquiry (Box 1). Press CONTROL + PAGE DOWN to bring up any holds on the applicant's account. Refer the student to the department which issued the hold for resolution.

10.10 SWAXAPP: "Application Review & Print Form"

Oracle Developer Forms Runtime - Web: Open > SAAADMS - SWAXAPP

File Edit Options Block Item Record Query Tools Help

Facts Application Review and Print Form SWAXAPP U8.3C (PROD)

Application Review Date Range Selection SSN Range Selection

ID: [1] SSN: [] Term: [] Date of Birth: []

Last Name: [] First Name: [] Level: []

Citizen: [] Campus: [] Confirmation No: []

| ID | SSN | Name | Appl No | Term | Level | Campus | Citizen | Date of Birth | Confirmation Number | Process Ind | Process Date | Display Appl. |
|-----|-----|------|---------|--------|-------|--------|---------|---------------|---------------------|-------------|--------------|---------------|
| [] | [] | [] | 3 | 200508 | UG | Tampa | C | 03-MAR-1979 | 000292530 | | | [] |
| [] | [] | [] | 4 | 201008 | GR | Tampa | C | 03-MAR-1979 | 001160952 | | | [] |
| [] | [] | [] | 5 | 201301 | GR | Tampa | C | 03-MAR-1979 | VZ0159696 | Y | 02-AUG-2012 | [5] |

Record: 3/3

Oracle Developer Forms Runtime - Web: Open > SAAADMS - SWAXAPP

File Edit Options Block Item Record Query Tools Help

Facts Application Review and Print Form SWAXAPP U8.3C (PROD)

ID: VZ0159696

Application Category: Graduate

Application Type: 01

Term: 01/2013

Authorized: 2012-08-01-20 52:37:000000

Authorized: 2012-08-01-20 52:37:000000

Personal Information (ID: VZ0159696)

SSN: []

Name: []

Address (Current): 33015 Old Orchard Ln

Port Richey, FL 34668

Country Code: US

Province Code: FL

Country Code: US

Day Phone: 7278582365

Evening Phone: 7278582365

Cell Phone: []

FAX: []

Email: kellyb379@gmail.com

Address (Permanent): 33015 Old Orchard Ln

Port Richey, FL 34668

Country Code: FL

Province Code: FL

Country Code: US

Day Phone: 7278582365

Evening Phone: 7278582365

Cell Phone: []

FAX: []

Email: kellyb379@gmail.com

U.S. Citizen Status: U.S. Citizen

Citizenship: US

Immigrant Status: []

Primary Language: LangCode=EN

Gender: Female

Birth Date: 03/03/1979

Record: 1/1

| | |
|---|--|
| 1 | applicant ID (U#) |
| 2 | Application Number: Corresponds with application number in SAAADMS |
| 3 | Term to which application was submitted |
| 4 | Level: UG=Undergraduate; GR=Graduate; ND=Non-degree application (via Registrar's Office) |
| 5 | HIGHLIGHT THE APPLICATION YOU WISH TO VIEW and press corresponding "Display Appl." key |
| 6 | A new screen will come up with the data provided in the application. To print this information, go to "Option" → "Print" and enter printer number. |
| 7 | Click the "X" button to return to the previous screen |

To Access SWAXAPP Screen:

From the BANNER home screen, type "SWAXAPP" in the "Go To" box. From any other screen in BANNER, press "F5" to get a new "Go To" box where you can type "SWAXAPP". Pressing "F5" again will remove the "Go To" box if needed. When the page opens it will look empty. Press CONTROL + PAGE DOWN to bring up the applications associated with the student's U#. Click on the row of the application number affiliated with the correct term/level to highlight the application you wish to view. When highlighted, click the "Display Application" button to the far right of the screen. This will bring up all data the student provided in the application.

11.0 Best Practices for Program Staff

11.1

Strive to issue as early an admission decision as possible. Studies show that students are most likely to attend the institution from which they received their first admission notice, especially international applicants.

11.2 Always follow-up with applicants and current students in a timely manner.

11.3 Maintain consistent contact with each applicant.

11.4 Correspond with applicants regarding those application documents which may still be outstanding.

11.5 Always check BDMS for missing documentation prior to requesting information from the student. Students have the option to log into the online application (VZ) at any point and to upload additional documentation. Twenty-four hours later, uploaded documents will upload into BDMS for your viewing.

11.6 If an application is in "Referred" status, but you have not yet received the GAR/MIP, take note of the date the "Referred" decision was applied and allow adequate time before telling applicants that their application has not been received.

11.7 You may find it helpful to use the "checklist" tab on the SAAADMS screen in BANNER. Clarify with the Admissions Advisor for your college to understand if/how they document information in the checklist.

11.8 Please provide a USF Student ID# in all email correspondence and in all manual GARS created by your department.

11.9 Prior to sending a request to the Admissions office to update a student's desired term of entry or altering the concentration to which the student applied, please confirm with the applicant that s/he is agreeable to the proposed changes and include documentation.

- 11.10 When admitting applicants, please take into account the location of the applicant. Allow sufficient time for students to relocate to Tampa if they are not from the immediate area or to complete the I-20/ Student Visa approval process if they are an international student. See deadlines for international applicants.
- 11.11 If you notice that there is not a reasonable amount of time for applicants to be admitted and relocate to the Tampa Bay area for the start date of their desired term, please correspond with them about starting their graduate program at USF in the next available term.
- 11.12 To help students avoid the "USF Shuffle" please direct them to the most qualified person/department to assist them.
- 11.13 For programs issuing emails to students to inform them of department action on their application, please also inform students that the decision will not be official until processed by Admissions. This process can take a couple of weeks, depending on volume, etc. Let students know that they will not be able to register until officially admitted by Admissions. Admitted students will receive an email and a follow-up, printed letter.

12.0 Helpful “How To’s”

12.1 Update a Term of Entry

If you have an applicant who contacts you requesting that the application be considered for a term of entry different from the one to which they applied, you can email your Admissions Advisor requesting that the term be updated.

This request requires Admissions to manually create new records by inputting data in numerous screens affiliated with the student’s file. The application is good for one year from the start term to which they initially applied, so please be advised that updates extending more than a year past the original term will require an additional application and fee. Please cross out the Term of Entry Date on any GAR or MIP you have received for the student and handwrite the new term on the GAR/MIP before continuing the processing. A new GAR/MIP with the correct date will not be sent, so manually updating the current GAR/MIP will ensure that the decision is processed accurately when it is received by Admissions.

12.2 Change a Program or Concentration

If you and the applicant agree that the program/concentration should be changed please cross out the original program or concentration on the GAR or MIP you have for the applicant and handwrite the new one(s). A new GAR/MIP with the correct program will not be sent, so manually updating the current GAR/MIP will ensure that the decision is processed accurately when it is received by Admissions.

12.3 Defer an Admission

Some applicants who were officially admitted by the Graduate School (not just recommended by the department) may later contact you requesting a deferment of their admission. Please have the student complete and sign the [Deferment of Admission Form](#) found in the "Forms" section of the Graduate School Website (see Appendix I). This form should be submitted by the applicant to the department directly. Departmental and College signatures will be required in order for the Admissions Advisor to process a deferment. A deferment cannot extend more than one year from the term to which the applicant applied and was admitted (exception: active duty military with official relocation orders). If deferment of more than a year is desired, a new application and fee will be required, which initiates the application process from start to finish. When received, Admissions will manually update all necessary screens to accurately reflect the new decision.

12.4 Appeal for Reconsideration

If a student wishes to appeal a department's decision to deny admission, please have him/her submit the [Appeal for Reconsideration Form](#) found in the "Forms" section of the Graduate School Website (see Appendix J). The applicant should submit the form to the department directly with an accompanying letter stating the reason for requesting an appeal and providing new information pertinent to their appeal. Appropriate Departmental and College signatures are required, as well as justification for the reversal of decision (if admitted) in order for the decision to be processed.

12.5 How to Use a Manual GAR

The manual GAR form called the "[Graduate Application Referral Form \(Manual GAR Form\)](#)" can be found under the "Forms" section of the Graduate School website (see Appendix G). This official Admissions form is the only Manual GAR processed by our office. Some programs like to create their own GAR forms to expedite the decision-making process within their departments, however, please send only the official Admissions form with the final decision.

All information must be filled in completely: U#, Student Name, Term of Entry, College, Degree, Major/Concentration, etc. All previous institutions should be included on the GAR with information about the degree received, hours completed, and the GPA calculated by the department. All scores should be listed with dates of the exam. Signatures of the department and college must be present in order for Admissions to process the decision.

Please note: The Manual GAR should match the program/term to which the student actually applied. If your department has determined to admit an applicant to a term or concentration to which s/he did not apply, an email from the student must be included as verification that the student is agreeable to the changes to term or concentration.

12.6 Calculating an Upper-Level GPA

The following are six different categories of transcripts. Determine which category fits your transcript and follow the directions.

12.6.1 Computing a GPA from course work taken at only one college

12.6.1.1 A GPA is calculated from all course work taken after achieving junior status. All courses taken while a student had a junior/senior level classification should be included in the GPA. Hint: Look to see if the applicant earned an AA degree (Associates of Arts). If the applicant earned an AA degree then you would begin counting with term following the term in which his/her AA degree was earned and calculate the GPA on all courses from that point forward to the bachelor's degree.

12.6.1.2 If the student's level is not clearly indicated (like at USF a junior is 3J or senior is 4R), you will need to determine the first term a student achieved junior status. On the transcript, start with the first semester in college and count forward 60 semester hours (90 hours if it's quarter hours). Identify the term in which 60 hours was earned. Begin counting with the term following the term in which 60 hours was earned and calculate the GPA on all courses earned from that point forward to the bachelor's degree.

12.6.2 Computing a GPA from course work taken at more than one college

12.6.2.1 Review all transcripts in chronological order and determine when an applicant achieved junior status. Identify those terms at each institution when courses were taken under a junior/senior classification. Do not include any work done at a junior or community college. Total semester hours and quality points. Divide the quality points by semester hours to get the GPA.

12.6.2.2 If the applicant earned an AA degree then identify the terms at each institution when courses were taken under a junior/senior classification. Do not include any work done at a junior or community college. Total semester hours and quality points. Divide the quality points by semester hour to get the GPA.

12.6.3 Computing a Partial GPA

Count all hours and quality points after achieving junior status (must have a minimum of 30 semester hour or 45 quarter hours). Divide the quality points by semester hours to get the GPA. On the transcript be sure to write "Incomplete" before making a copy for the graduate program.

12.6.4 USF transcripts

Locate the sophomore semester (2S) and subtract those totals from the last senior semester (or semester before graduation) to get semester hours and quality points for the junior and senior years. Divide quality points by semester hours to get the GPA.

12.6.5 International GPAs transcripts are not calculated

All international transcripts will be assigned a non-cumulative GPA of 9.80. If a program wants an international GPA converted to a US GPA then they will need to instruct the applicant to have a course-by-course evaluation by an evaluation service. For example, Josef Silny & Associates.

12.6.6 GPAs on transcripts from New College cannot be calculated

Unfortunately, the GPA cannot be calculated because the grades are pass or fail. You must use a non-cumulative GPA of 9.80. Also, applicants must have a transcript sent to USF, we cannot print them ourselves.

12.6.7 Remember...Remember...Remember...Remember

Look at the transcript to determine if the hours are in semester or quarter hours.

- Quarter hours divided by 1.5 equals semester hours.
- Quarter hour quality points divided by 1.5 equals semester hour quality points.

12.6.8 Plus/Minus Grades

Where institutions use a plus/minus grading system, these +/- values should be reflected in the calculations of the GPA. Use the transcripts values for + and - grades when available. Otherwise, use the following values:

| | | | |
|-----------|-----------|-----------|-----------|
| A = 4.00 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 |
| A- = 3.67 | B = 3.00 | C = 2.00 | D = 1.00 |
| | B- = 2.67 | C- = 1.67 | D- = 0.67 |
| | | | F = 0.00 |

13.0 Important Contacts

13.1 Admissions Advisors and Staff

| | |
|-------------------------------------|---------------|
| Arts and Sciences | Tom Storrison |
| Business | TBD |
| Behavioral & Community Sciences | TBD |
| Education | Deise Cedeño |
| Engineering | Lisa Henry |
| Graduate Studies | Lada Harland |
| Marine Science | TBD |
| Medicine | Lada Harland |
| Nursing | Lada Harland |
| Public Health | Lada Harland |
| The Arts | TBD |
| Florida Residency/Conduct Clearance | Janet Giles |

13.2 Administrative Staff for Graduate Admissions

| | |
|-------------------------|----------------------------------|
| Dr. Elizabeth O'Connell | Director for Graduate Admissions |
| Mr. Francisco Vera | Sr. Assistant Director |
| Ms. Janet Giles | Academic Program Specialist |

13.3 Graduate School Contacts

| | |
|-------------------|--|
| Dr. Karen Liller | Dean, Graduate School, Associate VP for Research |
| Dr. Peter Harries | Associate Dean, Graduate School |
| Carol Hines-Cobb | Academics, Catalog, Policy |
| Joe Butts | Data Systems & Analysis |
| Gary Oliver | Graduate Student Services |
| Cindy Pumphrey | Graduate Appeals, Change of Programs, Transfer |
| Dr. Eric Hoyer | Postdoctoral Affairs |

13.4 USF Important Contacts

| | |
|-------------------------|----------------|
| Office of Admissions | (813) 974-3350 |
| Financial Aid | (813) 974-4700 |
| Office of the Registrar | (813) 974-2000 |
| Cashiers Office | (813) 974-6056 |
| Student Health Services | (813) 974-2331 |
| International Services | (813) 974-5102 |
| INTO USF | (813) 905-4686 |

14.0 APPENDICES

| | |
|------------|---|
| Appendix A | CGS Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants |
| Appendix B | Policy on Spoken English Proficiency for TAs |
| Appendix C | SPEAK Testing and ITA Courses |
| Appendix D | SPEAK Test Fee Billing Work Flow (How to pay for SPEAK) |
| Appendix E | Daily Application Detail Report |
| Appendix F | Admission Decision Codes in Banner |
| Appendix G | Graduate Admission Referral (GAR) Form |
| Appendix H | Missing Item Packet (MIP) |
| Appendix I | Deferment of Admission Form |
| Appendix J | Appeal for Reconsideration Form |
| Appendix K | GRE Score Concordance Tables & Percentiles |

Appendix B

Revisions to Policy on Spoken English Proficiency for Graduate Teaching Assistants/Associates/Graduate Instructional Assistants

POLICY

USF System Regulation USF10.102 requires the University to “ensure the spoken English language competence of all prospective and current faculty members involved in classroom instruction.” (For this regulation and related policies see Appendix A.) Since graduate teaching assistants at USF are engaged in classroom instruction, the Graduate School requires all prospective TAs whose native language is not English to demonstrate spoken English proficiency before they may be hired into positions of: Teaching Assistant (job code 9184) or Teaching Associate (job code 9183). This policy applies to international teaching assistants (ITAs) in these job codes even if they are exempt from the TOEFL or IELTS requirements for admission (see Appendix B) unless they are from a country where the only official language is English (see Appendix C). International students may be hired at Instructional Assistants (code 9550) without demonstrating English proficiency but their interaction with undergraduate students must be limited.

Before being appointed to either of the above positions, these international students must earn a satisfactory score on one of the following tests of spoken English proficiency. These are the only tests that are acceptable:

- *the speaking subsection of the Internet-based TOEFL (iBT-S)*. Most international applicants must take the TOEFL to meet admission requirements, and the speaking sub-score of the Internet-based test may be used to determine spoken English proficiency for a TA appointment. Please note that the paper-based TOEFL does not have a speaking section and cannot be used. Under certain circumstances the TOEFL may be waived for ADMISSION to a graduate program (see <http://www.grad.usf.edu/graduate-admissions-checklist.asp#d>). However, *ITAs must still show proficiency in spoken English with satisfactory scores on one of the following tests if they are going to be appointed to a teaching assistantship (codes 9183 or 9184)*.

- *the SPEAK test* [the on-campus version of the Test of Spoken English (TSE). This test is offered on campus through INTO-ELI by appointment. Allow 1 week for scoring. For details about registering and paying for the SPEAK test please go to <http://www.elp.usf.edu/index.php?page=speak-testing>

If a satisfactory score on one of these tests was submitted for admission to the University and is uploaded in BANNER, additional testing typically will not be required. However, the Graduate School or the hiring department reserves the right to request that a new test score be submitted (by an international OR domestic student) if the student’s spoken English proficiency is in doubt.

The following scores must be earned on one of the approved tests listed below before a non-native speaking international student may be hired for job codes 9183 or 9184. A one-semester conditional appointment may be given to international teaching assistants (ITAs) who score close to the cutoff (see Conditional Appointment range below), provided that they concurrently enroll in the course *Spoken English for International Teaching Assistants*.

| Test | Minimum for Unconditional Appointment | Minimum for Conditional Appointment (requires concurrent enrollment in <i>Spoken English for ITAs</i>) |
|--------------------------------|---------------------------------------|---|
| SPEAK (score interval = 5) | 50 (range 0 – 60) | 45 |
| TOEFL iBT (score interval = 1) | 26 (range 0 – 30) | 23-25 |

INTERPRETATION OF SCORES

SCORES OF 50/26 OR HIGHER - Unconditional Teaching Appointment (9183 or 9184)

ITAs who meet or exceed the minimum score for unconditional appointment may assume any tasks outlined in the relevant job description.

SCORES of 45/23 - 25 - Conditional Teaching Appointment (9183 or 9184)

ITAs who score a 45 on the SPEAK (or 23-25 on the iBT) may perform instructional duties under close supervision, provided that the appointment is unavoidable due to department commitments and that the ITAs concurrently enroll in *Spoken English for TAs (registration by permit from the Graduate School only)*. See below.

SCORES below 45/23-25 – ITAs may not be appointed to a 9183/ 9184 code; may be appointed to 9550.

SPOKEN ENGLISH FOR INTERNATIONAL TEACHING ASSISTANTS

This course is for International Teaching Assistants new to USF who earn a 45 on the SPEAK (23-25 on the iBT) and who must be hired in an instructional capacity to meet department commitments.

| Priority for Enrollment in Course | SPEAK/iBT Score |
|---|-----------------|
| 1. New to USF, initial appointment in TA job codes 9183, 9184 | 45/23-25 |
| 2. Continuing student, initial appointment in TA job codes 9183, 9184 | 45/23-25 |
| 3. New to USF, initial appointment in Instr. Asst. job code 9550 | 45/23-25 |
| 4. Continuing student, initial appoint in Instr. Asst. job code 9550 | 45/23-25 |
| 5. New to USF/continuing students who will have initial appt. in following term | 45/23-25 |

An exam will be administered at the end of the course to measure the ITA's spoken English proficiency and determine eligibility to engage in instructional activities in future semesters. Depending on the outcomes of the course, the following options are available:

Results of Spoken English Proficiency after the First Semester of Spoken English for ITAs Course

| Grade | Resulting Action |
|-------|---|
| 50+ | Teaching appointment may become unconditional. |
| 45 | If satisfactory teaching evaluations are earned, ITA may continue to teach in same capacity for one more semester provided s/he enrolls in an equal or higher level spoken English course.* If the ITA does not score at least a 50 after the second semester of spoken English instruction, s/he will not be allowed to teach until a SPEAK score of 50 is earned. |
| ≤40 | Student may not be hired in a 9183 or 9184 job until a score of 50 or higher is achieved on the SPEAK test |

APPENDIX A

USF Graduate Catalog 2011-2012, Section 7 Academic Policies & Regulations, p. 49

http://www.grad.usf.edu/inc/linked-files/USF_Grad_Catalog_2011-2012.pdf

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA):

Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) **and** degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant;
- For teaching assistantships, demonstrate proficiency in spoken English (if not from an English-speaking country).

Full-time enrollment is considered nine (9) graduate credit hours in the fall semester, nine (9) graduate credit hours in the spring semester, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at <http://www.grad.usf.edu/catalog.asp>.

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistantships Resource Center online at <http://www.grad.usf.edu/assistantships.asp>, the Graduate Catalog Academic Policies Section, and also the Graduate Assistants Policies and Guidelines Handbook 2008-2011, available online at: http://www.grad.usf.edu/inc/linked-files/GA_Policies_Guidelines_Handbook_2008_2011.pdf

USF System Regulation

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf10.102.pdf>

Number: USF10.102

Subject: Faculty Recruitment, Selection, Appointment

(c) The USF System will ensure the spoken English language competence of all prospective and current faculty members involved in classroom instruction, other than courses conducted primarily in a foreign language. For current faculty, this competence will be ascertained during the annual evaluation. For faculty appointed after the original effective date (10-05-03) of this Regulation and for current faculty promoted or changing job classification after the original effective date (10-05-03) of this Regulation, competence will be ascertained prior to appointment, promotion or reclassification. If it is determined that testing is required to demonstrate proficiency, support will be offered for the faculty member to promptly take such a test.

The 2009 Florida Statutes

http://www.leg.state.fl.us/statutes/index.cfm?StatuteYear=2009&AppMode=Display_Results&Mode=Search%2520Statutes&Submenu=2&Tab=statutes&Search_String=1012.93

Title XLVIII, K-20 Education Code

Chapter 1012.93 Faculty members; test of spoken English.

All faculty members in each state university, other than those persons who teach courses that are conducted primarily in a foreign language, shall be proficient in the oral use of English, as determined by a satisfactory grade on the "Test of Spoken English" of the Educational Testing Service or a similar test approved by the Board of Governors. History, --s. 781, ch. 2002-387; s. 164, ch. 2007-217.

Excerpt from the USF Faculty Handbook on Spoken English Proficiency (10/20/11), p. 79

<http://www.acad.usf.edu/Resources/Documents/Faculty-Handbook/USF-Faculty-Handbook.pdf>

ENGLISH PROFICIENCY (ARTICLE 10.5)

Every faculty member is expected to be proficient in oral English language skills. Faculty found to be potentially deficient in English oral language skills shall be tested. Faculty may demonstrate proficiency by achieving a score of 50 or above on the Test of Spoken English (TSE). Faculty who score a 45 on the TSE may continue to teach for one semester while enrolled in appropriate English Language instruction. Faculty who score below 45 on the TSE shall be assigned appropriate non-classroom duties for up to two consecutive semesters while participating in appropriate oral English language instruction. The University shall provide instruction at no cost and shall pay the expenses for up to two administrations of the TSE.

2010-2013 Collective Bargaining Agreement between USF & United Faculty of Florida**Article 10 - Employee Performance Evaluations**

<http://usfweb2.usf.edu/human-resources/pdfs/collective-bargaining/uff-agreement-2010-2013.pdf>

10.5 Proficiency in Spoken English. No employee shall be evaluated as deficient in oral English language skills unless proved deficient in accordance with the appropriate procedures and examinations established by Section 1012.93, Florida Statutes, and State Board of Education rule, for testing such deficiency.

- A. Faculty involved in classroom instruction, other than in courses conducted primarily in a foreign language, found by their supervisor, as part of the annual evaluation, to be potentially deficient in English oral language skills, shall be tested in accordance with appropriate procedures and examinations established by statute and rule cited above for testing such skills. No reference to an alleged deficiency shall appear in the annual evaluation or in the personnel file of a faculty member who achieves a satisfactory examination score determining proficiency in oral English as specified in the rule (currently "50" or above on the Test of Spoken English).
- B. Faculty who score at a specified level on an examination established by statute and rule cited above for testing oral English language skills ("45" on the Test of Spoken English), may continue to be involved in classroom instruction up to one (1) semester while enrolled in appropriate English language instruction, as described in paragraph (D) below, provided the appropriate administrator determines that the 22 quality of instruction will not suffer. Only such faculty members who demonstrate, on the basis of examinations established by statute and rule, that they are no longer deficient in oral English language skills may be involved in classroom instruction beyond one (1) semester.

- C. Faculty who score below a minimum score on an examination established by statute and rule for determining proficiency in oral English (currently "45" on the Test of Spoken English) shall be assigned appropriate non-classroom duties for the period of oral English language instruction provided by the University under paragraph (D) below, unless during the period of instruction the faculty member is found, on the basis of an examination specified above, to be no longer deficient in oral English language skills. In that instance, the faculty member will again be eligible for assignment to classroom instructional duties and shall not be disadvantaged by the fact of having been determined to be deficient in oral English language skills.
- D. It is the responsibility of each faculty member who is found, as part of the annual evaluation, to be deficient in oral English language skills by virtue of scoring below the satisfactory score on an examination established by statute and rule for determining such proficiency (see paragraph A), to take appropriate actions to correct these deficiencies. To assist the faculty member in this endeavor, the University shall provide appropriate oral English language instruction without cost to such faculty members for a period consistent with their length of appointment and not to exceed two (2) consecutive semesters. The time the faculty member spends in such instruction shall not be considered part of the individual assignment or time worked, nor shall the faculty member be disadvantaged by the fact of participation in such instruction.
- E. If a university determines, as part of the annual evaluation, that one (1) or more administrations of a test to determine proficiency in oral English language skills is necessary, in accordance with statute and rule and this section, the University shall pay the expenses for up to two (2) administrations of the test. The faculty member shall pay for additional testing that may be necessary.

APPENDIX B

USF Tampa Graduate Catalog 2011-2012, Section 4, Graduate Admissions, p. 18

TOEFL (Test of English as a Foreign Language): <http://www.toefl.org>

Applicants whose native language is not English or who have not earned a degree in the United States must demonstrate proficiency in English by submitting TOEFL scores earned within two (2) years of the desired term of entry. A minimum total score of 79 on the internet-based test, 213 on the computer-based test, or 550 on the paper-based test is required for admission to a graduate program. Applications submitted with TOEFL scores that do not meet the minimum requirements will be denied. The TOEFL requirement may be waived for admission if the applicant meets one of the following conditions:

- The applicant's native language is English, or
- Has scored 500 or higher on the GRE Verbal Test, or
- Has earned a college degree at a U.S. institution of higher learning, or
- Has earned a college degree from an institution whose language of instruction is English (must be noted on the transcript), or
- Has scored 6.5 on International English Language Testing System (IELTS) <http://www.ielts.org/>

PLEASE NOTE: International students whose native language is not English and who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived for admission to a graduate program. They will need to score at least a 26 on the spoken portion of the Internet-based TOEFL (iBT) or a 50 on the SPEAK test administered through the English Language Institute at INTO-USF.

APPENDIX C

English Speaking Countries (No TOEFL/IELTS Required for Admission)

Other countries have English as a major language but NOT as their "native/official" language. Consequently, the TOEFL is required for admission to those countries unless English Proficiency is otherwise proven.

- 1 Antigua
- 2 Australia
- 3 Bahamas
- 4 Bahrain
- 5 Bangladesh
- 6 Barbados
- 7 Barbuda
- 8 Belize
- 9 Bermuda
- 10 Botswana
- 11 Canada, except Quebec (French)
- 12 Cayman Islands
- 13 Commonwealth Caribbean, Including Belize
- 14 Dominica
- 15 England (UK)
- 16 Fiji
- 17 Ghana
- 18 Grenada
- 19 Guyana
- 20 Kenya
- 21 Irish Republic
- 22 Jamaica
- 23 Lesotho
- 24 Liberia
- 25 Malawi
- 26 New Zealand
- 27 Nigeria
- 28 Ireland (UK)
- 29 Papua New Guinea
- 30 Scotland
- 31 Sierra Leone
- 32 South Africa (If Afrikaans is Not listed as native language)
- 33 St. Kitts & Nevis
- 34 St. Lucia
- 35 St. Vincent & Grenadines
- 36 Swaziland
- 37 Tanzania
- 38 Tobago
- 39 Trinidad
- 40 Uganda
- 41 United Kingdom
- 42 United States, except Puerto Rico
- 43 Virgin Islands
- 44 Wales (UK)
- 45 Zambia
- 46 Zimbabwe

Appendix C

SPEAK Testing and ITA Courses <http://www.elp.usf.edu/index.php?page=speak-testing>

The ELP administers SPEAK tests to international students who have been or will be appointed as teaching assistants at the University of South Florida. **It typically takes two or three weeks to get results for a SPEAK test.** SPEAK tests done just before or during INTO USF semester breaks will take longer.

SPEAK Test Fee

Each SPEAK test costs \$100 and the fee must be paid before taking the test. All payments must be made at the [USF Cashier's Office](#) (SVC 1039). Students may pay individually, or in some cases, the department may pay for the test (See *Speak Test Fee Billing Work Flow*). Before going to the cashier's office, the student should print out and fill in [this form](#) acknowledging that they understand the fee policy. In order for the department to be billed, the student must have the form signed by their departmental advisor. The student must bring the form to the cashier's office to have payment processed before taking the test. A receipt from the cashier's office must be presented to the SPEAK test coordinator when the student comes to the INTO USF Center (FAO 100) to take the test. If a student comes to test without proof of payment, they will not be permitted to take the test.

Make a SPEAK Test Appointment

Please [email us](#) the day/time that you would like to take the SPEAK test. We will confirm an appointment day/ time.

Include the following information: Last Name, First Name, U Number, Cell/Home Phone, Email, Department, and Department Advisor Name.

Indicate if you have taken the Test of Spoken English (TSE) or SPEAK before? If yes, when and where did you take it?

Preparing for the SPEAK Test

[This document](#) offers ideas for many resources you can use to prepare for the SPEAK exam. In addition, please review the [scoring guidelines](#) and the [practice SPEAK test](#) before your scheduled test. The test takes about 20 minutes. The SPEAK test is given at INTO USF in the Faculty Office Building (FAO), room 100. Please arrive a few minutes before your appointment. Please email us at speak@eli.usf.edu if you have any questions.

Repeating a SPEAK Test

If you do not pass the SPEAK test, please note that you cannot re-test until after 90 days have passed since your previous test date. For example, if you test at the end of August, you can re-test again at the end of November. Please [contact us](#) for details.

Graduate Assistantships

For more information on USF's graduate assistantships and the spoken English requirements, please visit [this page](#).

ITA Courses

The USF Graduate School & English Language Program have partnered to offer courses aimed at helping international teaching assistants master the English skills they need. To be enrolled in the course, students must have a TA appointment and must get department and Graduate School approval. For more information, contact Nirojah Gosin ngosin@usf.edu.

Appendix E

Sample Daily Admission Detail Report

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF |
|------|-------------------|-------------|----------------------|-----|-----------|------------|------------|-----------|--------|-----------|-------------------------------|----------|----------|----------|-----------|-------|-------|--------|--------|-----------|--------|------------------|---------|--------|-------|--------------------------|----------------------------|-----------------------------|------------------|------|-----|----|
| 1 | TERM_CODE _KEY | TERM | APPLICATIO N_DATE | ID | LAST NAME | FIRST NAME | MIDDLE INT | DOB | GENDER | ETHNICITY | GENERAL E MAIL_ADDR ESS | ADDRESS1 | ADDRESS2 | ADDRESS3 | CITY | STATE | ZIP | COUNTY | NATION | TELEPHONE | CAMPUS | RESIDENCY | COLLEGE | DEGREE | MAJOR | CONCENTRA TION | CURRENT DECISION | CURRENT DECISION DATE | ENROLLED INTO | INTO | NTR | |
| 1104 | 201301 | Spring 2013 | 04-Oct-12 | U86 | Ad Mar | | | 02-Apr-41 | F | H | madame | 1069 | | | Lanca TX | TX | 75134 | DALL | US | 469348 | T | Non-Florida | PH MPH | MPH | PHP | | Application Fee Received | 08-Oct-12 | N | | | |
| 1105 | 201301 | Spring 2013 | 11-Mar-12 | U77 | Ad Yusi | | | 16-Sep-79 | M | B | yusifadd | 7723 | | | Brade FL | FL | 34201 | MAN | US | 727479 | T | Non-Florida | PH MPH | MPH | PHA | | Referred - Public Health | 14-Mar-12 | N | | | |
| 1106 | 201301 | Spring 2013 | 22-Jun-12 | U81 | Ad Ade | O | | 09-Jun-82 | M | B | adewale | R11 Flat | | | Nigeri | | 234 | | NI | 234805 | T | Non-Resident | PH MPH | MPH | SFM | | Admitted | 12-Oct-12 | N | | | |
| 1107 | 201301 | Spring 2013 | 02-Oct-12 | U31 | Ad Ron | | | 08-Jul-89 | F | U | olaolua | 15000 | | | Houst TX | TX | 77040 | HARR | US | 703459 | T | Non-Resident | PH MPH | MPH | EGH | | Referred - Public Health | 03-Oct-12 | N | | | |
| 1108 | 201301 | Spring 2013 | 28-Mar-12 | U44 | Adj Mu | A | | 27-Jul-83 | M | U | adjaosai | 1613 | | | Atlan GA | GA | 30350 | DEKA | US | 205567 | T | Res Alien, Non- | PH MPH | MPH | EPY | | Admitted | 12-Jul-12 | N | | | |
| 1109 | 201301 | Spring 2013 | 04-Jun-12 | U30 | Aga Patr | C | | 14-Mar-77 | M | B | patagad | All | | | Ogbeo | | | | NI | 234703 | T | Non-Resident | PH MPH | MPH | HPP | | Require Application Fee | 04-Jun-12 | N | | | |
| 1110 | 201301 | Spring 2013 | 08-Sep-12 | U51 | Ahr Cha | | | 08-Apr-87 | F | I | cahrendt | 14603 | | | Tamp FL | FL | 33613 | HILLS | US | 813516 | T | Non-Florida | PH MPH | MPH | TCD | | Referred - Public Health | 10-Sep-12 | N | | | |
| 1111 | 201301 | Spring 2013 | 06-Aug-12 | U13 | Aki Olu | F | | 25-Dec-80 | F | B | socrates | 308b | | | Yaba | | | | NI | 234803 | T | Non-Resident | PH MPH | MPH | PMC | | Referred - Public Health | 08-Aug-12 | N | | | |
| 1112 | 201301 | Spring 2013 | 02-Jul-12 | U13 | Ale Mul | A | | 21-Mar-87 | M | B | assefam | Urael | | | Addis | | kazan | | ET | 091437 | T | Non-Resident | PH MPH | MPH | EVH | | Require Application Fee | 02-Jul-12 | N | | | |
| 1113 | 201301 | Spring 2013 | 08-Aug-12 | U27 | Ale Ter | Y | | 28-Jan-74 | F | B | talexand | 2315 | | | Madi FL | FL | 32340 | MADI | US | 850973 | T | Florida Resident | PH MPH | MPH | BHH | | Referred - Public Health | 16-Aug-12 | N | | | |
| 1114 | 201301 | Spring 2013 | 07-Apr-12 | U86 | Als Wal | A | | 21-Nov-81 | M | O | Waleed | 4121 E | | | Tamp FL | FL | 33617 | HILLS | US | 813600 | T | Non-Resident | PH MPH | MPH | TXY | | Denied - Graduate Program | 24-Aug-12 | N | | | |
| 1115 | 201301 | Spring 2013 | 31-Aug-12 | U73 | Am Mo | | | 06-Mar-73 | F | H | Monica_ | 601 S | | | Tamp FL | FL | 33606 | HILLS | US | 813434 | T | Florida Resident | PH MPH | MPH | PHP | | Referred - Public Health | 31-Aug-12 | N | | | |
| 1116 | 201301 | Spring 2013 | 19-Sep-12 | U91 | An Ste | L | | 21-Nov-90 | F | W | sanastas | 62 Rice | | | East NJ | NJ | 08816 | MIDD | US | 732668 | T | Non-Florida | PH MHA | MHA | | Referred - Public Health | 20-Sep-12 | N | | | | |
| 1117 | 201301 | Spring 2013 | 19-Apr-12 | U36 | An Elle | N | | 14-Apr-81 | F | H | mrs.elle | 121 N. | | | Talla FL | FL | 32301 | LEON | US | 954661 | T | Florida Resident | PH MPH | MPH | PHA | | Denied - Graduate Program | 10-Oct-12 | N | | | |
| 1118 | 201301 | Spring 2013 | 09-Oct-12 | U58 | Ant Dor | | | 13-Jun-88 | F | B | dantoine | 8717 | | | Temp FL | FL | 33637 | HILLS | US | 321215 | T | Florida Resident | PH MPH | MPH | EPY | | Application Fee Received | 10-Oct-12 | N | | | |
| 1119 | 201301 | Spring 2013 | 16-Oct-12 | U49 | Arlri Kan | N | | 21-Jun-70 | F | B | karline@ | 11668 | | | Jacks FL | FL | 32218 | DUVA | US | 904612 | T | Florida Resident | PH MPH | MPH | TXY | | Application Fee Received | 16-Oct-12 | N | | | |
| 1120 | 201301 | Spring 2013 | 25-Sep-12 | U83 | Ar Lou | B | | 15-Nov-89 | M | B | LouisBAR | 702 King | | | Selm AL | AL | 36701 | DALL | US | 334413 | T | Non-Florida | PH MPH | MPH | BHH | | Referred - Public Health | 01-Oct-12 | N | | | |
| 1121 | 201301 | Spring 2013 | 19-Sep-12 | U09 | Ava Eliz | | | 21-Aug-90 | F | U | elizabeth | 2320 | | | Burli CA | CA | 94010 | | US | 650346 | T | Non-Florida | PH MPH | MPH | HCO | | Referred - Public Health | 20-Sep-12 | N | | | |
| 1122 | 201301 | Spring 2013 | 12-Dec-11 | U70 | Azh Ala | A | | 02-May-84 | F | W | a_a_azha | 14410 | Unit | | Tamp FL | FL | 33613 | HILLS | US | 317443 | T | Florida Resident | PH PHD | PPH | TCD | | Admitted | 03-May-12 | N | | | |
| 1123 | 201301 | Spring 2013 | 16-Oct-12 | U93 | Bab Olu | A | | 10-Aug-76 | F | B | Seunbab | 2722 | | | Grays GA | GA | 30017 | GWIN | US | 678549 | T | Non-Florida | PH MPH | MPH | PHP | | Application Fee Received | 16-Oct-12 | N | | | |
| 1124 | 201301 | Spring 2013 | 16-Oct-12 | U26 | Bab Joh | K | | 05-Apr-68 | M | B | johnkba | 2722 | | | Grays GA | GA | 30017 | GWIN | US | 678462 | T | Non-Florida | PH MPH | MPH | PHP | | Application Fee Received | 16-Oct-12 | N | | | |
| 1125 | 201301 | Spring 2013 | 10-Aug-12 | U73 | Bah Abd | | | 27-Jul-90 | M | B | abah@sk | 190 | | | Oden MD | MD | 21113 | ANNE | US | 337377 | T | Non-Florida | PH MPH | MPH | PMC | | Referred - Public Health | 21-Aug-12 | N | | | |
| 1126 | 201301 | Spring 2013 | 04-Jul-12 | U16 | Bai Ron | B | | 06-Jan-82 | M | W | rbaird@ | 2311 | | | Lutz FL | FL | 33549 | HILLS | US | 813435 | T | Non-Florida | PH MPH | MPH | HPP | | Require Application Fee | 04-Jul-12 | N | | | |
| 1127 | 201301 | Spring 2013 | 30-Jun-12 | U16 | Bai Ron | B | | 06-Jan-82 | M | W | rbaird@ | 2311 | | | Lutz FL | FL | 33549 | HILLS | US | 813435 | T | Florida Resident | PH MSPH | MSP | PIP | | Referred - Public Health | 09-Jul-12 | N | | | |
| 1128 | 201301 | Spring 2013 | 16-Jul-12 | U79 | Baji Shri | | | 01-May-87 | F | A | shringkh | 28 | | | Allsto MA | MA | 02134 | SUFF | US | 303815 | T | Non-Resident | PH MSPH | MSP | PGD | | Admitted | 07-Aug-12 | N | | | |
| 1129 | 201301 | Spring 2013 | 04-Oct-12 | U74 | Bau Lau | E | | 12-Feb-84 | F | W | lebaum | 1045 | | | Lakel FL | FL | 33801 | POLK | US | 404547 | T | Non-Florida | PH MSPH | MSP | PSH | | Referred - Public Health | 04-Oct-12 | N | | | |
| 1130 | 201301 | Spring 2013 | 21-Jul-12 | U14 | Be Ras | J | | 15-Jun-82 | F | B | rbjennet | PO Box | | | Tamp FL | FL | 33688 | HILLS | US | 813407 | T | Non-Florida | PH MPH | MPH | EPY | | Referred - Public Health | 23-Jul-12 | N | | | |
| 1131 | 201301 | Spring 2013 | 16-Aug-12 | U54 | Bha Gita | | | 28-Aug-85 | F | A | gitsbhan | 4206 | | | Tamp FL | FL | 33613 | HILLS | US | 813857 | T | Non-Resident | PH MPH | MPH | EVH | | Referred - Public Health | 20-Aug-12 | N | | | |
| 1132 | 201301 | Spring 2013 | 08-Oct-12 | U62 | Bla Mel | L | | 03-Jun-82 | F | W | xgemxin | 6213 | | | Lake FL | FL | 34202 | MAN | US | 941465 | T | Florida Resident | PH MPH | MPH | PHA | | Referred - CFLG | 15-Oct-12 | N | | | |
| 1133 | 201301 | Spring 2013 | 16-Oct-12 | U76 | Bo Far | J | | 07-Feb-86 | F | B | farana.b | 2901 N | Apt | | Tamp FL | FL | 33607 | HILLS | US | 407738 | T | Florida Resident | PH MHA | MHA | | Application Fee Received | 16-Oct-12 | N | | | | |
| 1134 | 201301 | Spring 2013 | 13-Oct-11 | U89 | Bor Hea | | | 02-Oct-77 | F | W | hbors@ | 4668 | | | Carls CA | CA | 92010 | | US | 760822 | T | Non-Florida | PH MPH | MPH | PHA | | Admitted | 27-Mar-12 | N | | | |
| 1135 | 201301 | Spring 2013 | 17-Sep-12 | U77 | Bo Eliz | A | | 19-Jun-87 | F | W | elizabeth | 11031 | | | Sefff FL | FL | 33584 | HILLS | US | 571432 | T | Florida Resident | PH MPH | MPH | EPY | | Referred - Public Health | 17-Sep-12 | N | | | |
| 1136 | 201301 | Spring 2013 | 30-Aug-12 | U50 | Bra Mar | A | | 10-Dec-89 | F | W | mab08j | 8313 9th | | | Brade FL | FL | 34209 | MAN | US | 941209 | T | Florida Resident | PH MPH | MPH | OCC | | Referred - Public Health | 30-Aug-12 | N | | | |
| 1137 | 201301 | Spring 2013 | 18-Sep-12 | U00 | Bro Sus | M | | 22-Jan-81 | F | B | smbbro | 1514 E | | | Tamp FL | FL | 33610 | HILLS | US | 813892 | T | Florida Resident | PH MPH | MPH | PHA | | Referred - Public Health | 08-Oct-12 | N | | | |
| 1138 | 201301 | Spring 2013 | 02-Jun-12 | U48 | Bru Mic | A | | 26-Jan-87 | M | W | | 17304 | | | Lutz FL | FL | 33558 | PASC | US | 813393 | T | Florida Resident | PH MPH | MPH | EVH | | Adm Exption - Graduate 10% | 12-Oct-12 | N | | | |
| 1139 | 201301 | Spring 2013 | 30-May-12 | U74 | Bur Dea | | | 29-Sep-90 | F | B | deannrd | 3525 | Apt | | Tamp FL | FL | 33614 | HILLS | US | 863915 | T | Florida Resident | PH MPH | MPH | PMC | | Referred - Public Health | 03-Jul-12 | N | | | |
| 1140 | 201301 | Spring 2013 | 02-Oct-12 | U75 | But Tayl | L | | 11-Dec-87 | F | U | tbcutts@ | 8801 | 421 | | Tamp FL | FL | 33647 | HILLS | US | 813215 | T | Florida Resident | PH MPH | MPH | EGD | | Referred - Public Health | 04-Oct-12 | N | | | |
| 1141 | 201301 | Spring 2013 | 07-May-12 | U11 | Can Hor | L | | 30-Oct-88 | F | B | hcannon | 14505 | | | Tamp FL | FL | 33613 | HILLS | US | 352602 | T | Non-Florida | PH MPH | MPH | PHA | | Denied - Graduate Program | 10-Oct-12 | N | | | |

Application Decision

Appendix F

| | Code | Description |
|----------|--|--|
| ADMIT | AA | Admitted |
| | AB | Admitted (only use this code if student has registered) |
| | AC | Admit Conditional |
| | AD | Admit Conditional (only use this code if student has registered) |
| | AE | Admit - INTO USF CAP (old Conditional Admissions Program with ELI) |
| | AP | Graduate Pick (use only when waiting for student's reply to which program) |
| | 5A | Admit - 5 year Program (BDMS: Admissions Application ; Routing Status: To Be Processed) |
| | 5C | Admit Conditional - 5 year Program (BDMS as 5A) |
| | XC | Admit Exceptional – Conditional 10% |
| | XD | Admit Exceptional – Conditional 10% (only use this code if student has registered) |
| | XG | Admit Exceptional – Graduate 10 % |
| | XH | Admit Exceptional – Graduate 10% (only use this code if student has registered) |
| 5G | Admit Exceptional – Graduate 10 % - 5 year program (copy appl. and send original to registrar) | |
| CANCEL | CA | Canceled – after Admission (revised: 06-06-05, replaced AN code) |
| | CB | Canceled - Degree not equivalent. |
| | CC | Canceled - Duplicate / Error |
| | CD | Canceled – Applicant Deceased (no letter prints) |
| | CM | Canceled – No Application Fee (code is used for RM applications, do not confuse with CC) |
| | CN | Canceled – No Decision (code is used for Open GAR List 3 weeks after semester begins) |
| | CP | Canceled – by Admissions (code is for Open MIP List 3 weeks after semester begins) |
| | CR | Canceled – Bad Check |
| | CS | Canceled – by Applicant (no decision has been made) |
| DENY | DA | Denied Academic Prerequisites |
| | DD | Denied Department Criteria Not Met |
| | DF | Denied – Lack of Facilities |
| | DG | Denied – requirements not met |
| | DL | Denied for Legal Reasons (Note : no letter will print, Student Affairs sends their letter) |
| | DN | Denied Non-Competitive |
| | DR | Denied - Failed Provisional (Used for Rescinding an Admit) |
| | DZ | Denied – Low TOEFL |
| PENDING | G1 | Required Other Test Score (use if 1st test score received; no MIP prints) |
| | G2 | Required Other Transcript (use if 1st transcript received; no MIP prints) |
| | GB | Required Transcript and Test Score (no MIP prints) |
| | GD | Deferred Admissions |
| | GI | First Review - Incomplete (no transcripts/test scores received) |
| | GL | Required Legal Disclosure Form. (need signature and/or needs to answer) |
| | GM | Required Legal Explanation. (Yes, need explanation) |
| | GN | Required Legal Documents. (need court documents) |
| | GR | Required Transcript (no MIP prints) |
| | GT | Required Test Score (yes, MIP prints) |
| | GU | Updated Another Semester |
| | M2 | 2nd Request for Missing Items (every 3 wks a report is generated) |
| | M3 | 3rd Request for Missing Items (every 3 wks a report is generated) |
| | M4 | 4th Request for Missing Items (every 3 wks a report is generated) |
| | PW | Pending - INTO Pathway (waiting for progression results) |
| | PE | Pending - INTO English Program (waiting for level 5 results; mGAR) |
| REFERRED | PR | Application Fee Received |
| | RE | Referred - Direct Receipt (no letter prints) |
| | RG | Referred to Graduate Program |
| | RL | Referred Legal (CFLG) – Legal Information is sent to Student Affairs RAR 234 |
| | RM | Required Application Fee |
| | RN | Referred - Nursing (no, GAR/MIP prints) |
| | RO | Referred - Public Health (no letter prints) |
| | RP | Referred By Department Request (mGAR Only) |
| | RR | Referred - Admissions Director |
| | RT | Referred - INTO USF CAP (old ELI Conditional Admissions Program) No Pathway |
| | RX | Referred - Graduate Program |



Graduate Application Referral Form (*Manual GAR Form*)

GRADUATE ADMISSIONS

4202 East Fowler Avenue, ALN226, Tampa Florida 33620-5816

TEL: (813) 974-8800 FAX: (813) 974-7343

www.admissions.usf.edu

University ID #: _____

Applicant's Name: _____
(Last Name, First Name)

| Term of Entry | College | Degree | Major / Dept. / Conc. |
|---------------|---------|--------|-----------------------|
| | | | |

| Previous Institution | Degree | Hours | GPA |
|----------------------|--------|-------|-----|
| | | | |
| | | | |
| | | | |

| GRE Date | Verbal | Quantitative | Analytical Writing | GRE Total (V+Q) |
|----------|--------|--------------|--------------------|-----------------|
| | | | | |

| GMAT Date | Verbal | Quantitative | Writing | GMAT Total |
|-----------|--------|--------------|---------|------------|
| | | | | |

| MCAT Date | Verbal | Physical Science | Writing Sample | Biological Science | MCAT Total |
|-----------|--------|------------------|----------------|--------------------|------------|
| | | | | | |

| TOEFL Date | TOEFL Score |
|------------|-------------|
| | |

| TSE Date | TSE Score |
|----------|-----------|
| | |

Lacks Minimum Requirements (DG)

Lack of Facilities/Faculty (DF)

Lack of Academic Prerequisites (DA)

Credentials Not Competitive (DN)

Specify Department Criteria Not Met (DD): _____

DEPARTMENT RECOMMENDATION

Justification for 10% Exception OR Conditional: _____

Department Signature & Date: _____ Admit Deny Cancel

COLLEGE RECOMMENDATION

Justification for 10% Exception OR Conditional: _____

College Signature & Date: _____ Admit Deny Cancel

GRADUATE SCHOOL RECOMMENDATION

Justification for 10% Exception OR Conditional: _____

Graduate School Signature & Date: _____ Admit Deny Cancel

MISSING ITEM PACKET (MIP)



Office of Graduate Admissions

For Review by the College of: Behavioral and Community Sci (BC)
 MIP Date: Tuesday, January 17, 2012 Ethn: W Gender: F
 UID: U3 DOB: 26-Feb-1982
 Name: B
 Email: ?@aol.com Address:
 Phone: (727) Saint Petersburg FL 33708

Entry Term: Fall 2012
 Application Number: 3
 Campus: Tampa
 Conduct: A:N B:N
 Academic Status:

College: Behavioral and Community Sci (BC)
 Level: Graduate (GR)
 Admit Type: Masters (GM)
 Student Type: Graduate (G)

Degree Type: Master of Arts (MA)
 Major: Applied Behavior Analysis (ABY)
 Department: Child & Family Studies (CFS)
 Concentration:

MISSING ITEMS (if applicant submits these items directly to the department, this form may be used as a GAR - attach missing items when submitting to Graduate Admissions for processing).

GRE Test Scores Need official scores from ETS

ITEMS ON FILE

| Institution Code and Description | Date of Entry | Date of Exit | State | Degree | Hours | GPA | Official | Final |
|----------------------------------|---------------|--------------|-------|--------|-------|------|----------|-------|
| 001528 St Petersburg College | 8/21/2006 | 12/17/2010 | FL | BA | 161.5 | 3.87 | Y | |

- Lacks Minimum Requirements (DG)
 Lack of Academic Prerequisites (DA)
 Credentials Not Competitive (DN)
 Lack of Facilities/Faculty (DF)
 Specific Dept Criteria Not Met: _____ (DD)

Admit as a 10% Exception (XG)

(Justification)

Signature - Department: *[Signature]*
 Date: 5/2/12
 Admit _____
 Deny
 Cancel _____

Comments: _____
 Signature - College: *Wanda McLean*
 Date: 5-8
 Admit _____
 Deny
 Cancel _____

Comments: *WLO*
 Date: 5/14/12
 Admit _____
 Deny
 Cancel _____
 Signature - Graduate Studies Dean

Comments: _____

End of This Referral

RECEIVED
 UNIVERSITY OF
 SOUTH FLORIDA
 2012 MAY 12 AM 6:51
 GRADUATE SCHOOL



Deferment of Admission Request Form

GRADUATE ADMISSIONS

4202 East Fowler Avenue, ALN226, Tampa, FL 33620-5816
TEL: (813) 974-8800 FAX: (813) 974-7343
www.admissions.usf.edu

INSTRUCTIONS: This request must be submitted **directly to the graduate program** for which a deferment of admission is being sought. For program locations, go online to: <http://admissions.grad.usf.edu>. Please fill out *completely*: failure to do so will delay the processing of your request.

International Students Only:

International students must also provide a new Financial Statement, Promissory Letter dated within six months of the desired term of entry. Please refer to the International Admissions website for further information: <http://web.usf.edu/iac/admissions/>

University ID #: U- _____

Legal Name: _____
Last Name First Name Middle Name

Street Address Apartment Number _____

City / State / Zip Code County _____

Telephone Number (please include area code) Fax Number (please include area code) E-mail Address

Signature of Student Requesting Deferment Date

| | |
|--------------------------|-------------------------|
| TERM OF DEFERMENT | GRADUATE PROGRAM |
| | |

| | |
|--|------------|
| DEPARTMENT RECOMMENDATION | |
| _____ Admit | _____ Deny |
| Justification for 10% Exception or Conditions: _____ | |
| Department Signature: _____ Date: _____ | |

| | |
|--|------------|
| COLLEGE RECOMMENDATION | |
| _____ Admit | _____ Deny |
| Justification for 10% Exception or Conditions: _____ | |
| Department Signature: _____ Date: _____ | |

| | |
|--|------------|
| GRADUATE STUDIES RECOMMENDATION | |
| _____ Admit | _____ Deny |
| Justification for 10% Exception or Conditions: _____ | |
| Department Signature: _____ Date: _____ | |



Appeal For Reconsideration Form

Appendix J

GRADUATE ADMISSIONS

4202 East Fowler Avenue, ALN226, Tampa, FL 33620-5816

TEL: (813) 974-8800 FAX: (813) 974-7343

www.admissions.usf.edu

INSTRUCTIONS: This request must be submitted **directly to the graduate program** for which an appeal for reconsideration is being sought. For program locations, go online to: <http://admissions.grad.usf.edu>. Please fill out *completely*: failure to do so will delay the processing of your request.

ATTACH A COVER LETTER STATING THE REASONS FOR REQUESTING AN APPEAL FOR RECONSIDERATION.

University ID #: U- _____

Legal Name:

_____ Last Name

_____ First Name

_____ Middle Name

Street Address Apartment Number _____

City / State / Zip Code County _____

Telephone Number (please include area code) _____

Fax Number (please include area code) _____

E-mail Address _____

| TERM OF ENTRY | GRADUATE PROGRAM |
|---------------|------------------|
| | |

| DEPARTMENT RECOMMENDATION | |
|--|------------|
| _____ Admit | _____ Deny |
| Justification for 10% Exception or Conditions: _____ | |
| Department Signature: _____ Date: _____ | |

| COLLEGE RECOMMENDATION | |
|--|------------|
| _____ Admit | _____ Deny |
| Justification for 10% Exception or Conditions: _____ | |
| Department Signature: _____ Date: _____ | |

| GRADUATE STUDIES RECOMMENDATION | |
|--|------------|
| _____ Admit | _____ Deny |
| Justification for 10% Exception or Conditions: _____ | |
| Department Signature: _____ Date: _____ | |

Table 1C: Verbal Reasoning Concordance Table
(for use November 1, 2011 - June 30, 2012)

| Scores on the Prior Scale | Estimated Scores on the Current Scale | % Rank |
|---------------------------|---------------------------------------|--------|
| 800 | 170 | 99 |
| 790 | 170 | 99 |
| 780 | 170 | 99 |
| 770 | 170 | 99 |
| 760 | 170 | 99 |
| 750 | 169 | 99 |
| 740 | 169 | 99 |
| 730 | 168 | 98 |
| 720 | 168 | 98 |
| 710 | 167 | 98 |
| 700 | 166 | 97 |
| 690 | 165 | 96 |
| 680 | 165 | 96 |
| 670 | 164 | 94 |
| 660 | 164 | 94 |
| 650 | 163 | 93 |
| 640 | 162 | 90 |
| 630 | 162 | 90 |
| 620 | 161 | 89 |
| 610 | 160 | 86 |
| 600 | 160 | 86 |
| 590 | 159 | 84 |
| 580 | 158 | 79 |
| 570 | 158 | 79 |
| 560 | 157 | 77 |
| 550 | 156 | 72 |
| 540 | 156 | 72 |
| 530 | 155 | 69 |
| 520 | 154 | 64 |
| 510 | 154 | 64 |
| 500 | 153 | 62 |

Verbal Reasoning Concordance Table (continued)

| Scores on the Prior Scale | Estimated Scores on the Current Scale | % Rank |
|---------------------------|---------------------------------------|--------|
| 490 | 152 | 56 |
| 480 | 152 | 56 |
| 470 | 151 | 51 |
| 460 | 151 | 51 |
| 450 | 150 | 48 |
| 440 | 149 | 42 |
| 430 | 149 | 42 |
| 420 | 148 | 40 |
| 410 | 147 | 36 |
| 400 | 146 | 31 |
| 390 | 146 | 31 |
| 380 | 145 | 28 |
| 370 | 144 | 26 |
| 360 | 143 | 21 |
| 350 | 143 | 21 |
| 340 | 142 | 18 |
| 330 | 141 | 16 |
| 320 | 140 | 13 |
| 310 | 139 | 10 |
| 300 | 138 | 8 |
| 290 | 137 | 6 |
| 280 | 135 | 4 |
| 270 | 134 | 3 |
| 260 | 133 | 2 |
| 250 | 132 | 1 |
| 240 | 131 | 1 |
| 230 | 130 | 1 |
| 220 | 130 | 1 |
| 210 | 130 | 1 |
| 200 | 130 | 1 |

Appendix K

**Table 1D: Quantitative Reasoning
Concordance Table
(for use November 1, 2011 - June 30, 2012)**

| Scores on the Prior Scale | Estimated Scores on the Current Scale | % Rank |
|---------------------------|---------------------------------------|--------|
| 800 | 166 | 94 |
| 790 | 164 | 91 |
| 780 | 163 | 88 |
| 770 | 161 | 86 |
| 760 | 160 | 84 |
| 750 | 159 | 82 |
| 740 | 158 | 79 |
| 730 | 157 | 77 |
| 720 | 156 | 74 |
| 710 | 155 | 69 |
| 700 | 155 | 69 |
| 690 | 154 | 67 |
| 680 | 153 | 65 |
| 670 | 152 | 61 |
| 660 | 152 | 61 |
| 650 | 151 | 56 |
| 640 | 151 | 56 |
| 630 | 150 | 53 |
| 620 | 149 | 49 |
| 610 | 149 | 49 |
| 600 | 148 | 44 |
| 590 | 148 | 44 |
| 580 | 147 | 40 |
| 570 | 147 | 40 |
| 560 | 146 | 36 |
| 550 | 146 | 36 |
| 540 | 145 | 32 |
| 530 | 145 | 32 |
| 520 | 144 | 26 |
| 510 | 144 | 26 |
| 500 | 144 | 26 |

Quantitative Reasoning Concordance Table (continued)

| Scores on the Prior Scale | Estimated Scores on the Current Scale | % Rank |
|---------------------------|---------------------------------------|--------|
| 490 | 143 | 22 |
| 480 | 143 | 22 |
| 470 | 142 | 19 |
| 460 | 142 | 19 |
| 450 | 141 | 16 |
| 440 | 141 | 16 |
| 430 | 141 | 16 |
| 420 | 140 | 12 |
| 410 | 140 | 12 |
| 400 | 140 | 12 |
| 390 | 139 | 10 |
| 380 | 139 | 10 |
| 370 | 138 | 7 |
| 360 | 138 | 7 |
| 350 | 138 | 7 |
| 340 | 137 | 6 |
| 330 | 137 | 6 |
| 320 | 136 | 4 |
| 310 | 136 | 4 |
| 300 | 136 | 4 |
| 290 | 135 | 3 |
| 280 | 135 | 3 |
| 270 | 134 | 2 |
| 260 | 134 | 2 |
| 250 | 133 | 1 |
| 240 | 133 | 1 |
| 230 | 132 | 1 |
| 220 | 132 | 1 |
| 210 | 131 | 1 |
| 200 | 131 | 1 |

