GRAD ACADEMICS

A Newsletter from the University of South Florida
Office of Graduate Studies (OGS)
Spring 2026 — usf.edu/graduate-studies

WELCOME TO SPRING 2026!

As we embark a new year, the Office of Graduate Studies Academics Team has updated this newsletter to assist you with key information for the semester. We hope you find it helpful!

POLICY UPDATE

Graduate Reinstatement is for graduate students who have not registered and enrolled for a minimum of six (6) credits in a 12-month period and are now considered to be non-degree seeking students. If the student has not exceeded their time limit for degree completion, they may apply for reinstatement by completing the Graduate Major Reinstatement Form, including the FL Residency form, and Prior Conduct Form.

RELATE-A-BULL OPPORTUNITY

Students who are interested in training to become a graduate student peer mentor — or other students who are seeking peer mentors — should visit the following link:

https://www.usf.edu/graduate-studies/students/current-students/relate-a-bull/index.aspx

QUICK LINKS

2025-2026 Graduate Catalog:
https://catalog.usf.edu/index.php?catoid=24

Programs and Contacts:
https://usf.app.box.com/s/r3lodc6ah0wkszzi409pz1r4p4rtrhfy

Graduate Certificates and Contacts:
https://usf.app.box.com/file/1646846639923

UPDATE PROGRAM CONTACTS

Need to update who the Graduate Program or Graduate Certificate Director or Contact? Instructions are here! For assistance contact tron@usf.edu or cdh@usf.edu

ELECTRONIC SUGGESTION BOX

Have any suggestions to make things better? Like or dislike something? Click or scan to let us know!

SPRING ACADEMIC CALENDAR

January 9	Last day to register for classes without late registration fee
January 12	First Day of Classes
January 16	Last day to Drop/Add or late register Fees are due Last day to change major for Spring 2025 term
February 20	On-time graduation application deadline for Spring
March 28	Spring last day to withdraw; no refund and no academic penalty
March 30	Summer/Fall Registration Opens for degree-seeking students
May 1	Classes end
May 1	Test Free Week
May 2 - 7	Final Exams week
May 7	End of Term
May 7 - 10	Commencement

Holidays and Breaks:

January 19	Dr. Martin Luther King, Jr. holiday observed
March 16-22	Spring Break

POLICY REMINDERS

Only students who are classified as doctoral candidates (6C) may enroll in dissertation hours. Students recently admitted to candidacy may enroll the semester following the admission to candidacy. **No overrides** should be done to enroll students into dissertation courses. Contact Graduate Studies if you need assistance.

GRADUATE CERTIFICATES

https://www.usf.edu/graduate-studies/graduate-certificates/index.aspx

The Office of Graduate Studies has successfully completed the migration of all graduate certificate programs into Archivum for the processing of admissions. All applicants are now required to apply online through: https://secure.vzcollegeapp.com/usf/. Please review the application page for more information. The process for graduate certificate completions remains the same. Please direct all inquiries to gradstudies@usf.edu.

THE OGS ACADEMICS TEAM AT YOUR SERVICE

Carol Hines-Cobb, Asst. Director	Catalog, Curriculum, Courses, Policy, Program Directors, Affiliate Faculty
Joseph Butts, Asst. Director	Catalog, Courses, Program Directors, Affiliate Faculty, Grad Assistantships
Noelle Schero, Academic Svcs Admin	Roundup, Graduate Petitions, General OGS Forms, Policy
Stephanie Harper, Asst. Director — ETD	ETD (Thesis/Dissertation), Writing Services, ETD Workshops
Jazhel Honrado, Academic Svcs Admin	Graduate Certificate Admissions
Lisa Akins, Academic Svcs Admin	Graduate Certificate Completions

ROUND-UP

For graduate faculty and staff. Meetings to discuss various graduate issues including admissions, policy, curriculum, etc.

Join the list-serve: https://www.usf.edu/graduate-studies/faculty-and-staff/graduate-program-directors/round-up/round-up-listserv.aspx

Meetings (10-12 pm via Teams):
- January 20, 2026
- February 17, 2026
- March 24, 2026
- April 21, 2026
- May 19, 2026

GRADUATE COUNCIL

https://www.usf.edu/graduate-studies/faculty-and-staff/graduate-council/index.aspx

Faculty Senate Council for graduate program development, policy, and curriculum.

Meetings (via Teams) *(Note time change from 1 to 3 pm):*

Policy & Fellowship (9 am); Curriculum (3 pm)	Full Council (3 pm)
9/8/25**	9/15/25
10/6/25	10/20/25
11/3/25	11/17/25**
12/1/25	12/8/25**
1/12/26**	1/26/26**
2/2/26	2/16/26
3/2/26	3/16/26
4/6/26	4/20/26

***moved due to holiday*

CURRICULUM CORNER

https://www.usf.edu/graduate-studies/faculty-and-staff/graduate-curriculum-process/index.aspx

Guides for creating or changing graduate curriculum are available. Contacts cdh@usf.edu or tron@usf.edu

August	Curriculum (Curriculog) Opens for submissions
December 2 @ 5pm	Last day to submit a proposal into the system
January 30 @ 5pm	Deadline for approval at the College Step
April 6	Last Grad Council meeting for proposal approval
June 15	Target posting for preliminary 2026-2027 Catalog
August TBA	Curriculog will open for the 2027-2028 Catalog Cycle

For undergraduate dates see UGS website

GRADUATE FACULTY

Confirm Graduate Faculty status at:
https://catalog.usf.edu/content.php?catoid=22&navoid=3629

Procedures for approval as Graduate Faculty or Affiliate Members of Graduate Faculty:
https://www.usf.edu/graduate-studies/faculty-and-staff/faculty-credentialing.aspx

Tip- if submitting for approval, make sure the CV is current (updated within the last three years).

ETD AND WRITING SERVICES

Electronic Thesis and Dissertation (ETD) information:

Deadlines:

March 13	Thesis Deadline to submit to OGS for review
March 27	Dissertation Deadline to submit to OGS for review
May 1	Last day to submit Admission to Candidacy Form to OGS
May 7	ETD Final Clearance – last day to receive OGS final approval

- ➢ **ETD Process:** Submission and resource guide.
- ➢ **ETD Process Workshop:** January 28th at Noon
- ➢ **ETD Weekly Formatting Workshop:** Avoid processing delays and formatting errors by attending!

Students: A template, Example Pages, and guide videos are available to help you! Set up your format early in your writing process to save time. Also check with your Dept or College for additional requirements.

Faculty: *Make sure your students know in advance* that USF has Institutional Guidelines for ETD formatting! Note*: Students who are unaware of the formatting guidelines are more likely to be charged an extra fee.*

Writing Services:

- ➢ **Writing Accountability Groups** The **Spring 2026 10-Week WAG Registration is now open.** Students will meet for 1 agreed upon hour to do sustained writing for 10 weeks between 1/26 and 4/12.
  Register here: **https://forms.office.com/r/8m48FVTsUf**

- ➢ **Writing Wednesdays:**
  Online via Teams, 9:00 AM – 10:00 AM.
  Join via Teams: Writing Wednesday Spring 2026 1/14/2026 through 4/29/2026
- ➢ **In-Person** from 3:00–5:00PM, **ALN 209**
- ➢ Being intentional and consistent about writing will help you progress and meet your goals.

GRAD PETITIONS

Forms: https://www.usf.edu/graduate-studies/forms.aspx

Upcoming Spring 2026 Form Deadlines:
1/16: Change of Concentration
1/16: Change of Major
1/16: Reinstatement

GRADUATE ASSISTANTSHIPS

https://www.usf.edu/graduate-studies/funding/graduate-assistantships-resource-center/index.aspx

Reminders:
Letters of Offer are automated. For procedures:
https://www.usf.edu/graduate-studies/funding/graduate-assistantships-resource-center/appointment-letter-resources.aspx

GA Error Reports are sent to colleges. For information contact the College.