

CERTIFICATION REQUIREMENTS ASSOCIATE IN ARTS

UNIVERSITY OF SOUTH FLORIDA 2016-2017 UNDERGRADUATE CATALOG

USF System Regulation 3.019

Upon the student's successful completion of the minimum requirements for the Associate in Arts Certificate, the University will present the student who has properly made application with an appropriate certificate.

1. To receive the Associate in Arts certificate, a student must complete 60 semester hours of university credit; at least twenty (20) of the last thirty (30) credit hours or a total of thirty-six (36) credit hours must be completed in residence at the home institution of USF; the minimum grade point average must be 2.0 overall GPA and 2.0 GPA based on work attempted at USF and transfer work accepted and evaluated by the USF Office of Admissions. Physical Education and military science credits do not count within the 60 semester hours toward the Associate in Arts Certificate. All students must satisfy the General Education Requirements of USF and must satisfy the requirements listed in [Florida Statutes Section 1007.25](#) and in [State Board of Education Rule 6A-10.030](#), prior to receiving an Associate in Arts Certificate.
2. Beginning with students initially entering a Florida College System institution or State University System institution in 2014-2015 and thereafter, coursework for an Associate in Arts degree shall include demonstration in competency in a foreign language pursuant to [Florida Statute 1007.262](#). (Also known as USF's FLENT requirement.)
3. To apply online for an Associate in Arts Certificate, please visit the "[Apply for Graduation](#)" website. The deadline to apply for a certificate in each semester is stated in the Academic Calendar in the undergraduate catalog and on the "Apply for Graduation" website.
4. The Associate in Arts certificate must be awarded at least one term prior to the term that the student becomes eligible for the baccalaureate degree.
5. Final processing for the Associate in Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate in Arts Certificate.
6. Any incomplete grades shown on the permanent record of an Associate in Arts applicant at the time grades are processed will be treated as an "F" in the calculation of grade point average. Transfer students who completed a substantial portion of the Associate in Arts degree requirements at another institution in the Florida College System will be encouraged to notify that institution of the additional USF credits that may be transferred to that institution towards conferral of that degree. If the former institution will not confer the Associate in Arts degree with the addition of USF transfer credits, but is eligible for the Associate in Arts certificate at USF, then the USF institution will confer the Associate in Arts certificate.
7. The General Education Requirements will be based on the approved University policy in effect in the catalog year the student chooses according to the University policy regarding the choice of catalog from the student's USF home institution. The consideration of whether or not General Education Requirements are met will be made without consideration of the student's choice of major at the time he/she applies.
8. Residence credit will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. Where the grades from these institutions, except those earned through the University of Florida Correspondence Division, are recorded on the permanent record at the USF home institution, and included in the grade point average calculation, they will also be counted in the student's grade point average as work attempted at the USF home institution for the Associate in Arts Certificate.
9. An applicant who has not been enrolled at a USF institution for three semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.
10. In approving any application for the Associate in Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.
11. All USF colleges with undergraduate programs will accept the Associate in Arts from USF. That is, the student will be placed at least, at the junior level and will be considered to have met the University's General Education Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the college of the student's major. Similarly, any special requirements for a student's professional certification (e.g., Education and Engineering) are not necessarily met by the Associate in Arts certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.
12. The awarding of the Associate in Arts is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.
13. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate in Arts certificate prior to the completion of 90 semester hours.