STATEMENT OF POLICY

A. Undergraduates must complete the Online Graduation Application for Degree and the Online Graduating Senior Survey by the official University deadline (http://www.usf.edu/registrar/resources/graduation.aspx) for the term in which they expect to graduate. Degree application deadlines are available on the Office of the Registrar webpage at http://www.usf.edu/registrar/calendars/.

   i. If denied for graduation, a student should reapply for graduation in the subsequent term in which degree requirements are met. In cases where the student’s academic records have been adjusted to indicate completion of degree requirements within one year of the denial, the original application may be used to graduate the student in the current term.

   ii. If a student does not submit the Online Graduation Application for Degree when the student's academic records indicates the student has met all degree requirements, and the student is not actively enrolled in other approved degree-seeking coursework, the student may be graduated by the University without an application.

B. Students who have completed all the requirements for their degree will be required to graduate. Exceptions may be approved by college deans or their designee up to two additional semesters, not to exceed ten semesters total, to allow students to complete approved second majors or to complete clearly defined objectives to enhance qualifications for employment or graduate and professional programs. (Exceptions may be made for part-time students.) Unless students receive approval from the Dean of Undergraduate Studies of an exception to the graduation request, USF may move the student through to graduation and confer the degree earned.

C. Students should be approved to pursue minors only if the minor can be completed without extending the time required for the students’ initially projected graduation date and without exceeding their excess credit hour threshold. Students in lockstep programs without available elective hours will not be approved for minors, unless an exception is approved by their college dean or designee. Minors are awarded only in conjunction with the receipt of a baccalaureate degree. Students are expected to demonstrate academic success (appropriate GPA for program, completion ratio, and success in pre-requisites, core or other related coursework for current major and requested minor) before they can be approved for a minor. Minors may be approved at the discretion of the college offering the minor, in consultation with the college of the student’s major. Students will apply for a minor before their last semester of enrollment. Minors may be approved at the discretion of the college offering the minor in the last term of enrollment provided the student will have completed all of the remaining course requirements for the minor in that term.

D. Students may be approved to pursue dual degrees and second majors only if they are able to complete both programs within no more than two additional semesters, not to exceed ten semesters total, from the initially projected graduation date or within the excess credit hour threshold for dual majors or dual degrees. Second majors are awarded only in conjunction with the receipt of a baccalaureate degree. Students should follow the requirements as stated on the Double Major or Dual Degree application form (http://www.usf.edu/undergrad/academic-advocacy/services/double-major-and-dual-degrees.aspx) and they are expected to apply for a second major or degree only after demonstrating academic success (appropriate GPA for both major programs, completion ratio, and success in requisites, core or other related coursework for current major and second major or degree). Students will typically be approved for a second major or dual degree before earning 96 credit hours (not counting in the latter any credit from examination or dual enrollment). The students' program of study is delineated on the application form and must be reviewed by both program advisors prior to submission for approval. Third majors will only be allowed in exceptional circumstances when the student can complete within the above criteria.

E. Per USF System Regulation USF3.007, successful completion of at least 25% of the total credit hours required for the degree must be in courses offered by the USF System Institution conferring the degree.

F. No degree will be conferred if a charge of academic dishonesty or student conduct violation is pending and the penalty could be dismissal, expulsion, failing grade or any combination of the above, until the charge is resolved and degree requirements are met.

G. Students are expected to graduate within the minimum number of semesters appropriate to their academic work completed at the time of their admission and the extent to which they are able to be
enrolled full-time. Summer sessions are not counted as semesters for the provision of this Policy. For additional information, see [http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf).

H. A student may be reselected (RSL) from their declared major if it is determined they are not meeting degree progression as specified in this policy (II.F.1-5) or have become subject to college or major D/F grade policies or other approved progression policies. Any student Reselected (RSL) from their declared major after 60 earned hours must be reviewed for excess credit hour surcharge and degree progression before changing majors. Students will be allowed to change to those majors that can be completed within ten semesters and without incurring an excess credit hour surcharge.