GRADUATION REQUIREMENTS (BACCALAUREATE)

UNIVERSITY OF SOUTH FLORIDA 2018-2019 UNDERGRADUATE CATALOG

USF System Regulation 3.007 - Degree Requirements: Baccalaureate/Undergraduate (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.007.pdf)

General Education requirements (36 hours) must be completed prior to graduation per USF System Regulation 3.007 and BOG 6.017 requirements.

In addition to Florida Board of Governors and/or state requirements, the USF System has the following USF specific minimum requirements that are designed to assure the academic integrity of the degree programs at each System Institution:

a. Successful completion of a minimum of 120 unduplicated semester credit hours through university coursework, acceleration mechanisms, and/or transfer credit, including courses specifically approved as repeatable for credit within the System (e.g. practica, ensembles and field experiences);

b. A minimum adjusted grade point average (GPA) of 2.00 on all coursework taken at the USF System Institution from which the degree is conferred and an overall 2.00 average on all college-level work attempted;

c. Satisfactory completion of major requirements in a chosen degree program, including additional requirements set by the USF System Institution and college offering the degree;

d. Successful completion of at least forty-two (42) semester hours in courses numbered 3000 and above;

e. 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. Registration and successful completion of at least thirty (30) of the last sixty (60) semester hours at the USF System Institution (home institution) from which the degree is to be conferred. In cases of emergency, a maximum of six (6) hours of the final thirty (30) semester hours may be completed by correspondence or residence at another accredited senior institution with the approval of the academic dean. Exceptions to the home institution rules in this paragraph may be made for students who are enrolled at other universities in USF approved exchanges, study abroad programs, co-op training programs or correspondence courses from the University of Florida. CLEP credit does not count toward academic residence;

g. Beginning fall semester 2012, students must complete successfully at least 50% of the required courses in the major in courses offered by the USF System Institution conferring the degree. In cases of hardship or lack of course availability, individual exceptions may be approved by the respective College Deans or designees to help ensure timely graduation;

h. To help ensure that students are on track to graduate and are less likely to have excess credit hours, students are required to apply to change USF institutions (USF, USFSM, USFSP) and follow the appropriate procedures. All FTIC students must have completed at least three consecutive semesters, not including summer (i.e., Fall, Spring, Fall), at their current institution before change of institution requests will be processed. The request to change institutions must be signed off by the student and approved by the incoming USF institution.

i. Students who have entered a university in the State of Florida University System with fewer than sixty (60) hours of credit are required to earn at least nine (9) hours prior to graduation by attendance in one or more summer terms in courses offered by a USF System Institution or any one of the State University System of Florida institutions. This requirement may be waived in cases of unusual hardship to the individual;

j. Satisfaction of the foreign-language admissions requirement by having two (2) sequential units of the same foreign language in high school, or eight (8) semester hours of the same foreign language in college, or documented equivalent proficiency; and

k. The student’s degree program (major) will appear on the baccalaureate diploma. (If a student satisfies all requirements for two (2) majors, including admission, prerequisite, core, etc., both majors may appear on the diploma).

A student is academically eligible to receive a Baccalaureate degree from individual institutions in the USF System when a student completes the requirements of entities including the:

1. Board of Governors (BOG),
2. USF System,
3. Program, College or Institution requirements, and
4. General academic approval by the University.
The Office the Registrar has complete information regarding graduation requirements (see http://www.usf.edu/registrar/resources/graduation.aspx).

**STEP 1: Apply for graduation (receive a diploma) and complete the graduation survey:**
Login into OASIS using MyUSF and then follow these steps:
1. Enter your Net ID and self-assigned password.
2. Click on "My Resources."
3. Click on "OASIS."
4. Click on "Student."
5. Near the bottom of the list, select "Apply for Graduation."
6. Please be sure to check the address in OASIS as that is where your diploma will be sent.

The Office of Decision Support requires all graduation applicants to take a survey in order to collect data for ODS, as well as the Graduate School. That survey affronts the online graduation application.

**IMPORTANT NOTES:** This does not automatically add the student to the commencement ceremony. Please read below for further details to complete that process and see other important information about graduation.

The student is responsible for checking with your college for any additional graduation requirements and earlier application deadlines they may require. For example, the College of Engineering requires all engineering students to apply for graduation in the term prior to the anticipated graduation term.

Any student who completes the graduation survey and applies after the published deadline will not be included in the commencement brochure. Applying late may also possibly prevent the application from being processed in time for the degree to be awarded until the next term, even if all degree requirements are met. In order for a degree statement to appear on your transcript, a graduation survey and application must be submitted whether or not participation in the commencement ceremony is desired.

**STEP 2: Clear financial obligations.** Financial obligations must be cleared prior to graduation or your diploma will be held upon request of the Cashier. Ensure that all fees are paid to the University in full. These include parking, library, etc. or a hold will be placed on the student record. This will prevent release of the student's diploma and transcripts until all fees are collected and the hold is released.

**STEP 3: Check grades.** It is the student's responsibility to clear all "I" (incomplete grades) for courses required for graduation, and to provide official hard copy transcripts of all transferred course work needed for graduation at least one term prior to graduation.

**STEP 4: Check current semester schedule.** You should notify your college of any change or error in their schedule for the current semester, including any adds/drops or withdrawals. Contact the Office of the Registrar if your name does not appear on a class roll for a course in which you believe you are registered.

**STEP 5: Check name in student record.** The student's diploma name must be consistent with their USF student record. A change of name must be submitted on an official Change of Name Form (see http://www.usf.edu/registrar/documents/forms/change-of-name.pdf) with substantiating documents. The student must signify on the form if the changed name is to be listed on their diploma instead of the one in their student record. It is critical that upper/lower case letters, accents, and punctuation are clearly indicated on the application.


**Degree Progression**
USF System Policy 10-505 - Degree Progression and Completion Deadlines for Undergraduate Students (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf).

USF is committed to facilitating students through their academic progress to degree. This policy is one of many University initiatives directed at assisting students in effectively meeting their academic goals.

**STATEMENT OF POLICY**
GRADUATION REQUIREMENTS
(BACCALAUREATE)

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 designees 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 prerequisites, 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 has 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 prerequisites, 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.
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.