Initiated by the Florida Legislature (H.B. 1545 of 1997) to reduce costs, all state universities must monitor undergraduate student progress and charge students the “full cost of instruction” for certain repeats of undergraduate courses. This policy requires USF to charge students a substantial per credit hour surcharge when they attempt a course three or more times at USF, unless the course is specifically designed to be repeated or is required to be repeated by their major. Requirements to earn a passing or higher grade than previously earned in a course do not exempt the surcharge. Students will be required to pay the surcharge in addition to the appropriate in-state or out-of-state tuition rates. It is important to note that all attempts count, including withdrawals after the first week of classes and courses with incomplete grades.

The University may grant exceptions to this rule based on extenuating circumstances and financial hardship. However, the University may only approve one appeal per course. The exceptions included in the statute are extenuating circumstances and financial hardship and are defined as follows:

Extemuating circumstances are those circumstances determined by the University to be exceptional and beyond the control of the student and may include but not be limited to serious illness, documented medical condition preventing completion; death of an immediate family member (parent, spouse, child, or sibling), involuntary call to active duty; university error, other emergency circumstances or extraordinary situations. In all cases, supporting documentation must be submitted with the request for a waiver of this surcharge.

The criteria used by the universities for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

For consideration, the student must fill out a Fee Adjustment Request Form (http://www.usf.edu/registrar/documents/forms/fee-adjust-form.pdf) and indicate the request is for a waiver of the repeat course surcharge. They must also submit a statement that explains their request and provide all documentation relating to it. Submit the completed form with documentation to the Office of the Registrar.