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

2. Civics Literacy - Baccalaureate degree-seeking students initially entering a state university fall semester 2018 and thereafter must demonstrate competency in civic literacy (see Civics Literacy section of Catalog or https://www.usf.edu/undergrad/students/civics-literacy.aspx).

3. Updates of changes to State and BOG Requirements - Students will be held to the most current standards established by the BOG or state law.

4. 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 course work 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).
The Office the Registrar has complete information regarding graduation requirements (see https://www.usf.edu/registrar/resources/graduation.aspx)

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 intended to guide students to on-time degree completion without earned excess credit hours as defined by the state of Florida in §1001.92, F.S., §1001.7065, F.S. and §1009.286, F.S.

STATEMENT OF POLICY

1. Students who have completed all degree requirements will be required to graduate within four years. If a student does not submit the Online Graduation Application for Degree when academic records indicates all degree requirements for the declared major have been met based on the university degree audit system, the University will initiate the degree certification process without an application.

   1. Undergraduates must complete the Online Graduation Application for Degree and the Online Graduating Senior Survey by the official University deadline (https://www.usf.edu/registrar/) for the term in which they expect to graduate. Degree application deadlines are available in the Academic Calendar found in the Undergraduate Catalog.

   2. If denied for graduation, a student’s application will automatically roll to be evaluated for graduation in the next semester. 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 will be used to graduate the student in the current semester.

   3. If a student misses the posted Graduation deadline application, the student must immediately submit a late application via OASIS in order to be eligible for graduation.

2. Any curricular or co-curricular work added to a student’s declared primary major must be completed prior to or during the same academic term that the student’s major requirements are completed. Students should be approved to pursue additional curricular and/or co-curricular work only if it can be completed within eight semesters for first time in college (FTIC) students, excluding summer and alternative calendar terms, and without exceeding her/his excess credit hour surcharge (ECHS) threshold. Transfer students should complete in eight semesters accounting for prior post-secondary enrollment, excluding summer and alternative calendar terms. Examples of this work include, but are not limited to: minors, double majors, concurrent degrees, the Honors program, study abroad experiences, and/or work-based learning (e.g., co-ops, internships, etc.). Access to the Excess Hour Counter is available on the Office of the Registrar’s website (https://www.usf.edu/registrar/).

3. FTIC or transfer students who have 120 earned credit hours or more will not be allowed to enroll in courses that are not required for completion of the declared primary major based on the university degree audit system. Exceptions are provided for students in baccalaureate degree programs with prior approval from the Board of Governors to require more than 120 credit hours for completion. Students in those programs will not be allowed to enroll in courses outside of their major requirements once the approved credit hour threshold for the major has been reached.

4. Advisors and students must follow the guidelines listed below regarding major changes. The final decision to allow a student to change to a new major rests with the college of the new major. Colleges will review student requests to change major by evaluating the student’s degree progression as documented in the university degree audit system. Students will review the expected number of years required for degree completion, with special attention to the likelihood that the change may result in ECHS, with an advisor in the new major. The colleges are expected to restrict those changes such that students graduate within the number of years specified in (A) through (C) above and without incurring or increasing ECHS potential.
5. A student will be reselected (RSL) from the primary declared major by the academic college if it is determined they are not meeting degree progression standards. Examples of degree progression standards include, but are not limited to, requirements specified in this policy, college or major D/F grade policies, course repeat/withdrawal policies and/or requirements for admission into major. Specific progression requirements for individual academic programs are listed in the undergraduate catalog under each academic major (http://ugs.usf.edu/catalogs.php).

Any student reselected (RSL) from the officially declared major after 60 earned hours must be reviewed by the student's current academic advisor for ECHS and degree progression before changing majors. FTIC students will be allowed to change to those majors that can be completed within eight semesters (eight semesters for transfer students accounting for previous postsecondary enrollment), excluding summer and alternative calendar terms, and without incurring ECHS.

6. In the event a student would like to request an exception to any aspect of the above policy, a request must be submitted, in writing, to the Dean of Undergraduate Studies with documentation that provides clear evidence to justify the need to extend enrollment. Only requests submitted prior to the student's undergraduate application for graduation will be considered. Exceptions will not be granted for students wishing to extend enrollment in order to retake courses where earned grades already meet the minimum graduation requirements or to complete additional coursework for admission to graduate programs.

### Summer Enrollment Requirement

All students entering USF with fewer than 60 semester hours of credit are required to earn at least nine semester hours of credit prior to graduation by attendance during one or more Summer sessions in courses offered by a USF System Institution or any one of the State University System of Florida institutions. The University may waive the application of this rule in cases of unusual hardship.

A student who wishes to have the rule waived must complete a Request for Waiver of Mandatory Summer Enrollment Form available in the Office of the Registrar (https://www.usf.edu/registrar/documents/forms/summer-hour-waiver-request-form.pdf). After submission of the form to the Office of the Registrar, the student will be notified by mail of the action taken.

### Civics Literacy Competency


USF Civics Literacy website: https://www.usf.edu/undergrad/students/civics-literacy.aspx

Baccalaureate degree-seeking students initially entering a Florida College System institution Fall semester 2018 and thereafter must demonstrate competency in Civic Literacy through one of the following options prior to graduation:

(a) Successfully passing either POS 2041 American National Government or AMH 2020 American History II. Each of the courses must include the following competencies:

1. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
2. An understanding of the United States Constitution and its application;
3. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
4. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

(b) Achieving the standard score on one of the following assessments:

- U.S. Citizenship and Immigration Services Naturalization Test - Civics (U.S. History and Government) with supplemental questions - Score 60% or higher
- Advanced Placement Government and Politics: United States - Score 3 or higher
- Advanced Placement United States History - Score 4 or higher
GRADUATION REQUIREMENTS
(BACCALAUREATE)

UNIVERSITY OF SOUTH FLORIDA 2019-20 UNDERGRADUATE CATALOG

- CLEP American Government - Score 50 or higher

TRANSFER STUDENTS: Students who are admitted to an SUS institution as undergraduate degree-seeking transfer students, as defined by BOG Regulation 6.004 (https://www.flbog.edu/documents_regulations/regulations/6.004%20Transfer%20Student%20Admission_FINAL.pdf). Students transferring to a SUS institution in Fall 2018 or later who have never previously enrolled in a public Florida institution (SUS or FCS) must meet the requirement. Students transferring to a SUS institution after Fall 2018 must meet the requirement if their initial enrollment in any Florida public institution (SUS or FCS) was in Fall 2018 or later and they did not complete the Civic Literacy requirement at the prior SUS or FCS institution(s).

NOTES:
- Students who earned an Associate in Arts degree prior to the 2018-2019 academic year at a Florida public institution (SUS or FCS), and are enrolled in a baccalaureate program beginning Fall 2018 or after, are not required to meet the Civic Literacy requirement.
- Dual enrollment students who complete an AA are EXEMPT from meeting the civics literacy requirement.

Steps for Graduation

The Office of the Registrar has complete information regarding graduation requirements (see https://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 affords 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 https://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 your diploma instead of the one in your student record. It is critical that upper/lower case letters, accents, and punctuation be clearly indicated on the application.