

# ACADEMIC POLICIES AND PROCEDURES

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UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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## Semester System

USF operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and July. See Academic Calendar for appropriate dates.

## Academic Load

The maximum load of an undergraduate student is 18 hours (Fall & Spring semesters) and 14 hours (Summer Term), unless approval is received from the dean or an authorized representative of the student's college. Students classified as Undecided must receive approval from the TRansitional Advising Center. In the Fall or Spring Semester 12 hours is the minimum load for a student to be considered as full-time.

### Full-time Undergraduate Student Definition - Summer Term

Sessions "A" & "B" (6 weeks)

For Academic purposes: 6 hours or more each session

For Financial aid purposes: must enroll for 12 hours (undergraduate) in any combination of Sessions "A," "B" and "C"

Session "C" (10 weeks)

For Academic purposes: 9 hours or more

For Financial aid purposes: must enroll for 12 hours (undergraduate) in any combination of Sessions "A," "B" and "C"

Students receiving Veterans' Affairs benefits should confirm their Summer Term enrollment with the Office of Veterans' Services or Veterans' Coordinator.

Undergraduates may not enroll in 6000-level courses or higher without approval of the college/department in which the course is offered.

## Availability of Courses

USF does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses, for example, may be offered only in alternate semesters or years, or even less frequently if there is little demand.

## Transfer of Credit to USF

USF will accept credits only from those institutions accredited by one of the accrediting agencies/commissions recognized by USF. However, USF reserves the right to deny credit for specific courses. The receipt and evaluation of total transfer credit are the responsibility of the Office of Undergraduate Admissions. The college of the student's major will determine which courses are applicable toward a specific degree and will assign equivalent courses (see Evaluation of Transfer of Credit under Admissions and Related Matters).

USF subscribes fully to all of the provisions of the statewide Articulation Agreement (Rule 6A-10.024) and strongly recommends that students complete the associate of arts degree or, in certain prior-approved areas, the associate of science degree, before transferring. Special details for students who do not plan to complete the associate degree requirements are available from the Office of Undergraduate Admissions. Also, all transfer students should refer to other entries about undergraduate transfers in the Admissions section of this catalog.

## Former Student Returning

The Office of Admissions will evaluate the acceptability of transfer of credits taken at regionally-accredited institutions since last enrolled at USF. The college of the student's major will determine which courses are applicable for his/her major. In some instances, exact course equivalents will also be determined by other colleges that offer the same or similar course(s) as a part of their programs of study.

## Declaration of Major

It clearly is advantageous for students to make early decisions about their major, to be on track and to remain on-track toward their degrees and to graduate in a timely manner. With over 100 majors and concentrations to choose from, USF allow students considerable options in their early course choices. Students are encouraged to declare a major upon entry to the university. If they are unable to select or declare a major formally or a pre-major, they should follow the exploratory (for undecided) curriculum that best matches their interests.

FTIC students must be officially declared in a major or a pre-major before they register for more than 36 credits, including credit earned via Advanced Placement, International Baccalaureate, or Dual Enrollment coursework. Students will not be allowed to register for further credit coursework at the university until they have declared a major or pre-major.

Transfer students should declare their majors upon entry to the university. Transfer students with 60 or more

# ACADEMIC POLICIES AND PROCEDURES

semester hours must declare a major and will not be allowed to register for further credit coursework at the university until they have declared a major or a pre-major.

Many resources are made available by the university to assist students in making career decisions and choosing their majors. In addition to academic advising services for undeclared students, the TRansitional Advising Center offers a specialized course called *U-Decide* (SLS 1101) to assist students with career and major decision-making, as well as their transition to USF. This course is required for FTIC students who are undeclared during their first year of enrollment at USF. Transfer and upper-level students may choose to enroll in *Career Development Process* (SLS 2401) for assistance in career exploration.

## Courses to Satisfy the Board of Governor's Articulation Resolution (6.017) ("Gordon Rule")

Prior to receipt of an Associate in Arts degree from a Florida College System institution or university or prior to entry into the upper division of a public university or college, a student shall complete successfully the following:

- Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.
- Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.
- Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction pursuant to 6A-10.024, and students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through one or more of the acceleration mechanisms in 6A-10.024, shall be considered to have satisfied the requirements in subsection 6.017(2), to the extent of the college credit awarded.

Note: The Gordon Rule communication and computation requirements are considered met for any student entering the university with an A.A. from a Florida College System institution. The Gordon Rule communication requirement is considered met for any student entering the university with 60 or more hours.

Students must achieve a proficiency level of at least C- in the course in order to receive Gordon Rule Communication credit. Courses to satisfy Gordon Rule may not be taken on an S/U basis.

Courses that meet Gordon Rule Communication requirements are:

### Communication (12 semester hours)

AFA 2000	Introduction to the Black Experience [In Africa and Its Diaspora]	ARH 4710	History of Photography
		ARH 4721C	History of Printmaking
		ARH 4724	History of Graphic Design
AFA 4150	Africa and the United States	ARH 4800	Critical Studies In Art History
AFA 4335	Black Women in America	ATR 4504	Seminar in Sports Medicine
AFS 2250	Culture and Society in Africa	CCJ 4934	Seminar in Criminology
AFS 3153	African Literature Survey	CHM 4070	Historical Perspectives in Chemistry
AML 3604	African American Literature	CIS 4250	Ethical Issues And Professional Conduct
AML 4303	Zora Neale Hurston: Major Works	CIS 4253	IT Ethics
AML 4624	Black Women Writers	CJE 3444	Crime Prevention
AMS 3001	American Culture 1880-1915	CLA 3103	Greek Civilization
AMS 3230	America During the 1920s & 1930s	CLA 4501	Women in Antiquity
AMS 3260	American Culture, 1830-1860	CLT 3103	Greek Literature in Translation
AMS 3370	Southern Women: Myth & Reality	CLT 3123	Roman Literature in Translation
AMS 3615	Film & American Society	COM 4020	Communicating Illness, Grief, and Loss
ANT 4172	Historical Archaeology	COM 4030	Women and Communication
ANT 4241	Anthropology of Religion	COM 4710	Writing Lives
ANT 4340	The Caribbean	CRW 2100	Narration and Description
ANT 4432	The Individual and Culture	CRW 3111	Form and Technique of Fiction
ANT 4620	Language and Culture	CRW 3112	Fiction I
ANT 4750	Language and Social Interaction		
ANT 4935	Rethinking Anthropology		
ARC 4784	The City		

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

CRW 3121	Fiction II	LIT 3103	Great Literature of the World
DAN 2100	Introduction To Dance	LIT 3144	Modern European Novel
DAN 4134	Dance History Through the 19 <sup>th</sup> Century	LIT 3155	Twentieth-Century Literature
EDF 3228	Human Behavior and Environmental Selection	LIT 3301	Cultural Studies & the Popular Arts
EDF 3604	Social Foundations of Education	LIT 3374	The Bible As Literature
EEC 4008	Literature in Early Childhood Education	LIT 3383	The Image of Women in Literature
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues	LIT 3451	Literature and the Occult
EIN 4243C	Human Factors	LIT 4386	British and American Literature by Women
ENC 1101	Composition I	MHS 4731	Writing for Research and Publication in Behavioral and Community Sciences
ENC 1102	Composition II	MUH 4372	Representing the U. S. in Music
ENC 2210	Technical Writing	MUL 2111	Introduction To Music Literature
ENC 3246	Communication for Engineers	NGR 6121	Theoretical Foundations
ENC 3249	Communication for IT Professionals	NSP 4485	An Interdisciplinary Perspective in HIV Disease
ENC 3250	Professional Writing	NSP 4545	Substance Abuse Across the Lifespan
ENC 3310	Expository Writing	NUR 4165	Nursing Inquiry
ENG 4674	Film and Culture	NUR 4286	Geriatric Nursing: Population based Perspectives on Nursing Care of Older Adults
ENL 3334	Shakespeare from an Historical Perspective	PAD 4144	Nonprofit Organizations and Public Policy
EVT 4651	Equity in Schools and the Workplace	PHC 4720	Foundation to Professional Writing in Public Health
FIL 2000	Film: The Language Of Vision	PHH 2000	Introduction to Philosophy
FIL 3845	World Cinema	PHH 4600	Contemporary Philosophy
FIL 3854	Film Art	PHH 4700	American Philosophy
FRT 3001	Great French Love Stories in Translation	PHI 1103	Critical Thinking
FRT 3140	French Literary Masterpieces in English Translation	PHI 3700	Philosophy of Religion
GEA 3405	Geography of Latin America	PHI 4300	Theory of Knowledge
GEA 3500	Geography of Europe	PHI 4320	Philosophy of Mind
GEO 4372	Global Conservation	PHI 4800	Aesthetics
HIS 4936	Pro-Seminar in History	PHI 4938	Philosophy Capstone Seminar
HSC 4631	Critical Issues in Public Health	PHM 3100	Social Philosophy
HUM 4931	Seminar in Humanities	PHM 4331	Modern Political Philosophy
IDS 3115	Values and Choices	PHM 4340	Contemporary Political Philosophy
IDS 3668	Images of Contemporary Urban Culture	PHP 3786	Existentialism
IDS 4934	Applied Science Capstone	PHP 4000	Plato
ISS 1102	Self and Society	PHP 4010	Aristotle
LAE 4414	Teaching Literature in the Elementary School, Grades K-6	PHP 4784	Analytical Philosophy
LAE 4464	Adolescent Literature for Middle and Secondary Students	PHP 4788	Philosophy of Marxism
LIN 3801	Language and Meaning	PHY 4031	Great Themes in Physics
LIT 2000	Introduction to Literature	POS 4413	The American Presidency
LIT 2010	Introduction to Fiction	POS 4694	Women and Law II
LIT 2020	Introduction to the Short Story	POT 4109	Politics and Literature
LIT 2030	Introduction to Poetry	PUP 4323	Women and Politics
LIT 2040	Introduction to Drama	REA 2105	Critical Reading and Writing
		REL 3111	The Religious Quest in Contemporary Films
		REL 3114	Comedy, Tragedy, and Religion
		REL 3145	Women and Religion

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

REL 3170	Religion, Ethics and Society Through Film	SCE 4863	Literature in English Science, Technology, Society Interaction
REL 3308	World Religions	SPC 3425	Group Communication
REL 3367	Islam in the Modern World	SPC 4305	Communicating Emotions
REL 3465	Religion and the Meaning of Life	SPC 4632	Rhetoric and Social Change
REL 3500	History of Christianity	SYA 3310	Qualitative Inquiry
REL 3561	Roman Catholicism	SYG 3235	Latina Lives
REL 3602	Classics of Judaism	SYP 4420	Consumer Culture
REL 3607	Introduction to Judaism	THE 4174	New British Theatre and Drama
REL 3613	Modern Judaism	THE 4180	Theatre Origins
REL 4113	The Hero and Religion	THE 4330	Shakespeare for The Theatre
REL 4171	Contemporary Christian Ethics	THE 4401	American Drama
REL 4177	Comparative Religious Ethics	THE 4434	Caribbean Theatre
REL 4215	Ancient Israel and the Development of the Hebrew Bible	THE 4562	Contemporary Performance Theory
REL 4217	Who Wrote the Bible	WST 3210	European Feminist History: Pre 18th Century
REL 4218	Women and the Bible	WST 4262	Literature by Women of Color in the Diaspora
REL 4499	Classics of Christian Thought	WST 4310	History of Feminism in the U.S.
RUS 3500	Russian Civilization		
RUT 3110	Nineteen Century Russian Literature in English		
RUT 3111	Twentieth-Century Russian		

All the above courses require 4,500 written words per course. IDH courses will fulfill the writing requirement for University Honor students only.

## Computation (6 semester hours)

CGS 2060	Introduction to Computers and Computer Programming	MAS 4156	Vector Calculus
COP 4313	Symbolic Computations in Mathematics	MAS 4214	Elementary Number Theory
MAA 4211	Intermediate Analysis I	MAS 4301	Elementary Abstract Algebra
MAA 4212	Intermediate Analysis II	MAT 4906	Independent Study
MAA 4402	Complex Variables	MAT 4930	Selected Topics in Mathematics
MAC 1105	College Algebra	MAT 4937	Mathematics Majors Seminar
MAC 1114	Precalculus Trigonometry	MAT 4970	Mathematics Senior Thesis
MAC 1140	Precalculus Algebra	MGF 1106	Finite Mathematics
MAC 1147	Precalculus Algebra and Trigonometry	MGF 1107	Mathematics for Liberal Arts
MAC 2233	Business Calculus	MGF 3301	Bridge to Abstract Mathematics
MAC 2241	Life Sciences Calculus I	MHF 4403	The Early History of Mathematics
MAC 2242	Life Sciences Calculus II	MHF 4406	The History of Modern Mathematics
MAC 2281	Engineering Calculus I	MTG 3212	Geometry
MAC 2282	Engineering Calculus II	MTG 4214	Modern Geometry
MAC 2283	Engineering Calculus III	MTG 4302	Introduction to Topology
MAC 2311	Calculus I	PHI 2101	Introduction to Formal Logic
MAC 2312	Calculus II	PHI 3130	Formal Logic
MAC 2313	Calculus III	PSY 3204	Psychological Statistics
MAD 3107	Discrete Mathematics	QMB 2100	Business and Economic Statistics I
MAD 4401	Numerical Analysis	STA 2023	Introductory Statistics I
MAD 4504	Theory of Computation	STA 2122	Social Science Statistics
MAP 2302	Differential Equations	STA 3024	Introductory Statistics II
MAS 1100	Constructive Number Theory and Linear Algebra	STA 4321	Essentials of Statistics
MAS 3105	Linear Algebra	STA 4442	Introduction to Probability

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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CLEP general/subject examinations in mathematics, calculus, college algebra, college algebra-trigonometry, and trigonometry may satisfy this requirement.

### Grades, Scholarship Requirements, and Review Procedures

The University is interested in each student making reasonable progress towards his/her educational goals and will aid each student through guidance and faculty advising. To make students aware of their academic progress, the University has enacted a system of grading and policies of Academic Probation and Academic Dismissal that indicates whether or not a student is showing sufficient progress toward meeting degree requirements. Notations of Grades, Academic Probation and Academic Dismissal are posted to the student's academic record.

When a student is academically dismissed from the University and is ineligible to re-enroll, it may be in his/her best interest to re-evaluate his/her educational goals with an academic advisor in his/her college. If the student's poor academic performance has resulted from extenuating circumstances or if after a period of time the student feels he/she has gained adequate maturity and motivation, he/she may petition the Academic Regulations Committee for permission to re-enroll. See "Academic Regulations Committee," for information on petitioning.

### Grading System

Effective Fall Semester, 2000, USF faculty may use a plus/minus grading system to assign student grades. The use of the plus/minus grading system is at the discretion of the individual faculty member.

A student's measure of academic achievement is recorded on the academic record based on the following grading system:

#### **Plus/minus Grades**

A+	4.00
A Excellent performance	4.00
A-	3.67
B+	3.33
B Good performance	3.00
B-	2.67
C+	2.33
C Average performance	2.00
C-	1.67
D+	1.33
D Poor performance	1.00
D-	0.67
F Failure	0.00

#### **Other Grades**

E	Course repeated, not included in GPA
FF	Failure/academic dishonesty
I	Incomplete
IF	Incomplete grade changed to Failure
IU	Incomplete grade changed to Unsatisfactory
M	No grade submitted by instructor
N	Audit
R	Repeated Course
S	Satisfactory
U	Unsatisfactory
W	Withdrawal from course without penalty
WC	Withdrawal for extenuating circumstances
Z	Indicates continuing registration.

Please note that the grade of C- will satisfy minimum requirements of the Gordon Rule courses and the common prerequisites unless otherwise specified in the Catalog.

### Grade Point Average

The University uses the quality points listed above. The grade-point average (GPA) is computed by dividing the total number of quality points by the total hours attempted at USF. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. Credit hours for courses with grades of I, IU, M, N, S, U, W, Z, and grades that are preceded by an "E" are subtracted from the total hours attempted before the GPA is calculated.

Credit hours for repeated USF coursework will be awarded only once per course unless the course is a university-approved repeatable course. "D" and "F" grades, however, for repeated USF coursework will be counted in

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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the computation of the student's GPA as many times as those grades for that course are recorded. If a student originally earns a "C" or higher in a course that may not be repeated for additional credit and earns a "C" or higher on a subsequent enrollment the new grade is not computed in the USF GPA unless the forgiveness policy is being applied.

### "I" Grade Policy

An "I" grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the GPA for either undergraduate or graduate students. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate. If an instructor is willing, he or she may accept work from a student after an I grade has changed to an IF or IU grade, and assign the student a final grade in the course, unless the student has graduated. Whether or not the student is in residence, any change to "IF" grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. **Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade.** However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

### "M" Grade Policy

An "M" is automatically assigned as a default grade when the instructor does not submit a grade for a student. (Undergraduate rules also apply to non-degree-seeking students.) Unless a change of grade is submitted, the "M" grade will remain on the transcript and will not be computed in the student's GPA.

## S/U Grade System

### No-option Courses

Certain courses have been designated as S/U courses. The "S" and "U" grades are used to indicate the student's final grade. No grading system option is available to students or faculty in these courses.

### Option Courses

Any undergraduate course may be taken on an S/U basis by a student under the following conditions and restrictions:

1. Required courses in the major may not be taken on an S/U basis.
2. Specifically designated required courses in the distribution requirements of the student's college may not be taken on an S/U basis.
3. Courses to satisfy 6A-10.30 (Gordon Rule) may not be taken on an S/U basis.
4. Courses to satisfy Foundations of Knowledge (FKL) General Education may not be taken on an S/U basis.
5. Courses to satisfy USF's B.A. foreign language requirement may not be taken on an S/U basis.
6. All elective courses for the major and all elective courses in the distribution requirements and all other free elective courses may be taken on an S/U basis except where:
  - a. The certifying college restricts the number of courses that may be taken on an S/U basis in any one or all of the above areas or restricts the total number of S/U courses that can be accepted for all of the above areas.
  - b. The certifying college specifies that certain courses may not be taken on an S/U basis.
  - c. The instructor of a course refuses to allow the course to be taken on an S/U basis.

### Mechanism for Assigning S/U Grades

The method by which a student receives an "S" or "U" grade in an option course will consist of the following:

1. A written agreement signed by both instructor and student shall be filed with such offices as may be designated by the college. The college shall set the deadline (no later than the last day of classes for the term) for the student to decide if he/she wishes to take the course on an S/U basis.
2. The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar "S" or "U" consistent with the following:
  - a. Letter grade, A, B, C, or C- shall be equivalent to a letter grade of "S."
  - b. Letter grades D or F shall be equivalent to a letter grade of "U." "S" and "U" grades are not computed in the student's GPA.

## Grade Forgiveness Policy

USF's forgiveness policy permits an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade, providing the repeat grade is posted as "D-" or higher (exception - see Honors

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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at Graduation) and is higher than the first grade. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. No course taken on the S/U grade basis may have the grade forgiveness applied. Under unusual circumstances, a different but similar course may be used if the substitute course has been previously approved by the college dean and is on file in the Office of the Registrar.

The grade forgiveness policy cannot apply to any course in which the grade of "FF" has been recorded.

Any undergraduate or non-degree seeking student who wishes to implement grade forgiveness must:

1. Complete a "Grade Forgiveness Request Form" (available on the Office of the Registrar's website) for each course to be repeated.
2. Adhere to the following conditions:
  - a. A limitation of applying grade forgiveness to three USF courses with no more than one repeat per course.
  - b. With prior approval of the college dean, a course different from a course on the approved list may be substituted in the following cases:
    - (1) The substitute course is a change in prefix, number, hours, or title, but not a substantive change in content from the original course.
    - (2) The substitute course replaces a course no longer offered by the institution.
  - c. The repeated course must be taken under the standard grading system (A - F) and the latest grade must be posted as "D-" or higher (grades of S/U are not permitted) and be higher than the first grade.
  - d. All grades remain on the transcript. The original course grade will be annotated with "E" to indicate that the course has subsequently been repeated and the original grade is not computed in the GPA.
  - e. Individual colleges may have further restrictions; therefore, the student should consult with his/her college. This policy is applicable to undergraduate and non-degree-seeking students only, and applies to 1000-to-5000-level courses. Once students have been awarded a bachelor's degree from USF, they may not repeat a course and be forgiven the original grade, taken prior to graduation.

The policy applies only to courses taken originally at USF and repeated at USF.

### **Good Standing**

USF students will be considered in Good Standing if they are currently enrolled or eligible to return to USF.

### **Academic Record**

The student's academic record shall not be changed after the student has graduated.

### **Academic Probation and Academic Dismissal for Undergraduate Students**

The first time an undergraduate student's USF grade point average (GPA) falls below a cumulative 2.00, the student will be placed on Academic Probation (AP). From the beginning of academic probation, the student must maintain at least a 2.00 GPA each term, and may not totally withdraw from any semester without cause.

Any student who withdraws from all classes after the fifth day of classes while on Academic Probation will be academically dismissed. Once on Academic Probation, academic advising prior to registration is mandatory until the student is removed from probationary status. The student may remain on Academic Probation indefinitely as long as he/she maintains a GPA of 2.00 or greater each semester. If at any time while on Academic Probation, the student's semester GPA falls below a 2.00, the student will be academically dismissed from the University. Once academically dismissed, a student may only return to USF under the University's Academic Renewal Policies. If academically dismissed from USF, a student may not return to USF as a non-degree seeking student.

The determination and notification of probationary status or academic dismissal will be made by the Registrar's Office on the student's semester grade report and academic record. A student who attends another college or university following academic dismissal will be classified as a transfer student and readmission will be based on the total record accumulated from all colleges and universities attended.

If a student is academically dismissed or falls below a 2.00 GPA from USF and subsequently receives a BA/BS from another four-year institution, that student, when accepted to the University with the post-baccalaureate status, will have his/her academic record cleared.

### **Academic Renewal**

The University's Academic Renewal policy allows students previously dismissed from the university or former students returning with a USF GPA below 2.00 to renew their pursuit of baccalaureate degrees without the responsibility of having to overcome the entire burden of low grades and low grade-point-averages. To facilitate this opportunity, students who qualify for Academic Renewal may, with the approval of the Academic Regulations Committee and/or the Office of Undergraduate Studies, have portions of their academic record excluded from calculation of their grade point averages (GPAs). The entire academic record, however, will continue to be reflected on their transcripts even though a selected portion will not be counted in their GPAs. Academic Renewal students are admitted with the same terms of academic probation and dismissal as other undergraduate students. Academic

# ACADEMIC POLICIES AND PROCEDURES

Renewal will only be applied to a student's academic record one time at USF.

## Academic Renewal I (AR-I)

Students who have been academically dismissed or former students returning with a USF GPA below 2.00 may petition the Academic Regulations Committee to return to the University under AR-I. A student will be considered for reinstatement to the University under Academic Renewal I after completing all requirements for the Associate of Arts degree or equivalent (including general education, and Gordon Rule requirements) at a two- or four-year college other than USF. Academic Renewal I students will enter USF as juniors and their USF grade point average will be calculated from that point forward. While AR-I is best utilized by students who have earned less than 60 credit hours, it is not restricted to those students. Students with more than 60 credit hours returning to the University under AR-I will likely incur excess hours and associated monetary penalty. In order to graduate following re-admission under AR-I, all degree requirements must be met, and a minimum of 30 credit hours must be taken in residence at USF. Students who are admitted under AR-I may be excluded from admission to limited access programs and will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

## Academic Renewal II (AR-II)

Academic Renewal II is available to students who were academically dismissed or former students returning with a USF GPA below 2.00 and have 60 or more earned credits from USF or other institutions of higher education. These students will be considered for reinstatement to the University under Academic Renewal II, if they are able to provide convincing evidence indicating they are likely to be successful.

Generally, such students will have been engaged in successful, non-academic activities such as work or military service for at least one year or will have demonstrated recent academic success defined minimally as the completion of at least 12 semester hours with a GPA greater than or equal to 2.00, no grades below C, and no course withdrawals.

In order to be considered for readmission under AR-II, students must submit a request to the Office of Undergraduate Studies Academic Renewal Committee or equivalent USF System Institution committee, who will, in consultation with the college of the student's intended major, make a final decision regarding the readmission.

Following readmission under Academic Renewal II, students will have their prior USF GPA set to 2.00. In order to graduate, students must have a cumulative GPA of 2.00 and at least 30 USF credit hours with grades of C or higher, including a minimum of 15 USF credits earned following readmission under AR-II. Students readmitted under AR-II may be excluded from admission to limited access programs. Further, students who exercise the Academic Renewal II policy will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

## College Policies for Academic Progress

Colleges may determine and implement standards of academic progress for undergraduate students (majors in the college) in addition to those established by USF. Students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

Colleges may restrict the course selections and the number of hours a student may take that do not apply toward completion of degree requirements. Students who exceed this limit may have part or all of their registration canceled.

*Colleges are responsible for publicizing and students are responsible for knowing their college's policies for academic progress.*

## Class Standing

A student's class is determined by the number of credits he/she has earned without relation to his/her GPA.

Unclassified	Non-degree-seeking students
Freshman	0 through 29 semester hours passed
Sophomore	30 through 59 semester hours passed
Junior	60 through 89 semester hours passed
Senior	90 or more semester hours passed; however, no baccalaureate degree earned at USF or elsewhere
Post Baccalaureate	Baccalaureate degree-holder working on a second undergraduate program or degree

## Admission to a College

All newly-admitted students must be advised at Orientation by an academic advisor. USF has a decentralized advising system, which means that students are able to meet directly with an advisor in the college and department of their selected major. Students who have yet to declare a major are assigned to the Transitional Advising Center for the purpose of advising until a choice of major is made. At that time, he/she will officially declare into the college containing the major department. Undeclared FTIC students must choose a major or college-based pre-major before registering for more than 36 semester hours. New transfer students with 60 or more semester hours must choose a major before



# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

registering.

## Change of Major

All undergraduate students desiring to change their major should consult the advising office in the old and new college(s) of their interest.

## Final Examinations

### [USF Policy 10-005](#)

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. USF requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and the instructor.

### Testing in General

In each academic course, the student is expected to undergo a meaningful testing and evaluation that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect the achievement of the course objectives.

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style or content of the examination. It is the policy of USF that all students facing an examination (of any type) shall have equal advance notice of the form and content of that examination. Tests and other evaluations are considered part of the learning process, and students should be given the opportunity for clear feedback about what they have or have not learned as a result of such evaluations. The University regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool. Use of an electronic device not specifically authorized by the instructor is not permitted during any examination. Such use may result in academic dishonesty or disruption of the academic process and will be handled as student violations.

### Comprehensive Final Examinations

The last 6 days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination **must** be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week.

The period of two hours shall be allotted for each final examination. If a student has direct conflict of scheduled examinations or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The "appropriate instructor" in case of examination time conflicts shall be determined in the following manner:

1. Common finals have priority over non-common finals. When two common finals conflict, the higher numbered course takes priority. A common final is one in which all the students from one course, regardless of section or time offered, take the final at the same time.
2. Examinations for graduate level courses have priority over examinations for undergraduate-level courses.
3. Within the level of the courses, undergraduate or graduate, examinations for numerically higher numbered courses have a priority over lower numbered courses. Example: A course numbered 7283 has priority over a course numbered 6924 and a course numbered 4334 has priority over a course numbered 4282.
4. If after applying items 1 through 3, there remains a conflict, priority shall be given to the course with the prefix closest to the beginning of the alphabet. Example: ART 4901 would have priority over BIO 4901.

The final examination schedule shall be published in the same manner and place as the **Schedule of Classes**.

The instructor of the course not receiving priority shall provide for a make-up exam either in accordance with the designated make-up exam periods or at a mutually acceptable time for both the instructor and the student during the exam period.

## Dean's List

Full-time undergraduate students who demonstrate superior academic achievement during one semester will be honored on a "Dean's List." To be eligible for the Dean's List, a student must be in a "pool" (defined hereafter) and must complete 12 hours of graded (A-F) USF courses with no incomplete grades during the semester. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given semester. The Dean's List shall consist of the fewer of: 1) the upper 10 percent of the enrollment of the college or 2) students in the college with a USF 3.50 GPA or above (ties at the 90th percentile will be included in the honors group).

Students registered in the Office of Students with Disabilities Services whose approved accommodations include a reduced academic load are eligible by meeting the above parameters with at least nine (9) hours of graded USF courses completed in the semester and the recommendation from that office, to be confirmed by the Dean.

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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The dean of the college in which the student is majoring or the Dean of Undergraduate Studies for undeclared students will recognize this academic honor. Students who are eligible should contact their College Advising Office or Students with Disabilities Services for information.

### Academic Regulations Committee

Certain academic regulations for the University are managed by the Academic Regulations Committee (ARC) within each college. Each college's Academic Regulations Committee regularly reviews petitions submitted by undergraduate students. Undergraduate students must petition and secure approval from their college's Academic Regulations Committee to return to the University after having been academically dismissed or to receive special consideration regarding an academic regulation, including late or retroactive drop of a course, late registration or late add of a course, deletion of a course, and withdrawal from a term. The ARC representatives or designees in each College meet with the student, assist with the petition process, and serve on their college's Academic Regulations Committee. Representatives from the college ARC's also meet formally to review ARC policies and procedures for the University.

The college Academic Regulations Committee will reexamine petitions when the student provides new and substantive information directly related to the petition or evidence that an error was made. A final ARC decision may be appealed first through the College Dean or designee, and then the Associate Dean of Undergraduate Studies.

The University has implemented a statute of limitations on student petitions for retroactive adds, drops, withdrawals, and registration. A student will be limited to two calendar years (six academic semesters/terms) for such appeals whether the student is in attendance or not.

To petition the committee, completed forms should be submitted to the respective College Advising Office for ARC review. In some cases, a consultation with an ARC representative is required. Students may contact their ARC representative for details regarding their submission. The appropriate forms may be obtained from the following Office of the Registrar at [http://www.registrar.usf.edu/data\\_display.php?link\\_type=Forms](http://www.registrar.usf.edu/data_display.php?link_type=Forms) or from their academic advising office. Students will receive notification of the committee's decision by mail/email.

## STUDENT ACADEMIC GRIEVANCE PROCEDURES

### USF Policy 10-002

#### I. Introduction (Purpose and Intent)

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida system (USF system) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges (exclusive of the College of Medicine and the College of Pharmacy which maintain their own procedures), however, as individual USF system institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.

In the case of grade appeals, the USF system reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Dean or Provost/Sr. Vice President for Academic Affairs, the Regional Vice-Chancellor for Academic Affairs, or the Sr. Vice President, USF Health may file an administrative grade change. The term "incorrect" means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the USF system reserves the right to determine the final outcome based on the procedures detailed herein.

In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

#### II. Terms and Guidelines

An "*academic grievance*" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s), including violations of the professional/ethical standards in clinical or field-based programs. Academic grievances will not deal with general student complaints.

"*Instructor*" shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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*“Department Chair/Director”* shall mean the academic head of a college department or the director of a program—or in all cases a “Department’s designee” appointed to handle academic grievances.

*“Dean”* shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School, or the equivalent as indicated—or in all cases a “Dean’s designee” appointed to handle academic grievances for the unit.

*“Time”* shall mean *“academic time,”* that is, periods when USF system classes are in session. *The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause.* Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit’s procedures will govern the process and no additional notice of time extension is needed.

*“Written communication”* shall mean communication by hard copy to the recipient’s address of record or email communication using assigned USF email address.

The *“burden of proof”* shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor’s decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

Neither party shall be entitled to bring *“legal representation”* to any actual grievance proceeding as this is an internal review of an academic decision.

As some colleges may not have departments or some campuses may use different titles, the next level that applies to that college shall be substituted. If the incident giving rise to a grievance occurs on at USF-St. Petersburg or USF-Sarasota/Manatee, the approved policy on that campus shall govern.

### III. Statement of Policy

#### A. *Resolution at the Department Level*

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
2. If the situation cannot be resolved or a meeting with the instructor is not feasible, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student’s opinion, University system policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor. The instructor may file a written response to the grievance.
3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,\* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.
4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request directed back to the Chair/Director within three weeks to advance the grievance to the College Level. Upon receipt of the student’s request to move the process to the College Level and the instructor’s response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student’s initiating grievance statement, any instructor’s written response to the grievance, and the written request from the student to have the process advanced to the College Level. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

#### B. *Resolution at the College Level*

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it (which is a final University decision) or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:
  - a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.
  - b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student’s major department. However, for cases involving Clinical or Professional Standard violations, the Committee shall include at least one

# ACADEMIC POLICIES AND PROCEDURES

- member assigned to oversee, or with expertise, in that clinical area. In addition, deficiency in or violations of, clinical or professional standards may be sufficient to support academic failure or dismissal notwithstanding success in other areas of the academic record. The student or faculty may request to attend a Committee meeting. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. In addition, only the Committee may invite additional parties such as faculty or students from the department involved with the grievance or from the student's major department or outside party to provide expert or other relevant testimony in the proceedings. The student or instructor may be present during the other's final statement and may hear the additional information provided, however, neither may be present during the committee's deliberations.
- c. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.
2. The Committee will operate in the following manner:
    - a. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.
    - b. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.
    - c. In Committee reviews involving Academic Integrity, the following *Academic Integrity Review Process* shall be followed in addition to the other Department procedures if applicable:
      - 1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.
      - 2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.
      - 3) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.
    - d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.
    - e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.
    - f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the department Chair/Program Director). The Dean's decision shall indicate whether the decision was consistent with the committee's recommendation.
    - g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate School (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean's decision is final and not subject to further appeal within the USF System, as provided in C. below.
- C. Resolution at the University Level
- The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to re-delegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice President in all academic grievance appeals involving graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University level. The Regional Vice Chancellor for Academic Affairs at USF Sarasota/Manatee may delegate authority to a designated academic administrator at USF Sarasota/Manatee to hear the appeal at the University level.
1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee. (2) either party identifies a specific procedural violation in the application of these (AGP) that is concurred by the designated authority at the University level. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean ("Dean") shall determine that the appeal is merited (there is a recommendation by the Dean contrary to the committee or there is cause to believe a procedural violation in application of the AGP process may have occurred). If the Dean determines

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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the appeal is not merited, the Dean shall advise the student accordingly and that notice shall be a final University Decision. If the appeal is determined to be merited, the Dean in consultation with the Faculty Senate and Student Senate shall appoint an Appeals Committee consisting of three faculty members drawn from the USF System Undergraduate Council or Graduate Council (as appropriate), and two students, undergraduate or graduate (as appropriate).

2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.).
3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.
4. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.
5. If the Undergraduate/Graduate Dean's decision is that a grade change is merited, the Undergraduate/Graduate Dean shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean's decision is final and not subject to further appeal within the University.

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine and the College of Pharmacy.

*\*Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures, however, those procedures must adhere to the three-week timeline (with a notice to the student in writing of any need for an extension). If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these USF system procedures.*

## DISRUPTION OF ACADEMIC PROCESS

### [USF Regulation 3.025](#)

- (1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the Student Code of Conduct, the purpose of this policy is to clarify what constitutes disruptive behavior in the academic setting, what actions faculty and relevant academic officers may take in response to disruptive conduct, and the authority of the Office of Student Rights and Responsibilities or designated office handling conduct issues in Student Affairs to initiate separate disciplinary proceedings against students for disruptive conduct.
- (2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety or well-being of self or other persons. References to classroom or academic area include all academic settings (live or online, and including field experiences) and references to Instructor include the course instructor, USF faculty, administrators, and staff. Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.

Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

The following applies to all campuses of the University of South Florida; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus are permitted. Information concerning these procedures is available through the Student Affairs Office at those regional campuses.

- (3) Procedures for Handling Disruption of Academic Process

(a) General Guidelines for Instructor:

1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the Instructor, who will discuss the incident with the student

# ACADEMIC POLICIES AND PROCEDURES

whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.

2. The Instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary. If the Instructor does this, s/he will send an [Academic Disruption Incident Report](#) within 48 hours simultaneously to (a.) the department chair, (b.) the Assistant/Associate Dean of the College (as determined by the College), (c) the Office of Student Rights and Responsibilities (OSRR) or the regional campus' designated office in Student Affairs, and (d.) the student. If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, OSRR and other authorities as soon as possible. Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.
3. An Instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the Instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must: (a.) inform the student of the exclusion, (b.) inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department.

If such academic exclusion occurs, and if the student requests a review, Chair of the Department shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific class and/or any academic setting. This decision may be appealed in writing by the student within two days to the Dean of Undergraduate Studies or Graduate Studies or the institutional designee (as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the university.

Each academic decision or sanction must be communicated to the Office of Students Rights and Responsibilities or the regional campus' designated office as soon as possible.

(b) Possible Academic Sanctions and Grading Guidelines:

Authority of an Instructor and the appropriate Chair or Assistant/Associate Dean's Office may result in any of the following sanctions:

- Warning to the student
- Voluntary withdrawal by the student from the class(es)
- Temporary exclusion and/or permanent dismissal from the instructor's classroom or academic area, program, or college, pending an expedited appeal
- Academic sanction, including assignment of a final grade — If the final determination is a dismissal from class, the grade assigned for the class will depend on the student's status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of "W" will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of "F" will be assigned for the course. These grades will become a part of the student's permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.

(c) Documentation and Academic Disruption Incident Report:

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Rights and Responsibilities or designated office in Student Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

The Academic Disruption Incident Report must be submitted either by hardcopy or scanned and sent by email to the student's USF email address simultaneously within 48 hours to (a.) the department chair, (b.) the Assistant/Associate Dean of the College (as determined by the College), (c.) the Office of Student Rights and Responsibilities or the regional campus' designated office in Student Affairs, and (d.) the student. The form can be downloaded from the designated website in the Academic or Student Affairs Offices and is specifically available at the following link: [http://www.ugs.usf.edu/Acad\\_Disruption\\_Incident\\_Report\\_Form.pdf](http://www.ugs.usf.edu/Acad_Disruption_Incident_Report_Form.pdf) or completed by way of memorandum containing the following information:

- Date of report
- Student's name
- USF Student ID number
- Instructor's name
- Instructor's phone number
- Instructor's e-mail
- Title of course, course number and section
- Date/time/location of incident
- Detailed summary of the incident, including a description of the disruptive behavior
- Witnesses

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

- Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
- Recommended course of action and reasons for this recommendation
- Instructor's signature

(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:

Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Rights and Responsibilities or designated office in Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):

- Educational sanctions to include but not limited to educational programs/classes and written assignments
- Disciplinary probation
- Provisional suspension
- Suspension
- Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF campuses
- Expulsion

When an incident is being reviewed by OSRR or designated office in Student Affairs for possible disciplinary sanctions, current provisions affecting the student's academic status (temporary or otherwise) will be communicated by the Office of Student Rights and Responsibilities or designated office in Student Affairs to the Instructor and appropriate academic administrators/instructors responsible for the student's current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

(e) Resources (contact numbers are for Tampa):

University Police	(813) 974-2628
Center for Victim Advocacy and Violence Prevention	(813) 974-5756
Counseling Center	(813) 974-2831
General Counsel	(813) 974-2131
Office of Student Rights and Responsibilities	(813) 974-9443
Students with Disabilities Services	(813) 974-4309
Assistant/Associate Dean's office in schools and colleges, department chairs	

## ACADEMIC INTEGRITY OF STUDENTS

### [USF Regulation 3.027](#)

Academic integrity is the foundation of the University of South Florida's commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students. The final decision on an academic integrity violation and related sanction at any USF system member institution shall affect and be applied to the academic status of the student throughout the USF System.

#### **General Policies:**

The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

#### **Violations of Academic Integrity: Undergraduate**

Behaviors that violate academic integrity are listed below, and are not intended to be all inclusive.

(a) Cheating

Definition:

*Cheating* is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g., books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

### (b) Plagiarism

#### Definition:

*Plagiarism* is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

#### Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

### (c) Fabrication, Forgery and Obstruction

#### Definitions:

*Fabrication* is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

*Forgery* is the imitating or counterfeiting of images, documents, signatures, and the like.

*Obstruction* is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

#### Clarification:

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

### (d) Multiple Submissions

Definition: *Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

#### Clarification:

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort



# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

## (e) Complicity

### Definition:

*Complicity* is assisting or attempting to assist another person in any act of academic dishonesty.

### Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.4. Students may not have a substitute take an examination or take an examination for someone else.

## (f) Misconduct in Research and Creative Endeavors

### Definition:

*Misconduct in research* is serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

### Clarification:

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the university's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

## (g) Computer Misuse

### Definition:

*Misuse of computers* includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

### Clarification:

1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

## (h) Misuse of Intellectual Property

### Definition:

*Misuse of intellectual property* is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

### Clarification:

Students may not violate state or federal laws concerning the fair use of copies.

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

## Violations of Professional and Ethical Standards

Students who participate in programs that include clinical practice or field-based experiences are required to adhere to the ethical standards and/or code of conduct of the profession. Violations of the ethical standards and/or professional code of conduct may be grounds for academic dismissal and/or termination from the program. Depending on the nature and severity of the violation, the student may be dismissed from the degree program, placed on probation, or dismissed from the university. Students who wish to grieve a probation or dismissal decision that is based on violations of ethical/professional standards may do so using the Student Academic Grievance Procedures.

## Violations and Sanctions for Undergraduate Students

NOTE: These policies apply to undergraduate students, even if taking graduate coursework.

Violations for undergraduate students at the University of South Florida are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended, however, specific academic programs may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to the Undergraduate Dean's Office for violations in Levels Two through Four. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

### (a) Level One Violations

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

- Reduction or no credit given for the original assignment.
- An assigned paper or research project on a relevant topic.
- A make-up assignment at a more difficult level than the original assignment.
- Required attendance in a non-credit workshop or seminar on ethics or related subjects.

### (b) Level Two Violations

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner.
- Failing grade for the course, which may be an F or FF on the internal transcript.

### (c) Level Three Violations

Level Three violations are those that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by one or more violations at Levels One and/or Two. Examples include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g., books, notes, or calculators during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of regrading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.

# ACADEMIC POLICIES AND PROCEDURES

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UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
12. Using unethical or improper means of acquiring data.  
Recommended sanctions for Level Three violations are listed below:
  - Failing grade for the course with a designation of FF on student's internal transcript.
  - Possible suspension from the university for one semester.

(d) Level Four Violations

Level Four violations represent the most serious breaches of intellectual honesty. Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University).
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
6. Willful violation of a canon of the ethical code of the profession for which a student is preparing, including violations of the professional/ethical standards in clinical or field-based programs.

Recommended sanctions for Level Four violations are listed below:

- The typical sanction for all Level Four violations is permanent academic dismissal from the University with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

(5) Additional Undergraduate Guidelines for Academic Dishonesty:

(a) Grade Assignment

1. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. Students with any "FF" grade on record will not be eligible for honors at graduation.
2. If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.
3. Any assigned grade may be changed to an FF, F, or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected by the instructor until after the student has dropped or completed the course.
4. Notification to the student of the F or FF grade for academic dishonesty and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or department chair. (See Student Academic Grievance Procedures.)
5. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.
6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(b) Multiple Violations:

1. For the first FF recorded in an undergraduate student's USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing him or her of being placed on "Academic Dishonesty Warning" for the remainder of enrollment at USF and of appeal rights for the FF grade.
2. For the second FF recorded, the undergraduate student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.
3. For the third FF recorded, the undergraduate student will be permanently dismissed from the university for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript.
4. The maximum penalty for receipt of any FF grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the student's formal record and transcript.

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

## FOUNDATIONS OF KNOWLEDGE AND LEARNING CORE CURRICULUM

### General Education

An effective university education must engage students with a diversity of ideas, concepts, and ways of acquiring knowledge. The Foundations of Knowledge and Learning Core (FKL) Curriculum at the University of South Florida emphasizes inquiry as the means of developing complex intellectual skills that enable students to become critical thinkers, concerned citizens, successful professionals, and reflective people who throughout their lives are aware of, understand, and engage with the complexities and challenges that our global realities require.

The core curriculum at the University of South Florida is designed to develop baccalaureate graduates who:

- Understand symbolic, expressive, and interpretive communication systems in all of their complexities.
- Confront with an inquiring mind the natural, social, technical, and human world, and their interrelationships.
- Understand theories and methodologies for producing knowledge and evaluating information
- Interpret and understand human diversity in a global context.
- Discover and pursue a meaningful life, as well as being a responsible steward of the human and physical environment.

The FKL General Education (36 credits) curriculum consists of six Core Areas of Knowledge and Inquiry. These Core Areas are:

#### 1. English Composition

Students must satisfactorily complete six (6) credit hours of approved coursework (Composition I and II). A major emphasis of the University of South Florida's General Education curriculum is to develop and refine students' written communication skills. Composition I and II provide the foundation for academic and professional writing by emphasizing systematic organization, effective use of detail, compelling treatment of evidence, demonstration of reading skills, appropriate consideration of audience, language use (style) appropriate to discipline and audience, and construction and analysis of valid and sound arguments. In both courses, process writing is fostered through multiple drafts with careful revision and editing.

#### 2. Fine Arts and Humanities

Students must satisfactorily complete three (3) credit hours of approved coursework in Fine Arts and six (6) credit hours of approved coursework in Humanities.

The Fine Arts core is constituted of courses from the visual arts, music, dance, theatre, and creative writing that address the creative experience; engage students in theoretical and/or experiential study of aesthetic dimensions; and address perspectives of both the artist and the public. Course content is focused upon the meaning, theories, history, products and processes of the fine arts by individuals and groups and provides students with an appreciation of how the fine arts contribute to the ways of knowing, the human experience, and contemporary life. Course options often interdisciplinary, considering the interrelationships among the disciplines of the fine arts as well as other core areas of knowledge.

The Humanities core is made up of courses that emphasize areas of inquiry in which we turn our attention to ourselves. Studies in Humanities foster students' ability to analyze beliefs; to make sound judgments about the evidence that supports them; to communicate through language and other symbolic media; and to be creative in expressing themselves and in interpreting how others express themselves creatively. The courses explore methods and theories of criticism that apply to our creative, expressive, and communicative actions; enable students to appreciate different cultures and traditions within our own society; and increase students' knowledge of human civilizations, past and present, and their languages, literature, art, religion, and philosophy. Courses that fulfill these goals will emphasize the use of primary texts and sources and require writing assignments in which students produce a sustained argument in continuous prose.

#### 3. Human and Cultural Diversity in a Global Context

Students must satisfactorily complete three (3) credit hours of approved coursework in Human and Cultural Diversity in a Global Context. Courses in this core area apply principles and theories to the understanding of global processes and phenomena in an interdisciplinary manner; develop an understanding of prevailing world conditions and trends; create an awareness of the diversity of cultures and their roles in the global political economy; foster knowledge of the interrelations among global economic, political, environmental and social systems; and create an awareness of the problems confronting cultural groups, nations, and the human species as a whole. These courses afford students a basic understanding of human and cultural diversity as an integral part of the evolution of humanity; the interrelations among ecological, biological, cultural and gender diversity; the distinction between diversity as product and cause of evolution, and the politicization of diversity; and that a balanced appreciation of human and cultural diversity can be achieved only if the topic is examined historically within the context of the global system.

#### 4. Mathematics and Quantitative Reasoning

Students must satisfactorily complete a minimum of six (6) credit hours of approved mathematics coursework OR

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

three (3) credit hours of approved mathematics coursework and three (3) credit hours of approved coursework in quantitative reasoning. Both the mathematics courses and the quantitative reasoning courses in this core area are taught at the level of college algebra or higher and at least one course must have either an MAC or an MGF prefix. Courses that meet the requirements for quantitative reasoning are designed to instill skills sufficient for responding critically to quantitative issues in the media and public life. Typical elements in such a course include analyzing evidence; verbalizing problems into mathematical form; reading graphs; understanding logical arguments; detecting logical fallacies; understanding evidence; evaluating risks; assessing uncertainty; detecting errors in data; designing experiments; understanding creation of models; understanding validations and inferences; interpreting quantitative data; developing number sense; and developing symbol sense.

## 5. Natural Sciences

Students must satisfactorily complete at least six (6) credit hours of approved coursework in the Natural sciences core area with at least one course taken from each category of Physical Sciences and Life Sciences.

Approved courses in the Physical Sciences are introductory in nature and present (or have as a prerequisite a college course that presents) the fundamentals of the physical science with relevant applications and should emphasize scientific methodology by involving the student in making observations, evaluating data, and solving problems. The course may be one that is required for majors in the Physical Sciences and technology or a course designed for non-specialists. The courses in this core area will engage students with the relationship of physical science to human and environmental issues with courses for non-science majors including a greater focus on evaluating and using scientific evidence for decision making.

Approved courses in the Life Sciences are introductory courses that present (or have as a prerequisite a college course that present) the fundamentals of biological science, including genetics/speciation/evolution, growth/differentiation, metabolism/bio-energetics and ecology/ethology and should emphasize scientific methodology by involving the student in making observations, evaluating data, and solving problems. These courses will engage students with the relationship of life science to human and environmental issues, with courses for non-science majors including a greater focus on evaluating and using scientific evidence for decision making. Introductory courses for majors in the Life Sciences that do not cover all the topics specified above may be certified for General Education credit by special permission of the General Education Council.

## 6. Social and Behavioral Sciences

Students must satisfactorily complete at least six (6) credit hours of approved coursework in the core area of Social and Behavioral Sciences. The courses may be interdisciplinary and need not be sequential. Approved courses in the Social Sciences area will provide opportunities to study social groups, institutions, and organizations, and their context; have a theoretical and empirical focus on individuals in relation to others and their environment; formulate basic questions and inquiry about the nature of social life through both interpretive and systematic analyses and address a broad area with concern for both methodological and substantive issues. The courses will have a theoretical and empirical approach to the study of human behavior; formulate basic questions and inquiry about the nature of human behavior through both interpretive and systematic analyses; and address a broad area with appropriate attention to both general issues and methods of the discipline.

### Human Historical Context and Process Dimension

Two of the courses taken while fulfilling the other core area requirements must be approved as a Human Historical Context and Processes course. ENC1101 English Composition I am HHCP-approved and will count as one of the two required courses. See the list below for other HHCP-approved courses fulfilling this requirement.

#### General Education Requirements – 36 hours

- 6 English Composition (CAEC)
- 3 Fine Arts (CAFA)
- 3 Human and Cultural Diversity in a Global Context (CAGC)
- 6 Humanities (CAHU)
- 6 Mathematics (CAMA) or 3 Mathematics and 3 Quantitative Reasoning (CAQR)
- 3 Natural Sciences (Life Science) (CANL)
- 3 Natural Sciences (Physical Science) (CANP)
- 6 Social and Behavioral Sciences (CASB)

### FKL Capstone Learning Experience (CLEX)

The FKL curriculum is completed with the FKL Capstone Learning Experience (CLEX), which constitutes a total of 6 credits. This will consist of one Capstone course (CPST) and one Writing Intensive course (WRIN), OR a 6 credit Capstone Learning Experience (CLEX). These courses represent an extension of the skills developed in the FKL Curriculum, and are upper-level (3000 or above) courses that must be taken at USF. It is expected that all FKL Capstone Learning Experience requirements be completed with USF-Tampa courses. Students must achieve a

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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proficiency level of at least C- in the WRIN, CPST, and/or the CLEX components in order to receive FKL Capstone Learning Experience credit.

### Capstone Experience – 6 hours

- 3 Capstone (CPST)
- 3 Writing Intensive (WRN)
- or
- 6 Capstone Learning Experience (CLEX)

In fulfilling the FKL required coursework, six (6) credits must be completed in Human Historical Context and Process courses (see the list below). Students must receive a minimum grade of C- in each course that is used to fulfill any requirement in the FKL core curriculum, including the Capstone Experience. S/U grades are not acceptable for USF FKL courses. Those courses completed satisfactorily and applied to meet the FKL General Education requirements must have an overall GPA of 2.00

Some courses are approved for more than one area of the FKL curriculum but a course can count for only one area of the FKL curriculum. For example, if a course is accepted in the Fine Arts area and the Human and Cultural Diversity in a Global Context area, it will complete only one area. Another course will need to be taken to complete the other area. Courses can be counted for both the major AND the FKL curriculum.

## Foundations of Knowledge and Learning Courses

### FKL English Composition (CAEC)

ENC 1101	Composition I	ENC 1102	Composition II
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### FKL Fine Arts (CAFA)

ARH 2050	History of Visual Arts I	MUH 2020	The History of Blues and Rock
ARH 2051	History of Visual Arts II	MUH 2051	Folk and Traditional Music of World Cultures
ARH 3001	Introduction to Art	MUH 3016	Survey of Jazz
ART 2201C	Concepts and Practices I	MUL 3011	Music in Your Life
ART 2203C	Concepts and Practices II	THE 2252	Great Performances on Film
HUM 1020	The Arts		
MUC 2301	Introduction to Electronic Music		

### FKL Human and Cultural Diversity in a Global Context (CAGC)

AFA 2380	History and Theory of Genocide		Latin America
ANT 2410	Cultural Anthropology	IDH 4200	Geographical Perspectives Honors
ANT 3101	Archaeology	LAH 2020	Latin American Civilization
CGS 2094	Cyber Ethics	LAS 4023	African Diaspora in Latin America and the Caribbean
EGN 3835	Globalization and Technology	REL 2300	Introduction to World Religions
GEA 2000	World Regional Geography	REL 3131	New Religions in America
GEO 2400	Human Geography	SPC 3710	Communication and Cultural Diversity
HUM 2466	Latin American Civilization II: Modern		

### FKL Humanities (CAHU)

AFH 3100	African History to 1850	CLT 3370	Classical Mythology
AFH 3200	African History since 1850	ENL 3334	Shakespeare from a Historical Perspective
AMH 2010	American History I	EUH 2011	Ancient History I
AMH 2020	American History II	EUH 2012	Ancient History II
AMH 3571	African American History to 1865	EUH 2022	The Medieval West
AMH 3572	African American History since 1865	EUH 2030	Modern European History I
AMS 2030	Introduction to American Studies	EUH 2031	Modern European History II
AMS 2270	Twentieth-century American Culture	FIL 1002	Introduction to Film Studies
AMS 3230	America During the 1920s and 1930s	HUM 2210	Studies in Culture: The Classical through Medieval Periods
ARC 2211	Introduction to Architecture	HUM 2230	European Humanities: Renaissance 20 <sup>th</sup> Century
ARH 2050	History of Visual Arts I	HUM 2250	The Twentieth Century
ARH 2051	History of Visual Arts II	HUM 2522	Introduction to the Cultural Study of
ASH 2270	Southeast Asian History		
CLA 3103	Greek Civilization		
CLA 3124	Roman Civilization		

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

		Popular Music	LIT	2040	Introduction to Drama
IDH	2010	Acquisition of Knowledge	PHH	2000	Introduction to Philosophy
IDH	3100	Arts & Humanities Honors	PHI	1600	Introduction to Ethics
LIN	2002	Language, Culture, and Film	REL	2164	Introduction to Religion and Ecology
LIT	2000	Introduction to Literature	REL	3111	Religious Quest in Contemporary Films
LIT	2010	Introduction to Fiction	SPC	2608	Public Speaking
LIT	2020	Introduction to the Short Story	WST	2250	The Female Experience in America
LIT	2030	Introduction to Poetry	WST	4522	Classics in Feminist Theory

## **FKL Mathematics (CAMA)**

MAC	1105	College Algebra	MAC	2282	Engineering Calculus II
MAC	1147	Precalculus Algebra and Trigonometry	MAC	2311	Calculus I
MAC	2233	Business Calculus	MAC	2312	Calculus II
MAC	2241	Life Sciences Calculus I	MGF	1106	Finite Mathematics
MAC	2242	Life Sciences Calculus II	MGF	1107	Mathematics for Liberal Arts
MAC	2281	Engineering Calculus I			

## **FKL Quantitative Reasoning (CAQR)**

CGS	2060	Introduction to Computers & Computer Programming	PSY	3204	Psychological Statistics
FIN	2100	Personal Finance	QMB	2100	Business and Economics Statistics I
PHI	2101	Introduction to Formal Logic	STA	2023	Introduction to Statistics
PHI	3130	Formal Logic	STA	2122	Social Science Statistics

## **FKL Physical Science (CANP)**

AST	2003	Astronomy of the Solar System	GLY	2030	Hazards of Earth's Surface
AST	2004	Stellar Astronomy/Cosmology	GLY	2073	Global Climate Change: a Geoscience Perspective
CHM	2032	Introduction to General, Organic, and Biochemistry I	GLY	2100	History of Life
CHM	2045	General Chemistry I	GLY	2160	Geology of the National Parks
CHM	2046	General Chemistry I3	IDH	3350	Natural Sciences Honors
ENV	2073	Global Warming: Science and Politics of a Contemporary Issue	OCE	2001	Introduction to Oceanography
EVR	2002	Environmental Science: Regional and Global Issues	PHI	1401	Science and Society
EVR	2217	Energy, Environment and Sustainability	PHY	2020	Conceptual Physics
GEO	2200	Introduction to Physical Geography	PHY	2048	General Physics I - Calculus Based
GEO	2371	Introduction to Earth Systems Science	PHY	2049	General Physics II - Calculus Based
GLY	2010	Dynamic Earth: Introduction to Physical Geology	PHY	2053	General Physics I - Algebra Based
			PHY	2054	General Physics II - Algebra Based
			PSC	2515	Energy and Humanity

## **FKL Life Science (CANL)**

ANT	2511	Biological Anthropology	BSC	2085	Anatomy and Physiology I for Health Professionals
BSC	1005	Biology for Life	BSC	2086	Anatomy and Physiology II for Health Professionals
BSC	1020	The Biology of Humans	WST	3324	Women, Environment & Gender
BSC	2010	Cellular Processes			
BSC	2011	Biodiversity			
BSC	2050	Environment			

## **FKL Social and Behavioral Science (CASB)**

AFA	2000	Introduction to the Black Experience	GEY	2000	Introduction to Gerontology
AMS	3700	Racism in American Society	GEY	3625	Sociological Aspects of Aging
ANT	2000	Introduction to Anthropology	GEY	4612	Psychology and Aging
CCJ	3014	Crime and Justice in America	GEY	4641	Death and Dying
CGS	2034	Computers and Impact on Society	HSC	2100	Contemporary Health Science
ECO	1000	Basic Economics	HSC	2130	Sex, Health & Decision Making
ECO	2013	Economic Principles (Macroeconomics)	IDH	3400	Social and Behavioral Sciences Honors
EDF	3514	History of Education in the U.S.	IDH	3600	Seminar in Applied Ethics
EGN	3615	Engineering Economics with Social and Global Implications	ISS	1102	Self and Society
			LIS	2005	Library and Internet Research skills

# ACADEMIC POLICIES AND PROCEDURES

## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

MMC 3602	Mass Communication and Society	SYG 2010	Contemporary Social Problems
PHI 1103	Critical Thinking	SYP 3000	Social Psychology
PSY 2012	Introduction to Psychological Science	WST 2600	Human Sexual Behavior
SPC 3301	Interpersonal Communication	WST 3015	Introduction to Women's Studies
SYD 3700	Race and Ethnic Relations	WST 3311	Issues in Feminism
SYG 2000	Introduction to Sociology	WST 4320	Politics & Issues in Women's Health

### **FKL Writing Intensive (WRIN)**

AML 3604	African American Literature	LIT 3374	The Bible as Literature
AMS 3370	Southern Women: Myth and Reality	LIT 3383	The Image of Women in Literature
AMS 3615	Film & American Society	LIT 3451	Literature and the Occult
ANT 4241	Anthropology of Religion	MHS 4731	Writing for Research and Publication in Behavioral and Community Sciences
ARH 4710	History of Photography	MUE 4936	Senior Seminar in Music
ATR 4504	Seminar in Sports Medicine	MUH 4372	Representing the U.S. in Music
CLT 3103	Greek Literature in Translation	NUR 4165	Nursing Inquiry
CLT 3123	Roman Literature in Translation	NUR 4286	Geriatric Nursing
EDF 3604	Schools and Society	PHC 4720	Foundation of Professional Writing in Public Health
ENC 3246	Communications for Engineers	PHI 4320	Philosophy of Mind
ENC 3249	Communication for IT Professionals	PHM 4331	Modern Political Philosophy
ENC 3250	Professional Writing	REL 4931	Seminar in Religion
ENC 3310	Expository Writing	RUT 3110	19 <sup>th</sup> Century Russian Literature in English
ENG 4674	Film and Culture	RUT 3111	20 <sup>th</sup> Century Russian Literature in English
FIL 3854	Film Art	SYG 3235	Latina Lives
FRT 3001	Great French Love Stories in English Translation	SYO 4430	Disability and Society
FRT 3140	French Literary Masterpieces In English Translation	SYP 4420	Consumer Culture
HUM 4931	Seminar in Humanities	THE 4330	Shakespeare for the Theatre
LAE 4414	Teaching Literature in the Elementary School, Grades K-6	THE 4401	American Drama
LIT 3103	Great Literature of the World	WST 4262	Literature by Women of Color in the Diaspora
LIT 3155	Twentieth-Century Literature		
LIT 3301	Cultural Studies and the Popular Arts		

### **FKL Capstone (CPST)**

AFA 4335	Black Women in America	EVR 4027	Wetland Environments
AFA 4430	Afro-Diasporic Literature and Political Movements	EVT 4651	Equity in Schools and the Workplace
AMS 3605	Working Class Culture in America	FLE 4936	Senior Seminar in Foreign Language
AMS 4804	Major Ideas in America	GEB 4890	Strategic Management and Decision making
AMS 4935	Senior Seminar in American Studies	GEY 4507	Understanding Policies and Practice in Long Term Care
ANT 4302	Gender in Cross-Cultural Perspective	GEY 4635	Business Management in an Aging Society
ANT 4401	Exploring Cross-Cultural Diversity	GEY 4647	Ethical and Legal Issues in Aging
CCJ 4934	Seminar in Criminology	HIS 3938	Major Issues in History
CEG 4850	Capstone Geotechnical/Transportation Design	HIS 4936	Special Topics in History
CES 4750	Capstone Structural/Geotechnical/Material Design	HSC 4631	Critical Issues in Public Health
CIS 4250	Ethical Issues/Professional Conduct	HUM 4938	Major Issues in the Humanities
COM 4958	Communication Senior Capstone	IDS 4934	Applied Science Capstone
CWR 4812	Capstone Water Resources/Environmental Design	LAE 4936	Senior Seminar in English Education
ECH 4615	Product and Process Design	MAE 4936	Senior Seminar in Mathematics Education
EEC 4936	Senior Seminar in Childhood Education	MHS 4425	Field Experience in Behavioral Healthcare
EEL 4914	Senior Design Project	MUE 4940	Internship: Music Education
EEX 4742	Narrative Perspectives on Exceptionality	NUR 4634C	Population Health
EIN 4891	Capstone Design	NUR 4636	Population-Focused Nursing
EML 4551	Capstone Design	PET 4088	Individualized Fitness and Wellness Programming
ENG 4674	Film and Culture	PET 4946	Internship in Physical Education:



# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

	Elementary		Education
PHI 4938	Capstone Seminar	SYA 4935	Senior Seminar in Sociology
REL 3375	Issues in Caribbean Religions	SYD 4411	Urban Life
RUT 3111	20 <sup>th</sup> Century Russian Literature in English	THE 3110	Theatre History I
		THE 3111	Theatre History II
SCE 4936	Senior Seminar in Science Education	THE 4434	Caribbean Theatre
SPA 4050	Introduction to the Clinical Process	THE 4562	Contemporary Performance Theory
SSE 4936	Senior Seminar in Social Science	WST 4935	Capstone/Senior Seminar

## **FKL Human Historical Context and Process Dimension Courses (HHCP)**

AFA 4430	Afro-Diasporic Literature and Political Movements	HIS 3938	Major Issues in History
AFH 3100	African History to 1850	HIS 4936	Special Topics in History
AFH 3200	African History since 1850	HUM 2210	Studies in Culture: The Classical through Medieval Periods
AMH 2010	American History I		
AMH 2020	American History II	HUM 2230	European Humanities: Renaissance-20 <sup>th</sup> Century
AMH 3571	African American History to 1865	IDH 2010	Acquisition of Knowledge
AMH 3572	African American History since 1865	IDH 3100	Arts & Humanities Honors
AMS 2030	Introduction to American Studies	LAH 2020	Latin American Civilization
AMS 2270	Twentieth-century American Culture		
ANT 3101	Archaeology	LAS 4023	African Diaspora in Latin America and the Caribbean
ANT 4302	Gender in Cross-Cultural Perspective	LIT 2020	Introduction to the Short Story
ARC 2211	Introduction to Architecture	MMC 3602	Mass Communication and Society
ARH 2050	History of Visual Arts I	MUH 2020	The History of Blues and Rock
ARH 2051	History of Visual Arts II	PHI 1600	Introduction to Ethics
ARH 3001	Introduction to Art	REL 2164	Introduction to Religion and Ecology
ARH 4710	History of Photography	REL 2300	Introduction to World Religions
ASH 2270	Southeast Asian History	REL 3131	New Religions in America
EDF 3514	History of Education in the U.S.	SPC 3710	Communication and Cultural Diversity
EGN 3835	Globalization and Technology	THE 2252	Great Performances on Film
ENC 1101	Composition I	THE 3110	Theatre History I
ENL 3334	Shakespeare from a Historical Perspective	THE 3111	Theatre History II
		THE 4330	Shakespeare for the Theatre
EUH 2011	Ancient History I	THE 4401	American Drama
EUH 2012	Ancient History II	THE 4562	Contemporary Performance Theory
EUH 2022	The Medieval West	WST 2250	The Female Experience in America
EUH 2030	Modern European History I	WST 4522	Classics n Feminist Theory
EUH 2031	Modern European History II		
FIL 1002	Introduction to Film Studies		

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

## Freshman English Requirement

All first-time-in-college students are required to take Freshman English (a sequential two-semester course of study) in accordance with the following conditions:

1. First-time-enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1102 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are high demand and it is possible that registration space will not always be available.
2. First-time-enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test should attempt CLEP during their first nine (9) weeks. During this semester, they should not enroll in ENC 1101. If a student either fails or doesn't attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally complete the sequence by the first semester of his/her sophomore year.

These policies do not apply to first-time-enrolled students who can meet the Freshman English requirement with credit transferred from another institution or those with appropriate AP or IB English credit.

## Credit by Examination

A student who feels he/she has already acquired the basic content of a course on his/her approved schedule should inquire about credit-by-examination. Some exams are offered through the College Level Examination Program (CLEP) and others may be offered within departments. Interested students should obtain additional information from their advisors or Testing Services.

## Graduation Requirements - Baccalaureate Degree University Requirements

### [USF Regulation 3.007](#)

University minimum requirements for graduation consist of the following: successful completion of a minimum of 120 unduplicated semester credit hours (including courses specifically approved as repeatable for credit within the System, e.g. practica, ensembles and field experiences) with an overall 2.00 GPA, including a 2.00 GPA in all coursework attempted at the USF System Institution from which the degree is conferred; a transfer student must have a GPA of 2.0 or higher when combined with all work attempted at other institutions; and the writing and computation course requirements of BOG Articulation Regulation 6A-10.030; earn a minimum of 48 semester hours of upper-level work (courses numbered 3000 and above); successful completion of 25 percent of the total hours required for the degree must be in courses offered by the USF System Institutions, complete Liberal Arts requirements; complete residency requirement; complete program requirements as determined by the college; and be recommended for graduation by the dean of the appropriate college. The requirements must be met by every student upon whom a degree is conferred. The total number of semester hours needed to complete the baccalaureate degree depends upon the academic major field of study. No grades may be changed following graduation.

In recognition that students seeking a second Bachelor's degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some graduation requirements are considered met by virtue of their previous degree. These include: Gordon Rule, Summer Enrollment, the Foreign Language Entrance Requirement, Foundation of Knowledge and Learning Core Curriculum (General Education) and the Exit Requirements. Each degree program will determine degree applicability of transfer courses for the major.

All students entering USF with fewer than 60 semester hours of credit are required to earn at least nine (9) semester hours of credit prior to graduation by attendance during one or more summer semesters in courses offered by a USF System Institution or any one of the Florida State University System institutions. The University may waive the application of this rule in cases of unusual hardship to the individual. (See Summer Enrollment Requirement below.)

## Summer Enrollment Requirement

### [USF Regulation 3.007](#)

All students entering USF with fewer than 60 semester hours of credit are required to earn at least nine (9) semester hours of credit prior to graduation by attendance during one or more summer semesters in courses offered by a USF System Institution or any one of the Florida State University System 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. After submission of the form to the Office of the Registrar, the student will be notified by mail of the action taken.

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

## Foreign Language Graduation Requirement for B.A. Students (FLEX)

In addition to the foreign language entrance requirement all students applying for a Bachelor of Arts degree from USF must demonstrate competency in a foreign language. To demonstrate this competency, students may take either two semesters of a beginning college-level foreign language or one semester of a higher-level course and earn a letter grade of "C" (no "S" grades) or above in the appropriate level course or demonstrate equivalent competency by passing an examination. Students may fulfill this requirement by demonstrating fluency in a language other than English and proficiency in English, as demonstrated in successful coursework or examination in English. When meeting the requirement through coursework, USF languages may be selected from among the ones listed below:

### Classical Languages

Greek (Ancient)  
Greek (New Testament)

Hebrew (Classical)  
Latin

### Modern Languages

Arabic  
Chinese  
French  
German

Greek (Modern)  
Hebrew (Modern)  
Italian  
Japanese

Polish  
Portuguese  
Russian  
Spanish

Students whose native/first language is taught at USF are welcome to enroll in USF foreign language courses at the level of mastery determined by the foreign language placement examination. (See Foreign Language Placement.)

### American Sign Language

The following programs accept Sign Language Competency for the exit requirement: Africana Studies, American Studies, Anthropology, Chemistry, Communication, Communication Sciences and Disorders, Criminology, Economics, Gerontology, History, Interdisciplinary Social Sciences, Mass Communications, Political Science, Psychology, Religious Studies, Sociology, Theatre, Women's Studies, and all programs in the College of Education. Approval needed by the student's program/department major.

Students electing to take the examination in French, German, Italian, Portuguese, Russian, Spanish, Ancient or Modern Greek or in Latin should apply to the Director of the Department of World Languages. Students taking the examination in New Testament Greek or in Hebrew should apply to the Chairperson of Religious Studies. Students utilizing American Sign Language should apply to the Chairperson of Communication Sciences and Disorders.

### Foreign Language Placement

Students with two or more years of study in a foreign language in high school, or with postsecondary course(s) in foreign language, or with experiential learning of a foreign language may not enroll for credit in courses in that language without first taking a placement examination administered by the Department of World Languages. Should the placement examination indicate that remedial work is required (1120-1121), the student will be allowed to enroll with the understanding that the grade eventually earned will be either an "S" or "U."

Under no circumstances will a student who places above the first year level or who passes a higher-level course be allowed to register for or receive credit for a lower-level course in that specific language. Students to whom this regulation applies should inquire of the Department of World Languages for the placement examination.

### Academic Residence

#### [USF Regulation 3.007](#)

Any credits transferred from a University of South Florida accredited institution must be processed as transfer credits from any regionally accredited institution.

Candidates for graduation must have completed at least 30 hours of the last 60 hours of their undergraduate credits in courses offered by the USF System Institution (home institution) from which the degree is to be conferred. Individual colleges and programs may have more stringent requirements, approved by the university, such as the number of specific courses in the major that must be completed at the institution from which a student may receive a degree. Exceptions to the above rules 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.

Beginning Fall semester 2012, must complete successfully at least 50 percent 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

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

availability, individual exceptions may be approved by the respective College Deans or designee to help ensure timely graduation.

## Academic Major

An academic major is a student's primary field of study and requires a concentration of courses within an academic discipline. Students choose their academic major based on a variety of reasons including the student's areas of interest and abilities, past academic achievement and in preparation for a specific profession. A student may not have a major and a minor in the same program. Department courses used in the major may not apply to the minor.

The following terms define the types of course that are generally part of the requirements for an academic major:

- Specialization:** The specific required courses that provide the academic concentration and baccalaureate identification, such as Mathematics, Accounting, Psychology, etc.
- Supporting or Related:** Those courses that are prerequisites to the specialization courses or that support specialized courses, providing preparation or breadth to the area of specialization. These courses are often referred to as college or program core courses.
- Program Electives:** The additional courses offered by the college that enhance the major courses as enrichment to the general academic field of study.
- Minor:** A smaller group of courses in a secondary field of study outside of the academic major. (See Academic Minor) Department courses used in the academic minor may not be applied to the academic major.

USF offers curricula leading to the baccalaureate degree in the below fields. The degree is indicated in parentheses after each major code.

## Concentration

An undergraduate concentration is a planned sequence of courses within the bachelor's degree program that may focus upon a particular area or field within the major or may be a combination of courses from different disciplines that provide an interdisciplinary focus of areas of special interest to students.

Each undergraduate concentration conforms to these University requirements:

1. A concentration is a minimum of 12 semester hours; at least 8 hours of credit used to satisfy the requirements must be from USF courses; at least 50 percent of the required coursework must be earned from the institution awarding the concentration.
1. USF Coursework for a concentration must have a minimum GPA of 2.00. Some minors have higher minimum GPA requirements.
2. Only an undergraduate degree-seeking student at USF is eligible for a concentration.
4. A concentration can be applied for and received only in conjunction with applying for and receiving a baccalaureate degree except for students who have already received a baccalaureate degree from USF who may earn a concentration by taking additional undergraduate coursework at the university and applying for the concentration as a degree-seeking student.

## College of Arts and Sciences:

### BACHELOR OF ARTS (B.A.)

Africana Studies (AFA)

American Studies (AMS)

Anthropology (ANT)

Chemistry (CHM)

Biochemistry Concentration (CHM-CBY)

Health Professions Concentration (CHM-CHH)

Classics (CLS)

Communication

Relational Communication (SPE-SRC)

Organizational Communication (SPE-SOG)

Health Communication (SPE-SHC)

Culture and Media (SPE-SMD)

Performance Studies (SPE-SPS)

Public Advocacy (SPE-SAD)

Economics (ECO)

English

Creative Writing Concentration (ENG-CRW)

Literary Studies (ENG-LIT)

Professional Writing, Rhetoric and Technical Writing (ENG-CWT)

French (FRE)

French International Studies & Business Concentration (FRE-IFB)

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

Geography (GPY)  
Geology (GLY)  
German (GER)  
History (HTY)  
Humanities (HUM)  
Interdisciplinary Classical Civilizations (ICC)  
Interdisciplinary Social Sciences (ISS)  
International Studies (INT)  
Italian (ITA)  
Mass Communications  
    Advertising Concentration (COM-ADV)  
    Journalism/Magazine Production Concentration (COM-MAG)  
    News Concentration (COM-NWS)  
    News Editorial Concentration (COM-JOU)  
    Programming and Production Concentration (COM-PGM)  
    Public Relations Concentration (COM-PUR)  
Mathematics (MTH)  
Philosophy (PHI)  
Physics (PHY)  
Political Science (POL)  
Psychology (PSY)  
Religious Studies (REL)  
Russian (RUS)  
Sociology (SOC)  
Spanish (SPA)  
    Spanish International Studies & Business Concentration (SPA-ISB)  
Statistics (STC)  
Women's Studies (WST)

## **College of Arts and Sciences:**

### **BACHELOR OF SCIENCE (B.S.)**

Biology:  
    Biology (BIO)  
        Cell and Molecular Biology (BIO-CAM)  
        Environmental Biology Ecology and Biodiversity (BIO-ENB)  
        Environmental Biology Environmental Microbiology (BIO-ENB)  
        Integrative Animal Biology (BIO-IAB)  
        Marine Biology Concentration (BIO-MRN)  
    Health Sciences (HLS)  
    Microbiology (MIC)  
Chemistry:  
    Chemistry (CHS)  
    Biomedical Sciences (BMS)  
    Medical Technology (MET)  
    Interdisciplinary Natural Sciences (INS)  
Environmental Science and Policy (ESP)  
Geology (GLS)  
Information Studies (ITC)  
Physics (PHS)

## **College of Behavioral and Community Service (B.A./B.S. option):**

Behavioral Healthcare (BHC) (B.S.)  
Communication Sciences and Disorders (CSD) (B.A.)  
    Deaf Studies (DST) (B.A.)  
    Interpreter Training (ITT) (B.A.)  
    Speech/Language/Hearing (LSH) (B.A.)  
Criminology (CCJ) (B.A.)  
Gerontology (GEY) (B.A.)  
Long Term Care Administration (LTC) (B.S.)  
Social Work (SOK) (B.S.W.)

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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## **College of Business (B.A./B.S. option):**

Accounting (ACC)  
Advertising (BAV)  
Business Economics (ECN)  
Finance (FIN)  
General Business Administration (GBA)  
    Accounting (GAA)  
    Finance (GFI)  
    International Business (GIN)  
    Marketing (GMK)  
    Management (GMN)  
    Management Information Systems (GIS)  
International Business (ITB) (B.A.)  
Management Information Systems (ISM)  
Management (MAN)  
Marketing (MKT)

## **College of Education (B.A./B.S. option):**

Early Childhood Education (BEC)  
Elementary Education (BEE)  
English Education (BEN)  
Foreign Language Education (FLE)  
    French (BFF) (B.A.)  
    German (BFG) (B.A.)  
    Italian (BFI) (B.A.)  
    Russian (BFR) (B.A.)  
    Spanish (BFS) (B.A.)  
Mathematics Education (BMA)  
Physical Education (PET)  
    Exercise Science (BPW)  
Science Education (SCE)  
    Biology (BSB)  
    Chemistry (BSC)  
    Physics (BSY)  
Social Science Education (BSS)  
Exceptional Student Education (BEX) (B.S.)

## **College of Engineering:**

Chemical Engineering (ECH) (B.S.C.H.)  
Civil Engineering (ECE) (B.S.C.E.)  
Computer Engineering (ECP) (B.S.C.P.)  
Computer Science (BCS) (B.S.C.S.)  
Electrical Engineering (EEL) (B.S.E.E.)  
Engineering, General (EGU) (B.S.E.)  
Industrial Engineering (EIE) (B.S.I.E.)  
Mechanical Engineering (EME) (B.S.M.E.)

## **College of Medicine (B.S.):**

Athletic Training (BAT)

## **College of Nursing (B.S.):**

Nursing (NUR)  
Nursing (Registered Nurse) (NRN)  
Nursing (Accelerated from bachelor degrees in other fields) (SBN)

## **College of Public Health (B.S.):**

Public Health (PUB)

## **College of The Arts:**

Art History (AHM) (B.A.)  
Dance (DAN) (B.A./B.F.A.)

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

Ballet (DAB) (B.F.A.)  
Modern (DAM) (B.F.A.)  
Dance Studies (DAS) (B.A.)  
Music (MUS) (B.M.)  
    Composition (MUC) (B.M.)  
    Jazz Studies (MJP) (B.M.)  
    Performance (MPF) (B.M.)  
Music Education (MUE) (B.S.)  
Music Studies (MSU) (B.A.)  
Studio Art (SBF) (B.F.A.)  
Studio Art (SBA) (B.A.)  
Theatre (TAR) (B.A.)  
    Arts (TAA) (B.A.)  
    Design (TAD) (B.A.)  
    Performance (TAP) (B.A.)

## Undergraduate Studies

Applied Science (APS) (B.S.A.S.)  
American Sign Language (ASG) (B.S.A.S.)  
Behavioral Healthcare (ABH) (B.S.A.S.)  
Criminal Justice (ACJ) (B.S.A.S.)  
Environmental Policy (AEP) (B.S.A.S.)  
Gerontology (AGR) (B.S.A.S.)  
Information Studies (IFS) (B.S.A.S.)  
Leadership Studies (ALS) (B.S.A.S.)  
Public Administration (APU) (B.S.A.S.)  
Public Health (APL) (B.S.A.S.)  
Urban Studies (AUR) (B.S.A.S.)  
General Studies (BGS)

## University College

General Studies (BGS) (B.G.S.)  
Aging Studies (GAS)  
Behavioral Healthcare (GBH)  
Business (GBU)  
Environmental Policy and Management (GEM)  
Information Studies: Information Architecture (GFA)  
Leadership (GSL)  
Public Administration (GPA)  
Public Health (GPU)  
Urban Studies (GUS)  
Women's Studies (GWS)

## The Honors College:

Individualized Interdisciplinary Honors Research/Comparative Studies (Limited Access Second Major) (HON) (B.A.)

## Academic Minor

An academic minor is a complement to a bachelor's degree program in a particular field, leading to specific educational goals. It requires approximately one-half the upper-level credits required for a major in that field. Minors are optional unless required by a specific major. A student may declare a minor at any point during the first term of enrollment and thereafter as a degree-seeking student, but is expected to declare it as early as possible. Students should obtain prior approval with the specific requirements and forms from the College and department in which the minor is offered. The department may require the same admission or retention standards as required for the major.

Each academic minor conforms to these University requirements:

1. A minor is a minimum of 12 semester hours; at least 8 semester hours of credit used to satisfy the requirements must be from USF courses; at least 50 percent of the required coursework must be earned from the institution awarding the minor.
2. A student may not have a major and a minor in the same program. Department courses used in the major may not apply to the minor.

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

3. USF coursework for a minor must have a minimum GPA of 2.00. Some minors have higher minimum GPA requirements.
4. Only an undergraduate degree-seeking student at USF is eligible for a minor.
5. A minor can be applied for and received only in conjunction with applying for and receiving a baccalaureate degree except for students who have already received a baccalaureate degree from USF who may earn certification of a minor by taking additional undergraduate coursework at the university and applying for the minor as a degree-seeking student.

USF offers curricula leading to an academic minor in the following fields:

## **Arts and Sciences:**

Africana Studies  
American Studies  
Anthropology  
Biomedical Physics  
Chemistry  
Chinese Language  
Classics  
Communication  
Economics  
English:  
    Creative Writing  
    English and American Literature  
    Technical Communication and New Media  
Environmental Policy  
Film & New Media Studies  
French  
Geography  
Geology  
German  
History  
Humanities  
Interdisciplinary Classical Civilizations  
International Studies  
Italian  
Mass Communications  
Mathematics  
Microbiology  
Modern Greek  
Philosophy  
Physics  
Political Science  
Psychology  
Public Administration  
Religious Studies  
Russian  
Sociology  
Spanish  
Women's Studies

## **Behavioral and Community Services:**

American Sign Language  
Applied Behavior Analysis  
Behavioral Healthcare  
Criminology  
Gerontology

## **Business:**

Accounting  
Entrepreneurship (for COB or ENG majors)  
Entrepreneurship (for non-majors)  
Finance



# ACADEMIC POLICIES AND PROCEDURES

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UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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General Business Administration (for non-majors)  
International Business  
Management  
Management Information Systems  
Marketing

**Education:**

Educational Foundations & Research

**Engineering:**

Biomedical Engineering  
Computer Science

**Public Health:**

General Public Health

**The Arts:**

Art  
Dance  
Theatre

**Undergraduate Studies:**

Aerospace Studies  
Leadership Studies  
Military Science  
Naval Science and Leadership

## Undergraduate Certificate

An undergraduate certificate is a supplement to the bachelor's degree program and may consist of courses that are part of a degree program or distinct courses that are outside of the degree program. Certificates normally require study in more than one field, often in a planned sequence of courses leading to specific educational goals. Certificates are optional and students are urged to declare a certificate as early as possible. Students should obtain prior approval with the specific requirements and forms from the college and department in which the certificate is offered. Certificates may be certified at any time during the student's undergraduate career.

Each undergraduate certificate conforms to these University requirements:

1. Students must be admitted as undergraduate degree seeking or non-degree seeking to be eligible to receive an undergraduate certificate.
2. A minimum of 12 semester hours of credit used to satisfy the requirements of a certificate must be from USF courses; at least 50 percent of the required coursework must be earned from the institution awarding the certificate.
3. USF coursework for a certificate must have a minimum GPA of 2.00. Some undergraduate certificates have higher minimum GPA requirements.

USF offers curricula leading to an undergraduate certificate in the following areas:

**Arts & Sciences**

Africana Literatures  
Asian Studies  
Film Studies  
Food Studies  
India Studies  
Italian Studies  
Latin & Caribbean Studies  
Modern Western European Studies  
Russian Studies  
Urban Studies

**Behavioral & Community Sciences**

Undergraduate Research in Behavioral & Community Sciences

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

## Business

National & Competitive Intelligence

## Public Health

Community Engaged Homeland Security & Emergency Management  
Public Health

## Academic Learning Compacts

In accordance with the Board of Governors Policy Guideline PG 05.02.15 each baccalaureate program develops and implements "Academic Learning Compacts." The Academic Learning Compacts include concise statements of what program graduates will know and be able to do (i.e., the expected core student learning outcomes). Each Academic Learning Compact includes the following components:

- Identifies the expected core student learning outcomes for program graduates in the areas of:
  - Content/discipline knowledge and skills
  - Communication skills
  - Critical Thinking skills

## Student's Choice of Catalog

In order to graduate from USF, each degree-seeking student must meet all of the graduation requirements specified in the USF catalog of his/her choice. A degree-seeking student may choose any USF catalog published during his/her continuous enrollment. Students who have transferred from one Florida public institution to another are affected by the following Department of Education policies:

Graduation requirements in effect at the receiving SUS institution at the time a student enrolls at a Florida public institution of higher learning shall apply to that student in the same manner that graduation requirements apply to its native students provided the student has had continuous enrollment as defined in the SUS institution's catalog.

Students who transfer from one public institution to another in the State University and Florida College Systems within two (2) years of their matriculation and seek admittance to the upper division come under the common prerequisite requirements of their entering catalog. For example, a student who enters a Florida community college in Fall 1999 and seeks admittance to an upper division major for Fall 2001 must meet the major common prerequisites listed in the 1999-2000 Common Prerequisite Manual. **However, if the student does not seek admittance within two years of his or her matriculation, he or she will come under the manual dated two years prior to transfer.** For example, if the student enters in Fall 1999, but does not transfer until Fall 2005, he or she must meet the requirements of the 2003-2004 Manual.

## Continuous Enrollment

At USF, "continuous enrollment" is defined as enrolling as a degree seeking student at least one term each twelve month period. Therefore, students cannot choose a USF catalog published prior to or during an academic year in which they did not maintain continuous enrollment. (Each catalog is considered to be published during the academic year printed on the title page.)

If the student cannot meet all of the graduation requirements specified in the catalog of his/her choice due to decisions and changes by the University in policy matter, course offering, etc., appropriate substitutions will be determined by the chairperson of the department or program of the student's major.

USF's policies are subject to change and apply to all students regardless of their choice of catalog. If the student's graduation requirements are affected by changes in University policies, appropriate arrangements will be made to preclude penalization of the student.

## Continuously Enrolled Degree Seeking Student

The Office of Admissions will determine the acceptability of transfer credits for continuing, degree-seeking students who take courses at regionally-accredited institutions. However, **PRIOR WRITTEN APPROVAL MUST BE OBTAINED** from the college of the student's major if these credits are to be applicable to the USF degree program. A **properly-executed** Transient Student Form or Cross Enrollment Form should be used for this purpose.

## Repeat Course Work

The hours for a course that has been repeated, including courses transferred from other institutions, may be counted only once toward the minimum 120 semester hours of credit (earned hours) required for graduation. All credit hours (except when grade forgiveness is applied) are calculated in the GPA. (See Repeat Course Surcharges.)

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

## Double Undergraduate Major

Students may elect to graduate with two majors. In that event, they must apply independently to each college and be assigned an advisor in each discipline. The student must meet all requirements of each major separately and must be certified for graduation by the appropriate dean(s).

## Second Undergraduate Major

A student who wishes to work for a second major, after receipt of a baccalaureate degree, must apply through the Office of Admissions and meet the major requirements as determined by the college. (Exceptions to this rule are students who had been previously accepted for a "Double Undergraduate Major" but graduated with only one major.) After acceptance by the appropriate college and proof of completion, the student's "permanent academic record" will be posted accordingly.\*

\*Note that those students who complete the requirements for a second major must be aware that they will not receive a second degree.

## Two Degrees (USF Students)

A student at USF may receive two baccalaureate degrees provided he/she meets University graduation requirements for both degrees. In addition to the minimum 120 semester hours that apply toward the first degree, the student must also earn at least a minimum of 30 semester hours in on-campus USF undergraduate courses that will apply toward the second degree. The student must also meet the requirements of the college awarding the degree and the residency requirement. In those cases when two different USF colleges are conferring degrees, the student should maintain status as a continuing student and both colleges should be informed of the student's progress toward degree completion before the student applies for graduation from either college.

## Second Baccalaureate Degree (Transfer Students)

A student already graduated from an accredited four-year institution must earn a minimum of an additional 30 semester hours of USF undergraduate courses to apply toward his/her second baccalaureate degree. Students must also meet the University's regular graduation requirements, as well as the requirements of the college awarding the degree and the residency requirements.

## Availability of a Baccalaureate Degree for Students Enrolled in or Graduated from a Five-Year Master's Program

A student may enroll in a baccalaureate degree program while enrolled in or after graduation from a five-year master's degree program. In consultation with an advisor in the five-year program and an advisor in the baccalaureate-level program and with the approval of the college dean(s) offering the program(s), the student is required to complete the following:

- a. Satisfy degree requirements for the five-year master's program.
- b. Satisfy requirements for the baccalaureate-level program.

## Application for Graduation

In order to graduate, a student must submit an application for the bachelor's degree or Associate in Arts certificate to the Office of the Registrar. *This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar* for the student to be assured of availability of academic regalia for participation in the graduation ceremony, certification of graduation by the end of the term, inclusion of name in the graduation Bulletin, and timely ordering of the diploma. Students who submit the application for graduation after the posted deadline but prior to the last day of classes for the academic term and who are determined to have met all graduation requirements in that semester may have their graduation posted that term. Students who submit an application after the graduation application deadline, and wish to graduate in that term, will be assessed a \$50.00 late fee. Students must note that when applying late, their application may not be processed before the next term's registration period if they have not met all degree requirements. Applications received after the last day of classes will result in the graduation being posted at the end of the following academic term. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for the bachelor's degree is available from the student's college advising office. The application for an Associate in Arts degree is available from the Transitional Advising Center in Undergraduate Studies.

The application must first be certified (signed or stamped in the section, "Office Use Only") by the student's college

# ACADEMIC POLICIES AND PROCEDURES

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## UNIVERSITY OF SOUTH FLORIDA 2012-2013 UNDERGRADUATE CATALOG

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(Transitional Advising Center for the A.A. certificate). The college retains one copy, and the student must submit the remaining copies to the Office of the Registrar prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college or to the TRansitional Advising Center in Undergraduate Studies.

It is the student's responsibility to clear all "I" grades (incompletes) in courses required for graduation and to provide official transcripts of all transferred course work needed for graduation at least 3 weeks prior to the end of the term in which he/she expects to graduate.

A student applying for a second undergraduate major must do so within the same deadline set for applying for a degree.

A student applying for a minor must:

1. File a separate request for certification for the minor in the department of the minor during the semester of graduation;
2. Apply for the minor on the "Application for Degree," listing both the minor and college responsible for the minor on the application; and
3. Have no "I" grade in required courses.

For purposes of honors recognition at the ceremony, students must have a 3.50 GPA before the term in which they plan to graduate to have honors recognized publicly at the commencement ceremony.

**Note:** Some colleges ask students to file applications as early as the semester before anticipated graduation to help ensure that they will meet all graduation requirements in the semester in which they intend to graduate. Although applications will be accepted until the last day of classes for the semester of graduation, students applying late will jeopardize their chances of having met all requirements and may delay their graduation as a result.

### Posthumous Degrees or Degrees in Memoriam

The University may award a posthumous baccalaureate, master's or doctoral (and medical) degree to a student who was in good standing at the University at the time of his or her death and who had completed all substantive requirements for the degree. The University may also award baccalaureate, master's, doctoral and medical degrees in memoriam to a student who was in good standing at the University at the time of his or her death.

To award a non-thesis degree, the student would need to have completed all courses required for the degree. Courses required for the degree, in which the student is enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other requirements (e.g., grade point average, and other tests) must have been satisfied as well.

To award a thesis degree, all courses must be completed as described above and the thesis must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student's record.

### Procedures for Award of Posthumous Degrees or Degrees in Memoriam

The chairperson of a department, on his or her own initiative or upon the request of the family of the student, may recommend a posthumous degree, or a degree in memoriam, by forwarding the recommendation to the respective dean of the college. If approved by the Dean, the recommendation with supporting documentation will be forwarded to the Provost for approval. If the Provost approves the recommendation, the Office of the Registrar will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student's family in an appropriate setting.

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read "Bachelor of Arts in Memoriam, Bachelor of Science in Memoriam," Master of Arts in Memoriam," etc., depending upon the degree the student was pursuing at the time of his or her death. Undergraduate students who have not chosen a major at the time of death will be awarded the "Bachelor of Arts in Memoriam."

### Honors at Graduation

To be considered for honors at graduation, a baccalaureate candidate must have completed at least 40 credits of graded upper level work at USF and have earned a grade point average of 3.50 or higher for all graded coursework attempted at USF. For those students in programs requiring multiple clinical experiences (such as Nursing and Education), a baccalaureate candidate must have completed at least 30 hours of graded upper level coursework and have earned a grade point average of 3.5 or higher for all graded coursework attempted at USF. In addition, to be eligible for honors, transfer students and USF students who have postsecondary work elsewhere must have an overall GPA of 3.50 or higher counting all USF courses as well as all transferable work attempted at other institutions. The forgiveness policy at USF or other institutions and plus/minus grades awarded at other institutions will not be applicable in computing the GPA for honors. In addition, students with a record of academic dishonesty appearing on any transcripts may graduate from a degree program after meeting all degree requirements, but will not be eligible for honors at graduation, including the honor of graduating from the Honors College or a departmental honors program.

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.50 but below 3.70 shall receive a diploma

# ACADEMIC POLICIES AND PROCEDURES

designation of *cum laude* (with honor).

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.70 but below 3.90 shall receive a diploma designation of *magna cum laude* (with high honor).

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.90 or above shall receive a diploma designation of *summa cum laude* (with highest honor).

In addition, each dean has the option to select on the basis of exceptional achievement 1% of the college's graduates or 1 student per semester for graduating *with distinction*.

Undergraduate candidates with an **overall** GPA of 4.00 are recognized at the commencement ceremony as King O'Neal Scholars. They will be recognized during the ceremony and presented with a certificate and medallion from the Alumni Association

For purposes of honors recognition at the commencement ceremony, students must have a 3.50 GPA before the term in which they plan to graduate to have honors recognized publicly at the commencement ceremony.

**NOTE:** The GPA is not rounded up when determining honors at graduation (e.g., 3.69 is not the same as 3.70). The forgiveness policy at USF and other institutions and plus/minus grades awarded at other institutions will not be applicable in computing the GPA for honors. In addition, students with a record of academic dishonesty appearing on any transcript(s) will not be eligible for honors at graduation.

## Commencement

Commencement ceremonies are held at the end of each academic semester. Ceremonies are held three times a year in Tampa (Spring, Summer and Fall) with multiple ceremonies hosted in a day.

Students register to participate in a Commencement ceremony through the Commencement website, <http://usfweb2.usf.edu/commencement/>. Registration for that term's ceremony is open on the first day of classes for that term.

Deadline for ceremony registration varies by campus. Registration is open to all students; however, doctoral candidates cannot participate in Commencement exercises until all requirements for such degrees have been fulfilled.

To apply to graduate (submit your application to graduate to receive your diploma), contact the Office of the Registrar. Students do not receive their diploma at the ceremony. Information regarding the ceremony will be mailed to students who apply to graduate by the end of the fourth week of the term. The list of student names published in the Commencement program is also taken from the list of students who applied to graduate by the end of the fourth week of the term. Students who have elected total privacy on their records will not have their names published in the Commencement program.

Commencement is a most dignified ceremony fitting for the accomplishment you have achieved. Academic regalia is required. Other than the cost of regalia, there is no fee to participate in a Commencement ceremony for graduates and their families and guests.

Additional information about Commencement can be found at <http://usfweb2.usf.edu/commencement/> or by calling (813) 974-1816.

## Certification Requirements

### Associate in Arts

#### USF 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, the 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 USF home institution; the minimum overall grade point average (USF GPA and transfer GPA) must be 2.00 based on work attempted at USF and transfer work accepted and evaluated by the USF Office of Admissions; and the General Education Requirements of USF must be satisfied. Physical Education and military science credits do not count within the 60 semester hours toward the Associate in Arts. In addition the student must have fulfilled the writing and computation course requirements of the Florida Board of Governors' Regulation 6.017 prior to receiving the Associate in Arts Certificate.
2. Application Procedure for the Associate in Arts Certificate. The Application for an Associate in Arts Certificate can be obtained from the Transitional Advising Center prior to the application deadline. The deadline to apply for a degree/certificate in each semester is stated in the Academic Calendar in the catalog.
3. 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.
4. 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.
5. Any incomplete grades shown on the permanent record of an Associate in Arts applicant at the time grades

# ACADEMIC POLICIES AND PROCEDURES

- are processed will be treated as an F in the calculation of grade point average.
6. 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.
  7. 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.
  8. 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.
  9. 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.
  10. 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.
  11. 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.
  12. 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.