

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2017-2018 UNDERGRADUATE CATALOG

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## COMPLETION POLICIES

### **Graduation Requirements - Baccalaureate Degree University Requirements USF System Regulation 3.007 / BOG Regulation 6.017**

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 2.0 GPA, including a 2.0 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 (communication) (12 credit hours) and computation (six credit hours) course requirements of BOG Regulation 6.017; 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 (36 credit hours); 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: the State Communication Requirement (formerly known as Gordon Rule Writing), the State Computation Requirement (formerly known as Gordon Rule Math), Summer Enrollment, the Foreign Language Entrance Requirement, State General Education Core, 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.

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

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.)

### **Degree Progression - USF Policy 10-505**

The University of South Florida is committed to facilitating students through their academic progress to degree.

Undergraduates must complete the Online Graduation Application for Degree and the Online Graduating Senior Survey by the official University deadline for the term in which they expect to graduate. Degree application deadlines are available in the Academic Calendar found in the Undergraduate Catalog.

Students who have completed all the requirements for their degree will be required to graduate. Exceptions may be approved by college deans or their designees for up to two additional semesters but not to exceed 10 semesters total to complete a degree (eight semesters for the major and two additional semesters) to allow students to complete approved second majors or to complete clearly defined objectives to enhance qualifications for employment or graduate and professional programs. Exceptions may be made for part-time students. Unless undergraduate students receive approval from the Dean of Undergraduate Studies of an exception to the graduation request, USF may move the student through to graduation and confer the degree earned.

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

Students may be approved to pursue co-degrees (concurrent degrees) and second majors only if they are able to complete both programs within no more than two additional semesters but not to exceed 10 semesters total to complete a degree from the initially projected graduation date or within the ECHS threshold for dual majors or co-degrees

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(concurrent). Second majors are awarded only in conjunction with the receipt of a baccalaureate degree. Students should follow the requirements as stated on the [Double Major or Co-Degree \(concurrent\) application forms](#) and they are expected to apply for a second major or degree only after demonstrating academic success (appropriate GPA for both major programs, completion ration, and success in pre-requisites, core or other related coursework for current major and second major or degree). Students will typically be approved for a second major or co-degrees (concurrent) before exceeding 96 credit hours (not counting in the latter any credit from examination or dual enrollment). The students' program of study is delineated on the application form and must be reviewed by both program advisors prior to submission for approval. Third majors will only be allowed in exceptional circumstances when the student can complete within the above criteria.

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

Students are expected to graduate within the minimum number of semesters appropriate to their academic work completed at the time of their admission and the extent to which they are able to be enrolled full-time. Summer sessions are not counted as semesters for the provision of this Policy.

First time in college (FTIC) students are expected to complete a 120-credit hour degree program within 8 semesters. Degree programs with greater than 120 credit hours may require one additional semester.

High school graduates who also earned an AA degree in conjunction with their HS Diploma (HS/AA) and who enter USF as FTIC are expected to complete a 120-credit hour degree program within 4 semesters, but may be allowed up to 8 semesters based on an academic plan that is developed by the student and his/her USF advisor and approved by the student's college within his/her first term on campus. An additional semester may be required for degree programs that have greater than 120 credit hours or lockstep course sequence(s) in the major. The expected number of semesters will be delineated on the academic plan.

Transfer students who have completed 60 credit hours or an AA degree are expected to complete a 120-credit hour degree program within 4 semesters if they have completed all prerequisites and critical tracking criteria for the program to which they are admitted at the time of their first enrollment at USF. An additional semester may be required for degree programs that have (a) greater than 120 credit hours or (b) lockstep course sequence(s) in the major and on a case-by-case basis for students who are admitted needing to complete prerequisites.

FTIC or transfer students who have completed 120 credits or more will not be allowed to enroll in courses that are not required for degree completion. Exceptions may be approved if needed to allow the students to be enrolled full-time when an appropriate required course is not available.

For the purposes of the requirements in in this policy, a semester is defined as a fall or spring semester in which a student is enrolled full-time (attempting 12 or more credit hours). Summer semesters, overseas study, and full term withdrawals are not included in the semester count. Semesters in which a student is doing an internship or co-op experience are not included in the semester count unless a full-semester internship is part of the degree requirements.

USF offers several courses through an alternative calendar session called "intersession," wherein the course(s) is condensed into a three-week period. Following are the requirements for students enrolling in multiple intersession courses:

- Students with a 3.33 to 4.0 USF GPA may enroll in two intersession courses without prior advisor approval.
- Students with a 2.75 to 3.32 USF GPA may enroll in two intersession courses with prior advisor approval.
- Students with a USF GPA below 2.75 may enroll in one intersession course without prior advisor approval.

For further information, please review the [policy](#).

### **Summer Enrollment Requirement - [USF System 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.

## **FOREIGN LANGUAGE REQUIREMENTS**

### **Foreign Language Entrance Requirement (FLENT)**

#### **USF Regulation 3.018 / FL BOG Regulation 6.002**

Each FTIC student admitted to the Florida State University System (SUS) is expected to have earned two high school credits in one foreign language or American Sign Language. A limited number of students not meeting the high school foreign language requirement may be admitted; however, these students must fulfill the foreign language

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requirement prior to completion of the baccalaureate degree. These students may meet this requirement by successfully completing eight (8) or more semester credit hours in one foreign language or American Sign Language at an undergraduate institution; demonstrating equivalent foreign language competence on the basis of scores determined by the Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies; or demonstrating equivalent foreign language or American Sign Language competence through other means approved by the university.

## 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)	Hebrew (Classical)
Greek (New Testament)	Latin

### Modern Languages

Arabic	Greek (Modern)	Polish
Chinese	Hebrew (Modern)	Portuguese
French	Italian	Russian
German	Japanese	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, Aging Sciences, Anthropology, Chemistry, Communication, Communication Sciences and Disorders, Criminology, Economics, History, Interdisciplinary Social Sciences, Mass Communications, Political Science, Psychology, Religious Studies, Sociology, Theatre, Women's and Gender 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 Latin should apply to the Director of the Department of World Languages. Students taking the examination in New Testament Greek or 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 System 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

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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 2012, students 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 availability, individual exceptions may be approved by the respective College Deans or designee to help ensure timely graduation.

### 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.)

## GENERAL EDUCATION AND LOWER-LEVEL COURSE POLICIES

### General Education Core Course Requirements - BOG Regulation 8.005

Prior to the award of an Associate in the Arts or Baccalaureate degree, students entering a state university as a first-time-in-college student in the Fall Term 2015 and thereafter must complete at least one course from each of the general education subject areas (Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences). These courses comprise the general education core as required per section 1007.25(3), Florida Statutes. The remaining courses and credits that will fulfill the total 36-hour general education requirement are at the discretion of the state university. Completion of both the general education core and remaining university-specified general education courses are required for completion of an undergraduate degree.

### 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.

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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 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

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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 (HHCP)

Two of the courses taken while fulfilling the other core area requirements must include the HHCP dimension and be approved as a Human Historical Context and Processes course. ENC1101 English Composition I is HHCP-approved and will count as one of the two required courses. In fulfilling the FKL required coursework, six (6) credit hours must be completed in courses with the HHCP dimension.

### FKL Core Curriculum Requirements

#### General Education Core Area 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)
- \*Includes six (6) Human Historical Context and Process Dimension (HHCP)

### FKL Upper-Level Core Curriculum

The FKL upper-level core curriculum requirement consists of one Capstone Experience course (CPST) and one Writing Intensive Capstone course (WRIN). 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 upper-level core curriculum requirements will be completed with USF-Tampa courses. Students must achieve a proficiency level of at least C- in the WRIN and CPST courses in order to full this requirement

### FKL Upper-level Core Curriculum Requirement – 6 credit hours

- 3 Capstone Experience (CPST)
- 3 Writing Intensive Capstone (WRIN)

In fulfilling the FKL required coursework, six (6) credits must be completed in Human Historical Context and Process courses.

### Other FKL Requirements

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 Learning 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 2.0.

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

Please visit USF's course inventory [website](#) to search for courses that meet FKL requirements.

### State Communication Requirement (formerly known as Gordon Rule Communication) and State Computation Requirement (formerly known as Gordon Rule Computation)

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:

- a. 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 communication requirement of the section. These course designations shall be submitted to the Statewide Course Numbering System (SCNS). An institution to which

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## UNIVERSITY OF SOUTH FLORIDA 2017-2018 UNDERGRADUATE CATALOG

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a student transfers shall accept courses so designated by sending institution as meeting the communication requirements outlined in this section.

- b. 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.
- c. 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 the requirements in subsections 6.017(2), to the extent of the college credit awarded.

Students must achieve a proficiency level of at least a C- in the required writing and math courses in order to receive credit. Courses to satisfy the Communication and Computation requirements may not be taken on an S/U basis.

Please visit USF's [course inventory website](#) to search for courses that meet that these requirements

Note: The Communication and Computation Requirements are considered met for any student entering the University with an A.A. from a Florida College System institution or for any student entering the University with 60 or more hours. CLEP general/subject examinations in Mathematics, Calculus, College Algebra, College Algebra/Trigonometry, and Trigonometry may satisfy this requirement.

### 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.

### Certification Requirements Associate in Arts - USF System 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 certificate, a 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 home institution of USF; the minimum grade point average must be 2.0 overall GPA and 2.0 GPA based on work attempted at USF and transfer work accepted and evaluated by the USF Office of Admissions. Physical Education and military science credits do not count within the 60 semester hours toward the Associate in Arts Certificate. All students must satisfy the General Education Requirements of USF and must satisfy the requirements listed in [Florida Statutes Section 1007.25](#) and in [State Board of Education Rule 6A-10.030](#), prior to receiving an Associate in Arts Certificate.
2. Beginning with students initially entering a Florida College System institution or State University System institution in 2014-2015 and thereafter, coursework for an Associate in Arts degree shall include demonstration in competency in a foreign language pursuant to [Florida Statute 1007.262](#). (Also known as USF's FLENT requirement.)
3. To apply online for an Associate in Arts Certificate, please visit the "[Apply for Graduation](#)" website. The deadline to apply for a certificate in each semester is stated in the Academic Calendar in the undergraduate catalog and on the "Apply for Graduation" website.
4. 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.
5. 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.

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6. Any incomplete grades shown on the permanent record of an Associate in Arts applicant at the time grades are processed will be treated as an "F" in the calculation of grade point average. Transfer students who completed a substantial portion of the Associate in Arts degree requirements at another institution in the Florida College System will be encouraged to notify that institution of the additional USF credits that may be transferred to that institution towards conferral of that degree. If the former institution will not confer the Associate in Arts degree with the addition of USF transfer credits, but is eligible for the Associate in Arts certificate at USF, then the USF institution will confer the Associate in Arts certificate.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
- 14.

## GENERAL COURSE POLICIES

### Academic Credit Hours

#### **USF Policy 10-065 / Florida Administrative Rule 6A-10.033**

Academic credit provides the basis for quantifying the amount of engaged learning time expected of a typical student enrolled in traditional classroom settings, laboratories, studios, internships and other forms of experiential learning, and distance and correspondence education. Credit hours are a measure of learning, and support a wide range of activities, including the transfer of students from one institution to another, awarding financial aid, and credentialing for employment. Because of the significance of awarding credit hours, an institution is obligated to ensure that credit hours for courses and programs conform to the commonly accepted standards of higher education, as stated in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Federal Requirements 4.9 (Definition of Credit Hour) and the SACSCOC Credit Hours Policy Statement. This Policy is intended to ensure that all credit-bearing courses and programs offered by the University of South Florida System (USF System) meet the requirements of the Federal definition of a credit hour and the Credit Hours Policy Statement issued by the SACSCOC.

In determining the maximum number of credits that may be assigned to a course, the following guidelines apply.

- For courses taught in a "traditional" classroom format in a 15-week semester, the maximum number of credits to be assigned is limited to the weekly number of 50-minute contact periods (or their equivalent) with the instructor. Underlying this statement is an assumption that each 50-minute contact period requires a minimum additional two hours of student work outside of the class involving reading, exercises, etc. Where this assumption does not hold true (as may be the case with some laboratories, for example), then the maximum number of credits may be significantly less than the weekly number of 50-minute contact periods.

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- For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework. The total number of class contact hours per semester equals the credit hours multiplied by 15 weeks.
- For a laboratory class, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time.
- Where a course includes “by arrangement lab hours,” these generally take the place of the hours assigned to homework, since the student is required to use supervised college facilities to do assignments related to homework. An example might be a 3-unit lecture course which requires the student also to work two hours per week in the computer lab. There would be only four hours per week of additional homework required.
- In all cases, but particularly in cases such as online learning where seat time is non-verifiable, credit hours are awarded on the basis of documented student learning outcomes that reflect the amount of academically engaged time for a typical student in a traditional format, and on the basis of documentation of the amount and type of work a typical student is expected to complete within a specified period of academically engaged time. The number of credit hours awarded is based on the number and/or rigor of student learning outcomes, with the higher number of credit hours awarded yielding greater number and/or rigor of outcomes.

### 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 in the exploratory curriculum must receive approval from the [Office of Academic Advocacy](#). 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.

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## **Award of Credit for Online Coursework**

### **USF System Policy 10-071 / BOG Regulation 6.020**

Undergraduate students who are admitted to the University of South Florida System ("USF System") and who have completed online college-level courses prior to initial enrollment in undergraduate education may request that the university evaluate that work to determine if credit might be awarded. Award of credit for that work must meet the following conditions:

1. USF System faculty have determined the online course content and learning outcomes to be comparable to a course offered at the institution;
2. Online courses meet the quality and accreditation standards intended for a transfer course; and
3. The subject area faculty, have determined that the online course is relevant to the student's intended program of study.

For information regarding the process to have coursework evaluated and/or further information on the policy, please visit the [USF System Policy 10-071](#).

## **Award of Credit for Military Training**

### **BOG Regulation 6.013 / USF Regulation 6.0025**

Students who are or were eligible members of the United States Armed Forces may earn appropriate college credit for college-level training and education acquired in the military. College credit will be granted to students with military training or coursework that is recognized by the American Council on Education (ACE), subject to institution transfer practices and limitations on amount, level, etc. of transfer credit. Military training or coursework will be subject to the same treatment as any other transfer credit evaluated, with utilization of the *ACE Guide to the Evaluation of Education Experiences in the Armed Services* for determining equivalency and alignment of military coursework with appropriate university courses. If the coursework fulfills a general education or major course or degree requirement, the credit will be granted for meeting that requirement towards graduation. Appropriate course credit may include free elective course credit toward the degree.

Credit that was previously evaluated and awarded by another college-degree granting institution and that is appropriate to the transfer student's major will be accepted, subject to institution transfer limitations. Credit awarded for military education and training will be noted on the transcript and documentation of the credit equivalency evaluation will be maintained. Credit awarded for military education and training will not count in the excess hours fee per BOG Regulation [7.003](#). Priority course registration will be provided for each veteran of the United States Armed Forces who is receiving {from the} GI Bill.

## **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.

## **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
Post Baccalaureate	Baccalaureate degree-holder working on a second undergraduate program or degree

## **ACADEMIC PROGRAMS AND PROGRESSION**

### **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:

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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 a student does not maintain continuous enrollment, he/she will become inactive and need to reapply to USF.

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.

## 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 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 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. Student are encouraged to visit with their academic advisor and to visit Career Services.

## 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.

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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.*

### 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 finalize a major, declare the exploratory curriculum and receive advising through the Office of Academic Advocacy. New transfer students with 60 or more semester hours must choose a major before 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.

### Degree Program

A degree program is an organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community as a demonstrated by assignment of a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics. Each degree program shall have a designated faculty effort and instructional resources, and shall include at least one program major, by may have multiple majors. Each degree program is approved at only one degree level.

### Academic Major

An academic major is an organized curriculum offered within a degree program. A major shall be reasonably associated with the academic discipline within the degree program under which it is offered and shall share common core courses with any other majors within the same degree program. The major is the student's primary filed of study. Although, in some cases, the major and the degree program names are synonymous, only the degree program shall be assigned a CIP code and shall be included in the State University System Academic Degree Program Inventory. The number of credit hours for a major for each degree level shall be established by the USF System member institution in accordance with State regulations and SACSCOC minimum requirements.

A track or specialization is an area of study within a major or concentration that is less formal and is not indicated on the student's transcript.

An **accelerated program** allows highly qualified undergraduate students to complete a bachelor's degree and a master's degree in a select few majors on an accelerated timeline. These programs commonly offer a shorter duration to completion of both degrees. Students complete a portion of the required graduate coursework while classified as an undergraduate student and have the coursework count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate student status, where the remaining graduate requirements are fulfilled. A list of approved accelerated programs may be found on the undergraduate catalog website.

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 an organized set of courses that is offered as part of a major and enhances or complements the degree program to be awarded in a manner which leads to specific educational or occupational goals, and/or from different disciplines that provide an interdisciplinary focus. Concentrations are defined by the University with the credit-hour length set in accordance with University policy, expect that the number of credit hours shall not equal or exceed the number of credit hours established for a major at the same degree level.

A track or specialization is an area of study within a major or concentration that is less formal and is not indicated on the student's transcript.

Each undergraduate concentration conforms to these University requirements:

1. At least 50 percent of the required coursework must be earned from the USF institution awarding the concentration.
2. USF coursework for a concentration must have a minimum GPA of 2.00; some majors/concentrations have higher minimum GPA requirements.

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3. Only an undergraduate, degree-seeking student at USF is eligible to pursue a concentration.
4. A concentration can be applied for and received only in conjunction with applying for and receiving a baccalaureate degree.

## Academic Majors and Concentrations

### College of Arts and Sciences

#### **Bachelor of Arts (B.A.)**

##### **Africana Studies (AFA)**

##### **Anthropology (ANT)**

##### **Chemistry (CHM)**

*Biochemistry/Biotechnology (CBY)*

##### **Communication (SPE)**

##### **Economics (ECO)**

##### **English (ENG)**

*Creative Writing (CRW)*

*Literary Studies (LTS)*

*Professional Writing, Rhetoric and Technology (PRT)*

##### **Geography (GPY)**

*General Geography (GGG)*

*Human Geography (USG)*

*Physical Geography (PGG)*

##### **Geology (GLY)**

##### **History (HTY)**

##### **Humanities and Cultural Studies (HCS)**

*American Studies (AMSC)*

*Film and New Media Studies (FMSC)*

*Humanities (HUMC)*

##### **Interdisciplinary Social Sciences (ISS)**

*Africana Studies (IAFA)*

*Aging Studies (IAGE) (formerly Gerontology)*

*American Studies (IAMS)*

*Anthropology (IANT)*

*Communication (ISPE)*

*Communication Sciences and Disorders (ICSD)*

*Criminology (ICCJ)*

*Deaf Studies (IDFT)*

*Economics (IECO)*

*Environmental Science and Policy (IESP)*

*Geography (IGPY)*

*History (IHTY)*

*Humanities (IHSC)*

*Information Studies (IIFS)*

*International Studies (IINT)*

*Latin American, Caribbean, and Latino Studies (ILAS)*

*Mass Communications (ICOM)*

*Multidisciplinary Behavioral Sciences (IMDS)*

*Political Science (IPOL)*

*Psychology (IPSY)*

*Public Administration (IPAD)*

##### **Interdisciplinary Social Sciences (ISS) (cont.)**

*Public Health (IPUB)*

*Religious Studies (IREL)*

*Sociology (ISOC)*

*Women's and Gender Studies (IWGS)*

##### **International Studies (INT)**

##### **Mass Communications (COM)**

*Advertising (ADV)*

*Broadcast News (NWS)*

*Broadcast-Program and Production (PGM)*

*Journalism-Magazine (MAG)*

*Journalism-News-Editorial (JOU)*

*Public Relations (PUR)*

##### **Mathematics (MTH)**

*Applied/Computational Mathematics (ACM)*

*General Mathematics (GMM)*

*Pure Mathematics (PMM)*

##### **Philosophy (PHI)**

##### **Physical Sciences (PSBA)**

##### **Physics (PHY)**

##### **Political Science (POL)**

##### **Psychology (PSY)**

##### **Religious Studies (REL)**

##### **Sociology (SOC)**

*Identity and Community (IDC)*

*Inequality and Social Justice (ISJ)*

##### **Statistics (STC)**

##### **Women's and Gender Studies (WGS)**

##### **World Languages and Cultures (WLC)**

*Applied Linguistics (WLAL)*

*Chinese Language and Culture (WLCC)*

*Classics (WLCL)*

*East Asian Languages and Cultures (WLEA)*

*French (WLFR)*

*French International Studies and Business (WLFBS)*

*German (WLGR)*

*Interdisciplinary Classical Civilizations (WLIC)*

*Italian (WLIT)*

*Russian (WLRS)*

*Spanish (WLSP)*

*Spanish International Studies and Business (WLSBS)*

#### **Bachelor of Science (B.S.)**

##### **Biomedical Sciences (BMS)**

##### **Cell and Molecular Biology (CAM)**

##### **Chemistry (CHS)**

##### **Environmental Biology (ENB)**

##### **Environmental Microbiology (EMB)**

##### **Environmental Science and Policy (ESP)**

##### **Geology (GLS)**

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## **Health Sciences (HLS)**

*Aging Health Studies (HAH)*  
*Aging Health Studies and Health Information Technology (HIT)*  
*Aging Health Studies and Health Management (HAM)*  
*Biological Health Sciences (HBH)*  
*Biological Health Sciences and Aging Health Studies (HBA)*  
*Biological Health Sciences and Health Information Technology (HBI)*  
*Biological Health Sciences and Health Management (HBM)*  
*Biological Health Sciences and Social and Behavioral Health Sciences (HSB)*  
*Health Information Technology (HHI)*  
*Health Management (HHM)*  
*Health Management and Health Information Technology (HMT)*  
*Social and Behavioral Health Sciences (HBS)*

## **Health Sciences (HLS) (cont.)**

*Social and Behavioral Health Sciences and Aging Health Studies (HAS)*  
*Social and Behavioral Health Sciences and Health Information Technology (HST)*  
*Social and Behavioral Health Sciences and Health Management (HMG)*

## **Information Studies (IFS)**

*Data Science and Analytics (IDSC)*  
*Health Informatics (IHIC)*  
*Information Science and Technology (ISTC)*  
*Information Security (IISC)*

## **Integrative Animal Biology (IAB)**

## **Interdisciplinary Natural Sciences (INS)**

## **Marine Biology (MRN)**

## **Medical Technology (MET)**

## **Microbiology (MIC)**

## **Physical Sciences (PSBS)**

## **Physics (PHS)**

## **Quantitative Economics and Econometrics (QEE)**

## **College of Behavioral and Community Sciences**

### **Bachelor of Arts (B.A.)**

#### **Communication Sciences and Disorders (CSD)**

*Deaf Studies (DST)*  
*Interpreter Training (ITT)*

*Language-Speech-Hearing (LSH)*

#### **Criminology (CCJ)**

### **Bachelor of Science (B.S.)**

#### **Aging Sciences (AGE)**

#### **Behavioral Healthcare (BHC)**

*Addictions and Behavioral Healthcare (BAH)*  
*Adult Community Services (ACS)*  
*Aging and Behavioral Health (AGBH)*

#### **Behavioral Healthcare (BHC) (cont.)**

*Applied Behavior Analysis (ABA)*  
*Behavioral Health Research (BHR)*  
*Children's Mental Health (CML)*

#### **Long Term Care Administration (LTC)**

### **Bachelor of Social Work (B.S.W.)**

*Social Work (SOK)*

## **College of Business**

### **Bachelor of Arts (B.A.)/Bachelor of Science (B.S.)**

#### **Advertising (BAV)**

### **Bachelor of Arts (B.A.)**

#### **Global Business (GBP)**

*Business Analytics and Information Systems (GBIS)*

*Finance (GBFI)*

*Management (GBMN)*

*Marketing (GBMK)*

### **Bachelor of Science (B.S.)**

#### **Accounting (ACC)**

#### **Business Analytics and Information Systems (BAIS)**

*Cybersecurity (CYBC)*  
*Healthcare Business (HCBC)*

#### **Finance (FIN)**

*Asset Management (FIAM)*  
*Corporate Finance (FICF)*

#### **General Business Studies (GBAS) (completer program)**

#### **Management (MAN)**

*Human Resources Management (HRM)*

#### **Marketing (MKT)**

*Entrepreneurship (ENTC)*

*Sales (SALE)*

*Sport and Entertainment Management (SEMC)*

*Supply Chain Management (SCMG)*

#### **Personal Finance (PSF)**

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

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## College of Education

### Bachelor of Arts (B.A.)/Bachelor of Science (B.S.)

**Exceptional Child Education with ESOL &**

**Reading Endorsement (BEX)**

**Mathematics Education (BMA)**

*Middle School Mathematics (BMM)*

**Physical Education (PET)**

*Exercise Science (BPW)*

**Science Education (SCE)**

*Biology Education (BSB)*

*Chemistry Education (BSC)*

*Middle School Science Education (BDS)*

*(suspended Fall 2017)*

*Physics Education (BSY)*

### Bachelor of Science (B.S.)

**Early Childhood Education: Pre-**

**Kindergarten/Primary (BEC)**

**Elementary Education (BEE)**

**English Education with ESOL Endorsement (BEN)**

**Social Science Education (BSS)**

## College of Engineering

### **Bachelor of Science in Biomedical Engineering (B.S.B.E.)**

Biomedical Engineering (EBC)

### **Bachelor of Science in Chemical Engineering (B.S.C.H.)**

Chemical Engineering (ECH)

### **Bachelor of Science in Civil Engineering (B.S.C.E.)**

Civil Engineering (ECE)

### **Bachelor of Science in Computer Engineering (B.S.C.P.)**

Computer Engineering (ECP)

### **Bachelor of Science in Computer Science (B.S.C.S.)**

Computer Science (BCS)

### **Bachelor of Science in Electrical Engineering (B.S.E.E.)**

Electrical Engineering (EEL)

### **Bachelor of Science in Industrial Engineering (B.S.I.E.)**

Industrial Engineering (EIE)

### **Bachelor of Science in Information Technology (B.S.I.T.)**

Information Technology (ITC)

### **Bachelor of Science in Mechanical Engineering (B.S.M.E.)**

Mechanical Engineering (EME)

## College of Nursing

### Bachelor of Science (B.S.)

Accelerated Second Bachelor's Degree Sequence

(SBN)

RN to Bachelor's Sequence (NRN)

Upper Division Sequence (NUR)

VCARE (VCA)

## College of Public Health

### Bachelor of Science (B.S.)

Public Health (PUB)

## College of The Arts

### Bachelor of Arts (B.A.)

**Art History (AHM)**

**Dance (DAN)**

*Dance Studies (DAS)*

**Music Studies (MSU)**

**Studio Art (SBA)**

**Theatre (TAR)**

*Design (TAD)*

*Performance (TAP)*

*Theatre Arts (TAA)*

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

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## **Bachelor of Fine Arts (B.F.A.)**

**Dance (DAN)**  
*Ballet (DAB)*

*Modern Dance (DAM)*  
**Studio Art (SBF)**

## **Bachelor of Music (B.M.)**

**Music Performance (MUS)**  
*Acoustic & Electronic Composition (MUC)*

*Jazz Studies (MJP)*  
*Performance (MPF)*

## **Bachelor of Science (B.S.)**

**Music Education (MUE)**

### **Undergraduate Studies**

#### **Bachelor of General Studies (B.G.S.)**

##### **General Studies (BGS)**

*Aging Sciences (GASC) (formerly Gerontology)*  
*Behavioral Healthcare (GBH)*  
*Business (GBU)*  
*Computer Systems Technology (GCST)*  
*Criminal Justice (GCJ)*  
*Educational Foundations (GEF)*

*Environmental Policy (GEM)*  
*Information Studies: Information Architecture (GFA)*  
*Public Administration (GPA)*  
*Public Health (GPU)*  
*Urban Studies (GUS)*  
*Women's and Gender Studies (GWS)*

#### **Bachelor of Science in Applied Science (B.S.A.S.)**

##### **Applied Science (APS)**

*Aging Sciences (AASC)*  
*Behavioral Healthcare (ABH)*  
*Computer Systems Technology (ACST)*  
*Criminal Justice (ACJ)*  
*Deaf Studies (ADS)*

*Environmental Policy (AEP)*  
*Information Studies: Information Architecture (AIA)*  
*Public Administration (APU)*  
*Public Health (APL)*  
*Urban Studies (AUR)*

### **Academic Minor**

An academic minor is an optional complement to a bachelor's degree in a particular field, leading to specific educational goals. It requires approximately one-half of the upper-level credits required for a major in that field. 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 but **prior to applying for graduation**. 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. Courses used to fulfill the major requirements may not apply to the minor.
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 awarded only in conjunction with applying for and receiving a baccalaureate degree.

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

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

Africana Studies (AFA)  
American Studies (AMS)  
Anthropology (ANT)  
Astronomy (AST)  
Biomedical Anthropology (BAN)  
Biomedical Physics (BPH)

Chemistry (CHM)  
Chinese Language (CHN)  
Classics (CLS)  
Communication (SPE)  
Creative Writing (CRW)  
Economics (ECO)

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Environmental Policy (ESP)	Mathematics (MTH)
Film and New Media Studies (FNM)	Microbiology (MIC)
French (FRE)	Modern Greek (MGR)
Geographic Information Systems and Technology (GIST)	Philosophy (PHI)
Geology (GLY)	Physics (PHY)
German Studies (GMS)	Political Science (POL)
History (HTY)	Professional Writing, Rhetoric and Technology (PRT)
Humanities (HUM)	Psychology (PSY)
Intelligence Studies (IQS)	Public Administration (PAN)
Interdisciplinary Classical Civilizations (ICC)	Religious Studies (REL)
International Studies (INT)	Russian Studies (RSS)
Italian (ITA)	Sociology (SOC)
Linguistics (LIN)	Spanish (SPA)
Literary Studies (LTS)	Urban Studies (UST)
Mass Communications (COM)	Women's and Gender Studies (WGS)

## College of Behavioral and Community Sciences

Aging Sciences (AGE)	Criminology (CCJ)
Applied Behavior Analysis (ABA)	Deaf Studies (DFT)
Behavioral Healthcare (BHC)	Forensic Behavioral Health (FBH)

## College of Business

Accounting (for Business majors only) (ACC)	Entrepreneurship (for Non-Business and Non-Industrial Engineering majors only) (ETN)
Business Analytics and Information Systems (for Business majors only) (BAIS)	Finance (for Business majors only) (FIN)
Entrepreneurship (for Business and Industrial Engineering majors only) (ETB)	Management (for Business Majors only) (MAN)
	Marketing (for Business Majors only) (MKT)

## College of Education

Educational Foundations and Research (EFR)	Science of Physical Activity (SPED)
Foreign Language Education (FLE)	

## College of Engineering

Biomedical Engineering (EBI)	Information Technology (ITC)
Computer Science (BCS)	

## College of Public Health

Community Engaged Homeland Security and Emergency Management (HSE)	Infection Control (IFC)
Environmental Health (EVH)	Nutrition (NUT)
Health Education (HEAL)	Public Health (GPH)

## College of The Arts

Art (ART)	Theatre (TAR)
Dance (DAN)	

## Undergraduate Studies

Aerospace Studies (AEO)	Military Leadership (MTY)
Leadership Studies (LDS)	Naval Science and Leadership (NSL)

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

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## Undergraduate Certificate

An undergraduate certificate is an organized set of courses offered as a distinct area of study that leads to specific educational or occupational goals. Certificates may consist of courses that are part of a major or courses that are created outside of a major. 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:

### College of Arts and Sciences

Africana Literatures	Italian Studies
Agricultural Sustainability and Food Biosecurity	Japanese
Arabic Language and Culture	Latin American and Caribbean Studies
Asian Studies	Modern Western European Studies
Film Studies	National Intelligence
Food Studies	Russian Studies
India Studies	

### College of Behavioral and Community Sciences

Undergraduate Research in Behavioral & Community Sciences

### College of Business

Business Analytics and Information Systems	Undergraduate Business
Sales	

### College of Engineering

Foundations of Cyber Security

### College of The Arts

Advanced Dance Studies	Electrical Engineering, Digital Design, and The Arts
Art History	Visualization and Design
Business and Art	

## Double Undergraduate Major

Students may elect to graduate with two majors. In that event, they must apply independently to each department and college and be assigned an advisor in each discipline. While this independent notification to each department may begin at entry into the University, the student will need to formally declare the double majors to Undergraduate Studies after earning at least 45 credit hours but no more than 95 credit hours (excluding accelerated credits). The student must meet all requirements of each major separately and must be certified for graduation by each college within 10 semesters of the degree starting date. In declaring a second major, the student will be charged the Excess Credit Hour Surcharge required by the state for excess credit hours beyond the official limit (after 110-120 percent of those allowed for the first major, up to thirty credit hours allowed for the second major). Both majors will be awarded in the same term at the completion of the degree.

## Second Undergraduate Major

A student who wishes to work toward a second major, after receipt of a baccalaureate degree, must apply as a degree-seeking student prior to the end of the semester in which the student will be graduating and meet the major requirements as determined by the college. (Exceptions to this rule are students who have been previously accepted

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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.”

A student who wishes to apply for a second major, but applies after the end of the semester in which the student graduated, must apply as a degree-seeking student and will be classified as a post-baccalaureate student.

\*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 credit hours that apply toward the first degree, the student must also earn at least a minimum of 30 semester credit hours in 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 as degree-seeking students of the home institution within 10 semesters of the first degree’s starting date. While independent notification of intent to earn co-degrees (concurrent) may be made to each department or college at entry into the university, the student will need to formally declare the co-degrees (concurrent) to Undergraduate Studies after earning at least 45 credit hours but no more than 95 credit hours (excluding accelerated credits). 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.

In declaring a second degree, the student will be charged the Excess Credit Hour Surcharge required by the state for excess credit hours beyond the official limit (after 110-120 percent of those allowed for the first degree, plus thirty credit hours for the second degree). Both degrees will be awarded in the same term at the completion of the degrees.

### 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:

1. Satisfy degree requirements for the five-year master’s program.
2. Satisfy requirements for the baccalaureate-level program.

### 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

## COURSE ATTENDANCE AND GENERAL CLASSROOM POLICIES

### 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

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

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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 within ten business days of the initial decision. Then the Associate Dean of Undergraduate Studies can hear an appeal.

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) to submit a petition to their college.

If a student is requesting consideration for financial reimbursement, the student must submit a Fee Adjustment Request to the Office of the Registrar within 6 months of the applicable semester end date and following final petition decision.

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. Detailed information and the appropriate forms may be obtained by visiting the Academic Regulations Committee's website. Students will receive notification of the committee's decision by mail/email.

### **Student Academic Grievance Procedures - USF System Policy 10-002**

#### **I. PURPOSE & INTENT**

The purpose of this Policy 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.

#### **II. STATEMENT OF POLICY**

Review of the facts and events pertinent to the cause of the academic grievance 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. These guidelines are meant to govern all colleges (exclusive of the MD and DPT programs within the College of Medicine and the College of Pharmacy to the extent they maintain procedures and processes for issues regarding professionalism). However, USF System institutions may have unique titles and specific administrative levels. Accordingly, each institution shall determine the appropriate levels and titles for review at the time a student initiates an appeal ensuring that if it is determined the matter is an academic grievance there is at least one committee level review and recommendation to an administrator to accept or reject.

In the case of Academic Integrity violations, the appeal or grievance of a decision or academic action regarding Academic Integrity is contained in USF3.027 Academic Integrity of Students.

#### **III. DEFINITION OF TERMS:**

An "**academic grievance**" is a claim by an enrolled student receiving academic credit for a course that a specific academic decision or action (such as the assignment of a final grade or academic dismissal of a student or other grade assignment) has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

- Academic grievances will not deal with general student complaints.
- An academic grievance must include a reference to a violation of a specific USF Policy, or an academic decision that was applied differently to the grievant than other students to be considered under this Policy.
- Only the final grades assigned in a course, final actions or dismissals by the academic unit are grievable.
- Disagreement or issues with individual test grades, responses to exam questions or general disagreement with the academic discretion or professional judgment of instructors, (defined below as including all levels of academic administrators for purposes of this Policy) will not be considered grounds for an academic grievance, except where they impact the final grade. If a student has a concern on an individual assignment, and would like some formal consideration, the student should contact the instructor to discuss the issue and may submit the concern as a general complaint in writing to the instructor. If the student and instructor cannot resolve the complaint, the student may forward the complaint to the instructor's supervisor and that supervisor shall review the complaint and provide a response to both the student and instructor. If the supervisor identifies a need for a review by another office or process, the supervisor may make an additional referral.
- Dismissals based on University protocols such as failure to maintain GPA, probation for academic performance or other automatic administrative actions are not grievable.

"**Instructor**" shall mean any classroom instructor, thesis/dissertation/directed study supervisor, or the Dean or supervisor that imposes the final academic decision.

"**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.

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“**Dean**” shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Office of 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 email to the recipient’s USF official email address of record or e-mail communication using assigned USF e-mail addresses.

The “**burden of proof**” shall be upon the student such that the student challenging the decision, action or final grade assigned has the burden of supplying evidence that proves that the instructor’s decision was incorrect. In cases where the academic decision is based on a deficiency in or a violation of a clinical or professional standard, the deficiency or violation may be considered sufficient proof to support an academic failure or dismissal notwithstanding a student’s success in other areas of academic performance.

“**Jurisdiction**” Where the course (not the student’s registration status) is housed (e.g., payment of faculty salary for the course) determines the appropriate forum (institution, college or department) where the grievance will be conducted. The outcomes of the grievance should be shared with the home institution, College and Department (Program Director or Chair of the students major). In the case where there is a joint program or it is unclear where jurisdiction shall fall, the Provost (or designee) may be consulted to identify the appropriate forum for the grievance. If a student is dismissed from a course, program, college or institution, that forum may make an additional recommendation for a more comprehensive sanction across the System directly to the Provost. In the event there is a System level dismissal by the Provost, and a student wishes to appeal that system level action, the President may designate an administrative officer to review that appeal and make a final determination.

“**Institution**” There are three member institutions in the USF System specifically referred to as USF, USF St. Petersburg (USFSP) and USF Sarasota-Manatee (USFSM).

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

#### IV. **PROCESS STEPS:**

##### A. **Resolution Process at the Course or Department Level**

1. 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.
2. 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 final grade) and if the instructor determines it is feasible and may be productive, the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
3. If the situation cannot be resolved or a meeting with the instructor is not feasible, the student shall file a notification letter within three (3) weeks of the triggering incident to the department Chairperson/Director or the appropriate supervisor. This shall be a concise written statement of particulars and must include specific reference to the (a) published USF Policy, procedure or official published catalog and the manner in which it was allegedly violated and the decision that affected the student’s academic record or status based on a violation of that specific written USF Policy, procedure or official published catalog (b) a description of the manner in which the student was treated in a substantially inequitable manner and a statement indicating the remedy sought (c) supporting documentations of all claims in the grievance and (d) the effort the student made to resolve the issue with the instructor.
4. The department Chairperson/Director must determine if the matter is an Academic Grievance (a specific Policy violated or a student treated differently than others) or if the matter is a complaint regarding the course or instructor.
  - a. If the Chairperson/Director determines that the matter **is not** an Academic Grievance, the Chairperson/Director will discuss the complaint with the student and/or the faculty member *and must advise the Dean of the complaint* and the recommended resolution if any. The Dean will then review the classification of the complaint as not subject to the Academic Grievance Process and advise the student and faculty member in writing of the Dean’s decision which may be to do one or more of the following:

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- i. Implement the recommendation of the Chairperson/Director (which can include dismissal).
      - ii. Reject the classification and move the matter forward as an academic grievance.
      - iii. Make referrals to appropriate Human Resources or employee supervisor/office for intervention and/or to appropriate USF offices (such as Diversity and Equal Opportunity Office (DEO)).
    - b. If the Chairperson/Director determines the matter **is** an Academic Grievance, the Chairperson shall provide a copy of the student's statement to the instructor. The instructor may file a written response to the grievance and the Process will continue.
  5. The department Chairperson/Director shall discuss the student's statement as reference above 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.
  6. 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 (which shall include additional student responses and final statement). Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.
- B. Resolution Process at the College Level**
1. Upon receipt of the grievance, the College Dean will review that matter to confirm that it is an Academic Grievance. If the Dean determines the matter is not an Academic Grievance, the Dean may dismiss it (which is a final University Decision) and notify all parties in writing, or if the Dean determines that it is an Academic Grievance, within three weeks the Dean 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, when feasible, at least one member assigned to oversee or with expertise in, a clinical area.
    - c. The student or instructor may request to attend a Committee meeting to present a final statement to the committee. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. 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 other 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. The meeting time and place is to be set by the Committee. Failure or an inability of the student or instructor to attend a meeting will not force the meeting to be rescheduled or cancelled.
    - d. The student or instructor may be accompanied by one individual (not to act as legal counsel or to participate in the meetings) if the student or instructor attends the meeting. The individual may be required to sign a confidentiality agreement.
    - e. Students may not initiate contact regarding or relating to the grievance process or outcome with any member of the Committee outside of this established process before, during or after the Committee review process and any such contact may be considered a violation of USF6.0021 Student Code of Conduct.
  2. The Committee will operate in the following manner:
    - a. The Committee Chairperson will be appointed by the College Dean from among the three (3) faculty members appointed to the Committee. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

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- 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.
- b. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on their interpretation of the evidence presented to it.
  - c. Within three (3) 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.
  - d. Within three (3) 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 recommendation.
  - e. The College Dean's decision is a final decision and appealable by the instructor or student to the University level only in the event (1) the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or (2) if there is a specific and identified substantive procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate Studies (as appropriate) or the appropriate Chief Academic Officer or their designee within three weeks of receipt of the decision from the College Dean.

### C. Resolution Process at the Institution Level

For this level of appeal process, the Provost/Executive Vice President for Academic Affairs or the Sr. Vice President for USF Health has delegated authority for academic grievance appeals at the Institution level to the Dean of Undergraduate Studies for appeals involving undergraduate courses and to the Dean of the Office of Graduate Studies for appeals involving graduate courses. For academic grievance appeals for grades assigned in courses at USFSP or USFSM, the appropriate Regional Vice Chancellor for Academic Affairs at those Institutions may delegate authority to an Academic Administrator Officer to hear the appeal at the System Level (for the purposes of this section Administrative Officer, Graduate/Undergraduate Dean are referred to as "Administrator Officer"). In the event there is confusion as to the home for the course or in the registration status of the student within the USF System, the Provost may designate the jurisdiction for the appeal. The process steps are outlined below.

1. The student or the instructor may appeal at the Institution Level within three (3) weeks of the receipt of a decision made at the College Level, when (1) the decision at the College Dean Level is contrary to the recommendation of the Grievance Committee (2) a party identifies a specific substantive procedural violation in the application of the AGP. Within three weeks of receipt of the appeal of the decision, the Administrative Officer shall determine that the appeal is merited (there is a recommendation at the College Level contrary to the committee or the Administrative Officer concurs that there is cause to believe a substantive procedural violation in application of the AGP process may have occurred). If the Administrative Officer determines the appeal is not merited, the Administrative Officer shall advise the student, the instructor and the department Chair accordingly and that notice shall be a final University Decision. If the appeal is determined to be merited, the Administrative Officer (who may consult with the Faculty Senate and Student Senate) shall appoint an Appeals Committee consisting of three (3) faculty members drawn from the appropriate USF System Undergraduate Council or Graduate Council, and two (2) students, undergraduate or graduate (as appropriate and to be determined by the Administrative Officer).
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 Administrative Officer 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 Administrative Officer, etc.).
3. Within three (3) weeks of the appointment, the Committee Chairperson shall deliver in writing to the Administrative Officer a report of the findings of the Committee and a recommended resolution.
4. Within three (3) weeks of receipt of the Committee recommendation, the Administrative Officer shall provide a decision in writing to all parties.
5. If the Administrative Officer's decision is that a grade change is merited, the Administrative Officer shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Administrative Officer's decision is a final University decision and not subject to further appeal within the USF System.

In those cases where the final University decision constitutes a dismissal or permanent separation from the University, a student may seek judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3) by filing a petition for certiorari review with the appropriate circuit court within thirty (30) days of the final University decision. If a

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person seeks review with the court, a copy of the petition must also be provided to the University of South Florida Office of the General Counsel at University of South Florida, CGS 301, 4202 E. Fowler Avenue, Tampa, Florida 33620-4301.

### D. Outcomes

The final outcome will vary on an individual case basis. 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. 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 such circumstances, the Dean or Provost/Executive 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. 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.

### Disruption of Academic Process - USF System 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 of the University of South Florida's three separately accredited institutions; however, non-substantive procedural modifications to reflect the particular circumstances of each USF Institution are permitted. Information concerning these procedures is available through the USF institution's Student Affairs Office.

#### 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 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 institution's 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.

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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 institution's 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 institution's 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: [Academic Disruption Incident Report Form](#) 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
- 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

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- Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF's three separately accredited institutions
- 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 System Regulation 3.027**

### **I. PURPOSE & INTENT**

Academic integrity is the foundation of the University of South Florida System's (USF System) 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 academic sanction at any USF System member institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution

### **II. STATEMENT OF REGULATION**

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.

As this Regulation contemplates several levels of administrative or academic review, students are advised to direct emails only to the single designated office identified as responsible for the current level of review. Student's failure to adhere to this directive or ignoring specific directives provided by an administrator such as the emailing all levels of administration, multiple parties not directly involved, or tangentially involved offices may be interpreted as a waiver of the review/appeal process and a failure to follow university directives.

As the university has both Offices of Undergraduate and Graduate Studies with different standards for academic integrity, it is important to reference Section V(D).

### **III. APPLICABILITY & AUTHORITY**

1. The following Regulation applies to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the USF System. The processes outlined in this Regulation are meant to govern all colleges exclusive of the MD and DPT programs within the College of Medicine and the College of Pharmacy to the extent that they maintain procedures and processes for issues regarding academic integrity and/or professionalism.
2. The Academic Integrity Review Process (AIRP) is independent of any other USF process or review. The determinations by the Academic Offices are final. However, this process includes mechanisms for referrals outside of the Academic process to both the Office of Student Rights and Responsibilities (OSRR) and the Division of Research, Integrity and Compliance (DRIC). Each of the offices has the authority to impose independent sanctions on the student that may be additional, less severe or more severe than the academic sanctions. The student will be subject to each sanction concurrently and/or consecutively and must comply with the full terms of each.
3. The student will be assigned the grade by the instructor in the course in which the student is registered. Jurisdiction of the appeal and review stays with the course; however, if the potential

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sanction extends outside of the College or Academic unit where the course is housed, jurisdiction is transferred to the Academic Officer with the authority to impose the greater sanction.

## IV. DEFINITION OF TERMS

1. **Notice** shall be considered final upon email to a student's official USF email address. Additional notice may be sent at the discretion of the parties.
2. **Academic Officer ("AO")** shall mean the individual (or their designee) vested with the authority to impose the recommended academic sanctions by the instructor. The appropriate AO may vary by institution, circumstance or factual basis of each case. In the event it is unclear, the Chief Academic Officer or their designee will identify the appropriate AO. The table below is provided as a general guideline.

Academic Dishonesty occurred in:	Sanction:	Academic Officer (to be determined by individual cases and title may vary):	Academic Officer for Academic Integrity Appeal:
Course	Grade Assignment; or Removal from Course	Instructor's Supervisor or Department Chair	Dean of College
Program	Suspension; or Removal from Program	Chair (or Director for certain Schools)	Dean of College
College	Suspension; or Removal from College	Dean of College	Dean of Graduate/Undergraduate Studies or Chief Academic Officer
University or Institution	Suspension; or Dismissal from University	Dean of Graduate/Undergraduate Studies or Chief Academic Officer	Dean of Graduate/Undergraduate Studies or Chief Academic Officer

3. **Dean** shall mean a College Dean, or where applicable the Dean of Undergraduate Studies, Dean of Graduate Studies, or the Chief Academic Officer (for those Institutions that do not have a Dean of Undergraduate or Graduate Studies) or the equivalent as indicated – or in all cases a "Dean's designees" appointed to handle academic grievances for the unit.
4. **Academic Integrity Review Board ("AIRB")**: The committee that will be appointed by the Academic Officer to review the Academic Integrity finding and sanction as referenced in Section VII (2).
5. **Academic Integrity Review Process ("AIRP")**: The steps described in this Regulation that govern how an Academic Integrity violation will be charged, appealed and determined.
6. **Student Academic Integrity Committee ("SAIC")**: The group of individuals that may be identified by a University System member as trained academic integrity volunteers. These volunteers may develop academic integrity educational modules and policies and who may be available to serve on an AIRB.
7. **Academic Dishonesty** is the term used to define the violation of the Academic Integrity Regulation.
8. **Violations of Academic Integrity**: The behaviors described below are considered violations of the academic standards for both Undergraduate and Graduate students. The academic sanctions for Graduate students may be more severe.
  - **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.
    - a. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials 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.
    - b. 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.

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- c. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
- d. 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.
- **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.
  - a. 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.
  - b. 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.
  - c. 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.
  - d. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.
- **Fabrication, Forgery and Obstruction:**
  - **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.
    - a. 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.
    - b. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
    - c. 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.
    - d. 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.
    - e. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.
- **Multiple Submissions** is the presenting or turning in 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.
  - a. 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.
  - b. 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 and content versus grammar and spelling).

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- c. 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.
- d. 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.
- **Complicity** is assisting or attempting to assist another person in any act of academic dishonesty. A student will be considered to be complicit if the student is aware of an academic integrity violation, is able to report and fails to do so. In addition:
  - a. Students may not allow other students to copy from their papers during any type of examination.
  - b. 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.
  - c. Students may not provide substantive information about test questions or the material to be tested before or during 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. However, it may apply to students enrolled in a multiple- section course that uses similar or comparable exams. For example, a student in one section will be considered complicit if such student assists or provides answers or materials to a student in another section of the same course. In such cases, the instructor in both sections may sanction the students involved.
  - d. Students may not have a substitute take an examination or take an examination for someone else.
- **Improper use of teamwork credit** is allowing your name to be included on a group project in which you did not participate. This act is considered a violation of academic integrity. For reference, general guidelines for appropriate teamwork participation include, but are not limited to the following:
  - a. No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor.
  - b. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
  - c. Only those persons who participated on the team shall be named in the submission of the assignment.
- **Solicitation or Purchase** is the offering, advertising or responding to solicitations or purchasing products or services designed to facilitate, support or actively contribute to the commission of an act of academic dishonesty.
- **Misrepresentation.** Submitting the work of another as your own, e.g., using a ghostwriter to write a paper, thesis, dissertation; having another person complete an on-line class in your name.
- **Misconduct in Research and Creative Endeavors** is a serious deviation from the accepted academic and 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. Research Misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest error or differences in opinion. In addition to the academic sanctions in this Regulation misconduct in research is also subject to Policy O-301 Misconduct in Research, procedures and any sanctions contained therein.
  - a. Students may not invent or counterfeit information.

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- b. 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.
- c. Students may not represent another person's ideas, writing or data as their own.
- d. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
- e. 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.
- f. Students must adhere to all federal, state, municipal, and university regulations or policies for the protection of human and other animal subjects.
- g. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
- h. 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 Regulations and Policies website.
- **Computer Misuse** includes unethical or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.
  - a. Students may not use the university computer system in support of any act of plagiarism.
  - b. Students may not monitor or tamper with another person's electronic communications.
- **Misuse of Intellectual Property** is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.
- **Violation of State or Federal laws with regard to Intellectual Property** is conduct that violates and does not adhere to state or federal laws concerning the fair use of copies or other intellectual property.

## V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS

### 1. General Guidelines:

- Violations for USF System Undergraduate students are classified into four (4) levels according to the nature of the infraction. For each level of violation a corresponding set of academic sanctions is recommended, however, specific academic programs may include additional and different academic sanctions. These academic 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.
- Violations for USF System Graduate Students are not classified into levels as the instructor determines the severity of the violation, the grade and recommends any more severe academic sanction.
- Multiple Violations:
  - a. Graduate Studies:
    - i. Graduate Students who are assigned an "FF" grade will be academically dismissed from the university and will not be eligible to apply to any Graduate program at USF. Graduate Studies may have additional guidelines and protocols available online or in the Graduate Studies catalog.
  - b. Undergraduate Studies:
    - i. For the first "FF" recorded in an Undergraduate student's academic record, the student will receive a letter from the Dean of Undergraduate Studies or the Chief Academic Officer 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. The student may also be suspended for one (1) full semester, depending upon the level of violation.
    - ii. For the second "FF" recorded, the Undergraduate Student will be suspended for one (1) full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of

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- 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.
- iii. The Undergraduate Student may be permanently dismissed from the university for violations of academic integrity with notice of that dismissal as a part of the formal record and transcript.
  - iv. 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.
  - v. In the event of multiple violations, sanctions may be imposed consecutively or concurrently at the discretion of the AO.
2. **Severity of Academic Integrity for Undergraduate Students:** For Undergraduate Students the severity of conduct is divided into levels with specific academic related sanctions. For Graduate Studies, the instructor determines severity and academic sanctions as provided in Section V(D) below.
- **Level One**
    - a. **CONDUCT:**

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:

      - i. Working with another student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a minor infraction).
      - ii. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.
    - b. **ACADEMIC SANCTIONS:**
      - i. Reduction or no credit given for the original assignment.
      - ii. An assigned paper or research project on a relevant topic.
      - iii. A make-up assignment at a more difficult level than the original assignment.
      - iv. Required attendance and tuition cost for a non-credit workshop or seminar on ethics or related subjects.
  - **Level Two**
    - a. **CONDUCT:**

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 or assignment. The following are examples:

      - i. Working with another student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a more serious infraction).
      - ii. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
      - iii. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
      - iv. 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.
      - v. 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.
    - b. **ACADEMIC SANCTIONS:**
      - i. Failing grade for the assignment involved with the grade in the course determined in the normal manner.

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- ii. Failing grade for the course, which may be an "F" or "FF" on the internal transcript.

- **Level Three\***

- a. **CONDUCT:**

Level Three is characterized by violations that affect a major or essential portion of work done to meet course requirements, involves premeditation or demonstrates repetition or both, of one or more violations of Level One or Level Two violations including repeating any one or more of the following actions:

- i. Copying on examinations.
- ii. Plagiarizing major or essential portions of a written assignment.
- iii. Acting to facilitate copying during an exam.
- iv. Using prohibited materials, e.g. books, notes, e-flashcards or calculators during an examination.
- v. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- vi. Altering examinations for the purposes of re-grading.
- vii. Acquiring or distributing an examination from unauthorized sources prior to the examination.
- viii. Presenting the work of another as one's own.
- ix. Using purchased term paper or other materials (even if the source is cited).
- x. Removing posted or reserved material, or preventing other students from having access to it.
- xi. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
- xii. Using unethical or improper means of acquiring data.

- b. **ACADEMIC SANCTIONS\*:**

- i. Failing grade for the course with a designation of "FF" on student's internal transcript.
- ii. Possible suspension from the university for one (1) semester.

- **Level Four\***

- a. **CONDUCT:**

- i. All academic infractions committed after return from suspension for a previous academic honesty violation.
- ii. 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).
- iii. Having a substitute take an examination or taking an examination for someone else.
- iv. 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.
- v. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- vi. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

- b. **ACADEMIC**

- SANCTIONS\*:**

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.

- 3. **Centralized Reporting:**

- \*In all Level 3 or Level 4 violations, the instructor must send a concise written statement including details of the date, time, and incident particulars (the "Report") to the AO to consider additional academic sanctions above the grade assignment.
- In Level 2, 3 and 4 violations, the instructor should contact the Dean of Undergraduate Studies or the Chief Academic Officer at their institution to determine if there is an office

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designated to track academic integrity violations/violators (Referred to as an "AIO"). If the institution has an AIO, the instructor must send a copy of the Report to the institution's AIO. The AIO will have exclusive access to the Reports and will only share the Reports to instructors or academic advisors in the event of multiple Reports regarding a single student. This will enable appropriate handling of multiple violations.

- As member institutions may not have a Dean of Undergraduate Studies they may establish internal protocols for centralized reporting by an internal procedure or Policy.

#### 4. **Severity of Academic Integrity for Graduate Students**

- The Office of Graduate Studies has no levels of severity as any violation may result in immediate dismissal. Students will be held to the standards provided for Graduate Studies if those students are admitted to a Graduate degree program or Graduate certificate or any student taking Graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. Any student in a Graduate Studies course who receives an "FF" grade is subject to immediate dismissal and or expulsion. The grade assignments and additional academic sanctions will depend on the seriousness of the offense and may range from the receipt of:

- a. An "F" or "Zero" grade on the subject paper, lab report, etc.
- b. An "F" in the course or activity in which credit may be earned.
- c. An "FF" in the course (leading to expulsion from the university).
- d. Academic Dismissal for any violations of academic dishonesty Regulations or Policies.
- e. Possible revocation of the degree or Graduate Certificate following a thorough investigation.

#### 5. **"FF" Grade Guidelines:**

- Instructors may assign an "FF" grade in specific circumstances. An "FF" grade is noted on the students USF record, indicates academic dishonesty and is only reflected on internal records. Any Undergraduate Student who receives an "FF" grade in a course is restricted from repeating the course using the Grade Forgiveness Policy. For Graduate Students, an "FF" grade will lead to permanent dismissal from the university (in cases of permanent dismissal from the university a notation may be added to the official USF transcript).
- 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.
- Any final course grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of the Academic Integrity Review Process. This includes any determination of a violation of the Academic Integrity Regulation that is not detected until after the student has dropped or completed the course or during or after the Academic Integrity Review Process. The actual steps for imposing the "FF" grade (which is an internal USF System designation) shall be established by each institution's Registrar or Chief Academic Officer.

#### VI. **PROCESS STEPS:**

1. The instructor identifies or learns of an academic integrity violation.
2. The instructor identifies the severity level of the violation (see Section V(B)) and discusses the violation with the Department level AO.
3. The instructor determines the appropriate grade assignment and use of the guidelines (included in Section V) and identifies any additional academic sanctions that may be recommended to the Department level AO in a brief written report of the incident, which may include any pertinent supporting documents related to this incident. The instructor may consult with the Department level AO on recommendations concerning the incident and/or sanctions as needed.
4. The instructor advises the student of the grade determination and recommended academic sanctions (if applicable) either in person or by email including a set date to discuss the determination (within ten (10) days of determination of the grade if possible).
5. Final Notice of Academic Sanction by the Instructor: Within ten (10) days of meeting with the student, if the instructor determines there is a grade sanction only and no recommended additional academic sanctions, the instructor may immediately assign the grade sanction and email the student notice of this final grade sanction. If the instructor does recommend additional academic sanctions, the instructor will assign the grade sanction and advise the student and Department level AO of those recommended additional academic sanctions considered to be appropriate to the violation (Level 3

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or 4 violations will include additional academic sanctions) and the process continues as detailed below.

6. Final Notice of Academic Sanction by the Department level AO:
  - Undergraduate Students: Within ten (10) days of receipt of the recommendation from the instructor, the AO will determine any additional academic sanctions, if applicable, and notify the student by email. The student may grieve the final notice by the Department level AO and ask that it be reviewed by the College Dean, who will determine if the student's grievance is appealable. The Dean will determine the final decision for reviews involving an assignment with alleged academic dishonesty. Appeals for final grades and sanctions will be considered by the Dean and may be appealable to an AIRB (as described in Section VII: Academic Integrity Appeal).
  - Graduate Students: Graduate Studies uses an internal document which processes the request for academic sanctions up to and including dismissal and the Dean of Graduate Studies provides notice to the student.
7. Reports to a designated centralized office: The instructor or the AO may make a referral to an internal university office responsible for tracking academic integrity violations/violators if one has been designated as detailed in Section V (C).
8. If a student files an appeal (Section VII below), the final notice will not be imposed or noted until after the appeal process is complete unless the Academic Officer feels immediate action is necessary.
9. Referral to OSRR & DRIC: The Academic Offices are responsible for the AIRP and assignment of academic sanctions. If the instructor or AO determines the conduct also rises to a violation of the Student Conduct Code or the expectations and standards of the Division of Research, Integrity and Compliance (DRIC), the instructor or AO may make a referral to those offices. The instructor or AO making the referral should notify those additional offices of any pending or final academic sanction. A determination by OSRR or DRIC is separate and distinct from the AIRP and any academic sanction. The student must comply with all sanctions imposed by each office (a lesser sanction or different determination by the conduct offices does not impact the Academic sanction).
10. Transcript/Record:
  - An Academic Integrity dismissal from the University will be reflected on a student's official transcript.
  - A grade sanction (such as an "FF") or other lower sanction is reflected on the student's internal USF record.

### VII. ACADEMIC INTEGRITY APPEAL:

If the student identifies that the determination of the academic integrity violation or related grade assignment or sanction either (1) had no factual basis or could not be reasonably inferred by the facts as presented or (2) violated a University Regulation or Policy, the student must allege the absence of factual support or basis or the specific Regulation or Policy violated and provide it as part of an academic integrity appeal. A student who has accepted responsibility for the academic integrity violation itself (either in writing or verbally) to the instructor or administrator, may not challenge the factual basis and may only appeal the severity of the sanction imposed (See Section V(B)).

The student may appeal after notice of the final academic sanction(s) which is either: (1) the instructor's grade determination; or (2) if there are additional academic sanctions, after those additional academic sanctions are reviewed and determined by the Dean. The student may remain enrolled in their academic program until the conclusion of the appeal process unless the Dean determines that the student may not remain enrolled and advises the student in writing accordingly. Unless an Institution or College has established and referenced an alternative academic integrity or professional standards process, the appeal process steps for academic integrity issues are:

1. Student Written Appeal: After notice of the academic sanction, the student may send a written appeal to the Dean copying the instructor by email within ten (10) days of the grade determination or final academic sanction (additional time may be granted at the discretion of the Dean as necessary). If it is unclear who the designated Dean should be, the student may ask the instructor to identify the appropriate Dean. The student's written appeal may be an email request and must contain a concise statement of the student's position including the factual deficiency or the specific Regulation or Policy violated. This statement should include why the student feels the determination by the instructor and/or AO was not correct and must include all documentation available that supports the student's position.
2. Initial Review of Appeal: As general complaints or disagreements with the instructor's decision are not grounds for appeal and students who have accepted responsibility at any time in the process may only appeal imposed sanctions, the Dean may make an initial review of the appeal to identify the limits of the appeal and to verify that the student has clearly identified that there was no factual basis for the instructor's determination and/or the specific Regulation or Policy violated. If the Dean elects to make this initial review, the Dean may clarify

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- the parameters of the appeal (sanctions only), or dismiss the appeal as insufficient. The Dean must send the student and instructor notice of this determination within ten (10) days of receiving the student's written appeal, copying the instructor's supervisor or department chair. This will be a final University decision.
3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may move the appeal forward with or without the initial review or after the review set parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic Integrity Review Board (AIRB) composed of students and instructors or administrators at the Dean's discretion, provided that there are at least three (3) individuals, one (1) of which is an instructor or administrator and one (1) student.
  4. Selection of AIRB members: Although the Dean may select any students to serve on the AIRB, if the university system member establishes a Student Academic Integrity Committee (SAIC) at that institution, and there are SAIC members available to serve, the Dean shall select the student board members from the SAIC to serve on the AIRB at that institution. The students serving on the AIRB do not need to be from the College in which the appeal was filed. However, when possible undergraduate students should serve on AIRB for undergraduate student appeals, graduate students for graduate student appeals, clinical students for clinical student appeals, and medical students for medical student appeals.
  5. Meeting of the AIRB: Unless extended by written notice of the Dean or other extenuating circumstance, the AIRB will meet within three (3) weeks from the time the Dean receives the student's written appeal. The Dean will advise the student by email of the date, time and place of the AIRB review. If the student or instructor has a justifiable conflict, the student or instructor may make one (1) written request to reschedule the review emailed to the Dean with the reason for the request, noting any known foreseeable conflicts into the next three (3) weeks. The one-time extension may be granted at the discretion of the Dean. (The timelines provided in this Regulation may be extended at the Dean's discretion with written notice to the student and instructor).
  6. AIRB Review Steps and Further Appeals:
    - a. At the Review, the student and instructor will each be afforded an opportunity to present their position with reasonable time limits not to exceed fifteen (15) minutes per person.
    - b. The student may bring one (1) person to serve as an advisor; however that person may not act as a legal representative, argue, present, or participate in any active way in the review, including through communications by verbal, written or electronic promptings with the student.
    - c. Each party may be present during the other's position statement. Neither party may ask questions of the other, argue, or respond to the other's statement. The AIRB may question both parties at any time during the proceedings.
    - d. The AIRB will deliberate in private and render a decision within three (3) weeks of the AIRB review and offer its determination as a recommendation to the Dean (or equivalent depending on the organizational structure of the USF institution) with copy to the student by email. The student and instructor's concise written statements will be included with the AIRB's recommendation. The Dean will have three (3) weeks to accept or not accept the determination of the AIRB. (a) If the Dean accepts the determination of the AIRB, that is a final university decision and there is no further review available at the university. (b) If the Dean does not accept the determination of the AIRB, the Dean must refer the matter to the university level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively or the Chief Academic Officer (See Section IV(C)). The University Level officer (a) will have three (3) weeks to make a final determination (b) may request to review any additional information necessary or may limit the review to the initial statements provided by the student and instructor upon initiation of the Academic Integrity Appeal Review and the Dean's Statement (c) will issue a determination in writing by email to the student, instructor and the Dean. This will be a final university decision.
  7. In the event the determination and final university decision is an "FF" grade with Academic Dishonesty noted and/or a related dismissal from the College or University, the student may appeal that final university decision within thirty (30) days to the Circuit Court by way of Writ of Certiorari.

### Procedures for Excused Absences and Make-up Work

Students must notify their instructors of scheduled absences (for approved reasons as noted above) at the beginning of each academic term. Pointing out specific conflicts with scheduled examinations or other scheduled assignments/activities should be part of this notification. In the event of an emergency unscheduled absence (as described above), students must contact their instructors as soon as possible and provide documentation if required.

If an excused absence coincides with an examination, the student (1) will be given a reasonable opportunity to make up the exam or (2) will not have that work averaged into the student's grade, as agreed to between the student and the instructor. Counting the missed examination as a lowest score to be dropped at the end of the term does not constitute a reasonable opportunity. If an excused absence coincides with other graded work (e.g., homework

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collection, quizzes, presentations, activities, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade, at the discretion of the instructor.

As noted above, however, an instructor may determine that excessive absences (whether excused or not) may threaten or preclude a student's successful completion of a course. Similarly, making up work for unexcused absences may be allowed or declined entirely at the discretion of the instructor.

### **Documented Jury Duty**

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service.

Any potential student juror may notify the court of conflicts or undue hardship and request an excuse from service. The individual student must make the decision as to whether jury service will present an undue hardship and then take the affirmative action to request to be excused from service and may need to provide a written explanation to the court. If a student does not request to be excused and is selected to serve, the student may miss a prolonged period of time resulting in the inability to complete the academic requirements of classes.

### **Documented Medical Attention for Illness**

Students are excused from absences due to documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the successful completion of courses, and in such cases a student should contact his or her college by the deadline to drop a course. After the drop deadline, students may submit an Academic Regulations Committee (ARC) petition with proper documentation to drop a course or withdraw for medical reasons. Students may find additional information through their college ARC representative.

### **Alternative Academic Process for Seriously Traumatized Students**

An alternative academic process is provided for those seriously traumatized students who have received assistance from the Center for Victim Advocacy and Violence Prevention or Student Health Services when the professionals of those centers have reviewed the personal and confidential information related to the student's experience to determine appropriate actions for the student.

The USF Center for Victim Advocacy and Violence Prevention, the Counseling Center and Student Health Services will assist in determining appropriate actions, including waiving certain academic regulations to accommodate the student's needs. The appropriate center will send the student petition—with the recommended action—to the Associate Dean of Undergraduate Studies who will assist with the process after reviewing the request.

### **Medical Amnesty (Student Reporting) - USF System Policy 30-004**

The University of South Florida System (USF System) supports an inclusive learning environment that promotes the health and safety of all members of the University community.

This Amnesty Policy seeks to diminish fear of University-imposed disciplinary and/or conduct sanctions in emergency situations due to alcohol and/or other drug use or misuse.

Any student who qualifies for amnesty under this policy will not be charged with violations of any of the University System Student Codes of Conduct as those Codes relate to consumption and/or use of alcohol and/or drugs. Under this Policy, students who seek or receive emergency medical assistance for themselves or students who seek assistance for another student experiencing an emergency related to the consumption of alcohol and/or other drug use or misuse may qualify for amnesty. Although students who qualify for amnesty may be exempt from the Student Conduct process, they may be required to complete educational measures and pay for any incurred cost associated with those requirements.

### **Early Notification of Instructor Requirement for University Sponsored Activities**

The University recognizes the importance of participation in University-sponsored activities such as musical and theatrical performances, athletic competition, and debate. It also recognizes that such participation may result in conflicts with scheduled class times. It is the responsibility of participating students to provide a full list of anticipated conflicting days to instructors by the end of the first week of the term, and directors and advisors of University activity programs have an obligation to assist students with this task. Students are responsible for identifying potential absences specific to a particular class and notifying individual instructors of these conflicts, especially for conflicts with scheduled examinations. Please note that a general schedule for a team or ensemble does not satisfy this notification requirement.

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Students should provide instructors with addenda (e.g., end-of-season tournaments, newly scheduled events, or rescheduled events) that result in new conflicts as soon as they are available. Directors and advisors of University activity programs should consult with participating students prior to registration to help them choose courses that do not have excessive anticipated conflicts.

### **Early Notification Requirement for Observed Religious Days - USF System Policy 10-045**

In accordance with USF Policy 10-045, USF faculty members will try to avoid scheduling examinations on customarily observed religious holidays. Students must provide written notice to their instructors at the beginning of each academic term if they expect to be absent for a class or announced examination for the observance of religious holy days. In any case, no student shall be compelled to attend class or sit for an examination at a day or time when such activity is prohibited by his or her religious belief, as long as the student has provided timely notice.

If a student believes that an instructor or program has not responded reasonably to a timely notice of expected observance of religious days, he or she may seek review of a complaint through established University Academic Grievance Procedures (found in the Graduate and Undergraduate Catalogs) and those provided by the University's Office of Diversity and Equal Opportunity.

### **Course Attendance at First Class Meeting - USF System Policy 10-006**

This policy has been put into effect so that USF may effectively utilize classroom space. It ensures students have maximum opportunity to enroll in classes where demand exceeds availability, and helps University Scholarships & Financial Aid Services to avoid overpayment of awards for students who are not enrolled at the outset of the academic term. **To avoid fee liability and academic penalty, the student is responsible for dropping all undesired courses by the end of drop/add week [the fifth (5th) day of classes].**

Students are required to attend the first class meeting of both undergraduate and graduate level courses for which they registered **prior** to the first day of the term. Names of students who register prior to the first day of the term are shown on the first class roll in Canvas for each course section. The first day class roll may be used by instructors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor via email using the University's course management system (i.e., Canvas) prior to the first class meeting to request waiver of the first class attendance requirement. For Saturday only courses or courses that begin on a Saturday, students are expected to contact the Registrar's office the following business day on their respective USF campus to be dropped from the course(s).

USF's distance learning students must log-in to their course(s) during the first five (5) weekdays from the calendar start date of their online course(s) and complete requirements specified in the course syllabus to be counted as having attended and to avoid being dropped from the course. Students who are unable to log-in to their course(s) due to circumstances beyond their control must notify the instructor via email using the University's course management system (i.e., Canvas) prior to the calendar start date of the course to request waiver of the first class attendance requirement.

Note: The Registrar's Office does not add students to any courses. Students are required to add a course via OASIS.

### **Course Syllabus**

A syllabus is an academic agreement that establishes the academic relationship between instructors and students in a course and is used as the basis for communication and accountability. A syllabus of instruction for each course is available at the beginning of each class. Among the items communicated are course requirements, materials, and objectives; expected learning outcomes; and a general grading scale. The syllabus is subject to revision due to various exigencies or to better facilitate instruction, and will not include unreasonable additions to the workload described in the original syllabus. Contents of the syllabus are subject to change with reasonable notice and any syllabus change will be declared to all members of the course.

### **Course Notes and Recording - USF Policy 10-048**

As part of the education and learning experience, enrolled students routinely take course lecture notes. With the permission of the instructor, students may record lectures as well. Lecture notes and recordings involve the intellectual property rights of instructors and the University of South Florida's (USF) regulation of the commercial use of such notes or recordings. This policy sets forth limitations on, and the University of South Florida's regulation of the use of notes/recordings.

Students may take notes during lectures/class presentations and, with the permission of the instructor or as authorized by the Office of Academic Support and Accommodations for Students with Disabilities and with the

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instructor's knowledge, make a recording of the lecture/presentation. Such notes and recordings may be used for individual or group study, or for other noncommercial purposes reasonably arising from the student's enrollment.

Notes, recordings, handouts and other material provided by the instructor cannot be exchanged or distributed for commercial purposes or for any purpose not related to a student's study or enrollment absent the express written authorization of the instructor.

Selling or distributing notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the University of South Florida and the instructor is a violation of the USF Student Code of Conduct.

Commercial Activities on the USF Campus: USF Regulation 6.026, concerning distribution of material and solicitation on campus, prohibit commercial activity on campus with certain expressly enumerated exceptions. Unless authorized by the University of South Florida in advance and explicitly permitted by the instructor, the sale or taking of class notes and/or recordings constitutes unauthorized commercial activity in violation of the foregoing Regulation.

### General Attendance

Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Likewise, instructors may assign a portion of final course grades based on attendance and participation. Faculty must inform students of attendance requirements on syllabi.

Instructors should accommodate excused absences by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work. Arranging to make up missed work is the responsibility of the student. For graded work that requires participation in situ (e.g., discussions, group activities, and some labs), instructors will attempt to provide reasonable alternatives that accomplish the same learning outcomes. Nevertheless, an instructor may determine that missing a certain amount of participation-dependent activities (whether excused or not) precludes successful accomplishment of learning outcomes. In cases like this, instructors, academic advisors, or academic deans may advise students to withdraw from such courses. In cases where excused absences are anticipated in advance, advice on successful accomplishment of learning outcomes can be given at (or before) the start of a term.

There are two categories of excused absences for which accommodations will be made: scheduled and unscheduled. Scheduled absences involve time conflicts that are known in advance, for which students have notified their instructors. Acceptable reasons for scheduled absences include observation of religious holy days, court-imposed legal obligations (e.g., jury duty and subpoenas), special requirements of other courses and university-sponsored events (e.g., performances, athletic events, judging trips), and requirements of military service. Employment schedules, athletic training and practice schedules, and personal appointments are not valid reasons for scheduled absences. Unscheduled absences involve unforeseen emergencies such as illness, injury, hospitalization, deaths in the immediate family, consequences of severe weather, and other crises. Students should contact instructors as soon as possible in these cases. Instructors may require documentation or verification to excuse unscheduled absences.

Care will be given to schedule required classes and examinations in view of customarily observed religious holy days. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief.

Any student who believes he or she has been treated unfairly with regard to the above may seek review of a complaint through established Student Academic Governance Procedures (found in the Graduate and Undergraduate catalogs and those provided by the University's Office of Diversity and Equal Opportunity).

### Cross Enrollment/Transient Student - USF/Florida College System

A transient student form is used when a student wishes to take courses at an institution outside of the University of South Florida System. Students wishing to take courses at **public institutions in Florida** must complete the Transient Form online. This form can be used to request approval for courses taken as cross enrollment (enrollment at USF **and** the other institution) or transient enrollment (courses taken only at another institution). Once the form is completed, it will be automatically sent within three business days to your advisor/college office and to the Office of the Registrar. The form is typically reviewed within 24-48 hours.

Students interested in taking courses at a private or out-of-state institution must complete the Transient Form located on the Registrar's website at <http://www.usf.edu/registrar/documents/forms/outgoing-transient-student-form.pdf> following the instructions on the form.

Please keep in mind that transient or cross enrollment in courses that are available in the USF system during **Fall and Spring semesters** will only be approved in very extenuating circumstances. However, transient enrollment in the **Summer** will be approved if the student resides and the courses are offered at institutions outside of Pinellas, Pasco and Hillsborough counties. **First term, first time in college freshmen are not eligible for USF awarded financial aid if granted transient student status.**

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Visit <http://www.usf.edu/undergrad/academic-processes/transient-and-cross-enrollment.aspx> for further information.

## **Final Examinations - USF System 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.

### **Reading Days**

Effective Spring 2016, the final two instructional days of the Fall and Spring terms are designated Reading Days for all courses including semester length distance learning courses. Alternate calendar courses may not include designated Reading Days and students electing to take those courses should refer to their syllabus or instructor direction.

## **GRADING POLICIES**

### **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.

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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	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 specified minimum requirements for the Writing (Communication) and Mathematics (Computation) Requirements, formerly known as 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 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.

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

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## **“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. The instructor will be required to complete the I-grade contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student’s last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student’s email and to the Registrar. 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 the State Communication Requirement (formerly known as Gordon Rule Writing) and State Computation Requirement (formerly known as Gordon Rule Math) 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.

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## Mid-Term Grades - USF System Policy 10-504

It is the student's sole responsibility to be aware of their academic standing and grade status in all courses. In an attempt to assist the student in evaluating his/her academic status mid-term, the University requires instructors to submit midterm grades electronically for each student enrolled in 1000-, 2000- and 3000-\* level courses (\*1000- and 2000-level courses only at USF Sarasota-Manatee). Instructors may choose to not report mid-term grades for alternate calendar courses, study abroad, directed studies, internships and other courses that do not follow the normal course schedule for the academic term, although they are encouraged to do so. Mid-term grade reports are submitted after week 7 or for summer courses, soon after the midpoint of the time period that course is conducted. Once posted, the mid-term grades are available to students in OASIS.

This is a courtesy to the student and failure of an instructor to post the mid-term grades will not be grounds for a student academic grievance nor will it be justification for a retroactive drop as the student is presumed to be aware of current academic status.

## 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 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](#)" 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. Once a student utilizes grade forgiveness, it cannot be rescinded.
  - c. 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.
    3. The substitute course was approved by the Director of Students with Disabilities Services and the Dean of Undergraduate Studies as an appropriate alternative for a student with disabilities.
  - d. 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.
  - e. 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.
  - f. 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.

## ACADEMIC STANDING POLICIES

### Good Standing

USF students will be considered in Good Standing if they are currently enrolled or eligible to return to USF and have a 2.00 USF System GPA.

### Dean's List

Effective Fall 2017, 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 meet the following criteria:

- Complete 12 hours of graded (A-F) USF coursework with no Incomplete, Unsatisfactory and/or W grades during the semester.
- Earn a semester GPA in USF coursework, as designated by the College of their major, as follows:
  - College of Arts and Sciences = 3.9 GPA
  - College of Behavioral and Community Sciences = 3.9 GPA
  - Muma College of Business = 3.9 GPA

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

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- o College of Education = 3.9 GPA
- o College of Engineering = 3.9 GPA
- o College of Nursing = 3.9 GPA
- o College of Public Health = 3.9 GPA
- o College of the Arts = 3.9 GPA
- o Office of Undergraduate Studies = 3.9 GPA
- o Academic Support and Achievement = 3.9 GPA

If a student is coded in two undergraduate majors from two different colleges, the student may be honored with Dean's List from each college, presuming the student meets the required GPA threshold for each individual college.

Dean's List is determined at the end of the semester, after grades are posted. If an Incomplete grade is changed after grades processing is finalized, the student will not retroactively receive Dean's List designation.

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) credit hours of graded USF coursework completed in the semester and the recommendation from that office, to be confirmed by the Dean of the college of the student's major.

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

Students are eligible to earn the Dean's List designation only once for the entire summer and intersession semesters.

## 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 2.0, the student will be placed on Academic Probation (AP). From the beginning of academic probation, the student must maintain at least a 2.0 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 2.0 or greater each semester. If at any time while on academic probation, the student's semester GPA falls below a 2.0, 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.

First year, first time in college (FTIC) students may be granted a one-time only academic dismissal deferment, allowing an additional semester of enrollment. Students will work with the Office of Academic Advocacy to create a plan for academic success in the deferred semester. It should be noted that deferring academic dismissal will not extend financial aid canceled due to poor academic performance.

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.

Once a student's semester and overall GPA is at or above 2.0, the academic probation status will be removed.

If a student is academically dismissed or falls below a 2.0 GPA from USF and subsequently receives a baccalaureate degree 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). To be eligible for academic renewal, the student must select a major in which they will graduate according to the degree progression policy. 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 Renewal will

# ACADEMIC REGULATIONS, POLICIES AND PROCEDURES

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only be applied to a student's academic record one time at USF. Students returning to the University under Academic Renewal may incur excess hours and associated monetary penalty.

### Academic Renewal I (AR-I)

Students who have been academically dismissed or former students returning with a USF GPA below 2.0 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, State Communication and Computation Requirements, formerly known as Gordon Rule) at a two- or four-year college other than USF. Academic Renewal I students will enter USF as an upper-level student and their USF grade point average will be calculated from that point forward. While AR-I is required for students who have earned less than 60 credit hours, it is not restricted to those students. In order to graduate following re-admission under AR-I, all campus and major residency and degree requirements must be met. 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, after a break in USF enrollment for a full academic year (fall, spring, summer). Students may choose to complete major prerequisites at a non-USF institution during this time, but are not required to do so. Students who choose to take courses at a non-USF institution should meet with the academic advisor of their intended USF major prior to enrolling in courses elsewhere.

The Dean of Undergraduate Studies or her/his designee 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 USF GPA calculated from that point forward. In order to graduate, following readmission under ARII, all campus and major residency and degree requirements must be met. 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.

## GRADUATION AND COMMENCEMENT

### Application for Graduation

In order to graduate, a student must submit an [online application](#) for the bachelor's degree. The 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 order 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 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 for the 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.

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 coursework needed for graduation at least three (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.

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.

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## Posthumous Degrees or Degrees in Memoriam

The University of South Florida System institutions 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.

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 students are 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 must have been satisfied as well.

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

USF System institutions may award baccalaureate, master's, doctoral, and medical degrees in memoriam to students who were in good academic standing at the time of his or her death.

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

Departmental Chairs, or appropriate faculty members, on their own initiative or upon request of a student's family, may recommend a posthumous, or an in memoriam degree, by forwarding the recommendation to the respective Dean of the appropriate college. If approved by the Dean, the request, accompanied by the supporting documentation, will be forwarded to the Dean of Undergraduate Studies or the Dean of Graduate Studies (relative to the degree type at USF or to the Chief Academic Officer at USF St. Petersburg or USF Sarasota/Manatee) for approval. If the Dean or Chief Academic Officer approves the recommendation, the institution's Office of the Registrar will be notified. Posthumous degrees and in memoriam degrees may also be presented to the student's family in an appropriate setting, which may include the ceremony held in fall and spring terms. A posthumous degree may be awarded at a commencement ceremony.

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 (former 2016-2017 policy; revised 10-27-17)

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 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.

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## 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.