# ACADEMIC POLICIES AND PROCEDURES

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The Office of Undergraduate Studies (UGS) works in partnership with the academic colleges in the development, review and enhancement of the undergraduate programs to assist faculty to provide outstanding undergraduate education for students. The members of the UGS team work with faculty to establish and administer academic policies, assist with undergraduate curriculum development and review, and support proposals for new and revised programs and courses through the various approval processes. In addition to assisting with the academic programs offered by the colleges, Undergraduate Studies offers a number of academic programs.

Undergraduate Studies provides strong set of student success focused departments and initiatives designed to make it more likely that students will successfully navigate the complexities of the transition to college and the baccalaureate experience. UGS integrates academic endeavors with meaningful experiences within myriad student development programs. Together, the departments and initiatives of UGS aim to provide coordinated opportunities for students to develop their identities and intellectual competencies for successful careers and lifelong learning.

### General Course Policies

**Academic Credit Hours**

USF Policy 10-065 Credit Hours  
(http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-065.pdf)

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) (see http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf) 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.
  - 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.

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

USF System Policy 10-060 Academic Learning Compacts & Student Learning Outcomes
(http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-060.pdf)
Student learning outcomes at the University of South Florida are designed for the formative evaluation of programs. They are also a means of gauging the quality of education independent of traditional seat time. Every academic and administrative program at each USF System institution must have an active assessment plan on file in the institutional assessment management system. All undergraduate academic programs must meet the requirements of BOG Regulation 8.016, Academic Learning Compacts. This Regulation requires the ongoing assessment of critical thinking skills, communication skills, and content/discipline knowledge and skills. Institutions may have Academic Learning Compacts (ALC) requirements beyond these three content areas.

Furthermore, in cases where academic programs are delivered in non-traditional modes (off-campus sites, on-line programs, distance/correspondence, etc.) student learning outcomes are to be used as the basis for awarding credit hours to courses. USF System has a specific Policy on Credit Hours which can be accessed at http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-065.pdf.

Semester System
USF operates on a semester system. Fall semester begins in August 2018 and Spring semester begins in January 2019. Summer sessions begin in May and July 2019. See the 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 Major receive approval from the Office of Academic Advocacy (http://www.usf.edu/undergrad/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 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 Admissions (http://www.usf.edu/admissions/). The college of the student’s major will determine which courses are applicable toward a specific degree and will assign equivalent courses.

For students completing courses at a Florida State College or University, please review the Statewide Course Numbering System for course equivalencies (https://flscns.fldoe.org/).

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 (http://www.usf.edu/admissions/). Also, all transfer students should refer to other entries about undergraduate transfers in the Admissions section of this catalog.

Additional information on the State University System of Florida and Board of Governors policies for transfer students is available at http://www.flbog.edu/forstudents/ati/transfer.php.

Award of Credit for Online Coursework
USF System Policy 10-071 Award of Credit for Online Coursework (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-071.pdf) See also BOG Regulation 6.020 (http://www.flbog.edu/documents_regulations/regulations/6_020_CollegeCredit.pdf)

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 (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-071.pdf).

Award of Credit for Military Training
USF System Regulation 6.0025 Veteran Students’ Services and Award of Academic Credit (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0025.pdf)

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, in keeping with the ACE Guide to the Evaluation of Education Experiences in the Armed Services. 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 (http://www.flbog.edu/documents_regulations/regulations/7-
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 the student’s 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
The classification of a degree-seeking student is based upon the number of semester hours earned. A student’s class is determined by the number of credits they have earned without relation to their GPA.

<table>
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<th>Unclassified</th>
<th>Non-degree-seeking student</th>
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<tbody>
<tr>
<td>Freshman</td>
<td>0 through 29 semester hours passed</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 through 59 semester hours passed</td>
</tr>
<tr>
<td>Junior</td>
<td>60 through 89 semester hours passed</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more semester hours passed; however, no baccalaureate degree earned at USF</td>
</tr>
<tr>
<td>Post Baccalaureate</td>
<td>Baccalaureate degree-holder working on a second undergraduate program or degree</td>
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Academic Programs and Progression

Student’s Choice of Catalog
USF System Catalogs - USF System Regulations 10-059 (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-059.pdf)
A degree-seeking student may choose any USF catalog (of the institution in which they are enrolled) published during his/her continuous enrollment. As degree-seeking students will be enrolled over the course of several terms, the catalogs may change. In the event of a conflict, to the extent possible, the University will make every effort to apply the appropriate catalog that protects the interest of the student. However, in the case of policy and program changes, or issues of accreditation and legislative changes, the most current catalog will be applied, if necessary.

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

- Graduation requirements in effect at the receiving SUS institution at the time a student enrolls at a Florida public institution of higher learning shall apply to that student in the same manner that graduation requirements apply to its native students provided the student has had continuous enrollment as defined in the SUS institution’s catalog.
- Students who transfer from one public institution to another in the State University and Florida College Systems within two (2) years of their matriculation and seek admittance to the upper division come under the common prerequisite requirements of their entering catalog. 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.
- If a student is transferring from a Florida public institution, the student may want to consider changing their catalog year to when first entered an SUS or FCS institution after high school graduation. For example, if the student’s USF catalog year has been set to 2018, it will require the student to complete the USF university-wide requirements for that catalog. These requirements may be very different from the requirements at the student's previous institution.
- The student should discuss this decision with their academic advisor as changing the catalog year may also alter the requirements for the student’s major. Some cohort based or externally certified programs cannot accommodate a change of catalog.

The catalogs are published solely online at the respective USF institution’s website.
- USF Tampa Undergraduate Catalog: http://ugs.usf.edu/catalogs.php
- USF Tampa Graduate Catalog: http://www.grad.usf.edu/catalog.php
- USF St. Petersburg Undergraduate & Graduate Catalog: http://www.usfsp.edu/catalog/
- USF Sarasota-Manatee Undergraduate & Graduate Catalog: http://sar.usfsm.edu/catalog/
Continuous Enrollment
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, the student becomes inactive and must reapply.

If the student cannot meet all of the graduation requirements specified in the catalog of their choice due to decisions and policy changes by the University, course offerings, etc., appropriate substitutions will be determined by the department chairperson 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 not penalize the student.

Transient Enrollment (formerly Cross Enrollment)
The Office of Admissions (http://www.usf.edu/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 (http://www.usf.edu/registrar/documents/forms/outgoing-transient-student-form.pdf) should be used.

For more information, visit: http://www.usf.edu/undergrad/academic-processes/transient-and-cross-enrollment.aspx.

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 (https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55).

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.

Change of Institution
The University of South Florida System consists of three separately accredited institutions—USF, USF St. Petersburg and USF Sarasota-Manatee. Each Institution has unique policies as well as unique degree and residency requirements. Please note these differences may impact a student’s timeline to graduation.

Effective Summer 2016, the USF System Change of Institution Form and Procedures provide a process when a student wishes to change from one USF institution to another. Please see http://www.usf.edu/undergrad/academic-processes/change-of-institution-process.aspx for the form and process for each University of South Florida institution.

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 dis-enrolled. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

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

NOTE: Colleges are responsible for publicizing and students are responsible for knowing their college’s policies for academic progress.

Academic Major
As indicated in USF System Regulation 3.038 http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.038.pdf, a 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 field 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. The degree program majors are coded within the student information system (SIS) and are recorded on both the transcript and the diploma.

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 within the Honors College can be found at [http://www.usf.edu/honors/accelerated](http://www.usf.edu/honors/accelerated).

**Declaration or Change of Major**

It 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 90 Majors, 74 Minors, 136 Concentrations, and 25 Certificates to choose from, USF allows 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.

First Time in College (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. See [http://www.usf.edu/admissions/freshmen/admission-information/requirements-deadlines.aspx](http://www.usf.edu/admissions/freshmen/admission-information/requirements-deadlines.aspx) and click on GPA & Test Requirements. 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. The process for Changing a Major is the same as Declaring a Major. Students are encouraged to visit with their academic advisor and to visit Career Services at [http://www.usf.edu/career-services/](http://www.usf.edu/career-services/).

**Double Majors & Concurrent Degrees Declaration**

Students are encouraged to complete one baccalaureate degree with options of enriching it with internships, study abroad, research, and other enrichment activities. When appropriate, students can progress on to earn a graduate degree toward their specific career goals. In cases where double majors or concurrent degrees will enhance a student's development, the University will review the request and make a decision as to the appropriateness of the double majors or concurrent degrees to the student's educational and career goals and to the extent the request is within Degree Progression and Completion policy 10-505 (see [http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf)). Those students who complete the requirements for a second major must be aware that they will not receive a second degree.

The Degree Progression and Completion policy requires that double majors and concurrent degrees be completed within no more than two additional semesters (10 semesters total) from a student's original projected graduation date and within the Excess Credit Hour (ECHs) threshold ([http://www.usf.edu/registrar/resources/excess-hours/index.aspx](http://www.usf.edu/registrar/resources/excess-hours/index.aspx)). The ECHs thresholds for double majors* and concurrent degrees are based on the threshold for the first major or degree plus 30 hours. Students approved for double majors or concurrent degrees will be charged the Excess Hour Surcharge required by the State at the threshold if they do not complete the second major or degree.

*Effective fall 2016, students are no longer able to pursue a double major between different degree programs (i.e. double majoring in B.A. and B.S. degree programs) if they are not able to complete the degree within 132 credit hours. Students interested in pursuing majors across different degree programs are encouraged to consider the Concurrent Degrees Application.
Further considerations for approving the request for double majors and concurrent degrees will include but not be limited to:

- Student's progression ratio, taking into consideration number of withdrawals and non-applicable coursework.
- Student's GPA, taking into consideration the GPA required for the intended majors.
- Evidence of success in coursework leading to preparation for both majors/degrees, including prerequisites, core requirements, or other preparatory courses.
- Student's having successfully completed at least one semester at USF but before they have earned 96 credit hours.

Please allow up to 4 weeks for processing of applications. For more information, see http://www.usf.edu/undergrad/academic-advocacy/services/double-major-and-dual-degrees.aspx.

**Academic Minor**

As indicated in USF System Regulation 03.038 (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.038.pdf), 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 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. Minors are recorded on the transcript and the diploma.

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.

**Concentration**

As indicated in USF System Regulation 03.038 (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.038.pdf), a concentration is any 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, except 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. Each concentration is recorded on the transcript but are not on the diploma.

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.
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.

For more information, see USF 3.007 Degree Requirements: Baccalaureate/Undergraduate (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.007.pdf).
Track, Specialization, Cluster, etc.
As indicated in USF System Regulation 03.038 (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.038.pdf), a Track, Specialization, Cluster, etc. is an area of study within a major or concentration that is less formal and not tracked in the student's record or on the diploma.

Undergraduate Certificate
As indicated in USF System Regulation 03.038 (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.038.pdf), a 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. The number of credit hours for a certificate shall be set by the each of the USF System member institutions. 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. Certificates are recorded on the transcript. A certificate of completion is awarded, not a diploma.

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.

Two Degrees (USF Students)
A student at USF may receive two baccalaureate degrees provided they meet 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 (http://www.usf.edu/undergrad/) 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 should consider the Excess Credit Hour Surcharge (http://www.usf.edu/registrar/resources/excess-hours/index.aspx) required by the state for excess credit hours beyond the official limit. Both degrees will be awarded in the same term at the completion of the degrees.

Second Baccalaureate Degree (Transfer Students)
A student who has 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 their second baccalaureate degree. Students must also meet the University’s regular graduation requirements (http://www.usf.edu/education/undergraduate/academic-advising/graduation-requirements.aspx), 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.
Course Attendance and General Classroom Policies

Course Attendance at First Class Meeting
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 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 period specified on the Office of the Registrar's webpage at http://www.usf.edu/registrar/calendars/.

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 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 Office of the Registrar the following business day to be dropped.

USF’s distance learning students must log-in to their courses during the first five weekdays from the calendar start date of their online courses 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 courses 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.

The Office of the Registrar 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.

For more information about the components of a course syllabus, visit http://www.usf.edu/atle/teaching/syllabus.aspx.

Course Notes and Recording
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 USF’s regulation of the use of notes and recordings.

Students may take notes during class sessions and, with the permission of the instructor or as authorized by the Students with Disabilities Services (http://www.usf.edu/student-affairs/student-disabilities-services/) and with the 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 USF and the instructor is a violation of the USF Student Code of Conduct - USF System Regulation 6.0021 (http://www.usf.edu/honors/accelerated-programs/accelerated.aspx).

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 (see http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.026.pdf). Unless authorized by USF 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 they have been treated unfairly with regard to the above may seek review of a complaint through Office of Diversity, Inclusion and Equal Opportunity (http://www.usf.edu/diversity/equal-opportunity/index.aspx).

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 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 for 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 to drop or withdraw for medical reasons (http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/index.aspx). 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 (http://www.usf.edu/student-affairs/victim-advocacy/index.aspx) or the Counseling Center (http://www.usf.edu/student-affairs/counseling-center/) or Student Health Services (http://www.usf.edu/student-affairs/student-health-services/services/index.aspx) 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 (http://www.usf.edu/undergrad/) who will assist with the process after reviewing the request.

Medical Amnesty (Student Reporting)
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 Medical Amnesty Policy (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-004.pdf) seeks to diminish fear of University-imposed disciplinary or conduct sanctions in emergency situations due to alcohol 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 (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf) 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. 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**

In accordance with USF System Policy 10-045 ([http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf)), 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, they may seek review of a complaint through the University’s Office of Diversity, Inclusion, and Equal Opportunity ([http://www.usf.edu/diversity/forms-policies/index.aspx](http://www.usf.edu/diversity/forms-policies/index.aspx)).

**Final Examinations**

**USF SYSTEM POLICY 10-005 - Testing and Final Examinations** ([http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-005.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-005.pdf))

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 six 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 is published on the Office of the Registrar’s webpages: http://www.usf.edu/registrar/calendars/.

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
The two instructional days of the Fall and Spring semester 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. For more information, see http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-005.pdf (p. 2, item B). See Academic Calendar for designated Reading Days (http://www.usf.edu/registrar/calendars/).

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

Each college’s ARC 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 appropriate college Dean or designee within ten business days of the initial decision. Then the Dean of Undergraduate Studies (or the Designee) may hear an appeal.

The University has implemented a statute of limitations on student petitions for retroactive drops and withdrawals. A student will be limited to two calendar years (six academic terms) to submit a petition to their college for retroactive drops and withdrawals; late adds must be requested no later than the second week of the term.

If a student is requesting consideration for financial reimbursement, the student must also submit a Fee Adjustment Request (http://www.usf.edu/registrar/documents/forms/fee-adjust-form.pdf) to the Office of the Registrar within six 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 ARC’s website (http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/). Students will receive notification of the committee’s decision by mail/email.

Academic Integrity of Students
Academic Integrity of Students - USF System Regulation 3.027 (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf)

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.

**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 (http://www.usf.edu/undergrad/) and Graduate Studies (http://www.grad.usf.edu/) with different standards for academic integrity, it is important to reference Section V(D).

For more information, please see the Office of General Counsel Regulations and Policies website http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf.

**Academic Grievance Procedures for Students**


**PURPOSE & INTENT:** The purpose of this Policy is to provide all undergraduate and graduate students taking courses within the USF System an opportunity for objective review of facts and events pertinent to the cause of the academic grievance.

**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 Academic Integrity of Students, USF System Policy 3.027 (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf).

For more information, please see the Office of General Counsel Regulations and Policies website http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf.

**Disruption of Academic Process**


**PURPOSE & INTENT:** Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida System (USF System) Student Code of Conduct and any person may make a direct referral regarding student conduct to the Office of Student Rights and Responsibilities (OSRR) (http://www.usf.edu/student-affairs/student-rights-responsibilities/index.aspx) at any time for a conduct review and possible university wide sanction. This Academic Disruption Regulation provides the steps an Instructor may take to immediately address a student disrupting a class or academic setting including restricting a student from class, assigning an academic sanction or other immediate sanction. This is considered an Academic process and provides for academic sanctions. An Instructor may/must make additional referrals to OSSR for a more comprehensive review and additional conduct sanctions which are considered separate from the Academic process.
STATEMENT OF REGULATION: This Regulation provides a mechanism for the Instructor to ensure a positive academic environment. Although academic discussion may include disagreement with the course Instructor during times when the Instructor permits discussion, it is not in itself disruptive behavior and is not prohibited; the Instructor sets the parameters for classroom interaction.

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.

Misconduct occurring on premises of all institutions of the USF System which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf) and will be handled by those procedures.

For more information, please see the Office of General Counsel Regulations and Policies website http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf.

### Grading Policies

#### Grades and Progress Towards Degree Requirements

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

When a student is academically dismissed from the University and is ineligible to re-enroll, it may be in the student's best interest to re-evaluate educational goals with an academic advisor in the college of the student's major. If the student’s poor academic performance has resulted from extenuating circumstances, or if after a period of time the student has gained adequate maturity and motivation, the student may petition the Academic Regulations Committee for permission to re-enroll. See http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/ for information on petitioning.

#### Grading System

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:

<table>
<thead>
<tr>
<th>Plus/Minus Grades</th>
<th>Quality Points</th>
<th>Other Grades</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>E</td>
<td>Course repeated, not include in GPA</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>FF</td>
<td>Failure/Academic dishonesty</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>IF</td>
<td>Incomplete grade changed to Failure</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>IU</td>
<td>Incomplete grade changed to Unsatisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>M</td>
<td>No grade submitted by instructor</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>N</td>
<td>Audit</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>R</td>
<td>Repeated course</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>W</td>
<td>Withdrawal from course without penalty</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>WC</td>
<td>Withdrawal for extenuating circumstances</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Z</td>
<td>Indicates continuing registration</td>
</tr>
</tbody>
</table>

Note: The grade of “C-” will satisfy specified minimum requirements for the State Mandated Communication and Computation Requirements (formerly known as Gordon Rule) courses, General Education, and the common
"I" Grade Policy
An "I" grade indicates incomplete coursework and may be awarded to undergraduate students. Undergraduate rules apply to non-degree-seeking students. An incomplete may be awarded to an undergraduate student only when a small portion of the student's work is missing 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 sent to the student's email and to the Office of the Registrar.

Until removed, the "I" is not computed in the GPA for undergraduate students. The time limit for removing the "I" is to be set by the instructor of the course; this time limit may not exceed two semesters. "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, they 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 should not re-register for courses in which they are only completing previous course requirements to change an "I" grade; 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
Certain courses have been designated as S/U courses. The "S" and "U" grades are used to indicate the student's final grade. These S/U only courses are identified with (S/U only) after the course definition in this catalog.

Mechanism for Assigning S/U Grades
"S" and "U" grades are not computed in the student's GPA. The method by which a student receives an "S" or "U" grade in an option course will consist of the following:

- 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 they wish to take the course on an S/U basis.
- 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:
  - Letter grade, A, B, C, or C- shall be equivalent to a letter grade of "S."
  - Letter grades D or F shall be equivalent to a letter grade of "U."

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 Mandated Communication Requirement and Computation Requirement and General Education may not be taken on an S/U basis.
4. Courses to satisfy the B.A. foreign language requirement may not be taken on an S/U basis.
5. 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:
Grade Point Average

The University uses the quality points in the Grading System. 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 calculated 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, WC, 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 an University-approved repeatable course. "D, F, FF and IF" 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 then earns a “C” or higher on a subsequent enrollment, the new grade is not computed in the GPA unless the Grade Forgiveness Policy is applied.

Mid-Term Grades

Mid-term Grades Posting - USF System Policy 10-504 (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-504.pdf)

PURPOSE & INTENT: The University of South Florida System (USF System) is committed to providing the necessary information to enable students to manage their academic progress. This Policy is one of many university initiatives directed at assisting students in effectively meeting their academic goals.

STATEMENT OF POLICY: 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 academic status Mid-term, the University requires instructors to submit Mid-term grades electronically for each student enrolled in 1000, 2000 and 3000 level courses. 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 report Mid-terms. 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.

PROCESS STEPS: The Mid-term Grade Reports are submitted after Week 7 or, for summer courses, soon after the midpoint of the time period that the course is conducted. The purpose of the Mid-term Grade Report is to provide students in Lower Level and early Upper Level courses. This Early Warning System provides Mid-term grade information that assists students and their advisors in determining if academic progress is sufficient in the course at a time where the student may be permitted to drop the course (although beyond the drop/add period resulting in fee liability) and receive a “W” for the course. This is an academic action only and does not support any financial refund or adjustment and students will remain responsible for all applicable registration fees for the course(s). The academic action will permit a “W” grade to reflect on the student’s permanent academic record. Students who drop may not continue attending class. Drop deadlines for each semester and summer sessions are listed in the Academic Calendar (http://www.usf.edu/registrar/calendars/index.aspx).

Grade Forgiveness Policy

USF’s grade forgiveness policy permits a student to repeat a course and have the repeated grade computed in the cumulative grade point average (GPA) in place of the original grade, providing the repeat grade is posted as “D-” or higher (exception - see Honors at Graduation within this section) and is higher than the first grade. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. 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.

No course taken on the S/U grade basis may have the grade forgiveness applied. Similarly, 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 (http://www.usf.edu/registrar/documents/forms/grade-forgiveness.pdf).

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 you utilize 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:
      i. The substitute course is a change in prefix, number, hours, or title, but not a substantive change in content from the original course.
      ii. The substitute course replaces a course no longer offered by the institution.
      iii. The substitute course was approved by the Director of Students with Disabilities Services (http://www.usf.edu/student-affairs/student-disabilities-services/) and the Dean of Undergraduate Studies (http://www.usf.edu/undergrad/) 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 your 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 and repeated at USF.

Academic Standing Policies

Good Academic Standing
Undergraduate students are expected to maintain a 2.00 or higher cumulative USF grade point average (GPA). Students are in good standing if they meet the minimum GPA standards based on GPA hours. A student must be in good academic standing in order to graduate.

Students on probation or suspension are not considered to be in good academic standing.

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
  - College of Education = 3.9 GPA
  - College of Engineering = 3.9 GPA
  - College of Nursing = 3.9 GPA
  - College of Public Health = 3.9 GPA
  - College of the Arts = 3.9 GPA
  - Office of Undergraduate Studies = 3.9 GPA
  - 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 Probation, Dismissal, or Suspension**

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. 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 they maintain 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, the student may only return to USF under the University's Academic Renewal Policies. If academically dismissed from USF, they 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 (http://www.usf.edu/undergrad/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 is made by the Office of the Registrar; academic standing is noted on the student's transcript. 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 USF 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 standing updated.

For detailed information on the Academic Integrity of Students policy, see USF System Regulation 3.027 at http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf.

**Reinstatement**

Students placed on Academic Dismissal may only return to USF under the University's Academic Renewal policies (http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/reinstatement.aspx). Academic Renewal allows students previously dismissed 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 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 all other undergraduate students.

Students petitioning for reinstatement must submit a new application to the Office of Admissions (http://www.usf.edu/admissions/index.aspx).

If academically dismissed from USF a student may not return to USF as a non-degree seeking student.

Undergraduate Dismissal Policy
Individual undergraduate programs may have stricter guidelines listed in the University catalog. Students can be dismissed from an undergraduate program by the college dean for the following reasons:

1. Failing to meet professional standards of the discipline,
2. Denied reinstatement after academic suspension,
3. Being suspended for the third time.

Appeal of Dismissal
An Undergraduate degree-seeking student may appeal a dismissal in writing to the Provost (or designee).

For more information on the Academic Integrity of Students, see USF System Regulation 3.027 at http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf.

Non-Degree Students Academic Standing
A student who is not seeking a degree while at USF, but enrolls in classes is classified as a Non-Degree Student. Although not seeking a degree, such a student is subject to the same Academic Warning, Academic Probation, Academic Suspension, and Reinstatement policies as a degree-seeking student by level of courses in which the student enrolled.

Academic Record
The student’s academic record shall not be changed after the student has graduated.

Academic Renewal
http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/reinstatement.aspx

The Academic Renewal policy allows students previously dismissed from the University or former students returning with a USF grade point average (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 (ARC) Committee, have portions of their academic record excluded from calculation of their 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 your transcripts even though a selected portion will not be counted in your GPA. Academic renewal students are admitted with the same terms of academic probation and dismissal as other undergraduate students. Academic renewal will 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 1 (AR-1)

Students who have been academically dismissed or former students returning with a USF grade point average (GPA) below 2.00 may petition the Academic Regulations Committee (ARC) to return to the University under AR-1. A student will be considered for reinstatement to the University under Academic Renewal 1 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 1 students will enter USF as an upper-level student and their USF GPAs will be calculated from that point forward. While AR-1 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-1, all campus and major residency and degree requirements must be met.

Students must:
1. Complete the Associate of Arts degree. Official transcripts must be received by the Office of Admissions.
2. Meet with the academic advisor in the major they intend to pursue upon return and complete the Academic Advising Record for Reinstatement Through Academic Renewal 1 or 2 form.
3. Complete the Reinstatement After Academic Dismissal form, and check the box for "AR1".
4. Write personal statements addressing why they should be considered for reinstatement, how they have overcome specific barriers that previously affected academic success and a clear rationale for pursuit of the selected major.

Forms are available at http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/forms.aspx.

Academic Renewal II (AR-II)
Academic Renewal II is available to students who were academically dismissed or former students returning with a USF grade point average (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, and 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. 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.

1. Official transcripts must be received in the Office of Admissions if student was enrolled at another institution during their year away from USF.
2. Complete the Academic Advising Record for Reinstatement Through Academic Renewal I or II form with the academic advisor in the major they intend to pursue upon return.
3. Complete the Reinstatement After Academic Dismissal form, and check the box for "ARII".
4. Write personal statements addressing why they should be considered for reinstatement, how they have overcome specific barriers that previously affected academic success and a clear rationale for pursuit of the selected major.

Forms are available at http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/forms.aspx.

Submit the Reinstatement Petition packet (steps 1 through 4) to the Academic Regulations Committee (ARC) representative in the college of the major they intend to pursue upon return to USF.

Academic Renewal will only be applied to a student's record one time at USF. Students readmitted under academic renewal 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. Students returning to the University under Academic Renewal may incur excess hours and associated monetary penalty. For more information, see http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/reinstatement.aspx.

General Education Requirements and Lower-Level Course Policies

General Education State Requirements - BOG Regulation 8.005
http://www.flbog.edu/documents_regulations/regulations/8_005GeneralEducationCore_final.pdf
Satisfactory completion of general education requirements consists of completing 36 hours of general education, where 21 hours come from:

a. Six (6) semester hours of English Composition coursework (State Communication Requirement; formerly known as Gordon Rule courses) and six (6) semester hours of coursework in which the student is required to demonstrate college-level English Language writing skills through multiple assignments. Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded.

b. Six (6) semester hours of mathematics coursework (State Computation Requirement; formerly known as Gordon Rule courses) at the level of college algebra or higher. Applied logic, statistics and other computation-based coursework that may not be offered by a mathematics department may be used to fulfill three (3) of the
six (6) hours required by this section. Students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded.

c. For students entering the University as a first-time-in-college student beginning Fall term 2015, at least one course from each of the general education subject areas listed below in this section. These courses comprise the general education core as required per section 1007.25(3), Florida Statutes.

1. One of the following courses in Communication:
   - ENC X101 English Composition I; or
   - A course with an ENC prefix for which ENCX101 is a direct prerequisite.

2. One of the following courses in Humanities:
   - ARH X000 Art Appreciation; or
   - HUM X020 Introduction to Humanities; or
   - LIT X000 Introduction to Literature; or
   - MUL X010 Introduction to Music Literature/Music Appreciation; or
   - PHI X010 Introduction to Philosophy; or
   - THE X000 Theatre Appreciation.

3. One of the following courses in Mathematics:
   - MAC X105 College Algebra; or
   - MAC X311 Calculus I; or
   - MGF X106 Liberal Arts Mathematics I; or
   - MGF X107 Liberal Arts Mathematics II; or
   - STA X023 Statistical Methods;
   - A mathematics course for which one of the above general education core course options in mathematics is a direct prerequisite.

4. One of the following courses in Natural Sciences:
   - AST X002 Descriptive Astronomy; or
   - BSC X005 General Biology; or
   - BSC X010 General Biology I; or
   - BSC X085 Anatomy and Physiology I; or
   - CHM X020 Chemistry for Liberal Studies; or
   - CHM X045 General Chemistry I; or
   - ESC X000 Introduction to Earth Science; or
   - EVR X001 Introduction to Environmental Science; or
   - PHY X020 Fundamentals of Physics; or
   - PHY X048 General Physics with Calculus; or
   - PHY X053 General Physics I; or
   - A natural science course for which one of the above general education core course options in natural science is a direct prerequisite.

5. One of the following courses in Social Sciences:
   - AMH X020 Introductory Survey Since 1877; or
   - ANT X000 Introduction to Anthropology; or
   - ECO X013 Macroeconomics; or
   - POS X041 American Government; or
   - PSY X012 Introduction to Psychology; or
   - SYG X000 Principles of Sociology.

NOTE: Students who transfer into a state university or between state universities shall be required to meet the above general education core requirements if the students were classified as first-time-in-college at their original postsecondary institution Fall Term 2015 and thereafter. Any course accepted by an institution in the Florida College System or State University System as meeting the general education core at that institution shall be accepted as meeting the core requirements at all institutions. All credit earned by other transfer students shall be evaluated by the receiving institution on a course-by-course basis to determine core equivalency. Credit earned through an acceleration mechanism in Section 1007.27, Florida Statutes and Board of Governors Regulation 6.006, will meet the related general education core course requirement.

Board of Governors Basic Requirements: (established by Florida state law and the Board of Governors Regulation 6.017) and 8.005
USF-Tampa Enhanced General Education Curriculum

The remaining fifteen (15) hours of a student’s required thirty-six (36) general education hours are fulfilled by completing the university specified curriculum. Beginning in Fall 2018, First Time in College students (FTICs) will participate in USF-Tampa's Enhanced General Education curriculum. It was created to provide a more relevant, coherent, rigorous and student-centered curriculum for intentional learners. The curriculum integrates the values of general education through all levels of the undergraduate experience and is designed to develop baccalaureate graduates who have well-rounded intellectual and practical skills, personal and social responsibility, and integrative and applied learning experiences. All general education courses at USF-Tampa teach critical and analytical thinking, problem solving, and written communication. A student is expected to take a minimum of three (3) credit hours in each of the following areas:

1. Creative Thinking - Students will:
   a. Demonstrate responsiveness within an established disciplinary context to new information, experiences, and ideas through a process of re-evaluating the ideas and/or approaches.
   b. Create an original contribution within a specific discipline.
   c. Evaluate the limitations imposed on any new approach or solution within a discipline to propose original contributions to problems.
   d. Synthesize disparate or conflicting thoughts when evaluating questions/problems to form cohesive and collaborative solutions.
   e. Break Down complex problems to examine, propose, and support potential solutions, even if those solutions deviate from acceptable, mainstream solutions.

2. Information & Data Literacy - Students will:
   a. Use research tools and indicators of authority to determine the credibility of sources, while identifying any legal and ethical restrictions placed on the use of information.
   b. Critically interpret quantitative evidence (such as graphs, tables, charts) in order to identify false claims, incorrect use of evidence, or contradictory statements.
   c. Contribute to scholarly conversations using discipline-appropriate communication in different modalities, such as local online communities, guided discussions, undergraduate research journals, and conference presentations/poster sessions.
   d. Revise submitted coursework by integrating new sources of information and determining relevance of existing sources.
   e. Critically compare and contrast opposing claims regarding the same fact or hypothesis, when the various sides are credible according to discipline-specific indicators of authority.
   f. Summarize the key changes in scholarly perspective over time on a particular topic within a specific discipline.
   g. Formulate questions for research based on information gaps or on reexamination of existing, possibly conflicting, data, then use the questions as a guide to organize information in meaningful ways.

3. Human & Cultural Diversity - Students will:
   a. Demonstrate the ability to see issues from the perspective(s) of other groups/cultures by describing the values and communication styles found in groups different from one's own and the way in which those differences can affect styles of verbal and nonverbal communication.
   b. Define personal values and beliefs using appropriate language and communication methods that consider others' points of view and respect differences.
   c. Analyze how diversity affects interactions with major societal institutions (such as health care, criminal justice, education, employment, voting, and military) from contemporary and/or historical perspectives.
   d. Weigh options/planned actions (such as policies and practices) to formulate possible solutions to reduce inequality and disparities in access and success in major societal institutions (such as health care, criminal justice, education, employment, voting, military).
   e. Analyze the ethical, social, and environmental challenges of global systems to formulate possible solutions regarding international cooperation and collaboration.

4. Ethical Reasoning & Civic Engagement - Students will be able to:
   a. Evaluate the impact of individual choices on local and global communities
   b. Communicate ideas and information to diverse audiences
   
   Include THREE of the following. Students will:
   a. Demonstrate the capacity to collect data within and apply explanatory and predictive models to local communities
   b. Connect and extend knowledge (facts, theories, etc.) from their own academic fields of study to civic engagement and their own participation in civic life, politics, and government
   c. Demonstrate the ability to comprehend, express, and adapt to ideas based on others’ perspectives
   d. Work across and within community contexts to achieve a civic aim
ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2018-2019 UNDERGRADUATE CATALOG

1. Communication and Computation Skills

   a. Independently and accurately apply ethical perspectives and concepts to ethical questions or civic projects as appropriate and demonstrate the ability to consider the full implications of this application
   b. Demonstrate an ability to recognize ethical and professional responsibilities.

5. High Impact Practice - Students will:

   a. Engage in meaningful critical reflection in required coursework.
   b. Under professional oversight, utilize contextually appropriate behaviors, tools, techniques and/or dispositions.
   c. Integrate discipline-specific knowledge into the contextualized experience.
   d. Synthesize discipline-appropriate learning via a culminating assignment.

Other General Education Requirements

Students must receive a minimum grade of C- in each course that is used to fulfill any requirement in the general education curriculum. S/U grades are not acceptable for general education courses. Those courses completed satisfactorily and applied to meet general education requirements must have an overall GPA of 2.0. Courses may be counted for both the major AND the Enhanced General Education 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:

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

2. 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.

3. 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 at https://www.systemacademics.usf.edu/course-inventory/ to search for courses that meet these requirements. The attribute for Communication is 6ACT and for Computation is 6AMT.

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. CLEP general/subject examinations in Mathematics, Calculus, College Algebra, College Algebra/Trigonometry, and Trigonometry may satisfy this requirement. See http://www.flbog.edu/documents_regulations/guidelines/ArticulationRegulation.pdf 6A-019.024 and 6A-10.030

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
All students must satisfy the General Education Requirements of USF and must satisfy the requirements listed in section 1007.25, Florida Statutes and in State Board of Education Rule 6A-10.030, prior to receiving an Associate in Arts Certificate. See http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.019.pdf.

To receive the Associate in Arts, the student must complete sixty (60) 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 at USF. The minimum grade point average must be 2.0 based on work attempted at USF. The minimum grade point average must be 2.0 based on work attempted at USF. In addition, a transfer student must have a GPA of 2.0 or higher when combined with transfer work accepted and evaluated by the USF Office of Admissions. Physical Education and military science credits do not count toward the Associate in Arts Certificate.

Language Requirements

Foreign Language Entrance Requirement (FLENT)
The Florida Department of Education shall identify the competencies demonstrated by students upon the successful completion of 2 credits of sequential high school foreign language instruction. For the purpose of determining postsecondary equivalence, the department shall develop rules through which Florida College System institutions correlate such competencies to the competencies required of students in the colleges’ respective courses. Based on this correlation, each Florida College System institution shall identify the minimum number of postsecondary credits that students must earn in order to demonstrate a level of competence in a foreign language at least equivalent to that of students who have completed 2 credits of such instruction in high school. The department may also specify alternative means by which students can demonstrate equivalent foreign language competence, including means by which a student whose native language is not English may demonstrate proficiency in the native language. A student who demonstrates proficiency in a native language other than English is exempt from a requirement of completing foreign language courses at the secondary or Florida College System level.

USF System Regulation USF3.007 - Degree Requirements: Baccalaureate/Undergraduate (see page 4 on http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.007.pdf)
Satisfaction of the foreign-language admissions requirement by having two (2) sequential units of the same foreign language in high school, or eight (8) semester hours of the same foreign language in college, or documented equivalent proficiency.

Foreign Language Graduation Requirement (FLEX)
The fulfillment of the Foreign Language Requirement is one of the requirements to receive a Bachelor's degree at USF. Students may fulfill the requirement by completing eight semester hours of the same foreign language or American Sign Language (ASL). Alternative options that will be considered include the following:
1. Successful completion of two sequential high school credits in one foreign language as listed in status 1007.262 and DOE Board Rule 6A.10.02412. The student is responsible to send official high school transcripts to the Registrar’s office for evaluation.
2. Submitting an English translated high school course-by-course transcript from a country of origin, exits test scores or certificates not acceptable. Students must have an English translation performed, at students’ expense, by a member of the National Association of Credential Evaluation Services (NACES http://www.naces.org/members.htm). Also, appropriate College Level Examination Program (CLEP) level one and two scores in French, German, and Spanish will be accepted.
All students pursuing a B.A. degree must meet the foreign language exit requirement which for most students will require completing two semesters of the same foreign language or for some majors sign language. Students who already have knowledge of a foreign language may "place out" of the requirement. The following statements summarize the methods for completing FLEX.

1. Two semesters of the same foreign language (e.g., SPN 1120 and SPN 1121) or sign language for some majors with no less than a "D" in the first semester and no less than a "C" in the second semester. "S" or "P" grades may not be substituted.
2. Completion of the second semester or higher of a foreign language with no less than a "C". (The first semester was not taken because of placement).
3. Successfully passing the USF language placement test by placing into the third course or higher. [http://languages.usf.edu/foreign/](http://languages.usf.edu/foreign/).
4. Subject CLEP credit for two semesters.
5. AP Credit for two semesters.

**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, English, 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 is 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.

**Graduation and Commencement**

**Graduation Requirements (Baccalaureate)**

USF System Regulation 3.007 - Degree Requirements: Baccalaureate/Undergraduate

([http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.007.pdf](http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.007.pdf))

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

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

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

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

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

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

e. Successful completion of at least 25% of the total credit hours required for the degree must be in courses offered by the USF System Institution conferring the degree;

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

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

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

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

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

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

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

1. Board of Governors (BOG),
2. USF System,
3. Program, College or Institution requirements, and
4. General academic approval by the University.

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

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

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

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

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

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

STEP 2: Clear financial obligations. Financial obligations must be cleared prior to graduation or your diploma will be held upon request of the Cashier. Ensure that all fees are paid to the University in full. These include parking,
STEP 3: Check grades. It is the student's responsibility to clear all "I" (incomplete grades) for courses required for graduation, and to provide official hard copy transcripts of all transferred course work needed for graduation at least one term prior to graduation.

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

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


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

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

STATEMENT OF POLICY
A. Undergraduates must complete the Online Graduation Application for Degree and the Online Graduating Senior Survey by the official University deadline (http://www.usf.edu/registrar/resources/graduation.aspx) for the term in which they expect to graduate. Degree application deadlines are available on the Office of the Registrar webpage at http://www.usf.edu/registrar/calendars/.
   i. If denied for graduation, a student should reapply for graduation in the subsequent term in which degree requirements are met. In cases where the student’s academic records have been adjusted to indicate completion of degree requirements within one year of the denial, the original application may be used to graduate the student in the current term.
   ii. If a student does not submit the Online Graduation Application for Degree when the student's academic records indicates the student has met all degree requirements, and the student is not actively enrolled in other approved degree-seeking coursework, the student may be graduated by the University without an application.

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

C. Students should be approved to pursue minors only if the minor can be completed without extending the time required for the students’ initially projected graduation date and without exceeding their excess credit hour threshold. Students in lockstep programs without available elective hours will not be approved for minors, unless an exception is approved by their college dean or designee. Minors are awarded only in conjunction with the receipt of a baccalaureate degree. Students are expected to demonstrate academic success (appropriate GPA for program, completion ratio, and success in prerequisites, core or other related coursework for current major and requested minor) before they can be approved for a minor. Minors may be approved at the discretion of the college offering the minor, in consultation with the college of the student’s major. Students will apply for a minor before their last semester of enrollment. Minors may be approved at the discretion of the college offering the minor in the last term of enrollment provided the student will have completed all of the remaining course requirements for the minor in that term.
D. Students may be approved to pursue dual degrees and second majors only if they are able to complete both programs within no more than two additional semesters, not to exceed ten semesters total, from the initially projected graduation date or within the excess credit hour threshold for dual majors or dual degrees. Second majors are awarded only in conjunction with the receipt of a baccalaureate degree. Students should follow the requirements as stated on the Double Major or Dual Degree application form (http://www.usf.edu/undergrad/academic-advocacy/services/double-major-and-dual-degrees.aspx) and they are expected to apply for a second major or degree only after demonstrating academic success (appropriate GPA for both major programs, completion ratio, and success in requisites, core or other related coursework for current major and second major or degree). Students will typically be approved for a second major or dual degree before earning 96 credit hours (not counting in the latter any credit from examination or dual enrollment). The students’ program of study is delineated on the application form and must be reviewed by both program advisors prior to submission for approval. Third majors will only be allowed in exceptional circumstances when the student can complete within the above criteria.

E. Per USF System Regulation USF3.007, successful completion of at least 25% of the total credit hours required for the degree must be in courses offered by the USF System Institution conferring the degree.

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

G. Students are expected to graduate within the minimum number of semesters appropriate to their academic work completed at the time of their admission and the extent to which they are able to be enrolled full-time. Summer sessions are not counted as semesters for the provision of this Policy. For additional information, see http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf.

A student may be reselected (RSL) from their declared major if it is determined they are not meeting degree progression as specified in this policy (II.F.1-5) or have become subject to college or major D/F grade policies or other approved progression policies. Any student Reselected (RSL) from their declared major after 60 earned hours must be reviewed for excess credit hour surcharge and degree progression before changing majors. Students will be allowed to change to those majors that can be completed within ten semesters and without incurring an excess credit hour surcharge.

**Summer Enrollment Requirement**

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

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

**Civics Literacy Competency**


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

Baccalaureate degree-seeking students initially entering a state university Fall semester 2018 and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation:

A. Successfully passing either POS 2041 American National Government or AMH 2020 American History II. Each of the courses must include the following competencies:
   1. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
   2. An understanding of the United States Constitution and its application;
3. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
4. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

B. Achieving the standard score on one of the following assessments:

1. U.S. Citizenship and Immigration Services Naturalization Test - Civics (U.S. History and Government) with supplemental questions (available beginning Fall 2018) - Score 60
2. Advanced Placement Government and Politics: United States - Score 3
3. Advanced Placement United States History - Score 4
4. CLEP American Government - Score 50

UPDATE 10/05/2018
TRANSFER STUDENTS: Students who are admitted to an SUS institution as undergraduate degree-seeking transfer students, as defined by BOG Regulation 6.004 (https://www.flbog.edu/documents_regulations/regulations/6.004%20Transfer%20Student%20Admission_FINAL.pdf). Students transferring to a SUS institution in Fall 2018 or later who have never previously enrolled in a public Florida institution (SUS or FCS) must meet the requirement. Students transferring to a SUS institution after Fall 2018 must meet the requirement if their initial enrollment in any Florida public institution (SUS or FCS) was in Fall 2018 or later and they did not complete the Civic Literacy requirement at the prior SUS or FCS institution(s).

NOTE: Students who earned an Associate in Arts degree prior to the 2018-2019 academic year, and are enrolled in a baccalaureate program beginning Fall 2018 or after, are not required to meet the Civic Literacy requirement.

UPDATE 12/10/2018
Dual enrollment students who complete an AA are EXEMPT from meeting the civics literacy requirement.

Academic Residence
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 will be conferred. Individual colleges and programs may have more stringent requirements, approved by the University, such as the number of specific courses in the major that must be completed at the institution from which a student may receive a degree. Exceptions to the above rules may be made for students who are enrolled at other universities in USF approved exchanges, study abroad programs, co-op training programs or correspondence courses from the University of Florida. CLEP credit does not count toward academic residence.

Students successfully must complete 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 Dean or designee to help ensure timely graduation.

Posthumous Degrees or Degrees in Memoriam
USF System institutions may award a posthumous baccalaureate, master’s, doctoral or 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 must have completed all courses required for the degree. Courses required for the degree, in which the student was enrolled at the time of 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 death.
For additional information, see USF System Policy 10-047 Posthumous Degrees at http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-047.pdf.

Procedures for Award of Posthumous Degrees or Degrees in Memoriam
Department chairpersons, 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 appropriate college Dean. If approved by the Dean, the request, accompanied by the supporting documentation, will be forwarded to the Dean of Undergraduate Studies (http://www.usf.edu/undergrad/) respective 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 (http://www.usf.edu/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 commencement held in fall and spring.

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,” etc., depending upon the degree the student was pursuing at the time of death. Undergraduate students who have not chosen a major at the time of death will be awarded the “Bachelor of Arts in Memoriam.”

Honors at Graduation
To be considered for honors at graduation, a baccalaureate candidate must have completed at least 40 credits of graded upper level work at USF and have earned a grade point average (GPA) 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 GPA of 3.50 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 are not 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 based on exceptional achievement 1% of the college’s graduates or one 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.

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

Commencement Ceremony
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,
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 undergraduate students. Remember - Graduation is separate process from the Commencement Ceremony. To participate in the Commencement Ceremony:

1. Apply to graduate at the Office of the Registrar; submit your application to graduate to receive your diploma at [http://www.usf.edu/registrar/resources/graduation.aspx](http://www.usf.edu/registrar/resources/graduation.aspx).
2. Register for Commencement Ceremony at [http://www.usf.edu/system/commencement](http://www.usf.edu/system/commencement). Information regarding the ceremony will be mailed to students who apply to graduate by the end of the fourth week of the term.

NOTES:
- Students do not receive their diploma at the Commencement Ceremony.
- The list of student names published in the Commencement Ceremony program is 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 Ceremony program.
- Commencement is a most dignified ceremony.
- Academic regalia is required and there is a 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/](http://usfweb2.usf.edu/commencement/) or by calling (813) 974-1816.