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Office of Undergraduate Studies

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ugs-dean@usf.edu
https://www.usf.edu/undergrad/

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

I. PURPOSE & INTENT
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.

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.

II. STATEMENT OF POLICY
Credit hours are a measure of learning, and support a wide range of activities, including the transfer of students from one institution to another, awarding financial aid, and credentialing for employment. Because of the significance of awarding credit hours, an institution is obligated to ensure that credit hours for courses and programs conform to the commonly accepted standards of higher education, as stated in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Federal Requirements 4.9 (Definition of Credit Hour) and the SACSCOC Credit Hours Policy Statement.

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 Compacts 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 Important Dates & Deadlines at https://www.usf.edu/registrar/calendars/index.aspx.

**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 (https://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.

**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.

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

**Academic Programs and Progression**

**Student’s Choice of Catalog**

USF System Catalogs - USF System Regulations 10-059  
http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-059.pdf

**I. PURPOSE & INTENT**

University of South Florida System (USF System) institutions publish undergraduate and graduate catalogs on each campus. Catalogs are not contracts, but are the source of general information including the USF System, its campuses, community, curricular offerings, degree and admission requirements, academic calendar, and facilities available to students, faculty and staff.

**II. STATEMENT OF POLICY**

The USF System member institutions reserve the right to change or modify academic requirements, course information, and curricula as authorized by the USF Board of Trustees, Florida Board of Governors or Florida law. Revisions to catalogs will not alter provisions, terms, fees, or requirements under existing University regulations or policies.
The catalogs are revised each academic year according to each respective institution’s faculty council decisions. The catalogs will be updated without notice as degree programs or curricula changes are approved by the appropriate USF System authority, the Florida Board of Governors or Florida law.

In the event of conflict between any provisions in the catalogs and any USF System regulations or policies, the document most currently revised or adopted by the USF Board of Trustees shall prevail.

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.

The catalogs are published solely on-line 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 St. Petersburg Graduate Catalog - http://www.usfsp.edu/catalog/
- USF Sarasota-Manatee Undergraduate & Graduate Catalog - http://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

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

For more information, visit: https://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 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.
ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2019-20 UNDERGRADUATE CATALOG

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 polices as well as unique degree and residency requirements. Please note these differences may impact a student’s timeline to graduation.

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://ugs.usf.edu/system/change-of-institution/process-procedures.php](http://ugs.usf.edu/system/change-of-institution/process-procedures.php) for the form and process for each University of South Florida institution. Students will need to print the Change of Institution form and meet with an Academic Advisor.

- Student's Responsibility:
  - Prints the USF System Change of Institution Request Form from the Undergraduate Studies’ website.
  - Completes, signs and submits the completed form, as per the instructions.
  - Meets with major advisor from the new USF Institution to verify eligibility to enter the College and major.
  - Submits completed form to the new USF Institution academic advisor.
- If the College representative or academic advisor approves the change, the signed form is submitted to the Undergraduate Studies Dean's Office email account: ugs-dean@usf.edu by the College representative or academic advisor. Once approved by the Dean, the form will be sent back to the College representative or academic advisor for processing and notification to the student.
- Changes will be made for the current academic semester and there may be tuition and fee differences at the new USF Institution. These fees may be assessed immediately when switched to the new institution.
- Student will be notified via email once the institution change is made.

Note: The IT hold for Academic Integrity will appear when a student’s institution changes to USF Tampa. Students will be enrolled in the Academic Integrity tutorial in Canvas. It takes about an hour to complete the tutorial (there are 5 online modules). Once the tutorial is completed, students need to click the CONGRATULATIONS link after the 5th module in order to remove the IT hold. Students can contact acadintegrity@usf.edu for more information.

College Policies for Academic Progress

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

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

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

Academic Major

USF System Regulation 3.038
[http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.038.pdf](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 https://www.usf.edu/honors/accelerated-programs/accelerated.aspx.

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 96 Majors, 75 Minors, 137 Concentrations, and 29 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 https://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 https://www.usf.edu/career-services/.

Double Majors & Concurrent Degrees Declaration

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

PURPOSE & INTENT

The University of South Florida (USF) is committed to facilitating undergraduate students through their academic progress to degree. This Policy is intended to guide students to on-time degree completion without earned excess credit hours as defined by the state of Florida in §1001.92, F.S., §1001.7065, F.S. and §1009.286, F.S.

STATEMENT OF POLICY

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

2. Any curricular or co-curricular work added to a student's declared primary major must be completed prior to or during the same academic term that the student's major requirements are completed. Students should be approved to pursue additional curricular and/or co-curricular work only if it can be completed within eight semesters for first time in college (FTIC) students, excluding summer and alternative calendar terms, and without exceeding her/his excess credit hour surcharge (ECHS) threshold. Transfer students should complete in eight semesters accounting for prior post-secondary enrollment, excluding summer and alternative calendar terms. Examples of this work include, but are not limited to: minors, double majors, concurrent degrees, the Honors program, study abroad experiences, and/or work-based learning (e.g., co-ops, internships, etc.). Access to the Excess Hour Counter is available on the Office of the Registrar's website (https://www.usf.edu/registrar/).
3. FTIC or transfer students who have 120 earned credit hours or more will not be allowed to enroll in courses that are not required for completion of the declared primary major based on the university degree audit system. Exceptions are provided for students in baccalaureate degree programs with prior approval from the Board of Governors to require more than 120 credit hours for completion. Students in those programs will not be allowed to enroll in courses outside of their major requirements once the approved credit hour threshold for the major has been reached.

**Academic Minor**

**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. The department may require the same admission or retention standards as required for the major.

A student may declare a minor at any point during the first term of enrollment and thereafter as a degree-seeking student, but is expected to declare it as early as possible 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. 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**

**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.

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

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 (https://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 (https://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, as well as the requirements of the College awarding the degree and the residency requirements. Students should meet with their Academic Advisor to review graduation requirements (https://www.usf.edu/undergrad/students/advising-offices.aspx).
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

USF System Policy 10-006 Registration Changes Including Course Change, Cancelations, Withdrawals, and Auditing

All instructors teaching undergraduate and graduate courses are required to take attendance on the first day of class and to drop students who do not attend the first day of class. Students who experience extenuating circumstances that are beyond their control and who are unable to attend a first class meeting must notify the instructor via email using the course management system (i.e., Canvas) for that course prior to the first class meeting to request waiver of the first class attendance requirement. Although Instructors are authorized to affect the drop, students are fundamentally responsible for knowing their registration status, and the student must ensure that his/her registration status reflects the drop by the end of the drop/add period. For Saturday only courses or courses that begin on a Saturday, students are expected to contact the Registrar's Office on their respective USF campus to drop the course(s).

USF’s distance learning students must log-in to their course(s) during the first five (5) weekdays from the calendar start date of their online course(s). Students who are unable to log-in to their course(s) due to circumstances beyond their control must notify the instructor or the department prior to the calendar start date of the course to request waiver of the first class attendance requirement.

Course Syllabus

USF System Policy - Syllabi Policy 11-008
http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-11-008.pdf

A syllabus is an academic agreement that establishes the academic relationship between instructors and students in a course, used as the basis for communication and accountability. It communicates course expectations, organizes information, sets the tone for the learning environment, maps the path of student learning, and provides accountability. A carefully constructed syllabus helps clarify course goals and learning objectives, assessment and evaluation standards, grading policies, and expectations for student and faculty behavior.

The Southern Association of Colleges and Schools Criteria for Accreditation require that a syllabus be placed on file in the department for each course taught and that students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

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

For the Statement of Policy, see http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-11-008.pdf.
I. PURPOSE & INTENT
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.

II. STATEMENT OF POLICY
A. Students may take notes during class sessions and, with the permission of the instructor or as authorized by the
Students with Disabilities Services (https://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.
B. 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.
C. 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
D. Commercial Activities on the USF Campus: USF Regulation 6.026
(http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.026.pdf) concerning distribution of material and
solicitation on campus, prohibit commercial activity on campus with certain expressly enumerated exceptions. 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 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 (https://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 (https://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 (https://www.usf.edu/student-affairs/victim-advocacy/index.aspx) or the Counseling Center (https://www.usf.edu/student-affairs/counseling-center/) or Student Health Services (https://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.
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

USF System Policy 10-045
http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

STATEMENT OF POLICY

All students, faculty, and staff within the USF System have a right to expect reasonable accommodation of their religious observances, practices and beliefs. The USF System will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The USF System, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the USF System’s constituency.

Students are expected to attend classes and take examinations as determined by the USF System. 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. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course.
Final Examinations

USF SYSTEM POLICY 10-005 - Testing and Final Examinations
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. The University of South Florida System (USF System) 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 instructor. Although this policy primarily addresses examinations for undergraduate courses, graduate courses with final exams during the examination week should follow the schedule for exams that is provided with the course schedule for that academic term.

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 the USF System that all students facing an examination (of any type) shall have equal notice of said examination. The USF System 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.

Final Course Examinations

The last six (6) days of the Fall and Spring semesters shall be set aside for final examinations and any final examination of a comprehensive nature must be given during this designated period. The period of two hours shall be allotted for each final examination.

1. Exceptions to Final Course Exam: Take-home final examinations, papers, projects, practicums, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor.

2. Final Exam Matrix: The Final Exam Matrix for the Tampa Main Campus (Matrix) is designated to facilitate a conflict free schedule for greater student success in the exam process. All Tampa Main Campus courses must comply to the Matrix as it is published with no deviations. All make-up exams, either for block exams or the individual exams will be scheduled during the time period allotted for students that require a make-up exam.

3. Conflicts: If a student has a direct conflict of scheduled examinations that are scheduled according to the Final Exam Matrix or the exam schedule available at a USF System Institution, the student may petition the appropriate instructor to reschedule one of the student's examinations. If a student 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, or the student may elect to take all exams on the same day. If a make-up exam is requested, it will be scheduled during the make-up exam time as posted on the Final Exam Matrix.

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 Important Dates & Deadlines for designated Reading Days (https://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 https://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 (https://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 (https://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/academic-integrity.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 (https://www.usf.edu/undergrad/) and Graduate Studies (https://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/academic-integrity.pdf.
Academic Integrity Tutorial

The Academic Integrity Tutorial is a requirement for all who enroll as a degree-seeking student at USF, whether they are First Time In College (FTIC) or a Transfer student. The purpose of the tutorial is to prepare each new USF student for his/her academic work at USF and beyond with basic understanding about the need for integrity in all areas of scholarship and research. It also informs students about the Academic Integrity Policy at USF.

If a student does not pass or complete the tutorial, an IT hold will be placed on the student’s account for the next semester’s registration period. Every new USF student and all Change of Institution students must complete the AI Tutorial before classes begin and achieve an 80% passing rate. Students may take it as many times as needed to pass it.

To complete the tutorial - Go to Canvas and use your USF NetID and password to log in. Choose “Academic Integrity Tutorial” from your Courses list.

- There are 5 online modules.
- It takes about an hour to complete all 5 modules.
- Click the CONGRATULATIONS link at the end of the 5th module to remove the IT hold on your record.

QUESTIONS: Contact academicintegrity@usf.edu
VIEW FAQs: https://www.usf.edu/ethics/documents/academic-integrity-tutorial.pdf
VIEW ACADEMIC INTEGRITY VIDEO: https://www.youtube.com/watch?v=MFrpTeQ0K2c&feature=youtu.be

Academic Grievance Procedures for Students

Academic Grievance Procedure for Students - USF System Policy 10-002
http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf

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

USF System Regulation 3.025

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) (https://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 https://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>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A Excellent performance</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B Good performance</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C Average performance</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D Poor performance</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>FF Failure/academic dishonesty</td>
<td>0.00</td>
</tr>
<tr>
<td>IF Incomplete grade changed to failure</td>
<td>0.00</td>
</tr>
<tr>
<td>MF Missing grade changed to failure</td>
<td>0.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Indicators</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IU</td>
<td>Incomplete grade changed to unsatisfactory</td>
</tr>
<tr>
<td>M</td>
<td>No grade submitted by instructor</td>
</tr>
<tr>
<td>MU</td>
<td>Missing grade changed to unsatisfactory</td>
</tr>
<tr>
<td>N</td>
<td>Audit</td>
</tr>
<tr>
<td>NC</td>
<td>Not counted transfer coursework</td>
</tr>
<tr>
<td>NG</td>
<td>No grade equivalent for transfer coursework</td>
</tr>
<tr>
<td>NR</td>
<td>Missing grade that is not resolvable</td>
</tr>
<tr>
<td>R</td>
<td>Repeat transfer coursework</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from course without penalty</td>
</tr>
<tr>
<td>WC</td>
<td>Withdrawal for extenuating circumstances</td>
</tr>
<tr>
<td>Z</td>
<td>Continuing registration</td>
</tr>
</tbody>
</table>

Note: The grade of "C-" will satisfy specified minimum requirements for the State Mandated Communication and Computation Requirements courses, General Education, and the common prerequisites unless otherwise specified in the Catalog.

"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 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:
   a. The certifying college restricts the number of courses that may be taken on an S/U basis in any one or all of the above areas or restricts the total number of S/U courses that can be accepted for all of the above areas.
   b. The certifying college specifies that certain courses may not be taken on an S/U basis.
   c. The instructor of a course refuses to allow the course to be taken on an S/U basis.

**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 courses that have a repeat indicator of "E" on the academic transcript 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, IF and MF" 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.
ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2019-20 UNDERGRADUATE CATALOG

Mid-Term Grades

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 student success and 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 responsibility to be aware of their academic standing and grade status in all courses. In an attempt to assist the student in evaluating academic status mid-term, the University requires Instructors to submit midterm grades electronically for each student enrolled in 1000, 2000, 3000 and 4000 level courses. Instructors are not required to report mid-term grades for alternate calendar courses, study abroad, directed studies, internships, practicum, field experiences, directed research, undergraduate research, independent studies, and other courses that do not follow the normal course schedule for the academic term; however it is expected that instructors will provide feedback to students regarding progress at an appropriate midpoint for the course.

PROCESS STEPS
The Midterm 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 Midterm Grade Report is to provide students in 1000, 2000 and 3000 level courses with information on whether they are making sufficient progress toward meeting the course requirements. This information is available to students in OASIS as a progress report for all students in Lower Level and early Upper Level courses. This Early Warning System provides midterm 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 and are published in the USF Schedule of Classes.

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 (https://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 (https://www.usf.edu/student-affairs/student-disabilities-services/) and the Dean of Undergraduate Studies (https://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.

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 you are removed from probationary status. You may remain on academic probation indefinitely as long as you 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, you will be academically dismissed from the University. Once academically dismissed, you may only return to USF under the University’s Academic Renewal Policies. If academically dismissed from USF, you 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 (https://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 (https://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.


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.

Dean's List

Full-time undergraduate students who demonstrate superior academic achievement during one semester will be honored on a “Dean’s List.” To be eligible for the Dean’s List, a student must 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
If a student is coded in two undergraduate majors from two different colleges, the student may be honored with Dean's List from each college, presuming the student meets the required GPA threshold for each individual college.

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

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

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

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

### Academic Record

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

### Academic Renewal

[https://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/reinstatement.aspx](https://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) 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 AA 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 https://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 https://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 https://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/reinstatement.aspx.

General Education Requirements and Lower-Level Course Policies

General Education State Requirements

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:

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 English Language writing skills through multiple assignments (State Communication Requirement; formerly known as Gordon Rule). 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.
2. Six (6) semester hours of mathematics coursework at the level of college algebra or higher (State Computation Requirement; formerly known as Gordon Rule). 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.

3. For students entering the University as a first-time-in-college student beginning Fall term 2015, at least one (1) 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
http://www.flbog.edu/documents_regulations/regulations/6%20017%20%202014_9_19CriteriaforAwardingBaccalaureateDegree.pdf

Board of Governors Basic Requirements established by Florida state law and the Board of Governors Regulation 8.005
http://www.flbog.edu/documents_regulations/regulations/6%20017%20%202014_9_19CriteriaforAwardingBaccalaureateDegree.pdf

**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 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.

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.

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:**
   - Demonstrate responsiveness within an established disciplinary context to new information, experiences, and ideas through a process of re-evaluating the ideas and/or approaches.
   - Create an original contribution within a specific discipline.
   - Evaluate the limitations imposed on any new approach or solution within a discipline to propose original contributions to problems.
   - Synthesize disparate or conflicting thoughts when evaluating questions/problems to form cohesive and collaborative solutions.
   - 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:**
ACADEMIC POLICIES AND PROCEDURES

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.

CRITICALLY INTERPRET QUANTITATIVE EVIDENCE (SUCH AS GRAPHS, TABLES, CHARTS) IN ORDER TO IDENTIFY FALSE CLAIMS, INCORRECT USE OF EVIDENCE, OR CONTRADICTORY STATEMENTS.

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.

REVISE SUBMITTED COURSEWORK BY INTEGRATING NEW SOURCES OF INFORMATION AND DETERMINING RELEVANCE OF EXISTING SOURCES.

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.

SUMMARIZE THE KEY CHANGES IN SCHOLARLY PERSPECTIVE OVER TIME ON A PARTICULAR TOPIC WITHIN A SPECIFIC DISCIPLINE.

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:

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.

DEFINE PERSONAL VALUES AND BELIEFS USING APPROPRIATE LANGUAGE AND COMMUNICATION METHODS THAT CONSIDER OTHERS' POINTS OF VIEW AND RESPECT DIFFERENCES.

ANALYZE HOW DIVERSITY AFFECTS INTERACTIONS WITH MAJOR SOCIETAL INSTITUTIONS (SUCH AS HEALTH CARE, CRIMINAL JUSTICE, EDUCATION, EMPLOYMENT, VOTING, MILITARY) FROM CONTEMPORARY AND/OR HISTORICAL PERSPECTIVES.

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).

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:

DEMONSTRATE THE CAPACITY TO COLLECT DATA WITHIN AND APPLY EXPLANATORY AND PREDICTIVE MODELS TO LOCAL COMMUNITIES.

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.

DEMONSTRATE THE ABILITY TO COMPREHEND, EXPRESS, AND ADAPT TO IDEAS BASED ON OTHERS' PERSPECTIVES.

WORK ACROSS AND WITHIN COMMUNITY CONTEXTS TO ACHIEVE A CIVIC AIM.

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.

DEMONSTRATE AN ABILITY TO RECOGNIZE ETHICAL AND PROFESSIONAL RESPONSIBILITIES.

5. High Impact Practice - Students will:

ENGAGE IN MEANINGFUL CRITICAL REFLECTION IN REQUIRED COURSEWORK.

UNDER PROFESSIONAL OVERSIGHT, UTILIZE CONTEXTUALLY APPROPRIATE BEHAVIORS, TOOLS, TECHNIQUES AND/OR DISPOSITIONS.

INTEGRATE DISCIPLINE-SPECIFIC KNOWLEDGE INTO THE CONTEXTUALIZED EXPERIENCE.

SYNTHESIZE DISCIPLINE-APPROPRIATE LEARNING VIA A CULMINATING ASSIGNMENT.
State Communication Requirement and State Computation Requirement

BOG 6A.10.030 Other Assessment Procedures for College-Level Communication and Computation Skills
http://www.flbog.edu/documents_regulations/guidelines/ArticulationRegulation.pdf

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.

First Year Composition

All first-time-in-college (FTIC) students are required to take First Year Composition (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 ENC 1101, he/she must repeat it before proceeding to ENC 1102. Students should normally take these courses during their freshman year, but these courses are in 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 does not 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 First Year Composition 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
http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.019.pdf

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.

1. 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. 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. 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. 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.

2. Beginning with students initially entering a Florida College System institution or State University System institution in 2014-2015 and thereafter, coursework for an Associate in Arts degree shall include demonstration in competency in a foreign language pursuant to Florida Statute http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1007/Sections/1007.262.html (Also known as USF’s FLENT requirement).

3. To apply online for an Associate in Arts Certificate, please visit the "Apply for Graduation" website. The deadline to apply for a certificate in each semester is stated in the Academic Calendar in the catalog and on the "Apply for Graduation" website.

4. The Associate in Arts Certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.

5. Final processing for the Associate in Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate in Arts Certificate.

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

7. The General Education Requirements will be based on the approved University policy in effect in the catalog year the student chooses according to the University policy regarding the choice of catalog. The consideration of whether or not General Education Requirements are met will be made without consideration of the student’s choice of major at the time he/she applies.

8. University of South Florida credit hours will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. The grades from these institutions, (except those earned through the University of Florida Correspondence Division) are recorded on the permanent record at USF, and included in the grade point average calculation, and will be counted in the student’s grade point average as work attempted at USF for the Associate in Arts Certificate.

9. An applicant who has not been enrolled at USF for three semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.
10. In approving any application for the Associate in Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student’s enrollment without regard for the student’s declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.

11. All University of South Florida colleges with undergraduate programs will accept the Associate in Arts from USF. That is, the student will be placed, at least, at the junior level and will be considered to have met the University’s General Education Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the college of the student’s major. Similarly, any special requirements for a student’s professional certification (e.g., Education and Engineering) are not necessarily met by the Associate in Arts Certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.

12. The awarding of the Associate in Arts Certificate is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student’s record.

13. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate in Arts Certificate prior to the completion of ninety (90) credit hours.

Language Requirements

Foreign Language Entrance Requirement (FLENT)

FLENT (Foreign Language Entrance Requirement) Florida Statues 1007.262

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
(http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.007.pdf item 2j)

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, exit 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, Anthropology, 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

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

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

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

4. In addition to Florida Board of Governors and/or state requirements, the USF System has the following USF specific minimum requirements that are designed to assure the academic integrity of the degree programs at each System Institution:
   a. Successful completion of a minimum of 120 unduplicated semester credit hours through university coursework, acceleration mechanisms, and/or transfer credit, including courses specifically approved as repeatable for credit within the System (e.g. practica, ensembles and field experiences);
   b. A minimum adjusted grade point average (GPA) of 2.00 on all course work taken at the USF System Institution from which the degree is conferred and an overall 2.00 average on all college-level work attempted;
   c. Satisfactory completion of major requirements in a chosen degree program, including additional requirements set by the USF System Institution and college offering the degree;
d. Successful completion of at least forty-two (42) semester hours in courses numbered 3000 and above;

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

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

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

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

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

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

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

The Office the Registrar has complete information regarding graduation requirements (see https://www.usf.edu/registrar/resources/graduation.aspx)
USF System Policy 10-505 - Degree Progression and Completion Deadlines for Undergraduate Students
http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf

USF is committed to facilitating students through their academic progress to degree. This Policy is intended to guide students to on-time degree completion without earned excess credit hours as defined by the state of Florida in §1001.92, F.S., §1001.7065, F.S. and §1009.286, F.S.

STATEMENT OF POLICY

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

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

3. If denied for graduation, a student’s application will automatically roll to be evaluated for graduation in the next semester. In cases where the student’s academic records have been adjusted to indicate completion of degree requirements within one year of the denial, the original application will be used to graduate the student in the current semester.

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

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

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

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

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

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

**Summer Enrollment Requirement**

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

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

**Civics Literacy Competency**


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

USF students can meet the new state mandate in the following ways:

- Scoring 3 or higher on the AP exam for POS 2041: American National Government,
- Scoring 4 or higher on the AP exam for AMH 2020: American History II,
- Scoring 50 or higher on the CLEP American Government Exam, or
- Scoring 60% or higher on a test based on the US Citizenship and Immigration Services Naturalization Test with supplemental questions developed by the Florida Board of Governors.

Students who have not met one of the requirements above (and are not enrolled in POS 2041: American National Government or AMH 2020: American History II) are auto-enrolled into the Civics Literacy Prep and Test Canvas Course which provides:

- Preparation materials for the Civic Literacy Test and
- Access to the Civic Literacy Test

**ABOUT THE CIVIC LITERACY TEST:**

Universal among all Florida state university systems (SUS), the test spans 100 questions compiled by the Florida Board of Governors. Students must score 60% or higher and are allowed unlimited attempts.
TRANSFER STUDENTS: Students who are admitted to an SUS institution as undergraduate degree-seeking transfer students, as defined by BOG Regulation 6.004 (https://www.flbog.edu/documents_regulations/regulations/6.004%20Transfer%20Student%20Admission_FINAL.pdf). Students transferring to a SUS institution in Fall 2018 or later who have never previously enrolled in a public Florida institution (SUS or FCS) must meet the requirement. Students transferring to a SUS institution after Fall 2018 must meet the requirement if their initial enrollment in any Florida public institution (SUS or FCS) was in Fall 2018 or later and they did not complete the Civic Literacy requirement at the prior SUS or FCS institution(s).

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

Steps for Graduation

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

STEP 1: Apply for graduation (receive a diploma) and complete the graduation survey.

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

The Office of Decision Support requires all graduation applicants to take a survey in order to collect data for ODS, as well as the Graduate School. That survey 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, library, etc. or a hold will be placed on the student record. This will prevent release of the student's diploma and transcripts until all fees are collected and the hold is released.

STEP 3: Check grades. It is the student's responsibility to clear all "I" (incomplete grades) for courses required for graduation, and to provide official hard copy transcripts of all transferred course work needed for graduation at least one term prior to graduation.

STEP 4: Check current semester schedule. You should notify your college of any change or error in their schedule for the current semester, including any adds/drops or withdrawals. Contact the Office of the Registrar if your name does not appear on a class roll for a course in which you believe you are registered.
STEP 5: Check name in student record. The student's diploma name must be consistent with their USF student record. A change of name must be submitted on an official Change of Name Form (see https://www.usf.edu/registrar/documents/forms/change-of-name.pdf) with substantiating documents. The student must signify on the form if the changed name is to be listed on your diploma instead of the one in your student record. It is critical that upper/lower case letters, accents, and punctuation be clearly indicated on the application.


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 Policy 10-047 (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-047.pdf)

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

Procedures for Award of Posthumous Degrees or Degrees in Memoriam

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 (https://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 (https://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 on the basis of 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, https://usfweb2.usf.edu/commencement/. Registration for that term’s ceremony is open on the first day of classes for that term.

Deadline for ceremony registration varies by campus. Registration is open to all 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 https://www.usf.edu/registrar/resources/graduation.aspx.
2. Register for Commencement ceremony at https://usfweb2.usf.edu/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 certain levels of 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 [https://usfweb2.usf.edu/commencement/](https://usfweb2.usf.edu/commencement/) or by calling (813) 974-1816.