

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA 2011-2012 UNDERGRADUATE CATALOG

## Certification Requirements

### Associate in Arts

Upon the student's successful completion of the minimum requirements for the Associate in Arts Certificate, the

University will present the student who has properly made application with an appropriate certificate.

1. To receive the Associate in Arts, the student must complete 60 semester hours of university credit; at least twenty (20) of the last thirty (30) credit hours or a total of thirty-six (36) credit hours must be completed in residence at USF; the minimum overall grade point average (USF GPA and transfer GPA) must be 2.00 based on work attempted at USF and transfer work accepted and evaluated by the USF Office of Admissions; and the Foundations of Knowledge and Learning Core Curriculum Requirement of USF must be satisfied. Physical Education and military science credits do not count within the 60 semester hours toward the Associate in Arts. In addition, the student must have fulfilled the writing and computation course requirements of the Florida Board of Governors' Regulation 6.017 prior to receiving the Associate in Arts Certificate.
2. Application Procedure for the Associate in Arts Certificate. The Application for an Associate in Arts Certificate can be obtained from the Transitional Advising Center prior to the application deadline. The deadline to apply for a degree/certificate in each semester is stated in the Academic Calendar in the catalog.
3. The Associate in Arts certificate must be awarded at least one term prior to the term that the student becomes eligible for the baccalaureate degree.
4. Final processing for the Associate in Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate in Arts Certificate.
5. Any incomplete grades shown on the permanent record of an Associate in Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.
6. The Foundations of Knowledge and Learning Core Curriculum Requirement is 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 Foundations of Knowledge and Learning Core Curriculum Requirement is met will be made without consideration of the student's choice of major at the time he/she applies.
7. Residence credit will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. Where the grades from these institutions, except those earned through the University of Florida Correspondence Division, are recorded on the permanent record at USF, and included in the grade point average calculation, they will also be counted in the student's grade point average as work attempted at USF for the Associate in Arts Certificate.
8. 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.
9. In approving any application for the Associate in Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.
10. All USF colleges with undergraduate programs will accept the Associate in Arts from USF. That is, the student will be placed at least, at the junior level and will be considered to have met the University's Foundations of Knowledge and Learning Core Curriculum Requirement. 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 Foundations of Knowledge and Learning Core Curriculum Requirement. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.
11. The awarding of the Associate in Arts is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.
12. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate in Arts certificate prior to the completion of 90 semester hours.