Academic Regulations and Information

Semester System

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

Academic Load

The maximum load of an undergraduate student is 18 hours (Fall & Spring semesters) and 14 hours (Summer Term) unless approval is received from the dean or an authorized representative of the student's college. Students classified as Undecided must receive approval from the Center for Academic Advising. 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
For: Financial aid purposes

6 hours or more each session must enroll for 12 hours (undergraduate) in any combination of Sessions “A,” “B,” and “C.” Session “C” (10 weeks)

For: Academic purposes
For: Financial aid purposes

9 hours or more must enroll for 12 hours (undergraduate) in any combination of Sessions “A,” “B,” and “C.”

Availability of Courses

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

Transfer of Credit To USF

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

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

Former Student Returning

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

Continuous Enrolled Degree-Seeking Student

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

Declaration of Major

First-year students often enter the university undecided about their career plans and intended majors and that usually creates little difficulty for them. Many of the more than 90 majors at USF allow students considerable options in their early course choices. However, some programs require completion of particular courses within the first two years. For instance, students with majors in fine arts and engineering should begin specific courses in their first year and are best served by declaring their majors upon entering the university. In other fields, such as nursing, natural and physical sciences, education, and business, students must satisfy state mandated course prerequisites and complete specific general education courses during the first two years to be admitted to those majors as juniors and to allow graduation on a timely basis. Therefore, students must make early decisions about those majors as well.

Unless restricted by limited access requirements, all students are expected to be officially declared in a major by the time they have completed 45 semester hours of course work. Beginning Fall Semester 2004, FTIC students who have not declared a major (or pre-major) and who have completed 45 or more credits of college coursework will not be allowed to register for further credit coursework at the university until they have declared a major or pre-major.

Transfer students, especially those who have completed 60 hours of work prior to transferring to USF, should declare their majors upon entry to the university. Transfer students who have not declared a major (or pre-major) and who have completed 75 or more credits of college coursework will not be allowed to register for further credit coursework at the university until they have declared a major or a pre-major. Students transferring in 75 or more credits will be required to declare a major (or pre-major) at the time of admission.

Many resources are made available by the university to assist students in making career decisions and choosing their majors. Information about these resources is readily available from academic advisors. All entering FTIC students who have not made a career/major decision upon entry to the university will be encouraged to enroll in the University Experience course.

College Level Academic Skills Test

The College Level Academic Skills Test (CLAST) is a part of Florida’s system of educational accountability. CLAST is a state-mandated achievement test that measures attainment of communication and mathematics skills expected of students completing their sophomore year in college. These skills were identified by the faculties of community colleges and state universities and adopted by the State Board of Education. A student must pass the CLAST or achieve alternate criteria to receive an Associate in Arts or a baccalaureate degree from any Florida public institution.

Please Note: CLAST exemptions or waivers are not acceptable for admission to or graduation from programs in the College of Education. Refer to the Office of Evaluation and Testing, SVC 2054, for the current policies on CLAST.

Students who have already earned a baccalaureate degree from a regionally-accredited institution are exempt from the CLAST requirement at USF.

The State Board of Education has established minimum CLAST score standards for awarding the Associate in Arts...
degree and for the baccalaureate degree from October 1, 1992 as follows: Reading, 295; English Language Skills, 295; Mathematics, 295; and Essay, 6.

CLAST may be taken by undergraduate, degree-seeking students who have earned 18 semester hours or the equivalent and who apply to take the test on or before the deadline established for registration. Students at USF are required to take the CLAST by the time they complete 45 semester hours. Freshman and sophomore level students and transfer students are encouraged to take the CLAST as early as possible. Transfer students should take the CLAST the first semester they are enrolled as degree-seeking students if they have already exceeded the 45 hours from previous institutions.

If one or more subtests of the CLAST have not been passed or exemptions have not been awarded by the time a student completes 70 semester hours, the student may not register for classes until he/she has met with the appropriate college CLAST advisor. A course or method of preparation to remediate content covered in the failed subtest(s) will be selected and required. Further registration may be restricted for failure to attend the designated preparation.

If a student has completed 36 hours of upper level (3000 and 4000) courses after the first attempt to pass CLAST and has not satisfied the CLAST requirement, registration will be restricted to 1000 and 2000 level courses. Appropriate preparation will be determined in consultation with the College CLAST advisor. Further registration at USF will be denied for failure to complete the required preparation.

Students may receive exemptions for the CLAST examination by achieving specific EACT or SAT-I scores, or by earning a 2.5 GPA in specific courses. Exemptions are awarded for the communication subtests of CLAST if an SAT-I Verbal score of 500 or an EACT English score of 21 and an EACT Reading score of 22 are achieved. Exemptions are awarded for the mathematics CLAST subtest if an SAT-I Mathematics score of 500 or an EACT Mathematics score of 21 is earned. Students receive exemptions from the CLAST communication subtests if a 2.5 GPA is achieved in at least six hours of ENC 1101 and ENC 1102. Exemptions from the CLAST mathematics subtest are issued when students have earned a 2.5 GPA in at least six hours of MAC 2102 or higher, MGF 2202 or higher and STA 2000 or higher. Any combination of these courses is permissible, providing only one statistics course is used to calculate the six-hour mathematics GPA.

Waivers from individual CLAST subtests are granted in two situations: 1) a specific documented learning disability prevents the student from achieving the writing and mathematical skills set forth in SBE 6A-10.0316 (consult with Student Disability Services) and; 2) a student has successfully completed courses related to a specific subtest, but has failed to satisfy the CLAST requirement with a passing score or an exemption. After failing a CLAST subtest five times and successfully completing three terms of documentable preparation and a specific three-hour course related to the failed subtest, a student may apply for a waiver by submitting appropriate documentation to Evaluation and Testing (SVC 2054). A list of approved courses to satisfy this requirement is available in Evaluation and Testing.

**Courses to Satisfy Rule 6A-10.030**

("Gordon Rule")

Prior to receiving an Associate of Arts degree from a public community college or university or a Bachelor's degree from a public university, a student shall complete successfully the following in the areas of communication and computation:

1. **Communication**: Twelve semester hours of English courses in which a student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least 6000 words.

2. **Computation**: Six semester hours of mathematics coursework at the level of college algebra or above. For the purpose of this rule, applied logic, statistics and other such computation courses, which may not be placed within a mathematics department, may be used to fulfill 3 hours of the 6 hours required by this section. In order to receive credit for fulfillment of 6A-10.030, students must receive a grade of “C-” or higher in each course (no “S” grades).

In order to follow the specifics of 6A-10.030, USF has designated the following courses in which the student may demonstrate the writing and mathematical skills as set forth in this rule.

**Communication (12 semester hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFA 2000</td>
<td>Introduction to the Black Experience</td>
<td>3</td>
</tr>
<tr>
<td>AFA 4150</td>
<td>Africa and the United States</td>
<td>3</td>
</tr>
<tr>
<td>AFA 4330</td>
<td>Black Women in America</td>
<td>3</td>
</tr>
<tr>
<td>AFN 2250</td>
<td>Culture and Society in Africa</td>
<td>3</td>
</tr>
<tr>
<td>AFS 3153</td>
<td>African Literature Survey</td>
<td>3</td>
</tr>
<tr>
<td>AMH 3510</td>
<td>U.S. Diplomatic History to 1898</td>
<td>3</td>
</tr>
<tr>
<td>AML 3604</td>
<td>African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>AML 4303</td>
<td>Zora Neale Hurston: Major Works</td>
<td>3</td>
</tr>
<tr>
<td>AML 4624</td>
<td>Black Women Writers</td>
<td>3</td>
</tr>
<tr>
<td>AMS 3001</td>
<td>American Culture 1880-1915</td>
<td>4</td>
</tr>
<tr>
<td>AMS 3260</td>
<td>American Culture, 1830-1860</td>
<td>4</td>
</tr>
<tr>
<td>AMS 3370</td>
<td>Southern Women: Myth and Reality</td>
<td>3</td>
</tr>
<tr>
<td>ANT 4231</td>
<td>Folkslore</td>
<td>3</td>
</tr>
<tr>
<td>ANT 4241</td>
<td>Magic and Religion</td>
<td>3</td>
</tr>
<tr>
<td>ANT 4340</td>
<td>The Caribbean</td>
<td>3</td>
</tr>
<tr>
<td>ANT 4432</td>
<td>The Individual and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ANT 4620</td>
<td>Language and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ANT 4750</td>
<td>Language and Social Interaction</td>
<td>3</td>
</tr>
<tr>
<td>ANT 4935</td>
<td>Rethinking Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ARC 4784</td>
<td>The City</td>
<td>3</td>
</tr>
<tr>
<td>ARH 4710</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>ARH 4721C</td>
<td>History of Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ARH 4792</td>
<td>Critical Studies In Art History</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 4934</td>
<td>Seminar in Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CHM 4070</td>
<td>Historical Perspectives in Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CIS 4250</td>
<td>Ethical Issues And Professional Conduct</td>
<td>3</td>
</tr>
<tr>
<td>CLA 3501</td>
<td>Women in Antiquity</td>
<td>3</td>
</tr>
<tr>
<td>CLT 3101</td>
<td>Greek Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>CLT 3102</td>
<td>Roman Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>COM 4020</td>
<td>Communicating Illness, Grief, and Loss</td>
<td>3</td>
</tr>
<tr>
<td>COM 4030</td>
<td>Women and Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 4710</td>
<td>Writing Lives</td>
<td>3</td>
</tr>
<tr>
<td>CRW 2100</td>
<td>Narration and Description</td>
<td>3</td>
</tr>
<tr>
<td>CRW 3111</td>
<td>Form and Technique of Fiction</td>
<td>3</td>
</tr>
<tr>
<td>CRW 3112</td>
<td>Fiction I</td>
<td>3</td>
</tr>
<tr>
<td>CRW 3121</td>
<td>Fiction II</td>
<td>3</td>
</tr>
<tr>
<td>DAN 2100</td>
<td>Introduction To Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN 4134</td>
<td>Dance History Though the 19th Century</td>
<td>3</td>
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<tr>
<td>EDF 3228</td>
<td>Human Behavior and Environmental Selection</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4008</td>
<td>Literature in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEX 4742</td>
<td>Narrative Perspectives on Exceptionality: Cultural and Ethical Issues</td>
<td>3</td>
</tr>
<tr>
<td>EIN 4313C</td>
<td>Human Factors</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1121</td>
<td>Composition I: Honors</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1122</td>
<td>Composition II: Honors</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3211</td>
<td>Communication for Engineers</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3213</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENC 3310</td>
<td>Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>EVT 4651</td>
<td>Equity in Schools and the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2001</td>
<td>Film: The Language Of Vision</td>
<td>4</td>
</tr>
<tr>
<td>FRT 3140</td>
<td>French Literary Masterpieces in English Translation</td>
<td>4</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Semester Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>REL 4177</td>
<td>Comparative Religious Ethics</td>
<td>4</td>
</tr>
<tr>
<td>REL 4215</td>
<td>Ancient Israel and the Development of the Hebrew Bible</td>
<td>3</td>
</tr>
<tr>
<td>REL 4218</td>
<td>Women and the Bible</td>
<td>3</td>
</tr>
<tr>
<td>REL 4221</td>
<td>Who Wrote the Bible (Genesis-Kings)</td>
<td>3</td>
</tr>
<tr>
<td>REL 4670</td>
<td>Judaism and Christianity After the Holocaust</td>
<td>4</td>
</tr>
<tr>
<td>RUS 3500</td>
<td>Russian Civilization</td>
<td>3</td>
</tr>
<tr>
<td>RUT 3110</td>
<td>Russian Classics in English</td>
<td>3</td>
</tr>
<tr>
<td>RUT 3111</td>
<td>Twentieth-Century Russian Literature in English</td>
<td>3</td>
</tr>
<tr>
<td>SCE 4236</td>
<td>Science, Technology, Society Interaction</td>
<td>4</td>
</tr>
<tr>
<td>SPC 3425</td>
<td>Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPC 4305</td>
<td>Communicating Emotions</td>
<td>3</td>
</tr>
<tr>
<td>SPC 4632</td>
<td>Rhetoric and Social Change</td>
<td>3</td>
</tr>
<tr>
<td>SYA 3310</td>
<td>Qualitative Inquiry</td>
<td>4</td>
</tr>
<tr>
<td>SYP 4420</td>
<td>Consumer Culture</td>
<td>3</td>
</tr>
<tr>
<td>THE 4174</td>
<td>New British Theatre and Drama</td>
<td>3</td>
</tr>
<tr>
<td>THE 4180</td>
<td>Theatre Origins</td>
<td>3</td>
</tr>
<tr>
<td>THE 4320</td>
<td>Theatre Of Myth And Ritual/Northern European (950-1600) &amp; Oriental (400-1200)</td>
<td>3</td>
</tr>
<tr>
<td>THE 4330</td>
<td>Shakespeare For The Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THE 4360</td>
<td>The 19th Century Theatre Revolution</td>
<td>3</td>
</tr>
<tr>
<td>THE 4401</td>
<td>O’Neill And After</td>
<td>3</td>
</tr>
<tr>
<td>THE 4434</td>
<td>Caribbean Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THE 4435</td>
<td>Theatre Of Pluralism</td>
<td>3</td>
</tr>
<tr>
<td>THE 4442</td>
<td>Comedy Of The Classic And Neo-Classic Stage</td>
<td>3</td>
</tr>
<tr>
<td>THE 4562</td>
<td>Contemporary Performance Theory</td>
<td>3</td>
</tr>
<tr>
<td>WST 3210</td>
<td>European Feminist History: Pre-18th Century</td>
<td>3</td>
</tr>
<tr>
<td>WST 4262</td>
<td>Literature by Women of Color in the Diaspora</td>
<td>3</td>
</tr>
<tr>
<td>WST 4310</td>
<td>History of Feminism in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>WST 4410</td>
<td>Third World Women Writers</td>
<td>3</td>
</tr>
</tbody>
</table>

All the above courses will require 6,000 written words per course. IDH courses will fulfill the writing requirement for all University Honor students only.

**Computation (6 semester hours)**

Any courses offered by the Mathematics Department may be used. Only one course from the following list (some of which are not in the Mathematics Department) may be used.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2060</td>
<td>Introduction to Computers and Programming in Basic</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2101</td>
<td>Introduction to Formal Logic</td>
<td>3</td>
</tr>
<tr>
<td>QMB 2100</td>
<td>Business and Economics Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>STA 2122</td>
<td>Social Sciences Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Note that CGS 2060 will not satisfy the USF General Education Quantitative Methods requirement. CLEP general/subject examinations in mathematics, calculus, college algebra, college algebra-trigonometry, and trigonometry may satisfy this requirement.

**Grades, Scholarship Requirements, and Review Procedures**

The University is interested in each student making reasonable progress towards his/her educational goals and will aid each student through guidance and faculty advising. To make students aware of their academic progress, the University has enacted a system of grading and policies of Academic Probation and Academic Dismissal that indicates whether or not a student is showing sufficient progress toward meeting degree requirements. Notations of Grades, Academic Probation and Academic Dismissal are posted to the student's record.
When a student is academically dismissed from the University and is ineligible to re-enroll, it may be in his/her best interest to re-evaluate his/her educational goals with an academic advisor in his/her college. If the student’s poor academic performance has resulted from extenuating circumstances or if after a period of time the student feels he/she has gained adequate maturity and motivation, he/she may petition the Academic Regulations Committee for permission to re-enroll. See “Academic Regulations Committee,” for information on petitioning.

Grading System

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

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

### Plus/minus Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent performance</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Good performance</td>
<td>3.00</td>
</tr>
<tr>
<td>B+</td>
<td>Average performance</td>
<td>2.00</td>
</tr>
<tr>
<td>B-</td>
<td>Poor performance</td>
<td>1.00</td>
</tr>
<tr>
<td>C+</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Other Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Course repeated, not included in GPA</td>
</tr>
<tr>
<td>FF</td>
<td>Failure/academic dishonesty</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete course changed to Failure</td>
</tr>
<tr>
<td>IU</td>
<td>Incomplete course changed to Unsatisfactory</td>
</tr>
<tr>
<td>M</td>
<td>No grade submitted by instructor</td>
</tr>
<tr>
<td>MF</td>
<td>Missing grade changed to Failure</td>
</tr>
<tr>
<td>MU</td>
<td>Missing grade changed to Unsatisfactory</td>
</tr>
<tr>
<td>N</td>
<td>Audit</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>Indicates continuing registration</td>
</tr>
</tbody>
</table>

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

Grade Point Average

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

Credit hours for repeated USF coursework will be awarded only once per course unless the course is a university-approved repeatable course. “D” and “F” grades, however, for repeated USF coursework will be counted in the computation of the student’s GPA as many times as those grades for that course are recorded. If a student originally earns a “C” or higher in a course that may not be repeated for additional credit and earns a “C” or higher on a subsequent enrollment the new grade is not computed in the USF GPA unless the forgiveness policy is being applied.

"I" Grade Policy

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

"M" Grade Policy

An “M” is automatically assigned as a default grade when the instructor does not submit any grade for an undergraduate student. (Undergraduate rules also apply to non-degree-seeking students.) Until removed, the “M” is not computed in the GPA. The time limit for removing the “M” may not exceed one academic semester (whether or not the student is enrolled) and/or graduation, whichever comes first. “M” grades that are not removed by the end of the next semester/term will be changed to “MF” or “MU,” whichever is appropriate. Whether or not the student is enrolled, any change to “MF” grades will be computed in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. In graduate students. The time limit for removing the “M” is to be set in the cumulative GPA, and, if applicable, the student will be placed on appropriate probation or academically dismissed.

S/U Grade System

No-option Courses. Certain courses have been designated as S/U courses. The “S” and “U” grades are used to indicate the student’s final grade. These S/U only courses are identified with (S/U only) after the course definition in this catalog. No grading system option is available to students or faculty in these courses.

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

1. Required courses in the major may not be taken on an S/U basis.
2. Specifically designated required courses in the distribution requirements of the student’s college may not be taken on an S/U basis.
3. Courses to satisfy 6A-10.30 (Gordon Rule) may not be taken on an S/U basis.
4. Courses to satisfy USF’s 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 above areas or restrict the total number of S/U courses that can be accepted for all of the above areas.

- 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.

- d. The certifying college specifies that certain courses may not be taken on an S/U basis.
- e. The certifying college specifies that certain courses may not be taken on an S/U basis.
- f. The certifying college specifies that certain courses may not be taken on an S/U basis.
- g. The certifying college specifies that certain courses may not be taken on an S/U basis.
- h. The certifying college specifies that certain courses may not be taken on an S/U basis.
- i. The certifying college specifies that certain courses may not be taken on an S/U basis.
Mechanism for Assigning S/U Grades. The method by which a student receives an “S” or “U” grade in an option course will consist of the following:

1. A written agreement signed by both instructor and student shall be filed with such offices as may be designated by the college. The college shall set the deadline (no later than the last day of classes for the term) for the student to decide if he/she wishes to take the course on an S/U basis.

2. The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar “S” or “U” consistent with the following:
   a. Letter grade, A, B, or C, shall be equivalent to a letter grade of “S”.
   b. Letter grades D or F shall be equivalent to a letter grade of “U.” “S” and “U” grades are not computed in the student’s GPA.

Grade Forgiveness Policy

USF’s forgiveness policy permits an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade, providing the repeat grade is “D” or higher (exception - see Honors at Graduation). A course that is repeated and the repeat grade is “F” will have both grades calculated into the GPA. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. No course taken on the S/U grade basis may have the grade forgiveness applied. Under unusual circumstances, a different but similar course may be used if the substitute course has been previously approved by the college dean and is on file in the Office of the Registrar.

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

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

1. Complete a “Grade Forgiveness Request Form” (available in the Office of the Registrar) for each course to be repeated.

2. Adhere to the following conditions:
   a. A limitation of applying grade forgiveness to three USF courses with no more than one repeat per course.
   b. With prior approval of the college dean, a course different from a course on the approved list may be substituted in the following cases:
      (1) The substitute course is a change in prefix, number, hours, or title, but not a substantive change in content from the original course.
      (2) The substitute course replaces a course no longer offered by the institution.
   c. The repeated course must be taken under the standard grading system (A-F) and the latest grade must be D/D- or higher (grades of S/U are not permitted).
   d. All grades remain on the transcript. The original course grade will be annotated with “E” to indicate that the course has subsequently been repeated and the original grade is not computed in the GPA.
   e. Individual colleges may have further restrictions; therefore, the student should consult with his/her college.

This policy is applicable to undergraduate and non-degree-seeking students only, and applies to 1000- to 5000- level courses. Once students have been awarded a bachelor’s degree from USF, they may not repeat a course and be forgiven the original grade, taken prior to graduation.

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

Good Standing

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

Academic Record

The student’s academic record shall not be changed after the student has graduated.
however, will continue to be reflected on their transcripts even though the selected portion will not be counted in their GPAs.

Academic Renewal I – Students with fewer than 60 credits: Students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.00) but who otherwise were eligible to return to USF or other institutions of higher education prior to their successful completion of 60 transferable credits, may be admitted to the University with Academic Renewal I if they are able to provide convincing evidence of changes that indicate they might be successful given a new opportunity. Normally, such students will have been engaged in successful non-academic activities such as work or the military for at least five years. Academic Renewal I students will be offered an opportunity to enter USF with all coursework and grades from up to three academic semesters (or equivalent) prior to their academic dismissal dropped from consideration in grade-point-average calculations at the University. How many (up to three) and which semesters are the decisions of the Academic Regulations Committee. Students utilizing the Academic Renewal I policy must earn a cumulative GPA of 2.00 in USF coursework attempted subsequent to Academic Renewal I in order to graduate. Students who elect to exercise the Academic Renewal policy will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

Academic Renewal II – Students with 60 or more earned credits: Students who were academically dismissed (but who otherwise were eligible to return) from USF or other institutions of higher education after the successful completion of 60 transferable credits may be admitted to the University with Academic Renewal II if they are able to provide convincing evidence of changes that indicate they might be successful given a new opportunity. Normally, such students will have been engaged in successful non-academic activities such as work or the military for at least five years. Academic Renewal II students will be offered an opportunity to enter USF with all coursework and grades from up to three academic semesters (or equivalent) prior to their academic dismissal dropped from consideration in grade-point-average calculations at the University. How many (up to three) and which semesters are the decisions of the Academic Regulations Committee. Students utilizing the Academic Renewal II policy must earn a cumulative GPA of 2.00 in USF coursework attempted subsequent to Academic Renewal II in order to graduate. Students who elect to exercise the Academic Renewal policy will not be allowed to use any credit earned during the academic terms from which courses are dropped from grade-point-average consideration toward meeting degree requirements at the University* and they may be excluded from admission to limited access programs. Further, students who exercise the Academic Renewal policy will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

*Students who engage the Academic Renewal II policy will lose the credit they earned during the terms (up to three) they choose to exclude from GPA calculations. They will not necessarily have to repeat a course completed with a grade of "C" or higher to meet specific course requirements.

College Policies For Academic Progress

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

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

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

Class Standing

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0C</td>
<td>Unclassified</td>
<td>Non-degree-seeking students</td>
</tr>
<tr>
<td>1F</td>
<td>Freshman</td>
<td>0 through 29 semester hours passed</td>
</tr>
<tr>
<td>2S</td>
<td>Sophomore</td>
<td>30 through 59 semester hours passed</td>
</tr>
<tr>
<td>3J</td>
<td>Junior</td>
<td>60 through 89 semester hours passed</td>
</tr>
<tr>
<td>4R</td>
<td>Senior</td>
<td>90 or more semester hours passed; however, no baccalaureate degree earned here or elsewhere</td>
</tr>
<tr>
<td>5B</td>
<td>Baccalaureate degree-holder working on a second undergraduate program or degree</td>
<td></td>
</tr>
<tr>
<td>6M</td>
<td>Graduate student admitted to Master's Degree Program</td>
<td></td>
</tr>
<tr>
<td>6A</td>
<td>Graduate student admitted to Specialist Degree Program</td>
<td></td>
</tr>
<tr>
<td>6C</td>
<td>Admitted to Candidacy</td>
<td></td>
</tr>
<tr>
<td>6D</td>
<td>Graduate student admitted to a Doctoral Degree Program</td>
<td></td>
</tr>
<tr>
<td>7A-7D</td>
<td>1st-4th year professional program (M.D.) or post-doctoral status</td>
<td></td>
</tr>
</tbody>
</table>

Admission to a College

All newly-admitted students must be advised initially by an academic advisor. All undecided students are assigned to the Center for Academic Advising for purposes of advising until a choice of major is made. At that time, he/she may enter the college containing the major department. Undecided students may remain undeclared for a maximum of two terms following initial USF entry.

Change of Major

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

Final Examinations

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

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

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style or content of the examination. It is the policy of USF that all students facing an examination (of any type) shall have equal advance notice of the form and content of that examination. The University regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool.

Comprehensive Final Examinations: The last 6 days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination must be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. The period of two hours shall be allotted for each final examination. If a student has a direct conflict of scheduled examinations or has more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The final examination schedule shall be published in the same manner and place as the Schedule of Classes.
Dean's List

Full-time undergraduate students who demonstrate superior academic achievement during one semester will be honored on a "Dean's List." To be eligible for the Dean's List, a student must be in a "pool" (defined hereafter) and must complete 12 hours of graded (A-F) USF courses with no incomplete grades during the semester. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given semester. The Dean's List shall consist of the fewer of: 1) the upper 10% of the enrollment of the college or 2) students in the college with a USF 3.5 GPA or above (ties at the 90th percentile will be included in the honors group).

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

Academic Regulations Committee

The Academic Regulations Committee (ARC) meets regularly to review petitions submitted by undergraduate students to waive University academic regulations. Students must petition and secure approval of the committee to return to the University after having been academically dismissed or to waive academic deadlines.

Effective Fall, 1998, the University has implemented a statute of limitations on student petitions for retroactive adds, drops, withdrawals, and registration. A student will be limited to two calendar years (six academic semesters/terms) for such appeals whether the student is in attendance or not.

The committee normally meets once a week on Tuesday. To petition the committee, a student must secure the appropriate form from the Office of the Registrar and consult with the ARC representative from his/her college prior to submitting the petition form. Completed forms should be returned to the Office of the Registrar no later than the preceding Thursday, to be reviewed at the next week's meeting. Students will receive notification of the committee's action the following week.

Student Academic Grievance Procedures

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

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors.

In the case of grade appeals, the University reserves the right to change a student’s grade if it is determined at the conclusion of the grievance process that the grade given was "capricious and arbitrary." In such circumstances the Dean or Provost/Vice President for Academic Affairs or the Vice President for Health Sciences Center may file an administrative change. "Capricious and arbitrary" means the assigned grade 1) was based on something other than performance in the course; 2) was based on more exacting or demanding standards than were applied to other students in that course; 3) was the result of substantial departure from the instructor's previously announced standards; or 4) was based upon an illegal or unconstitutional act.

In the case of all other academic grievances the University reserves the right to determine the final outcome based on the procedures described herein.

II. Definitions - The term "academic grievance" shall be considered to mean any student complaint regarding instruction, grading or academic advising activity that adversely affects the student's record, academic performance or participation in courses or academic programs.

The term "instructor" shall be considered to mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor that interacts with the student in an academic environment.

III. Resolution at the Department Level - [Note: All time limits in these procedures reflect "academic time," that is, exclusive of breaks and holidays, and may be extended if agreed to in writing by all parties.]

A. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned within four (4) weeks of the incident precipitating the grievance, unless the instructor is unavailable in which case the department Chairperson/Director or the Dean/CEO may extend the deadline (must be in writing to the student).

B. If the situation cannot be satisfactorily resolved, the student shall file or the instructor may file, in writing, a concise statement of particulars with the department Chairperson/Director within two (2) weeks of failure to resolve the incident with the instructor. A copy of this shall also be submitted to the instructor and to the Dean (or designee) of the parent college. (NOTE: If attempted resolution with the instructor fails, resolution may be initiated at the College level in those units without departments.)

C. The department Chairperson/Director shall discuss the statement with the student and the instructor to see if the grievance can be resolved satisfactorily to all concerned. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the Dean (or designee).

D. If a grievance occurs resulting from an event on a campus other than Tampa, the student should follow the approved policy of that campus. In the absence of an approved policy on that campus, the student should follow the procedures described as follows substituting the Campus CEO for the college dean or the student may bypass resolution at the department level and initiate the grievance at the level of the Campus CEO. Once the student makes this choice the other option is precluded. It shall be the responsibility of the department Chairperson to keep the Campus CEO (or designee) informed of any grievances initiated at the department level when the event provoking the grievance occurred on the regional campus. Likewise, it shall be the responsibility of the Campus CEO (or designee) to keep the department informed if the student initiates a grievance bypassing the Tampa Campus department.

IV. Resolution at the College Level - If the situation cannot be resolved to the satisfaction of those directly concerned, or in the absence of a grade change, in those cases involving grade grievances, these procedures will be followed:

A. The department Chairperson/Director shall file a letter with the Dean (or designee) indicating that the problem cannot be resolved at the departmental level. Copies shall be provided to the student and to the instructor. This letter shall be filed no later than two (2) weeks after receipt of the student’s notification to the department.

B. The student shall file a letter with the Dean (or designee) within two (2) weeks of receipt of the Chairperson’s/Director’s notification to the student. This letter must include information pertaining to how, in the student’s opinion, University policies or procedures were violated and/or how an injustice occurred.

C. The Dean (or designee) will send the student’s letter to the instructor, with a copy to the Chairperson/Director within one (1) week of its receipt requesting a written response from the instructor.

D. The instructor will provide a written response to the Dean (or designee) within one (1) week of receipt of the request with a copy to the Chairperson/Director and to the student.
E. After the student receives a copy of the instructor's response to the student's grievance, the student has one (1) week to request a committee hearing at the college level. If no such request is received in a timely manner, then it is presumed that the matter has been resolved to the student's satisfaction.

F. Within two (2) weeks of receipt of the student's request for a committee hearing, the Dean (or designee) shall establish an Academic Grievance Committee to consider the student's grievance and make recommendations to the Dean (or designee) based on these considerations. The committee shall be selected in accordance with the college's faculty governance document, if such provision is made within that document. The membership of the Committee shall be constituted as follows:

1. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the College by the Dean (or designee).
2. The Committee shall neither include members of the faculty nor students of the department directly involved with the grievance, nor faculty nor students of the student's major department. However, this does not prevent faculty or students from the department involved with the grievance or from the student's major department from providing testimony in the proceedings.

G. The Committee will operate in the following manner:

1. The Committee Chairperson will be a faculty member appointed by the Dean (or designee).
2. The Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Chairperson shall not vote except to break a tie during committee deliberations.
3. All deliberations shall be in private and held confidential by all members of the Committee and those involved in the review. The paper products of the committee may or may not be protected from public view based on case specific interpretation by the Office of the General Counsel. The recommendation of the Committee shall be based on the factual evidence presented during the hearing.
4. The Chairperson of the Academic Grievance Committee shall deliver in writing to the student, instructor and Departmental Chairperson/Director or Program Director and Dean (or designee) a report of the findings and a recommended resolution. This report shall be provided within four (4) weeks of the Committee's appointment. After review, the Dean (or designee) may consult with the Chairperson of the Grievance Committee for clarification on any aspect of the grievance.

H. The decision of the Dean (or designee) shall be provided in writing to the student, the instructor and the Chairperson/Director of the Department/Program with responsibility for instruction, with copies to the members of the Committee, within two (2) weeks of receipt of the Committee's report.

I. The student or the Instructor may appeal the decision of the Dean (or designee) to the Provost only if one or both of the following occur:

1. The decision of the Dean (or designee) is contrary to the recommendation of the committee.
2. The party appealing establishes prima-facie evidence of a procedural violation.

J. The party appealing the decision must file an appeal within two (2) weeks of receipt of the decision of the Dean (or designee).

V. Resolution at the University Level - The Provost/Vice President for Academic Affairs of the Vice President for the Health Sciences Center has delegated authority to the Dean of the Undergraduate Studies to act in place of the Provost/Vice President in all academic grievance appeals involving undergraduate students and the Dean of Graduate Studies to act in place of the Provost/Vice President in all academic grievance appeals involving graduate students.

An appeal filed by either a student or an instructor shall specify in detail the basis for the appeal and shall attach copies of all previous considerations and actions. The appeals file will be submitted to the Undergraduate/Graduate Dean (or designee) as appropriate with copies provided (without attachments) to the other party involved, the department Chairperson/Director, and the College Dean (or designee).

Upon a receipt of an appeal from a student or instructor, the Undergraduate/Graduate Dean (or designee) shall first review the file and determine if the appeal meets the standard(s) specified for appeals at the University level. The Dean (or designee) shall make this decision within one (1) week of receipt of an appeal. If the Dean (or designee) finds that the appeal does not meet the standard(s) specified for appeals, the process ceases and the previous finding of the College Dean (or designee) shall prevail. If the Dean (or designee) finds that the standard(s) is met, the appeal process continues. The Dean's (or designee's) finding in this regard is final. The Dean (or designee) shall then notify all parties of the decision to proceed or not proceed with the appeal.

Once the appeal has been certified to proceed, the following process will take place:

A. Within one (1) week of notifying all parties that the appeal is to proceed, the Dean (or designee), in consultation with the Faculty Senate and the Student Senate, shall establish an Appeals Committee consisting of three faculty members drawn from the University Undergraduate Council or Graduate Council, as appropriate and two students, undergraduate or graduate, as appropriate.

B. The functions, and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e., chaired by a non-voting faculty member, no representation from either party’s respective departments, development of a recommendation to the Dean (or designee), etc.

C. Within four (4) weeks of the establishment of the Appeals Committee the Chairperson of the Committee shall deliver in writing to the Dean (or designee) a report of the findings of the Committee and a recommended resolution. After review, the Dean (or designee) may consult with the Chairperson for clarification on any aspect of the grievance.

D. The Dean's (or designee's) final decision shall be provided in writing to both parties plus the College Dean (or designee) and the Department Chairperson/Director within two (2) weeks of receipt of the Committee's report, with copies to the Committee members.

E. In all cases of a grade appeal, if the Dean's (or designee's) decision is that a grade change is merited, the Dean (or designee) shall initiate the grade change on the authority of the Provost and so inform all parties.

F. In all academic grievance appeals, the Undergraduate/Graduate Dean's (or designee's) decision is final and not subject to further appeal within the University.

These procedures shall take effect commencing Fall Semester, 2003 and shall supercede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

Procedures for Alleged Academic Dishonesty or Disruption Of Academic Process

Alleged violations of academic dishonesty or alleged disruptions of academic process will be handled initially by the instructor, who will discuss the incident with the student. It must be noted that the Faculty Senate considers the traditional relationship between student and faculty member as the primary means of settling disputes that may arise. If the instructor observes the alleged dishonesty occurring during an examination, he/she should, with discretion, notify the student of the fact before the student leaves the examination. In all cases, the instructor must attempt to schedule a meeting with the student to discuss the alleged dishonesty or disruptions.
After the discussion, if the student and instructor have reached a mutual agreement as to the solution, the instructor shall file a statement with the chairperson of the department or equivalent, e.g. campus dean, responsible for the course outlining the facts of the incident and the agreed-upon solution signed by both the instructor and student. A copy of this statement shall be given to the student. If no solution is reached, the matter should be referred to the chairperson of the department or the equivalent, e.g. campus dean, for attempt at resolution.

Academic Dishonesty

Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarisms on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule.

Plagiarism

Plagiarism is defined as “literary theft” and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, web sites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one’s own segments or the total of another person’s work.

1. Examples of proper citation (footnote format) are as follows

   
   
   c. Plagiarism is literary theft. To emphasize that this point, Harry Shaw states that the root of the word comes from the Latin word meaning “kidnapping.” [Paraphrasing] [Concise Dictionary of Literary Terms (McGraw-Hill, 1972), pp. 209-210.]
   

2. Examples of proper citation (in body of text):

   a. Shaw (1972) states that the root of the word comes from the Latin word meaning “kidnapping.” [Paraphrasing; complete information about source will be cited in a footnote at the close of the text.]
   
   b. Shaw (1972) was correct when he stated that “plagiarism, from a Latin word meaning ‘kidnapping,’ ranges from inept paraphrasing to outright theft.” [Quotation; complete information about source will be cited in a section at the close of the text.]  

Punishment Guidelines for Academic Dishonesty:

Punishments for academic dishonesty will depend on the seriousness of the offense and may include assignment of an “F” or a numerical value of zero on the subject paper, lab report, etc., an “F” or an “FF” grade (the latter indicating academic dishonesty) in the course, suspension or expulsion from the University. A student who receives an “FF” grade may not use the university’s Grade Forgiveness Policy if the course is subsequently repeated. An “FF” grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. If a student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved. Procedures for student notification concerning the academic dishonesty remain with the instructor and/or department chair. (See Procedures for Alleged Academic Dishonesty or Disruption Of Academic Process.) Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.

For the first “FF” recorded in a student’s USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing them of appeal rights and placing him or her on “Academic Warning” for the remainder of enrollment at USF. Students with any “FF” grade on record will not be eligible for honors at graduation.

For the second “FF” recorded, the student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing
him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.

For the third “FF” recorded, the student will be permanently dismissed from the university for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript.

Note that the maximum penalty for receipt of any “FF” grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the student’s formal record and transcript.

a. For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information may receive an “F” with a numerical value of zero on the test, and the “F” shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course and assign an “F” or “FF” grade for the course.

b. For the use of any prohibited device, such as a cheat sheet, recording, calculator if forbidden on exam, etc., during the course of a classroom test to assist the student or other students, the student using such prohibited device may receive an “F” or “FF” in the course.

c. For the use of another student, a stand-in, to take an examination for the enrolled student, it is suggested that the enrolled student receive an “F” or “FF” in the course and be suspended from school for one year and that the stand-in, if a University student, be suspended from school for one year.

d. For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or other graded assignments, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the course, may receive an “F” or “FF” in the course and may be expelled from the University.

e. It is suggested that students who receive or give stolen computer programs receive an “F” with a numerical value of zero on the program or programs, and the “F” be used to determine the final course grade. It is the option of the instructor to fail the student in the course and assign an “F” or “FF” grade for the course.

Disruption of Academic Process

Disruption of academic process is defined as the act or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member: (a) directs attention from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interrup-
tions of lecture, exam or academic discussions, or (b) presents a danger to the health, safety or well being of the faculty member or students.

Punishment Guidelines for Disruption of Academic Process:

Punishments for disruption of academic process will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from class with a final grade of “W,” if the student is passing the course, shown on the student record. If the student is not passing, a grade of “F” will be shown on the student record. Particularly serious instances of disruption of the academic process may result in suspension or permanent expulsion from the University.

Hearings

Emergency Hearings. An expedited emergency hearing may be held before an academic administrator appointed by the dean or by the appointed academic committee in cases that involve the safety, health or welfare of any student or staff member.

Liberal Arts Requirements

All new USF students and Former Students Returning are required to take 45 semester hours to satisfy the complete liberal arts requirements. Thirty-six (36) semester hours will satisfy the general education course requirements and 9 semester hours will satisfy the exit requirements. Students seeking second baccalaureate degrees (those coded as 5B) are exempt from the 9 semester hour exit requirements. The requirements are distributed as follows:

General Education Requirements* Semester Hours
English Composition 6
Quantitative Methods 6
Natural Sciences 6
Social Sciences 6
Historical Perspectives 6
Fine Arts 3
African, Latin American, Middle Eastern or Asian Perspectives 3

Exit Requirements* Semester Hours
Major Works and Major Issues 6
Literature and Writing 3

*Courses may be certified in more than one area, but students may use each course in only one (1) area.

LIBERAL ARTS GENERAL EDUCATION COURSE REQUIREMENTS (36 Semester Hours)

English Composition: This requirement consists of a minimum of six (6) semester hours of approved course work in English Composition. Students may satisfy this requirement during the second semester freshman level of composition in the following ways: by earning a letter grade of “C-” or better at USF or another institution or by receiving AP or IB English credit. Students with satisfactory CLEP performance will satisfy part of the English Composition requirement, but they will still need to complete ENC 1102 or its equivalent. To satisfy the Gordon Rule, students must earn a letter grade of “C-” or better in each of these courses.

Quantitative Methods: Competence in a minimum of six (6) semester hours of approved mathematics coursework (see the list below). These courses should include both a practical component-providing students with an appreciation of how course content relates to their everyday experiences, and an historical component-providing students with an understanding of the application of the material to other disciplines. To satisfy the Gordon Rule, students must earn a letter grade of “C-” or better in each of these courses.

Only the courses in the list below may be used to satisfy the General Education Quantitative Methods requirement. At least one course must have either an MAC or an MGF prefix. The other course may be any course in the list. To satisfy the Gordon Rule, students must earn a letter grade of “C-” or better in these courses.

While CGS 2060 is applicable to the Gordon Rule Computation requirement, it cannot be used to satisfy USF’s General Education Quantitative Methods requirement.

Natural Sciences: Students should successfully complete a minimum of six (6) semester hours of approved coursework in the natural sciences. Students are encouraged to enroll in courses with a laboratory component. It is a goal that all students have at least one science course with a laboratory; however, facilities and personnel resources prohibit that requirement at this time. Courses may be interdisciplinary. The courses may deal with the content, theories, history, presuppositions, and methods of the discipline. They will include demonstrations and address problems, ambiguities, and different perspectives in the discipline. They will also provide students
with an appreciation of how the discipline fits within the natural sciences and relates to their own lives and the broader human experience.

Social Sciences: Students must successfully complete a minimum of six (6) semester hours of approved coursework in the social sciences; the courses may be interdisciplinary and need not be sequential. Courses in the social sciences shall involve those disciplines considered to be social sciences in that they deal theoretically and empirically with individuals and their relationships to each other and to society. Courses must deal with the content, theories, history, presuppositions, and methods of the discipline. They should also address problems, ambiguities, and different perspectives in the discipline. These courses will provide students with an appreciation of how the discipline fits within the social sciences and relates to their own lives and the broader human experience.

Historical Perspectives: A minimum of six (6) semester hours of approved coursework in artistic, cultural, economic, intellectual, religious, social, and/or political history is required. At least three (3) semester hours will be in the history of Western Civilization. Courses are not limited to those in the discipline of history; however, the courses will have a historical perspective in that they provide students with a sense of the evolution of societies and peoples, including analysis of their history. A sense of chronology is necessary in these courses, but not sufficient. A historical perspective also entails analyses of various elements, such as the intellectual, cultural, artistic, economic, social, political, and religious characteristics of societies and peoples.

Fine Arts: Students are required to successfully complete a minimum of three (3) semester hours of approved coursework in the fine arts. Courses in the fine arts shall involve those disciplines considered to be fine arts in that they deal theoretically and experientially with the aesthetic dimensions of individuals and groups. Courses will concern the creative experience that takes into account the perspectives of both the artist and the public. They may be interdisciplinary and must involve the content, theories, history, presuppositions, and methods of the fine arts. They will address problems, ambiguities, and different perspectives in the disciplines of fine arts. These courses will also provide students with an appreciation of how the disciplines fit within fine arts and relate to their everyday experiences.

African, Latin American, Middle Eastern, or Asian Perspectives (ALAMEA): Students will take a minimum of three (3) semester hours of approved coursework in one of the above listed geographical areas. Course content may include social, political, and economic as well as artistic, cultural, and intellectual subject matter. The material will be presented within a geographical, chronological, and/or humanities background and will necessarily be selective.

All courses listed are certified as meeting the General Education requirement as of November, 2003. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

LIBERAL ARTS GENERAL EDUCATION REQUIREMENT

| ENGLISH COMPOSITON | MAC 2241 Life Sciences Calculus I -6A | MAC 2242 Life Sciences Calculus II -6A |
| ENC 1101 Composition I -6A | MAC 2281 Engineering Calculus I -6A |
| ENC 1102 Composition II -6A | MAC 2282 Engineering Calculus II -6A |
| ENC 1121 Composition I: Honors -6A | MAC 2311 Calculus I -6A |
| ENC 1122 Composition II: Honors -6A | MAC 2312 Calculus II -6A |

| QUANTITATIVE METHODS | MGF 1106 Finite Mathematics -6A | MGF 1107 Mathematics for Liberal Arts -6A |
| MAC 1105 College Algebra -6A | MGF 1131 Chaos and Fractals -6A |
| MAC 1140 Precalculus Algebra -6A | MGF 3301 Bridge to Abstract Mathematics -6A |
| MAC 1147 Precalculus Algebra and Trigonometry -6A | PHI 2101 Introduction to Formal Logic -6A |
| MAC 2233 Business Calculus -6A | QMB 2100 Business And Economic Statistics I -6A |
| | STA 1022 Basic Statistics -6A |
| | STA 2023 Introductory Statistics I -6A |
| | STA 2122 Social Science Statistics -6A |

| NATURAL SCIENCES | ANT 2511 Biological Anthropology |
| ANT 4586 Prehistoric Human Evolution |
| AST 2005 Astronomy of the Solar System |
| AST 2036 Stellar Astronomy and Cosmology |
| AST 3033 Contemporary Thinking in Astronomy |
| BMS 4402 Principles of Human Pharmacology |
| BSC 1005 Principles of Biology For Non-Majors |
| BSC 2010 Biology I - Cellular Processes |
| BSC 2011 Biology II - Diversity |
| BSC 2022 Biology of Aging |
| BSC 2025 Food: Personal and Global Perspectives |
| BSC 2030 Save The Planet: Environmental Sciences |
| BSC 2035 Sex and Today's World |
| BSC 2050 Environment |
| CHM 2021 Chemistry For Today |
| CHM 2045 General Chemistry I |
| CHM 2046 General Chemistry II |
| EVR 2001 Introduction to Environmental Science |
| GEO 2371 Introduction to Earth Systems Science |
| GEO 3013 Introduction to Physical Geography |
| GEO 4244 Tropical Meteorology |
| GLE 2020 Earth and Environmental Systems |
| GLE 2010 Dynamic Earth: Introduction to Physical Geology |
| GLE 2030 Hazards of the Earth's Surface: Environmental Geology |
| GLE 2040 Origins: From the Big Bang to the Ice Age |
| GLE 2050 Science, Earth and Life |
| GLE 2100 History of the Earth and Life |
| ISC 1004 Integrated Natural Sciences I: Science that Matters |
| ISC 1005 Integrated Natural Sciences II: Science that Matters |
| OCE 2001 Introduction to Oceanography |
| PHI 1401 Science and Society -6A |
| PHR 2020 Conceptual Physics |
| PHY 2038 Energy and Humanity |
| PHY 2048 General Physics I |
| PHY 2049 General Physics II |
| PHY 2053 General Physics I |
| PHY 2054 General Physics II |

| SOCIAL SCIENCES | AFA 4150 Africa and the United States -6A |
| AFS 3251 Environmental - Cultural Study in Africa |
| AMS 2030 Introduction to American Studies |
| AMS 3601 Material Culture and American Society |
| AMS 3700 Racism in American Society |
| ANT 2000 Introduction to Anthropology |
| ANT 2410 Cultural Anthropology |
| ANT 3101 Archaeology |
| ANT 3610 Anthropological Linguistics |
| ASH 3404 Modern China |
| ASN 3012 Japan Today |
| CCJ 3003 Crime and Justice in America |

| ENGLISH COMPOSITON | ENGLISH COMPOSITON | ENGLISH COMPOSITON | ENGLISH COMPOSITON | ENGLISH COMPOSITON |
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The text contains a list of courses from various departments at the University of South Florida. It is organized into sections for different disciplines such as Sociology, Anthropology, History, Literature, and Fine Arts. The text also includes the Liberal Arts Exit Requirements for Undergraduates in All Disciplines, specifying the courses that are required for graduation and how they contribute to the overall education.
an interdisciplinary basis. Students will be encouraged to write enough to fulfill Gordon Rule requirements. One of the Major Works and Major Issues courses, if taken outside the student’s major discipline(s), may be taken for S/U credit with the consent of the instructor.

Major Works and Major Issues courses must offer the opportunity for integration of content. These courses will have a liberal arts content and, when appropriate, will contain in-depth discussions of values and ethics, international and environmental perspectives, race and ethnicity, and gender. Courses may be interdisciplinary and may be team taught. This will provide students with an opportunity to explore, in-depth and on an interdisciplinary basis, major topics that are important but outside of the major field of study.

**Literature and Writing (3 credit hours required):** In addition, students will take three (3) semester hours of approved exit requirement coursework in literature and writing. These courses will allow students to read significant literature of the world and write at least 6,000 words. The 6,000-word requirement meets Gordon Rule requirements and is for students who may wish to satisfy some of this requirement with upper-level courses. The writing requirement may be satisfied with assignments that include, for instance, revision and process writing. The course may be taken within the major if appropriate. The courses will focus on the dimensions of values and ethics, international and environmental perspectives, race and ethnicity, and gender.

All students must achieve an overall average of “C” (2.0 GPA) in the lower level requirements and a grade of “C” or better in each of the exit requirement courses.

Although post-secondary foreign language courses may not be required for all graduates, students are encouraged to become competent in at least one foreign language. Foreign language study enriches the command of English, enlarges cultural perspective, and enhances learning skills.

All courses listed are certified as meeting the Exit requirement as of November, 2003. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

### LIBERAL ARTS EXIT REQUIREMENT COURSES

**MAJOR WORKS AND MAJOR ISSUES**

AFA 4313 Black English (3)

AFA 4333 The African Diaspora: Blacks in the Construction of the Americas (3)

S AFA 4335 Black Women in America -6A (3)

AFA 4350 African American Community Research (3)

AFA 4400 Middle Passage (3)

AFA 4500 Slavery in the Americas and the Caribbean (3)

AML 4303 Zora Neale Hurston: Major Works -6A (3)

AMG 4304 Major Ideas in America (3)

ANT 4172 Historical Archaeology -6A (3)

ANT 4195 Fantastic Archaeology (3)

ANT 4241 Magic and Religion -6A (3)

ANT 4302 Gender in Cross-Cultural Perspective (3)

ANT 4316 Ethnic Diversity in the United States (3)

ANT 4340 The Caribbean -6A (3)

ANT 4359 Exploring Cross-Cultural Diversity (3)

ANT 4392 The Individual and Culture -6A (3)

ARC 4784 The City -6A (3)

ARH 3475C Contemporary Issues in Art (4)

ARH 4455 Modern Political Iconography (4)

BSC 4057 Environmental Iconography (3)

CCJ 4692 Seminar in Criminology -6A (3)

CIE 4650 Capstone Geotechnical/Transportation Design (3)

CIS 4250 Ethical Issues And Professional Conduct -6A (3)

CLT 3101 Greek Literature in Translation -6A (3)

CLT 3102 Roman Literature in Translation -6A (3)

COM 4030 Women and Communication -6A (3)

CWR 4812 Capstone Water Resources/Environmental Design (3)

ECH 4615 Plant Design (3)

ECE 3703 International Economics (3)

ECO 4323 Radical Political Economy (3)

ECP 3201 Economics of Women and Work (3)

ECP 3302 Environmental Economics (3)

ECP 3613 Economics of the Urban Environment (3)

ECS 4003 Comparative Economic Systems (3)

EDF 3228 Human Behavior and Environmental Selection -6A (3)

EDF 3604 Social Foundations of Education (3)

EEL 4471 Electromagnetics (3)

EEL 4906 Professional Issues and Engineering Design (2)

EGN 4891 Technology and Society (3)

EIN 4365 Facilities Design II (3)

EML 4551 Capstone Design (3)

ENV 4891 Capstone Environmental Engineering Design (3)

EVR 4027 Wetland Environments (3)

EVT 4651 Equity in Schools and the Workplace -6A (3)

FRE 4392 African Images in Francophone Film (3)

FRT 3001 Great French Love Stories in Translation (3)

FRT 3140 French Literary Masterpieces in English Translation -6A (3)

FRW 4100 The French Novel (3)

FRW 4101 Introduction to French Drama and Poetry (3)

GEB 4590 Strategic Management and Decision Making (3)

GEO 4372 Global Conservation -6A (4)

GEO 4470 Political Geography (4)

GEO 4604 Advanced Urban Geography (4)

GET 3100 German Literature in English Translation (3)

GEY 4635 Business Management in an Aging Society (3)

GEY 4647 Ethical and Legal Issues of Aging (3)

GLY 4045 Moons, Planets, and Meteors: An Introduction to Planetary Science (3)

GLY 4053 Theories and Arguments about the Earth (3)

GLY 4734 Beaches and Coastal Environments (3)

GLY 4805 Geology and Development of Modern Africa (3)

HIS 3308 War and Society (3)

HIS 3933 Major Issues in History (3)

HIS 4936 Pro-Seminar in History -6A (4)

HUM 4938 Major Issues in the Humanities (3)

IDS 3115 Values and Choices -6A (3)

IDS 3186 Scientific and Ethical Dimensions of Human Disease (3)

IDS 3663 Critical Issues Affecting the Arts -6A (3)

INR 3018 World Ideologies (3)

INR 3033 International Political Cultures (3)

INR 3202 International Human Rights (3)

INR 4083 Conflict In The World (3)

INR 4254 Africa in World Affairs (3)

INR 4935 Senior Seminar (3)

ISS 4935 Seminar in the Social Sciences (3)

LIT 3100 Great Literature of the World -6A (3)

LIT 3155 Modern Literature -6A (3)

LIT 3301 Cultural Studies and the Popular Arts -6A (3)

LIT 3374 The Bible As Literature (3)

LIT 3383 The Image of Women in Literature -6A (3)

LIT 3451 Literature and the Occult -6A (3)

LIT 4386 British and American Literature by Women -6A (3)

LIT 4854 Literature as Cultural Study (3)

MHH 4403 The History of Modern Mathematics (3)

MHH 4406 The History of Modern Mathematics (3)

MHS 4052 Human Relations Skills in Counseling (4)

MCC 4070 Historical Perspectives in Chemistry -6A (3)
“Outside the Disciplinary Cluster” Liberal Arts Exit Courses

“Outside the disciplinary cluster” in Liberal Arts Exit courses is defined as outside a cluster of departments or programs. Students with majors from one cluster must take at least one certified Liberal Arts Exit course from any of the other clusters identified below.

Disciplinary Cluster 1: Arts & Letters - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 2-8. No grades may be changed following graduation.
- American Studies: Humanities
- Classics & Classical Languages: Liberal Studies
- Communication: Mass Communications
- English: Philosophy
- French: Religious Studies
- German: Russian
- Spanish: 

Disciplinary Cluster 2: Natural Sciences - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1 or 3-8.
- Biology: Interdisciplinary Natural Sciences
- Chemistry: Sciences
- Environmental Science and Policy: Environmental Science
- Geology: Microbiology
- Physics: 

Disciplinary Cluster 3: Social Sciences - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1-3 or 5-8.
- Africana Studies: History
- Anthropology: Interdisciplinary Social Sciences
- Communication Sciences and Disorders: International Studies
- Criminology and Criminal Justice: Political Science
- Economics: Psychology
- (Social Sciences): Social Work
- Geography: Sociology
- Gerontology: Women’s Studies

Disciplinary Cluster 4: Business - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1-3 or 5-8.
- Accounting: Management Information Systems
- Economics (Business): Systems
- Finance: Management
- General Business: Marketing

Disciplinary Cluster 5: Engineering
- Chemical Engineering: Industrial & Management
- Civil Engineering: Engineering
- Computer Engineering: Information Systems
- Computer Science: (Engineering)
- Electrical Engineering: Mechanical Engineering

Disciplinary Cluster 6: Fine Arts - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1-5 or 7-8.
- Art: Music
- Art History: Theatre
- Dance: 

Disciplinary Cluster 7: Education
- Behavior Disorders: Mental Retardation
- Early Childhood Education: Education
- Elementary Education: Physical Education

Disciplinary Cluster 8: Nursing

Bachelor of Independent Studies majors may use certified courses for any disciplinary cluster to meet the Liberal Arts Exit requirements.

Freshman English Requirement

All first-time-in-college students are required to take Freshman English (a sequential two-semester course of study) in accordance with the following conditions:
1. First-time-enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1102 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are high demand and it is possible that registration space will not always be available.
2. First-time-enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test should attempt CLEP during their freshman year or (c) who have failed the test and wish to repeat it should attempt CLEP during their first nine (9) weeks. During this semester, they should not enroll in ENC 1101. If a student either fails or doesn’t attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally complete the sequence by the first semester of his/her sophomore year. These policies do not apply to first-time-enrolled students who can meet the Freshman English requirement with credit transferred from another institution or those with appropriate AP or IB English credit.

Credit by Examination

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

Graduation Requirements

Baccalaureate Degree

University Requirements

University minimum requirements for graduation consist of the following: earn a minimum of 120 semester hours with an overall 2.00 GPA, including a 2.00 GPA in all courses attempted at USF; a transfer student must have a GPA of 2.0 or higher when combined with all work attempted at other institutions; satisfactorily complete CLAST and the writing and computation course requirements of 6A-10.030; earn a minimum of 48 semester hours of upper-level work (courses numbered 3000 and above); complete Liberal Arts requirements; complete residency requirement; complete program requirements as determined by the college; and be recommended for graduation by the dean of the appropriate college. The requirements must be met by every student upon whom a degree is conferred. The total number of semester hours needed to complete the baccalaureate degree depends upon the academic major field of study. No grades may be changed following graduation.

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

As stated above, effective September 1, 1976, all students entering USF with fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer semesters. The University may waive the application of this rule in cases of unusual hardship. A student who wishes to have the rule waived must complete a “Request for Waiver of Mandatory Summer Enrollment Form” available in the Office of the Registrar. After submission of the form to the Office of the Registrar, the student will be notified by mail of the action taken.

The requirement may be fulfilled only by attending one of the universities in the State University System: University of South Florida, Tampa; Florida Agricultural and Mechanical University, Tallahassee; Florida Atlantic University, Boca Raton; Florida Gulf Coast University, Fort Myers; Florida International University, Miami; Florida State University, Tallahassee; University of Central Florida, Orlando; University of Florida, Gainesville; University of North Florida, Jacksonville; and University of West Florida, Pensacola.

Foreign Language

Graduation Requirement for B.A. Students

In addition to the foreign language entrance requirement (as required by FS 240.233) all students applying for a Bachelor of Arts degree from USF must demonstrate competency in a foreign language. To demonstrate this competency, students may take either two semesters of a college-level foreign language or one semester of a higher-level course and earn a letter grade of “C” (no “S” grades) or above in the appropriate level course or demonstrate equivalent competency by passing an examination. Languages should be selected from among the ones listed below:

Classical Languages
- Greek (Ancient)
- Hebrew (Classical)
- Greek (New Testament)
- Latin

Modern Languages
- Arabic
- Hebrew (Modern)
- Portuguese
- Chinese
- Italian
- Russian
- French
- Japanese
- Spanish
- German
- Polish
- Yoruba
- Greek (Modern)

American Sign Language

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

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

Foreign Language Placement

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

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

Academic Residence

Candidates for graduation must have completed at least 30 hours of the last 60 hours of their undergraduate credit in USF courses. The approval of the dean of the college granting their degree must be secured for any transfer credits offered for any part of these last 60 hours.

Exceptions to the above rules are students who are enrolled at other universities on approved exchange programs, cooperative education students enrolled in other institutions (prior approval having been secured from their USF advisors) while on their training periods, and students taking correspondence work from the University of Florida. CLEP credit does not count toward academic residency.

Academic Major

USF offers curricula leading to the baccalaureate degree in the following fields. The degree is indicated in parentheses after each major code. For clarification, the following terms are defined:

- Specialization: Those courses required to give the student academic concentration and baccalaureate identification such as Mathematics, Accounting, Psychology, etc.
- Supporting or Related: These courses may be prerequisites to the specialization courses, or they may support specialized courses by giving preparation or breadth to the area of specialization. These courses are often referred to as college or program core courses.
- Program Electives: These are usually a broad band of courses offered by the college offering the major to further enrich the student in the general academic field of the major.

College of Arts and Sciences:

- Africana Studies (AFA) (B.A.)
- American Studies (AMS) (B.A.)
- Anthropology (ANT) (B.A.)
- Biology (BIO) (B.S.)
- Cell and Molecular (CAM) (B.S.)
- Ecology (ECL) (B.S.)
- Marine (MRN) (B.S.)
- Physiology (PGY) (B.S.)
- Chemistry (CHM) (B.A.)
- Biochemistry/Biotechnology (CBY) (B.A.)
- Environmental (CHV) (B.A.)
- Health Professions (CHH) (B.A.)
- Chemistry (CHS) (B.S.)
- Environmental (CHV) (B.S.)
- Classics (Classical Languages) (CLS) (B.A.)
- Communication (SPE) (B.A.)
- English (ENS) (B.A.)
- Interpersonal & Organizational (SIO) (B.A.)
- Performance (SPM) (B.A.)
- Public & Cultural (SPL) (B.A.)
- Theater (STA) (B.A.)
- Communication Sciences and Disorders (CSD) (B.A.)
- Deaf Studies (DST) (B.A.)
- Interpreter Training (ITT) (B.A.)
- Speech/Language/Hearing Science (LSH) (B.A.)
- Criminology (CCJ) (B.A.)
- Community Corrections (COC) (B.A.)
- Urban Law Enforcement (ULE) (B.A.)
- Juvenile Justice (JUV) (B.A.)
- Economics (ECO) (B.A.)
- English (ENG) (B.A.)
- Literature (LIT) (B.A.)
- Creative Writing (CRW) (B.A.)
- Professional-Technical Writing (CWT) (B.A.)

College of Arts and Sciences (Continued):

- Economics (ECON) (B.A.)
- English Education (EDU) (B.S.)
- Foreign Language Placement (FLP) (B.A.)
- Foreign Language Placement (FLP) (B.S.)
- Graphic Design (GDS) (B.A.)
- History (HIS) (B.A.)
- International Business (IBS) (B.A.)
- International Political Economy (IPE) (B.A.)
- Philosophy (PHI) (B.A.)
- Religious Studies (RELI) (B.A.)
- Women’s Studies (WST) (B.A.)
- World Languages and Linguistics (WLL) (B.A.)
### Environmental Science and Policy (ESP) (B.S.)

### French (FRE) (B.A.)

### International Studies and Business (ISB) (B.A.)

### Geography (GPy) (B.A.)
- Environmental (EVG) (B.A.)
- Urban and Social (USG) (B.A.)

### Geology (GLY) (B.A.)

### Geology (GLS) (B.S.)

### Environmental (GLE) (B.S.)

### German (GER) (B.A.)

### Gerontology (GEY) (B.A.)

### Gerontology (GES) (B.S.)

### History (HTY) (B.A.)

### Humanities (HUM) (B.A.)

### Interdisciplinary Classical Civilizations (ICC) (B.A.)

### Interdisciplinary Natural Sciences (INS) (B.A.)

### Health Professions (INH) (B.S.)

### Interdisciplinary Social Sciences (ISS) (B.A.)

### Urban Studies (ISU) (B.A.)

### Italian (ITA) (B.A.)

### Liberal Studies (ALA) (B.A.)

### Mass Communications (COM) (B.A.)
- Advertising (ADV) (B.A.)
- Broadcast News (NWS) (B.A.)
- Broadcast - Program & Production (PGM) (B.A.)
- Journalism - Magazine (MAG) (B.A.)
- Journalism - News Editorial (JOU) (B.A.)
- Journalism - Visual Communications (VIC) (B.A.)
- Public Relations (PUR) (B.A.)

### Mathematics (MTH) (B.A.)
- Environmental Biology (MEB) (B.A.)
- Environmental Chemistry (MEH) (B.A.)
- Environmental Geology (MEY) (B.A.)

### Mathematics - 5-year program (MBM)

### Medical Technology (MET) (B.S.)

### Microbiology (MIC) (B.S.)

### Philosophy (PHI) (B.A.)

### Physics (PHS) (B.S.)

### Political Science (POL) (B.A.)

### Psychology (PSY) (B.A.)
- Applied Behavior Analysis (ABA) (B.A.)

### Religious Studies (REL) (B.A.)

### Russian (RUS) (B.A.)

### Social Work (SWK) (B.S.W.)

### Sociology (SOC) (B.A.)

### Spanish (SPA) (B.A.)

### International Studies and Business (ISB) (B.A.)

### Women’s Studies (WST) (B.A.)

### College of Business Administration (B.A./B.S. option):
- Accounting (ACC)
- Business Economics (ECN)
- Finance (FIN)
- General Business Administration (GBA)
- Accounting (GAA)
- Economics (GEC)
- Finance (GFI)
- Marketing (GMK)
- Management (GMN)
- Management Information Systems (GIS)
- International Business (GIN)
- International Business (ITB) (B.A.)
- Management Information Systems (ISM)
- Management (MAN)
- Marketing (MKT)

### College of Education (B.A./B.S. option):
- Athletic Training (BAT) (B.S.)
- Early Childhood Education (ECE)
- Elementary Education (EE)
- Health Education (HE)
- Industrial Education (IED)
- Physical Education (PET)
- Teacher Education (TED)
- Vocational Education (VE)

### College of Engineering:
- Chemical Engineering (ECH) (B.S.C.H.)
- Civil Engineering (ECN) (B.S.C.E.)
- Computer Engineering (ECP) (B.S.C.E.)
- Computer Science (ECC) (B.S.C.S.)
- Electrical Engineering (EEI) (B.S.E.E.)
- Industrial Engineering (EIN) (B.S.I.E.)
- Information Systems (EIS) (B.S.I.S.)

### College of Nursing (B.S.):
- Nursing (NUR)
- Nursing (Registered Nurse) (NRN)

### Undergraduate Studies
- Applied Science (APS) (B.S.A.S.)
- Behavioral Healthcare (ABH) (B.S.A.S.)
- Criminal Justice (ACJ) (B.S.A.S.)
- General Business Administration (ABU) (B.S.A.S.)
- Gerontology (AGR) (B.S.A.S.)
- Public Administration (APU) (B.S.A.S.)
- Urban Studies (AUR) (B.S.A.S.)
- Hospitality Management (HMA) (B.S.)
- Information Technology (ITC) (B.S.I.T.)

### College of Visual and Performing Arts:
- Art (ART) (B.A./B.F.A.)
- Art History (AH) (B.A.)
- Art Studio (ARS) (B.A./B.F.A.)
- Graphic Design (AGD) (B.F.A.)
- Dance (DAN) (B.A./B.F.A.)
- Ballet (DAB) (B.A./B.F.A.)
- Modern Dance (DAM) (B.A./B.F.A.)
- Dance Studies (DAS) (B.A.)
- Music (MUS) (B.M.)
- Composition (MUC) (B.M.)
- Jazz Composition (MJC) (B.M.)
- Jazz Performance (MJP) (B.M.)
- Music Education (MUE) (B.A./B.S.)
- General Music Education (MGED) (B.A./B.S.)
- Instrumental Education (MEI) (B.A./B.S.)
- Voice (MEV) (B.A./B.S.)
- Theatre (TAR/TFA) (B.A./B.F.A.)
- Environmental Education (EED) (B.A.)
- Design (TAD) (B.A.)
- Performance (TAP) (B.A.)

### English Education (BEN)

### Foreign Language Education (FLE)
- French (BFF) (B.A.)
- German (BFG) (B.A.)
- Italian (BFI) (B.A.)
- Russian (BFR) (B.A.)
- Spanish (BFS) (B.A.)

### Mathematics Education (BMA)
- Physical Education (PET)
- Elementary (BPE)
- Secondary (BPS)
- Wellness (BPW)

### Science Education (SCE)
- Biology (BBL)
- Chemistry (BSC)
- Physics (BPS)

### Social Science Education (SSS)
- Special Education
  - Behavior Disorders (BBD)
  - Mental Retardation (BRD)
  - Specific Learning Disabilities (BLD)
  - Varying Exceptionalities (V.E.)

### College of Business Administration (B.A./B.S. option):
- Accounting (ACC)
- Business Economics (ECN)
- Finance (FIN)
- General Business Administration (GBA)
  - Accounting (GAA)
  - Economics (GEC)
  - Finance (GFI)
  - Marketing (GMK)
  - Management (GMN)
  - Management Information Systems (ISM)
  - Management (MAN)
  - Marketing (MKT)

### College of Education (B.A./B.S. option):
- Athletic Training (BAT) (B.S.)
- Early Childhood Education (ECE)
- Elementary Education (EE)
- Health Education (HE)
- Industrial Education (IED)
- Physical Education (PET)
- Teacher Education (TED)
- Vocational Education (VE)
Academic Minor

In addition to major programs, many departments offer an academic minor that requires approximately one-half the upper-level credits required for a major. Students interested in a particular minor should obtain the specific requirements from the appropriate department. The department may require the same admission or retention standards as required for the major.

Each academic minor conforms to the University requirements:
1. A minimum of 8 semester hours of credit used to satisfy the requirements of a minor must be from USF courses.
2. A student desiring a minor must have a major in a different program option.
3. USF coursework for a minor must have a GPA of at least 2.0.
4. Only an undergraduate degree-seeking student at USF is eligible for a minor.
5. A minor can be applied for and received only in conjunction with applying for and receiving a baccalaureate degree except for students who have already received a baccalaureate degree from USF who may earn certification of a minor by taking additional undergraduate coursework at the University and applying for the certification.

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

**Arts and Sciences:**
- African & African Diaspora Studies
- African Studies
- African-American Studies
- American Studies
- Anthropology
- Chemistry
- Classics
- Communication
- Communication Sciences and Disorders: American Sign Language
- Criminology
- Economics
- English: Creative Writing
- English: English and American Literature
- English: Professional-Technical Writing
- Environmental Policy
- French
- Geography
- Geology
- German
- Gerontology
- Greek
- History
- Humanities
- Interdisciplinary Classical Civilizations
- International Studies
- Italian
- Latin
- Linguistics
- Manual Communications
- Mass Communications
- Mathematics
- Modern Greek
- Philosophy
- Physics
- Political Science
- Psychology
- Public Administration
- Religious Studies
- Russian
- Sociology
- Spanish
- Women’s Studies
- Women’s Studies: Women of Color

**Business Administration:**
- Accounting
- Business Economics
- Finance
- General Business Administration
- International Business
- Management
- Management Information Systems
- Marketing

**Louis de la Parte Florida Mental Health Institute**
- Behavioral Healthcare

**Undergraduate Studies:**
- Aerospace Studies
- Leadership Studies
- Military Leadership

**Visual and Performing Arts:**
- Art
- Dance
- Electronic Music
- Music
- Theatre

**Student’s Choice of Catalog**

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

Graduation requirements in effect at the receiving SUS institution at the time a student enrolls at a Florida public institution of higher learning shall apply to that student in the same manner that graduation requirements apply to its native students provided the student has had continuous enrollment as defined in the SUS institution’s catalog. At USF, “continuous enrollment” is defined as enrolling as a degree seeking student at least one term each twelve month period. Therefore, students cannot choose a USF catalog published prior to or during an academic year in which they did not maintain continuous enrollment. (Each catalog is considered to be published during the academic year printed on the title page.)

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

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

**Repeat Course Work**

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

**Double Undergraduate Major**

Students may elect to graduate with two majors. In that event, they must apply independently to each college and be assigned an advisor in each discipline. The student must meet all requirements of each major separately and must be certified for graduation by the appropriate dean(s).
Second Undergraduate Major
A student who wishes to work for a second major, after receipt of a baccalaureate degree, must apply through the Office of Admissions and meet the major requirements as determined by the college. (Exceptions to this rule are students who had been previously accepted for a “Double Undergraduate Major” but graduated with only one major.) After acceptance by the appropriate college and proof of completion, the student’s “permanent academic record” will be posted accordingly.*

Two Degrees (USF Students)
A student at USF may receive two baccalaureate degrees provided he/she meets University graduation requirements for both degrees. In addition to the minimum 120 semester hours that apply toward the first degree and include at least 60 semester hours from a baccalaureate institution, the student must also earn at least a minimum of 30 semester hours in on-campus USF undergraduate courses that will apply toward the second degree. The student must also meet the requirements of the college awarding the degree and the residency requirements.

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

Availability of a Baccalaureate Degree for Students Enrolled in or Graduated from a Five-year Master’s Program
A student may enroll in a baccalaureate degree program while enrolled in or after graduation from a five-year master’s degree program. In consultation with an advisor in the five-year program and an advisor in the baccalaureate-level program and with the approval of the college dean(s) offering the program(s), the student is required to complete the following:

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

B.A. Degree for Medical and Dental Students
Students who are admitted to a medical or dental school after completing their junior year at USF may be awarded the B.A. degree in Interdisciplinary Natural Sciences from the College of Arts and Sciences (see College of Arts and Sciences).

Application for Graduation
In order to graduate, a student must submit an application for the bachelor’s degree, graduate degree, or Associate of Arts certificate to the Office of the Registrar. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student’s academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for the bachelor’s degree is available from the student’s college advising office. The application for a graduate degree is available from the Office of the Registrar or the student’s college advising office. The application for an Associate of Arts degree is available from the Center for Academic Advising in Academic Support and Achievement. The application must first be certified (signed or stamped in the section, “Office Use Only”) by the student’s college (Center for Academic Advising for the A.A. certificate). The college retains one copy, and the student must submit the remaining copies to the Office of the Registrar prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college or to the Center for Academic Advising in Academic Support and Achievement.

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

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

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

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

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

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

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

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

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read “Bachelor of Arts in Memoriam, Bachelor of Science in Memoriam,” Master of Arts in Memoriam,” etc., depending upon the degree the student was pursuing at the time of his or her death. Undergraduate students who have not chosen a major at the time of death will be awarded the ”Bachelor of Arts in Memoriam.”
Honors at Graduation
To be considered for honors at graduation, a baccalaureate candidate must have completed at least 40 credits of graded coursework at USF and have earned a grade point average 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 will not be applicable in computing the GPA for honors.

In addition, students with a record of academic dishonesty appearing on any transcripts will not be eligible for honors at graduation.

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 summa cum laude (with highest 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 3.70 or higher and an overall GPA of 3.90 or above shall receive a diploma designation of cum laude (with honor).

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

NOTE: The GPA is not rounded up when determining honors at graduation (e.g., 3.69 is not the same as 3.70).

Commencement
Commencement ceremonies at USF (Tampa) are held three times a year: Fall, Spring, and Summer. To receive information regarding the commencement ceremonies, students must submit an application to graduate. Information regarding the ceremony will be mailed to the students during the term in which they should participate. If information is not received, the student should contact the Office of the Registrar. Graduate students (masters, specialists, and doctorates) will not participate in commencement exercises until all requirements for such degrees have been fulfilled.

Certification Requirements
Associate of Arts
Upon the student’s successful completion of the minimum requirements for the Associate of Arts Certificate, the University will present the student who has properly made application with an appropriate certificate.

1. To receive the Associate of Arts, the student must complete 60 semester hours of university credit; at least 20 of the last 30 semester hours counted toward the Certificate must be completed in residence at USF; the minimum grade point average must be 2.00 based on work attempted at the USF; in addition, a transfer student must have a GPA of 2.00 or higher when combined with transfer work accepted and evaluated by the USF Office of Admissions; and the General Education Requirements of USF must be satisfied. Physical Education and military science credits do not count within the 60 semester hours toward the Associate of Arts. In addition the student must present a score (passing score after August, 1994) on the College-Level Academic Skills Test and fulfill the writing and computation course requirements of 6A-10.030 prior to receiving the Associate of Arts Certificate.

2. Application Procedure for the Associate of Arts Certificate. The Application for an Associate of Arts Certificate can be obtained from the Center for Academic Advising 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 of Arts certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.

4. Final processing for the Associate of 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 of Arts Certificate.

5. Any incomplete grades shown on the permanent record of an Associate of Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.

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

7. Residence credit will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. Where the grades from these institutions, except those earned through the University of Florida Correspondence Division, are recorded on the permanent record at 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 of 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 of 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 of 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 of Arts certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.

11. The awarding of the Associate of 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 of Arts certificate prior to the completion of 90 semester hours.