

ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA - 2009/2010 UNDERGRADUATE CATALOG

Semester System

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

Academic Load

The maximum load of an undergraduate student is 18 hours (Fall & Spring semesters) and 14 hours (Summer Term) unless approval is received from the dean or an authorized representative of the student's college. Students classified as Undecided must receive approval from the Transitional Advising Center. In the Fall or Spring Semester 12 hours is the minimum load for a student to be considered as full-time.

Full-time Undergraduate Student Definition - Summer Term

Sessions "A" & "B" (6 weeks)

For Academic purposes 6 hours or more each session

For Financial aid purposes must enroll for 12 hours (undergraduate) in any combination of Sessions "A," "B" and "C"

Session "C" (10 weeks)

For Academic purposes 9 hours or more

For Financial aid purposes must enroll for 12 hours (undergraduate) in any combination of Sessions "A," "B" and "C"

Students receiving Veterans' Administration benefits should confirm their Summer Term enrollment with the Office of Veterans' Services or Veterans' Coordinator.

Undergraduates may not enroll in 6000-level courses or higher without approval of the college/department in which the course is offered.

Availability of Courses

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

Transfer of Credit to USF

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

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

Former Student Returning

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

Continuously Enrolled Degree-Seeking Student

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

Declaration of Major

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.

Conversely, many other majors, and often the most popular majors, require completion of particular courses within the first two years. For instance, students with majors in fine arts and engineering should begin specific coursework 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 major as juniors and to allow graduation on a timely basis.

It clearly is advantageous for students to make early decisions about their majors to be on track and to remain on-track toward their degrees and to graduate in a timely manner. Students are urged to declare a major upon entry to the university. If they are unable to formally choose or declare a major or a pre-major they should follow the multi-semester inquiry-based (for undecided) curriculums that best matches their interests.

All students must be officially declared in a major or a pre-major before they register for more than 36 credits. Beginning Fall Semester 2005, FTIC students who will have completed 36 or more credits at the end of the term in which they are enrolled 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 required to follow one of the multi-semester inquiry-based (for undecided) curriculums offered by the university and enroll in the University Experience or Career Development Process course.

College Level Academic Skills Requirement (CLAS)

The College Level Academic Skills (CLAS) requirement is a part of Florida's system of educational accountability. CLAS is a state-mandated achievement 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 meet CLAS requirements or achieve alternate criteria to receive an Associate in Arts or a baccalaureate degree from any Florida public institution.

Please Note: CLAS exemptions or waivers are not acceptable for admission to or graduation from programs in the College of Education.

Students who have already earned a baccalaureate degree from a regionally-accredited institution are exempt from the CLAS requirement at USF. In addition, students who have earned an Associate of Arts degree from a Florida public community college are exempt from the CLAS requirement at USF. An Associate of Science degree is not sufficient to exempt CLAS at USF.

Please see <http://www.ugs.usf.edu/student/clast/index.htm> for the most up-to-date information.

Courses to Satisfy Rule 6A-10.030 ("Gordon Rule")

Prior to receipt of an Associate in Arts degree from a public community college or university or prior to entry into the upper division of a public university or college, a student shall complete successfully the following:

- a. Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.
- b. Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.
- c. Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction pursuant to Rule 6A-10.024, F.A.C., and students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through one (1) or more of the acceleration mechanisms in Rule 6A-10.024, F.A.C., shall be considered to have satisfied the requirements in subsection 6A-10.030(2), F.A.C., to the extent of the college credit awarded.

Note: The Gordon Rule communication and computation requirements are considered met for any student entering the university with an A.A. from a Florida public community college. Gordon Rule communication requirement is considered met for any student entering the university with 60 or more hours.

Students must achieve a proficiency level of at least C- in the course in order to receive Gordon Rule Communication credit.

Communication (12 semester hours)

AFA 2000	Introduction to the Black Experience[In Africa and Its Diaspora]	3
AFA 4150	Africa and the United States	3
AFA 4335	Black Women in America	3
AFS 2250	Culture and Society in Africa	3
AFS 3153	African Literature Survey	3
AMH 3510	U.S. Diplomatic History to 1898	4
AML 3604	African American Literature	3
AML 4303	Zora Neale Hurston: Major Works	3
AML 4624	Black Women Writers	3
AMS 3001	American Culture 1880-1915	4
AMS 3260	American Culture, 1830-1860	4
AMS 3370	Southern Women: Myth and Reality	3
ANT 4231	Folklore	3
ANT 4241	Anthropology of Religion	3
ANT 4340	The Caribbean	3
ANT 4432	The Individual and Culture	3
ANT 4620	Language and Culture	3
ANT 4750	Language and Social Interaction	3
ANT 4935	Rethinking Anthropology	3
ARC 4784	The City	3
ARH 4710	History of Photography	4
ARH 4721C	History of Printmaking	3
ARH 4724	History of Graphic Design	4
ARH 4800	Critical Studies in Art History	4
CHM 4070	Historical Perspectives in Chemistry	3
CIS 4250	Ethical Issues and Professional Conduct	3
CIS 4253	IT Ethics	3
CLA 3501	Women in Antiquity	3
CLT 3103	Greek Literature in Translation	3
CLT 3123	Roman Literature in Translation	3
COM 4020	Communicating Illness, Grief, and Loss	3
COM 4030	Women and Communication	3
COM 4710	Writing Lives	3
CRW 2100	Narration and Description	3
CRW 3111	Form and Technique of Fiction	3
CRW 3112	Fiction I	3
CRW 3121	Fiction II	3
DAN 2100	Introduction To Dance	3
DAN 4134	Dance History Through the 19th Century	3
EDF 3228	Human Behavior and Environmental Selection	3
EEC 4008	Literature in Early Childhood Education	3
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues	3
EIN 4243C	Human Factors	3
ENC 1101	Composition I	3
ENC 1102	Composition II	3
ENC 1121	Composition I: Honors	3
ENC 1122	Composition II: Honors	3
ENC 2210	Technical Writing	3
ENC 3246	Communication for Engineers	3
ENC 3250	Professional Writing	3
ENC 3310	Expository Writing	3
EVT 4651	Equity in Schools and the Workplace	3
FIL 2000	Film: The Language of Vision	4
FIL 3845	World Cinema	4
FIL 4405	Film and Culture	3
FRT 3140	French Literary Masterpieces in English Translation	3
GEA 3405	Geography of Latin America	4
GEA 3500	Geography of Europe	4
GEO 4372	Global Conservation	4

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HIS 4936	Pro-Seminar in History	4
HUM 4931	Seminar in Humanities	4
IDS 3115	Values and Choices	3
IDS 3663	Critical Issues Affecting the Arts	3
IDS 3668	Images of Contemporary Urban Culture	3
LAE 4414	Teaching Literature in the Elementary School, Grades K-6	3
LAE 4416	Teaching Literature and Writing in the Elementary Grades	3
LAE 4464	Adolescent Literature for Middle and Secondary Students	3
LIN 3801	Language and Meaning	3
LIT 2000	Introduction to Literature	3
LIT 2010	Introduction to Fiction	3
LIT 2030	Introduction to Poetry	3
LIT 2040	Introduction to Drama	3
LIT 3103	Great Literature of the World	3
LIT 3144	Modern European Novel	3
LIT 3155	Modern Literature	3
LIT 3301	Cultural Studies and the Popular Arts	3
LIT 3383	The Image of Women in Literature	3
LIT 3451	Literature and the Occult	3
LIT 4386	British and American Literature by Women	3
LIT 4463	Film and Culture	3
MUL 2111	Introduction to Music Literature	3
NGR 6121	Theoretical Foundations and Professional Role Development	3
NGR 6135	Ethical, Legal, and Policy Issues in Advanced Nursing Practice	3
NUR 4194	An Interdisciplinary Perspective in HIV Disease	3
NUR 4286	Geriatric Nursing: Population-based Perspectives on Nursing Care of Older Adults	3
NUR 4645	Substance Abuse Across the Lifespan	3
PAD 4144	Nonprofit Organizations and Public Policy	3
PET 4933	Seminar in Sports Medicine	3
PHH 2000	Introduction to Philosophy	3
PHH 4600	Contemporary Philosophy	3
PHH 4700	American Philosophy	3
PHI 1401	Science and Society	3
PHI 3700	Philosophy of Religion	3
PHI 4300	Theory of Knowledge	3
PHI 4320	Philosophy of Mind	3
PHI 4800	Aesthetics	3
PHM 3100	Social Philosophy	3
PHM 4331	Modern Political Philosophy	3
PHM 4340	Contemporary Political Philosophy	3
PHP 3786	Existentialism	3
PHP 4000	Plato	3
PHP 4010	Aristotle	3
PHP 4740	The Rationalists	3
PHP 4745	The Empiricists	3
PHP 4784	Analytical Philosophy	3
PHP 4788	Philosophy of Marxism	3
PHY 4031	Great Themes in Physics	3
POS 4413	The American Presidency	3
POS 4694	Women and Law II	3
POT 4109	Politics and Literature	3
PUP 4323	Women and Politics	3
REA 2105	Critical Reading and Writing	3
REL 3111	The Religious Quest in Contemporary Films	4
REL 3114	Comedy, Tragedy, and Religion	3
REL 3145	Women and Religion	3
REL 3170	Religion, Ethics and Society Through Film	4
REL 3308	World Religions	3
REL 3367	Islam in the Modern World	3
REL 3465	Religion and the Meaning of Life	3

REL 3500	History of Christianity	4
REL 3561	Roman Catholicism	3
REL 3602	Classics of Judaism	3
REL 3607	Introduction to Judaism	3
REL 3613	Modern Judaism	3
REL 4113	The Hero and Religion	3
REL 4171	Contemporary Christian Ethics	4
REL 4177	Comparative Religious Ethics	4
REL 4215	Ancient Israel and the Development of the Hebrew Bible	3
REL 4217	Who Wrote the Bible (Genesis-Kings)	4
REL 4218	Women and the Bible	3
REL 4670	Judaism and Christianity After the Holocaust	4
RUS 3500	Russian Civilization	3
RUT 3110	Russian Classics in English	3
RUT 3111	Twentieth-Century Russian Literature in English	3
SCE 4863	Science, Technology, Society Interaction	4
SPC 3425	Group Communication	3
SPC 4305	Communicating Emotions	3
SPC 4632	Rhetoric and Social Change	3
SYA 3310	Qualitative Inquiry	4
SYG 3235	Latina Lives	3
SYP 4420	Consumer Culture	3
THE 4174	New British Theatre and Drama	3
THE 4180	Theatre Origins	3
THE 4320	Theatre of Myth and Ritual/Northern European (950-1600) & Oriental (400-1200)	3
THE 4330	Shakespeare for The Theatre	3
THE 4360	The 19th Century Theatre Revolution	3
THE 4401	American Drama	3
THE 4434	Caribbean Theatre	3
THE 4435	Theatre of Pluralism	3
THE 4442	Comedy of The Classic And Neo-Classic Stage	3
THE 4562	Contemporary Performance Theory	3
WST 3210	European Feminist History: Pre-18th Century	3
WST 4262	Literature by Women of Color in the Diaspora	3
WST 4310	History of Feminism in the U.S.	3

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.

Course Number and Title	
CGS 2060	Introduction to Computers and Programming in Basic 3
PHI 2101	Introduction to Formal Logic 3
PSY 3204	Psychological Statistics 3
QMB 2100	Business and Economic Statistics I 3
STA 1022	Basic Statistics 3
STA 2122	Social Science Statistics 3

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

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showing sufficient progress toward meeting degree requirements. Notations of Grades, Academic Probation and Academic Dismissal are posted to the student's academic record.

When a student is academically dismissed from the University and is ineligible to re-enroll, it may be in his/her best interest to re-evaluate his/her educational goals with an academic advisor in his/her college. If the student's poor academic performance has resulted from extenuating circumstances or if after a period of time the student feels he/she has gained adequate maturity and motivation, he/she may petition the Academic Regulations Committee for permission to re-enroll. See "Academic Regulations Committee," for information on petitioning.

Grading System

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

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

Plus/minus Grades

A+	4.00
A Excellent performance	4.00
A-	3.67
B+	3.33
B Good performance	3.00
B-	2.67
C+	2.33
C Average performance	2.00
C-	1.67
D+	1.33
D Poor performance	1.00
D-	0.67
F Failure	0.00

Other Grades

E	Course repeated, not included in GPA
FF	Failure/academic dishonesty
I	Incomplete
IF	Incomplete grade changed to Failure
IU	Incomplete grade changed to Unsatisfactory
M	No grade submitted by instructor
MF	Missing grade changed to Failure
MU	Missing grade changed to Unsatisfactory
N	Audit
R	Repeated Course
S	Satisfactory
U	Unsatisfactory
W	Withdrawal from course without penalty
WC	Withdrawal for extenuating circumstances
Z	Indicates continuing registration.

Please note that the grade of C- will satisfy specified minimum requirements 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 dismiss-ed. **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.

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

Mechanism for Assigning S/U Grades. The method by which a student receives an "S" or "U" grade in an option course will consist of the following:

1. A written agreement signed by both instructor and student shall be filed with such offices as may be designated by the college. The college shall set the deadline (no later than the last day of classes for the term) for the student to decide if he/she wishes to take the course on an S/U basis.
2. The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar "S" or "U" consistent with the following:
 - a. Letter grade, A, B, C, or C- shall be equivalent to a letter grade of "S."
 - b. Letter grades D or F shall be equivalent to a letter grade of "U." "S" and "U" grades are not computed in the student's GPA.

Grade Forgiveness Policy

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

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

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

1. Complete a "Grade Forgiveness Request Form" (available on the Office of the Registrar's website) 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:

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- (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 posted as "D-" or higher (grades of S/U are not permitted) and be higher than the first grade.
 - 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.

Academic Probation and Academic Dismissal for Undergraduate Students

The first time the academic record of an undergraduate or non-degree seeking student falls below a cumulative 2.00 grade point average (GPA), counting only USF grades, he/she will be placed on Academic Probation (AP). If the cumulative GPA is not raised to 2.00 or higher at the end of the next term of enrollment, the student will be placed on Final Academic Probation (FP). A student on Final Academic Probation who fails to raise his/her cumulative USF GPA to 2.00 or higher at the end of the next term of enrollment will be Academically Dismissed (AD) from the university.

A student admitted to the university on probationary status will be placed on Academic Probation (AP) his/her first term with the above rules related to Final Academic Probation and Academic Dismissal applying. Academic advising prior to registration is mandatory until the student is removed from probationary status.

Any student who withdraws from all classes after the fifth day of classes while on Academic Probation will be placed on Final Academic Probation unless the student withdrawal is based on extenuating circumstances and the withdrawal is approved. Any student who withdraws from all classes after the fifth day of classes while on Final Academic Probation or who has been placed on Conditional Readmission by the Academic Regulations Committee will be Academically Dismissed unless the student withdrawal is based on extenuating circumstances and the withdrawal is approved.

The determination and notification of probationary status or academic dismissal will be made by the Registrar's Office on the student's semester grade report and academic record.

A student who attends another college or university during academic dismissal will be classified as a transfer student and readmission will be based on the total record accumulated from all colleges and universities attended.

If a student who has accumulated fewer than 60 semester hours is academically dismissed from USF or falls below a 2.0 GPA and subsequently achieves an A.A. degree or an articulated A.S. degree from a Florida public community/junior college (or other SUS institution), that student, when returning to the University, will return with the USF GPA earned prior to dismissal unless he/she exercises the option of Academic Renewal I as provided in this catalog.

If a student who has accumulated 60 or more semester hours is academically dismissed from USF or falls below a 2.0 GPA and subsequently receives an A.A. or an articulated A.S. from a Florida public community/junior college (or other SUS institution), that student, when returning to the University, will begin with the USF GPA earned prior to dismissal unless he/she exercises the option of Academic Renewal II as provided in this catalog:

If a student is academically dismissed or falls below a 2.0 GPA from USF and subsequently receives a BA/BS from another four-year institution, that student, when accepted to the University with the post-baccalaureate status, will have his/her academic record cleared.

The posting of the AA shall not remove the previous GPA generated at USF for a student who has earned credit at USF and is academically eligible to return to the university and who subsequently receives an A.A. from a community college.

Academic Renewal

USF recognizes that not every student's academic record is flawless and that many times students get off to such a poor start that their future academic opportunities are limited. USF can offer many of those students a second chance. The University's Academic Renewal policy allows students, who provide evidence that they might now achieve academic success, to renew their pursuit of baccalaureate degrees without the responsibility of having to overcome the entire burden of low grades and low grade-point-averages that reflect academic work attempted in the past. To facilitate this opportunity, students who qualify for Academic Renewal may, with the approval of the Academic Regulations Committee, have portions of their academic record not counted in the determination of their grade point averages (GPAs) for graduation purposes. Their entire academic record, however, will continue to be reflected on their transcripts even though a selected portion will not be counted in their GPAs. Academic Renewal

students are admitted with the same terms of academic probation and dismissal as other undergraduate students. Academic Renewal will only be applied to a student's academic record one time at USF.

Academic Renewal I applies to students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.00) with fewer than 60 credits from USF or other institutions of higher education but who otherwise were eligible to return to USF or other institutions of higher education prior to their successful completion of 60 transferable credits. They may be admitted to the University with Academic Renewal I after completing all requirements for the Associate in Arts degree or equivalent (including general education, Gordon Rule and CLAST requirements) at a two- or four-year college. Academic Renewal I students will enter USF as juniors and their USF grade point average will be calculated from that point forward. Such students will be required to earn 60 unduplicated degree credits from USF, with a grade point average of at least 2.00 subsequent to the AA degree, in order to graduate from USF. They also 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.

Academic Renewal II applies to students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.00) with 60 or more earned credits from USF or other institutions of higher education but who otherwise were eligible to return to USF or other institutions of higher education after the successful completion of 60 transferable credits. These students 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 approximately five years or will have demonstrated more recent academic success through completion of an associates' degree or certificate at another institution. 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 or probation from USF or other institutions of higher education to be dropped from consideration in grade-point-average calculations at the University. Determination of which semester(s) may be dropped (up to three) is determined by the student through consultation with the college Academic Regulations Committee representative. 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.

0C Unclassified Non-degree-seeking students

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

Admission to a College

All newly-admitted students must be advised initially by an academic advisor. All undeclared students are assigned to the Transitional Advising Center for the purpose of advising until a choice of major is made. At that time, he/she may be coded into the college containing the major department. Undeclared FTIC and lower-level transfer students must choose a major or college-

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based pre-major before registering for more than 36 semester hours. New upper-level transfer students who are undeclared must choose a major before registering for more than 75 semester hours.

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. Use of an electronic device not specifically authorized by the instructor is not permitted during any examination. Such use may result in academic dishonesty or disruption of the academic process and will be handled as student violations.

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

Certain academic regulations for the University are managed by the Academic Regulations Committee (ARC) within each college. Each college's Academic Regulations Committee regularly reviews petitions submitted by undergraduate students. Undergraduate students must petition and secure approval from their college's Academic Regulations Committee to return to the University after having been academically dismissed or to receive special consideration regarding an academic regulation, including late or retroactive drop of a course, late registration or late add of a course, deletion of a course, and withdrawal from a term. The ARC representatives or designees in each College meet with the student, assist with the petition process, and serve on their college's Academic Regulations Committee. Representatives from the college ARC's also meet formally once a semester to review ARC policies and procedures for the University.

The college Academic Regulations Committee will reexamine petitions when the student provides new and substantive information directly related to the petition or evidence that an error was made. A final ARC decision may be appealed first through the College Dean or designee, and then the Associate Dean of Undergraduate Studies.

Students submitting petitions from the regional campuses (USF Sarasota-Manatee and USF Polytechnic) must follow the same process as Tampa campus students, but may submit their petitions to a regional campus liaison. The liaison will then submit the petition to the college representative of the student's current major and assist in communications with the student.

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.

To petition the committee, completed forms should be submitted to the respective College Advising Office for ARC committee review. In some cases, a consultation with an ARC representative is required. Students may contact their ARC representative for details regarding their submission. The appropriate forms may be obtained from the following Office of the Registrar at http://www.registrar.usf.edu/data_display.php?link_type=Forms or from their academic advising office. Students will receive

notification of the committee's decision by mail/email.

STUDENT ACADEMIC GRIEVANCE PROCEDURES (USF Policy 10-002)

I. Introduction (Purpose and Intent)

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida system (USF system) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. 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. These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures), however, as individual USF system institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.

In the case of grade appeals, the USF system reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Dean or Provost/Sr. Vice President for Academic Affairs, the Regional Vice-Chancellor for Academic Affairs, or the Sr. Vice President, USF Health may file an administrative grade change. The term "incorrect" means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the USF system reserves the right to determine the final outcome based on the procedures detailed herein.

In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

II. Terms and Guidelines

An "*academic grievance*" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.

"*Instructor*" shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.

"*Department Chair/Director*" shall mean the academic head of a college department or the director of a program—or in all cases a "Department's designee" appointed to handle academic grievances.

"*Dean*" shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School, or the equivalent as indicated—or in all cases a "Dean's designee" appointed to handle academic grievances for the unit.

"*Time*" shall mean "*academic time*," that is, periods when USF system classes are in session. *The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause.* Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit's procedures will govern the process and no additional notice of time extension is needed.

"*Written communication*" shall mean communication by hard copy to the recipient's address of record.

The "*burden of proof*" shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

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

As some Colleges may not have departments or some campuses may use different titles, the next level that applies to that College shall be substituted. If the incident giving rise to a grievance occurs on the St. Petersburg campus, the approved policy on that campus shall govern.

III. Statement of Policy

A. Resolution at the Department Level

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
2. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student's opinion, University system policies or

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procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor. The instructor may file a written response to the grievance.

3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.
4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request directed back to the Chair/Director within three weeks to advance the grievance to the College Level. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

B. Resolution at the College Level

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:
 - a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.
 - b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student's major department. The student or faculty may request to attend a Committee meeting. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. In addition, only the Committee may invite additional parties such as faculty or students from the department involved with the grievance or from the student's major department or outside party to provide expert or other relevant testimony in the proceedings. The student or instructor may be present during the other's final statement and may hear the additional information provided, however, neither may be present during the committee's deliberations.
 - c. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.
2. The Committee will operate in the following manner:
 - a. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.
 - b. The Committee 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 Committee Chairperson shall vote on committee decisions only when required to break a tie.
 - c. In Committee reviews involving Academic Integrity, the following *Academic Integrity Review Process* shall be followed in addition to the other Department procedures is applicable:
 - 1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.
 - 2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.
 - 3) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.
 - d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.
 - e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.
 - f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the department Chair/Program Director). The Dean's decision shall indicate whether the decision was consistent with the committee's recommendation.
 - g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate School (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean's decision is final and not subject

to further appeal within the University.

C. Resolution at the University Level

The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to redelegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice President in all academic grievance appeals involving graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or (2) there is cause to think a procedural violation of these USF system Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean in consultation with the Faculty Senate and the Student Senate, shall appoint 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).
2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.).
3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.
4. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.
5. If the Undergraduate/Graduate Dean's decision is that a grade change is merited, the Undergraduate/Graduate Dean shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean's decision is final and not subject to further appeal within the University.

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

**Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these USF system procedures.*

DISRUPTION OF ACADEMIC PROCESS

- (1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the Student Code of Conduct, the purpose of this policy is to clarify what constitutes disruptive behavior in the academic setting, what actions faculty and relevant academic officers may take in response to disruptive conduct, and the authority of the Office of Student Rights and Responsibilities or designated office handling conduct issues in Student Affairs to initiate separate disciplinary proceedings against students for disruptive conduct.
- (2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety or well-being of self or other persons. References to classroom or academic area include all academic settings (live or online, and including field experiences) and references to Instructor include the course instructor, USF faculty, administrators, and staff. Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.

Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student. The following applies to all campuses of the University of South Florida; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus are permitted. Information concerning these procedures is available through the Student Affairs Office at those regional campuses.

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(3) Procedures for Handling Disruption of Academic Process

(a) General Guidelines for Instructor:

1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the Instructor, who will discuss the incident with the student whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.
2. The Instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary. If the Instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to (a.) the department chair, (b.) the Assistant/Associate Dean of the College (as determined by the College), (c) the Office of Student Rights and Responsibilities (OSRR) or the regional campus' designated office in Student Affairs, and (d.) the student. If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, OSRR and other authorities as soon as possible. Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.
3. An Instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the Instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must: (a.) inform the student of the exclusion, (b.) inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department. If such academic exclusion occurs, and if the student requests a review, Chair of the Department shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific class and/or any academic setting. This decision may be appealed in writing by the student within two days to the Dean of Undergraduate Studies or Graduate Studies or the institutional designee (as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the university.

Each academic decision or sanction must be communicated to the Office of Students Rights and Responsibilities or the regional campus' designated office as soon as possible.

(b) Possible Academic Sanctions and Grading Guidelines:

Authority of an Instructor and the appropriate Chair or Assistant/Associate Dean's Office may result in any of the following sanctions:

- Warning to the student
- Voluntary withdrawal by the student from the class(es)
- Temporary exclusion and/or permanent dismissal from the instructor's classroom or academic area, program, or college, pending an expedited appeal
- Academic sanction, including assignment of a final grade — If the final determination is a dismissal from class, the grade assigned for the class will depend on the student's status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of "W" will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of "F" will be assigned for the course. These grades will become a part of the student's permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.

(c) Documentation and Academic Disruption Incident Report:

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Rights and Responsibilities or designated office in Student Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

The Academic Disruption Incident Report must be submitted by hardcopy (not email) simultaneously within 48 hours to (a.) the department chair, (b.) the Assistant/Associate Dean of the College (as determined by the College), (c.) the Office of Student Rights and Responsibilities or the regional campus' designated office in Student Affairs, and (d.) the student. The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:

- Date of report
- Student's name
- USF Student ID number
- Instructor's name

- Instructor's phone number
- Instructor's e-mail
- Title of course, course number and section
- Date/time/location of incident
- Detailed summary of the incident, including a description of the disruptive behavior
- Witnesses
- Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
- Recommended course of action and reasons for this recommendation
- Instructor's signature

(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:

Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Rights and Responsibilities or designated office in Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):

- Educational sanctions to include but not limited to educational programs/classes and written assignments
- Disciplinary probation
- Provisional suspension
- Suspension
- Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF campuses
- Expulsion

When an incident is being reviewed by OSRR or designated office in Student Affairs for possible disciplinary sanctions, current provisions affecting the student's academic status (temporary or otherwise) will be communicated by the Office of Student Rights and Responsibilities or designated office in Student Affairs to the Instructor and appropriate academic administrators/instructors responsible for the student's current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

(e) Resources:

University Police	(813) 974-2628
Advocacy Program	(813) 974-5756
Counseling Center	(813) 974-2831
General Counsel	(813) 974-2131
Office of Student Rights and Responsibilities (USF Tampa)	(813) 974-9443
Office of Student Rights and Responsibilities (USF Sarasota-Manatee)	(941) 359-4330
USF Polytechnic Student Affairs/Dean of Students	(863) 667-7049
Students with Disabilities Services	(813) 974-4309
Assistant/Associate Dean's office in schools and colleges, department chairs	

ACADEMIC INTEGRITY OF STUDENTS

Academic integrity is the foundation of the University of South Florida's commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students.

General Policies:

The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

Violations of Academic Integrity: Undergraduate

Behaviors that violate academic integrity are listed below, and are not intended to be all inclusive.

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(a) Cheating

Definition:

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g., books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

(b) Plagiarism

Definition:

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

(c) Fabrication, Forgery and Obstruction

Definitions:

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

(d) Multiple Submissions

Definition: *Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification:

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

(e) Complicity

Definition:

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

(f) Misconduct in Research and Creative Endeavors

Definition:

Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification:

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the university's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

(g) Computer Misuse

Definition:

Misuse of computers includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

Clarification:

1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

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(h) Misuse of Intellectual Property

Definition:

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification:

Students may not violate state or federal laws concerning the fair use of copies.

Violations and Sanctions for Undergraduate Students

NOTE: These policies apply to undergraduate students, even if taking graduate coursework.

Violations for undergraduate students at the University of South Florida are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended, however, specific academic programs may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to the Undergraduate Dean's Office for violations in Levels Two through Four. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

(a) Level One Violations

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

- Reduction or no credit given for the original assignment.
- An assigned paper or research project on a relevant topic.
- A make-up assignment at a more difficult level than the original assignment.
- Required attendance in a non-credit workshop or seminar on ethics or related subjects.

(b) Level Two Violations

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner.
- Failing grade for the course, which may be an F or FF on the internal transcript.

(c) Level Three Violations

Level Three violations are those that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by one or more violations at Levels One and/or Two. Examples include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g., books, notes, or calculators during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of regrading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.
10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
12. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

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

(d) Level Four Violations

Level Four violations represent the most serious breaches of intellectual honesty. Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University) .
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/ or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
6. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

Recommended sanctions for Level Four violations are listed below:

- The typical sanction for all Level Four violations is permanent academic dismissal from the University with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

(5) Additional Undergraduate Guidelines for Academic Dishonesty:

(a) Grade Assignment

1. 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. Students with any "FF" grade on record will not be eligible for honors at graduation.
2. 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.
3. Any assigned grade may be changed to an FF, F, or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected by the instructor until after the student has dropped or completed the course.
4. Notification to the student of the FF grade and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or department chair. (See Student Academic Grievance Procedures.)
5. 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.
6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(b) Multiple Violations:

1. For the first FF recorded in an undergraduate student's USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing him or her of being placed on "Academic Dishonesty Warning" for the remainder of enrollment at USF and of appeal rights for the FF grade. 2. For the second FF recorded, the undergraduate 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.
3. For the third FF recorded, the undergraduate 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. 4. 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.

FOUNDATIONS OF KNOWLEDGE AND LEARNING CORE CURRICULUM

General Education

An effective university education must engage students with a diversity of ideas, concepts, and ways of acquiring knowledge. The Foundations of Knowledge and Learning Core (FKL) Curriculum at the University of South Florida emphasizes inquiry as the means of developing complex intellectual skills that enable students to become critical thinkers, concerned citizens, successful professionals, and reflective people who throughout their lives are aware of, understand, and engage with the complexities and challenges that our global realities require.

The core curriculum at the University of South Florida is designed to develop baccalaureate graduates who:

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- Understand symbolic, expressive, and interpretive communication systems in all of their complexities.
- Confront with an inquiring mind the natural, social, technical, and human world, and their interrelationships.
- Understand theories and methodologies for producing knowledge and evaluating information
- Interpret and understand human diversity in a global context.
- Discover and pursue a meaningful life, as well as being a responsible steward of the human and physical environment.

The General Education (36 credits) and Exit curriculum (6 credits) consists of six Core Areas of Knowledge and Inquiry. These Core Areas are:

A. English Composition

Students must satisfactorily complete six (6) credit hours of approved coursework (Composition I and II). A major emphasis of the University of South Florida's General Education curriculum is to develop and refine students' written communication skills. Composition I and II provide the foundation for academic and professional writing by emphasizing systematic organization, effective use of detail, compelling treatment of evidence, demonstration of reading skills, appropriate consideration of audience, language use (style) appropriate to discipline and audience, and construction and analysis of valid and sound arguments. In both courses, process writing is fostered through multiple drafts with careful revision and editing.

B. Fine Arts and Humanities

Students must satisfactorily complete three (3) credit hours of approved coursework in Fine Arts and six (6) credit hours of approved coursework in Humanities.

The Fine Arts core is constituted of courses from the visual arts, music, dance, theatre, and creative writing that address the creative experience; engage students in theoretical and/or experiential study of aesthetic dimensions; and address perspectives of both the artist and the public. Course content is focused upon the meaning, theories, history, products and processes of the fine arts by individuals and groups and provides students with an appreciation of how the fine arts contribute to the ways of knowing, the human experience, and contemporary life. Course options often interdisciplinary, considering the interrelationships among the disciplines of the fine arts as well as other core areas of knowledge.

The Humanities core is made up of courses that emphasize areas of inquiry in which we turn our attention to ourselves. Studies in Humanities foster students' ability to analyze beliefs; to make sound judgments about the evidence that supports them; to communicate through language and other symbolic media; and to be creative in expressing themselves and in interpreting how others express themselves creatively. The courses explore methods and theories of criticism that apply to our creative, expressive, and communicative actions; enable students to appreciate different cultures and traditions within our own society; and increase students' knowledge of human civilizations, past and present, and their languages, literature, art, religion, and philosophy. Courses that fulfill these goals will emphasize the use of primary texts and sources and require writing assignments in which students produce a sustained argument in continuous prose.

C. Human and Cultural Diversity in a Global Context

Students must satisfactorily complete three (3) credit hours of approved coursework in Human and Cultural Diversity in a Global Context. Courses in this core area apply principles and theories to the understanding of global processes and phenomena in an interdisciplinary manner; develop an understanding of prevailing world conditions and trends; create an awareness of the diversity of cultures and their roles in the global political economy; foster knowledge of the interrelations among global economic, political, environmental and social systems; and create an awareness of the problems confronting cultural groups, nations, and the human species as a whole. These courses afford students a basic understanding of human and cultural diversity as an integral part of the evolution of humanity; the interrelations among ecological, biological, cultural and gender diversity; the distinction between diversity as product and cause of evolution, and the politicization of diversity; and that a balanced appreciation of human and cultural diversity can be achieved only if the topic is examined historically within the context of the global system.

D. Mathematics and Quantitative Reasoning

Students must satisfactorily complete a minimum of six (6) credit hours of approved mathematics coursework OR three (3) credit hours of approved mathematics coursework and three (3) credit hours of approved coursework in quantitative reasoning. Both the mathematics courses and the quantitative reasoning courses in this core area are taught at the level of college algebra or higher and at least one course must have either an MAC or an MGF prefix. Courses that meet the requirements for quantitative reasoning are designed to instill skills sufficient for responding critically to quantitative issues in the media and public life. Typical elements in such a course include analyzing evidence; verbalizing problems into mathematical form; reading graphs; understanding logical arguments; detecting logical fallacies; understanding evidence; evaluating risks; assessing uncertainty; detecting errors in data; designing experiments; understanding creation of models; understanding validations and inferences; interpreting quantitative data; developing number sense; and developing symbol sense.

E. Natural Sciences

Students must satisfactorily complete at least six (6) credit hours of approved coursework in the Natural sciences core area with at least one course taken from each category of Physical Sciences and Life Sciences.

Approved courses in the Physical Sciences are introductory in nature and present (or have as a prerequisite a college course that presents) the fundamentals of the physical science with relevant applications and should emphasize scientific methodology by involving the student in making observations, evaluating data, and solving problems. The course may be one that is required for majors in the Physical Sciences and technology or a course designed for non-specialists. The courses in this core area will engage students with the relationship of physical science to human and environmental issues with courses for non-science majors including a greater focus on evaluating and using scientific evidence for decision making.

Approved courses in the Life Sciences are introductory courses that present (or have as a prerequisite a college course that present) the fundamentals of biological science, including genetics/speciation/evolution, growth/differentiation, metabolism/bio-energetics and ecology/ethology and should emphasize scientific methodology by involving the student in making observations, evaluating data, and solving problems. These courses will engage students with the relationship of life science to human and environmental issues, with courses for non-science majors including a greater focus on evaluating and using scientific evidence for decision making. Introductory courses for majors in the Life Sciences that do not cover all the topics specified above may be certified for General Education credit by special permission of the General Education Council.

F. Social and Behavioral Sciences

Students must satisfactorily complete at least six (6) credit hours of approved coursework in the core area of Social and Behavioral Sciences. The courses may be interdisciplinary and need not be sequential. Approved courses in the Social Sciences area will provide opportunities to study social groups, institutions, and organizations, and their context; have a theoretical and empirical focus on individuals in relation to others and their environment; formulate basic questions and inquiry about the nature of social life through both interpretive and systematic analyses and address a broad area with concern for both methodological and substantive issues. The courses will have a theoretical and empirical approach to the study of human behavior; formulate basic questions and inquiry about the nature of human behavior through both interpretive and systematic analyses; and address a broad area with appropriate attention to both general issues and methods of the discipline.

General Education Requirements – 36 hours*

- 6 English Composition
- 3 Fine Arts
- 3 Human and Cultural Diversity in a Global Context
- 6 Humanities
- 6 Mathematics Or 3 Mathematics and 3 Quantitative Reasoning
- 3 Natural Sciences (Life Science)
- 3 Natural Sciences (Physical Science)
- 6 Social and Behavioral Sciences

Exit Requirements – 6 hours

- 3 Capstone
- 3 Writing Intensive

*Two courses from the core curriculum must include the Human Historical Context and Process dimension. Please see your academic advisor for a list of these courses.

Students must receive a minimum grade of "C-" in each course to fulfill any core requirement in either the core curriculum or the exit courses. S/U grades are not acceptable for USF FKL courses.

Freshman English Requirement

All first-time-in-college students are required to take Freshman English (a sequential two-semester course of study) in accordance with the following conditions:

1. First-time-enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1102 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are high demand and it is possible that registration space will not always be available.
2. First-time-enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test should attempt CLEP during their first nine (9) weeks. During this semester, they should not enroll in ENC 1101. If a student either fails or doesn't attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally complete the sequence by the first semester of his/her sophomore year.

These policies do not apply to first-time-enrolled students who can meet the Freshman English requirement with credit transferred from another institution or those with appropriate AP or IB English credit.

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 Testing Services.

**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.

In recognition that students seeking a second Bachelor’s degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some graduation requirements are considered met by virtue of their previous degree. These include: CLAST, Gordon Rule, Summer Enrollment, the Foreign Language Entrance Requirement, General Education and the Exit Requirements. Each degree program will determine degree applicability of transfer courses for the major.

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

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.

Students are exempt from the summer requirement provided they have earned 9 or more credits from one of the acceleration mechanisms listed below prior to matriculation at an SUS institution. There is no provision for partial credit that would allow students to complete in summer enrollment only the difference in credits between the required 9 semester hours and the number of credits less than 9 that they completed prior to matriculation. (Approved acceleration mechanisms include: Advanced Placement, International Baccalaureate, Dual Credit, Early Admission, Advanced International Certificate of Education, and credit from the Florida Virtual School.

The requirement may be fulfilled only by attending one of the universities in the State University System: University of South Florida, Florida Agricultural and Mechanical University, Florida Atlantic University, Florida Gulf Coast University, Florida International University, Florida State University, New College of Florida, University of Central Florida, University of Florida, University of North Florida and University of West Florida.

Foreign Language Graduation Requirement for B.A. Students

In addition to the foreign language entrance requirement all students applying for a Bachelor of Arts degree from USF must demonstrate competency in a foreign language. To demonstrate this competency, students may take either two semesters of a beginning college-level foreign language or one semester of a higher-level course and earn a letter grade of “C” (no “S” grades) or above in the appropriate level course or demonstrate equivalent competency by passing an examination. 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, American Studies, Anthropology, Chemistry, Communication, Communication Sciences and Disorders, Criminology, Economics, Gerontology, History, Interdisciplinary Social Sciences, Mass Communications, Political Science, Psychology, Religious Studies, Sociology, 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 Department of World Languages. Students taking the examination in Ancient or Modern Greek or in Latin should also apply to the Director of the Department of World Languages. 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 the Department of World Languages. Should the placement examination indicate that remedial work is required (1120-1121), the student will be allowed to enroll with the understanding that the grade eventually earned will be either an "S" or "U."

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

Academic Residence

Any credits transferred from a University of South Florida accredited institution must be processed as transfer credits from any regionally accredited institution.

Candidates for graduation must have completed at least 30 hours of the last 60 hours of their undergraduate credits in courses offered by the institution from which they receive a degree. Individual colleges and programs may have more stringent requirements, approved by the university, such as the number of specific courses in the major that must be completed at the institution from which a student may receive a degree.

Exceptions to the above rules may be made for students who are enrolled at other universities in USF approved exchanges, study abroad programs, co-op training programs or correspondence courses from the University of Florida. CLEP credit does not count toward academic residence.

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.)
 - Marine Biology (MRN) (B.S.)
- Biomedical Sciences (BMS) (B.S.)
- Chemistry (CHM) (B.A.)
 - Biochemistry/Biotechnology (CBY) (B.A.)
 - Health Professions (CHH) (B.A.)
- Chemistry (CHS) (B.S.)
- Classics - Latin/Greek (CLS) (B.A.)
- Communication (SPE) (B.A.)
- Relational Communication (SRC) (B.A.)
- Organizational Communication (SOG) (B.A.)
- Health Communication (SHC) (B.A.)

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Culture and Media (SMD) (B.A.)
Performance Studies (SPS) (B.A.)
Public Advocacy (SAD) (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.)
Environmental Science and Policy (ESP) (B.S.)
French (FRE) (B.A.)
 International Studies and Business (IFB) (B.A.)
Geography (GPY) (B.A.)
Geology (GLY) (B.A.)
Geology (GLS) (B.S.)
German (GER) (B.A.)
History (HTY) (B.A.)
Humanities (HUM) (B.A.)
Interdisciplinary Classical Civilizations (ICC) (B.A.)
Interdisciplinary Natural Sciences (INS) (B.S.)
Interdisciplinary Social Sciences (ISS) (B.A.)
International Studies (INT) (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.)
 Public Relations (PUR) (B.A.)
 Visual Communications (VIC) (B.A.)
Mathematics (MTH) (B.A.)
Medical Technology (MET) (B.S.)
Microbiology (MIC) (B.S.)
Philosophy (PHI) (B.A.)
Physics (PHY) (B.A.)
Physics (PHS) (B.S.)
Political Science (POL) (B.A.)
Psychology (PSY) (B.A.)
Religious Studies (REL) (B.A.)
Russian (RUS) (B.A.)
Sociology (SOC) (B.A.)
Spanish (SPA) (B.A.)
 International Studies and Business (ISB) (B.A.)
Statistics (STC) (B.A.)
Women's Studies (WST) (B.A.)

College of Business (B.A./B.S. option):

Accounting (ACC)
Finance (FIN)
General Business Administration (GBA)
 Accounting (GAA)
 Finance (GFI)
 International Business (GIN)
 Marketing (GMK)
 Management (GMN)
 Management Information Systems (GIS)
International Business (ITB) (B.A.)
Management Information Systems (ISM)
Management (MAN)
Marketing (MKT)

College of Behavioral and Community Service (B.A./B.S. option):

Communication Sciences and Disorders (CSD) (B.A.)
Deaf Studies (DST) (B.A.)
Interpreter Training (ITT) (B.A.)
Speech/Language/Hearing (LSH) (B.A.)
Criminology (CCJ) (B.A.)
Gerontology (GEY) (B.A.)
Long Term Health Care (GES) (B.S.)
Social Work (SOK) (B.S.W.)

College of Education (B.A./B.S. option):

Early Childhood Education (BEC)
Elementary Education (BEE)
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)
Exercise Science (BPW)
Science Education (SCE)
Biology (BSB)
Chemistry (BSC)
Physics (BSY)
Social Science Education (BSS)
Exceptional Student Education (BEX) (B.S.)

College of Engineering:

Chemical & Biomedical Engineering (ECH) (B.S.C.H.)
Civil Engineering (ECE) (B.S.C.E.)
Environmental (ENV) (B.S.C.E.)
Computer Engineering (ECP) (B.S.C.P.)
Computer Information Systems (EIF) (B.S.I.S.)
Computer Science (BCS) (B.S.C.S.)
Electrical Engineering (EEL) (B.S.E.E.)
Engineering, General (EGU) (B.S.E.)
Industrial Engineering (EIE) (B.S.I.E.)
Mechanical Engineering (EME) (B.S.M.E.)

College of Medicine:

Athletic Training (BAT) (B.S.)

College of Nursing (B.S.):

Nursing (NUR)
Nursing (Registered Nurse) (NRN)
Nursing (Accelerated from bachelor degrees in other fields) (SBN)

College of The Arts:

Art (ART) (B.A.)
Art History (AHI) (B.A.)
Art Studio (ARS) (B.A.)
Art (ARB) (B.F.A.)
Art Studio (ARS) (B.F.A.)
Graphic Design (AGD) (B.F.A.)
Art History (AHM) (B.A.)
Dance (DAN) (B.A./B.F.A.)
Ballet (DAB) (B.F.A.)
Modern (DAM) (B.F.A.)

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Dance Studies (DAS) (B.A.)
Music (MUS) (B.M.)
Composition (MUC) (B.M.)
Electronic Music (EMU) (B.M.)
Jazz Composition (MJC) (B.M.)
Jazz Performance (MJP) (B.M.)
Performance (MPF) (B.M.)
Piano Pedagogy (MPP) (B.M.)
Music Education (MUE) (B.S.)
Music Studies (MSU) (B.A.)
Studio Art (SBF) (B.F.A.)
Studio Art (SBA) (B.A.)
Theatre (TAR/TFA) (B.A./B.F.A.)
Arts (TAA) (B.A.)
Design (TAD) (B.A.)
Design (TFD) (B.F.A.)
Performance (TAP) (B.A.)

Undergraduate Studies

Applied Science (APS) (B.S.A.S.)
American Sign Language (ASG) (B.S.A.S.)
Behavioral Healthcare (ABH) (B.S.A.S.)
Business Administration (ABU) (B.S.A.S.)
Criminal Justice (ACJ) (B.S.A.S.)
Early Childhood Development (AEC) (B.S.A.S.)
Environmental Policy (AEP) (B.S.A.S.)
Gerontology (AGR) (B.S.A.S.)
Hospitality Management (AHG) (B.S.A.S.)
Industrial Operations (AIO) (B.S.A.S.)
Information Technology (ATC) (B.S.A.S.)
Leadership Studies (ALS) (B.S.A.S.)
Public Administration (APU) (B.S.A.S.)
Public Health (APL) (B.S.A.S.)
Urban Studies (AUR) (B.S.A.S.)
Hospitality Management (HMA) (B.S.)
Information Technology (ITC) (B.S.I.T.)

The Honors College:

Individualized Interdisciplinary Honors Research/Comparative Studies (Limited Access Second Major) (HON) (B.A.)

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 may not have a major and a minor in the same program. Department courses used in the major may not apply to the minor.
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:

Africana Studies
American Studies
Anthropology
Biomedical Physics

Chemistry
Classics
Communication
Economics
English: Creative Writing
English: English and American Literature
English: Professional-Technical Writing
Environmental Policy
French
Geography
Geology
German
History
Humanities
Interdisciplinary Classical Civilizations
International Studies
 Italian
 Linguistics
 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

Behavioral and Community Services:

American Sign Language
Behavioral Healthcare
Criminology
Gerontology

Business:

Accounting
Finance
General Business Administration
International Business
Management
Management Information Systems
Marketing

Education:

Educational Foundations & Research

Engineering:

Biomedical Engineering

Public Health:

General Public Health

The Arts:

Art
Art History
Dance

Electronic Music
Music
Theatre

Undergraduate Studies:

Aerospace Studies
Hotel Management
Information Technology - General
Information Technology - Technical
Leadership Studies
Military Leadership
Naval Science and Leadership
Restaurant Management

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.*

*Note that those students who complete the requirements for a second major must be aware that they will not receive a second degree.

Two Degrees (USF Students)

A student at USF may receive two baccalaureate degrees provided he/she meets University graduation requirements for both degrees. In addition to the minimum 120 semester 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 requirement.

**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.

Application for Graduation

In order to graduate, a student must submit an application for the bachelor's degree or Associate in 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* for the student to be assured of availability of academic regalia for participation in the graduation ceremony, certification of graduation by the end of the term, inclusion of name in the graduation Bulletin, and timely ordering of the diploma. Students who submit the application for graduation after the posted deadline but prior to the last day of classes for the academic term and who are determined to have met all graduation requirements in that semester may have their graduation posted that term. Students who submit an application after the graduation application deadline, and wish to graduate in that term, will be assessed a \$50.00 late fee. Students must note that when applying late, their application may not be processed before the next term's registration period if they have not met all degree requirements. Applications received after the last day of classes will result in the graduation being posted at the end of the following academic term. If a student applies for graduation and is not approved, a new application for degree must be submitted 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 an Associate in Arts degree is available from the Transitional Advising Center 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 (Transitional Advising Center 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 Transitional Advising Center 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 for 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 to have honors recognized publicly at the commencement ceremony.

Note: Some colleges ask students to file applications as early as the semester before anticipated graduation to help ensure that they will meet all graduation requirements in the semester in which they intend to graduate. Although applications will be accepted until the last day of classes for the semester of graduation, students applying late will jeopardize their chances of having met all requirements and may delay their graduation as a result.

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 who 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 upper level work at USF and have earned a grade point average of 3.50 or higher for all graded coursework attempted at USF. For those students in programs requiring multiple clinical experiences (such as Nursing and Education), a baccalaureate candidate must have completed at least 30 hours of graded upper level coursework and have earned a grade point average of 3.5 or higher for all graded coursework attempted at USF. In addition, to be eligible for honors, transfer students and USF students who have postsecondary work elsewhere must have an overall GPA of 3.50 or higher counting all USF courses as well as all transferable work attempted at other institutions. The forgiveness policy at USF or other institutions and plus/minus grades awarded at other institutions will not be applicable in computing the GPA for honors. In addition, students with a record of academic dishonesty appearing on any transcripts may graduate from a degree program after meeting all degree requirements, but will not be eligible for honors at graduation, including the honor of graduating from the Honors College or a departmental honors program.

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.50 but below 3.70 shall receive a diploma designation of *cum laude* (with honor).

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.70 but below 3.90 shall receive a diploma designation of *magna cum laude* (with high honor).

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.90 or above shall receive a diploma designation of *summa cum laude* (with highest honor).

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

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

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

Commencement

Commencement ceremonies are held at the end of each academic semester. Ceremonies are held three times a year in Tampa (Spring, Summer and Fall) with multiple ceremonies hosted in a day. Ceremonies are held twice a year at the regional campuses (Spring and Fall).

Students register to participate in a Commencement ceremony through the Commencement website, www.usf.edu/commencement. Registration for that term's ceremony is open on the first day of classes for that term. Deadline for ceremony registration varies by campus. Registration is open to all students; however, doctoral candidates cannot participate in Commencement exercises until all requirements for such degrees have been fulfilled.

To apply to graduate (submit your application to graduate to receive your diploma), contact the Office of the Registrar. Students do not receive their diploma at the ceremony. Information regarding the ceremony will be mailed to students who apply to graduate by the end of the fourth week of the term. The list of student names published in the Commencement program is also taken from the list of students who applied to graduate by the end of the fourth week of the term. Students who have elected total privacy on their records will not have their names published in the Commencement program.

Commencement is a most dignified ceremony fitting for the accomplishment you have achieved. Academic regalia is required. Other than the cost of regalia, there is no fee to participate in a Commencement ceremony for graduates and their families and guests.

Additional information about Commencement can be found at www.usf.edu/commencement or by calling (813) 974-1816.

**Certification Requirements
Associate in Arts**

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

1. To receive the Associate in Arts, the student must complete 60 semester hours of university credit; at least 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 in 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 in Arts Certificate.

2. Application Procedure for the Associate in Arts Certificate. The Application for an Associate in Arts Certificate can be obtained from the Transitional Advising Center prior to the application deadline. The deadline to apply for a degree/certificate in each semester is stated in the Academic Calendar in the catalog.
3. The Associate in Arts certificate must be awarded at least one term prior to the term that the student becomes eligible for the baccalaureate degree.
4. Final processing for the Associate in Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate in Arts Certificate.
5. Any incomplete grades shown on the permanent record of an Associate in Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.
6. The 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 in Arts Certificate.
8. An applicant who has not been enrolled at USF for three semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.
9. In approving any application for the Associate in Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.
10. All USF colleges with undergraduate programs will accept the Associate in Arts from USF. That is, the student will be placed at least, at the junior level and will be considered to have met the University's General Education Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the college of the student's major. Similarly, any special requirements for a student's professional certification (e.g., Education and Engineering) are not necessarily met by the Associate in Arts certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.
11. The awarding of the Associate in Arts is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.
12. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate in Arts certificate prior to the completion of 90 semester hours.