



## POLICY

USF System  USF  USFSP  USFSM

**Number:** 10-505  
**Title:** Degree Progression and Completion Deadlines for Undergraduate Students  
**Responsible Office:** Academic Affairs

Date of Origin: 05-24-13

Date Last Amended: 05-30-17 (technical)

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### I. PURPOSE & INTENT

The University of South Florida (USF) is committed to facilitating students through their academic progress to degree. This Policy is one of many University initiatives directed at assisting students in effectively meeting their academic goals.

### II. STATEMENT OF POLICY

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

1. If denied for graduation a student should reapply for graduation in the subsequent semester for which degree requirements are met. In cases where the student's academic records have been adjusted to indicate completion of degree requirements within one year of the denial, the original application may be used to graduate the student in the current semester.
2. If a student does not submit the Online Graduation Application for Degree when their academic records indicate he/she has met all degree requirements and he/she is not actively enrolled in other approved degree-seeking coursework, he/she may be graduated by the University without an application.

**B. Students who have completed all the requirements for their degree will be required to graduate.** Exceptions may be approved by college deans or their designees up to two additional semesters but not to exceed 10 semesters total to allow students to complete approved second majors or to complete clearly defined objectives to enhance qualifications for employment or graduate and professional programs. (Exceptions may be made for part-time students.) Unless students receive approval from the Dean of Undergraduate Studies of an exception to the graduation request, USF may move the student through to graduation and confer the degree earned.

**C.** Students should be approved to pursue minors only if the minor can be completed without extending the time required for the students' initially projected graduation date and without exceeding their ECHS threshold. Students in lockstep programs without available elective hours will not be approved for minors, unless an exception is approved by the College Dean or designee. Minors are awarded only in conjunction

with the receipt of a baccalaureate degree. Students are expected to demonstrate academic success (appropriate GPA for program, completion ratio, and success in pre-requisites, core or other related coursework for current major and requested minor) before they can be approved for a minor. Minors may be approved at the discretion of the college offering the minor, in consultation with the college of the student's major. Students will apply for a minor before their last semester of enrollment. Minors may be approved at the discretion of the college offering the minor in the last term of enrollment provided the student will have completed all of the remaining course requirements for the minor in that term.

**D.** Students may be approved to pursue dual degrees and second majors only if they are able to complete both programs within no more than two additional semesters (10 semester total) from the initially projected graduation date or within the ECHS threshold for dual majors or dual degrees. Second majors are awarded only in conjunction with the receipt of a baccalaureate degree. Students should follow the requirements as stated on the Double Major or Dual Degree application forms (<http://www.usf.edu/undergrad/academic-advocacy/services/double-major-and-dual-degrees.aspx>) and they are expected to apply for a second major or degree only after demonstrating academic success (appropriate GPA for both major programs, completion ratio, and success in pre-requisites, core or other related coursework for current major and second major or degree). Students will typically be approved for a second major or dual degrees before exceeding 96 credit hours (not counting in the latter any credit from examination or dual enrollment). The students' program of study is delineated on the application form and must be reviewed by both program advisors prior to submission for approval. Third majors will only be allowed in exceptional circumstances when the student can complete within the above criteria.

As per [USF System Regulation USF3.007](#) successful completion of at least 25% of the total credit hours required for the degree must be in courses offered by the USF System Institution conferring the degree.

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

**F.** Students are expected to graduate within the minimum number of semesters appropriate to their academic work completed at the time of their admission and the extent to which they are able to be enrolled full-time. Summer sessions are not counted as semesters for the provision of this Policy.

1. First time in college (FTIC) students are expected to complete a 120-credit hour degree program within 8 semesters. Degree programs with greater than 120 credit hours may require one additional semester.

2. High school graduates who also earned an AA degree in conjunction with their HS Diploma (HS/AA) and who enter USF as FTIC are expected to complete a 120-credit hour degree program within 4 semesters, but may be allowed up to 8 semesters based on an academic plan that is developed by the student and his/her USF advisor and approved by the student's college within his/her first term on campus. An additional semester may be required for degree programs that have greater than 120 credit hours or lockstep course sequence(s) in the major. The expected number of semesters will be delineated on the academic plan.

3. Transfer students who have completed 60 credit hours or an AA degree are expected to complete a 120-credit hour degree program within 4 semesters if they have completed all prerequisites and critical tracking criteria for the program to which they are admitted at the time of their first enrollment at USF. An additional semester may be required for degree programs that

have (a) greater than 120 credit hours or (b) lockstep course sequence(s) in the major and on a case-by-case basis for students who are admitted needing to complete prerequisites.

4. FTIC or transfer students who have completed 120 credits or more will not be allowed to enroll in courses that are not required for degree completion. Exceptions may be approved if needed to allow the students to be enrolled full-time when an appropriate required course is not available.

5. For the purposes of the requirements in (A) through (F) above a semester is defined as a fall or spring semester in which a student is enrolled full-time (attempting 12 or more credit hours). Summer semesters, overseas study, and full term withdrawals are not included in the semester count. Semesters in which a student is doing an internship or co-op experience are not included in the semester count unless a full-semester internship is part of the degree requirements.

6. Changing majors within a college: Colleges will review student requests to change major within the college. The colleges are expected to restrict those changes such that students may graduate within the number of semesters specified in (A) through (F) above and without incurring or increasing their ECHS potential, unless an exception is approved by the College Dean or designee. Students should review with an advisor in the new major the expected number of semesters required for degree completion, with special attention to the likelihood that the change may result in excess hour surcharges.

7. Changing majors between colleges: The final decision to allow a student to change to a new major rests with the college of that major. Advisors in the new major and students should follow the guidelines listed below and should review together the expected number of semesters required for degree completion:

8. FTIC students who have completed 6 or fewer semesters at USF may be allowed to change majors provided they: have a minimum USF GPA of 2.0; are on-track for the major of interest or can be on-track within two semesters; and can complete the major within a total of 10 semesters at USF (an additional semester may be granted for majors requiring greater than 120 credits or that require lockstep course sequences).

9. FTIC students who are currently in their 7th or 8th semester at USF should be encouraged to stay in their current major and finish that degree program. They may be allowed to change majors by exception only if they can complete the new major within a total of 10 semesters at USF (an additional semester may be granted for majors requiring greater than 120 credits or that require lockstep course sequences).

10. HS/AA students who want to change majors must submit a revised academic plan for approval by the college of interest and must be able to complete the major within a total of 4-8 semesters at USF (additional semesters may be granted for majors requiring greater than 120 credits or that require lockstep course sequences).

11. Transfer students are expected to complete the major to which they were admitted. Change of major may be allowed in exceptional circumstances after the student has completed one semester of courses for their admitted major. If the desired change of major is to a new college, the two colleges will discuss the student's situation to determine the best resolution.

12. USF offers several courses through an alternative calendar session called "intersession,"

wherein the course(s) is condensed into a three-week period. Following are the requirements for students enrolling in multiple intersession courses:

- Students with a 3.33 to 4.0 USF GPA may enroll in two intersession courses without prior advisor approval.
- Students with a 2.75 to 3.32 USF GPA may enroll in two intersession courses with prior advisor approval.
- Students with a USF GPA below 2.75 may enroll in one intersession course without prior advisor approval.

**G.** A student may be reselected (RSL) from their declared major if it is determined they are not meeting degree progression as specified in this policy (II.F.1-5) or have become subject to college or major D/F grade policies or other approved progression policies. Any student Reselected (RSL) from their declared major after 60 earned hours must be reviewed for ECHS and degree progression before changing majors. Students will be allowed to change to those majors that can be completed within 10 semesters and without incurring ECHS.

**\*Current Responsible Office: Academic Affairs**

**\*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer**

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