

## University Registrar Office's Policies -

### URO 101 Registration

#### 101-01 Registration for Classes—General Policy

Purpose:

To facilitate eligible student course registration.

Other Resources:

Cashier's Office

Applicability:

In order to be eligible to register at USF, a registrant must be:

1. a continuously enrolled USF student
2. a newly admitted USF student, or
3. a readmitted former student returning after three or more semester absences.

Policy:

All eligible students register online via *OASIS*, USF's Online Access Student Information System. A link to *OASIS* can be found at [www.registrar.usf.edu](http://www.registrar.usf.edu). Students register at or after their respective allotted date and time of day; i.e. the student's time ticket for registration, visible in *OASIS* approximately two weeks prior to active registration periods. Registration periods end on the business day before the first day of classes each semester. After the late registration period, also known as Drop/Add week, which coincides with the first five business days of classes, URO staff will process authorized student registrations only upon receipt of an approved petition. A late fee is assessed for registrations first-attempted or not initiated prior to the first day of classes each semester.

Processing Priority:

First day of registration, appointments or time-tickets are conferred upon groups for whom accommodation must or should be made for compliance/contractual reasons or for purposes of enhancing recruitment efforts and initiatives within the USF System. Overall (combined institutional and transfer) GPA will figure prominently in the stratification of registration appointment times. Higher GPAs will result in earlier registration times while lower GPAs have the potential to place students back at the end of the registration queue. The prioritization of appointments rewards student performance by ensuring high achievement students their selection of courses.

Schedule Search:

A link, 'Schedule Search', (the lists of course offerings in which to register, associated tuition & fees, and important academic and administrative dates and deadlines each semester), is available online at [www.registrar.usf.edu](http://www.registrar.usf.edu).

Registration procedures:

To register for classes during an active registration period, students must:

1. meet with an academic College/department advisor to obtain any necessary course permit.
2. verify allotted registration appointment date/time and eligibility for course activity in *OASIS* via sign-in under their unique NET-ID number and self-assigned password.
3. resolve any administrative holds hindering registration with that respective office.

4. submit course reference numbers from the online Schedule Search via *OASIS* to distinguish in which class or classes the student desires to register.
5. pay the resulting balance due by the tuition & fees deadline pertinent to that semester, usually the end of the fifth (5<sup>th</sup>) business day of the first week of classes.

Cross-References:

For information on late registration, see URO 101–05, “Registration and Drop/Add after the Published Deadline.”

### **101–02 Net ID**

Purpose:

To facilitate a students’ secure access to *OASIS* Self-Service.

Policy:

Students use their institutionally assigned Net-ID number and self-assigned password to sign-on to *OASIS*. Their Net-ID originates from USF Information Technology and permits access to MyUSF (Canvas) and other USF online business systems. Students will be required to use their institutionally assigned 9-digit USF-ID number for all paper-initiated purposes; e.g. petitions, applications for services without comparable online versions, etc. Students must not share either their Net-ID or USF-ID numbers. Both are personally identifiable pieces of information. The Net-ID, coupled with the self-assigned password, serves as the student’s electronic signature at USF. If students forget their self-assigned password, they should visit [oasis.usf.edu](http://oasis.usf.edu) and follow password reset instructions. Passwords cannot be reset over the telephone or upon receipt of an email request.

### **101–03 Mandatory First Class Meeting Attendance**

Purpose:

Although it is ultimately the responsibility of the student to drop any course they do not wish to be held fee liable for by the end of Drop/Add week, to enforce student attendance at the first class meeting, instructors are required to take attendance in order to facilitate course drops for student for nonattendance.

Other Resources:

Cashier’s Office

Policy:

Instructors may drop a student from a course if the student appears on the class grade roster, and does not attend the first class meeting.

It is recommended that the student contact the instructor before the first class if absence cannot be avoided. Instructor-initiated drops (i.e. notification of a student’s absence) via the first-day attendance (FDA) tool are processed in *OASIS* upon submission via Canvas.

Procedure:

To request an instructor-initiated drop for non-attendance:

1. The instructor submits whether each student is “present” or “absent” via a first-day roster in Canvas’ FDA tool.

2. The student is dropped from the class upon submission.

Courses that are dropped do not appear on the student's transcript. Tuition, if paid, is fully refunded, depending on the student's remaining hours and any applicable fees.

Cross-Reference:

For further information on dropping courses, see [URO 101-05](#), "Registration and Drop/Add after the Published Deadline."

### **101-04 Drop/Add of Classes**

Purpose:

To facilitate a student's drop and/or addition of classes to their current semester schedule during the first week of the semester.

Other Resources:

Cashier's Office

Policy:

Registered students may change their current semester schedules self-service by dropping and/or adding course reference numbers via *OASIS* until the end of the fifth (5<sup>th</sup>) business day each semester. Dropping, adding, or swapping classes may result in additional fees or refunds.

Additional Fees:

Adding a class or classes that result in a balance due must be paid by the tuition & fees deadline pertinent to that semester, usually the end of the fifth (5<sup>th</sup>) business day of the first week of classes.

Refunds:

To ensure refund of any portion of a balance owed to the student as a result of dropping a class or classes, all inquiries must be addressed to the Cashier's Office.

Procedure:

To drop/add a class, a student must:

1. meet all expectations of the URO Registration for Classes General Policy with the exception of an allotted registration appointment date/time.
2. drop/add course reference numbers via *OASIS* to distinguish the classes in which the student desires or no longer desires to be registered.
3. complete all drop/add transactions by the end of the fifth (5<sup>th</sup>) day of classes in the registration term.

Cross-References:

For further information on registration, see [URO 101-01](#), "Registration for Classes—General Policy."

For further information on late drop/add, see [URO 101-05](#), "Registration and Drop/Add after the Published Deadline."

For further information on withdrawal from classes, see URO 101–08, “Withdrawal from Classes—General Policy.”

### **101-05 Override and/or Overload Permits**

Purpose:

To facilitate registration by a student into a class that is closed or filled to capacity, restricted, or in time conflict with another class on the student’s class schedule or to allow a student to exceed the maximum course load permitted.

Other Resources:

Academic Colleges and departments  
Cashier’s Office

Policy:

The college or department offering a class may issue an override during the registration and drop/add periods so that a student may add a class that is full, restricted, or in time conflict with another class on the student’s schedule; or, the college/department Advising Office of the student’s major may issue an overload authorization allowing a student to register for classes exceeding the maximum course load allowed.

1. Students make requests for override permission or overload authorization at the College or department offering the class desired.
2. If approved, College or department personnel issue override or overload permits electronically in Banner (OASIS).
3. Upon approval, students register via *OASIS* using the distinct course reference number corresponding with the class for which override or overload permission has been granted and meet the tuition & fees deadline for the semester.

### **101–06 Registration and Drop/Add after the Published Deadline**

Purpose:

To facilitate an eligible student’s drop/add of classes after active registration (aka appointment/time ticket registration period) via *OASIS* ends.

Other Resources:

Academic Colleges and departments  
Cashier’s Office

Applicability:

A registrant must be:

1. A continuing USF student
2. A new student admitted late, or
3. A late readmitted former student returning after three or more semester absences.

Policy:

All eligible students who desire to either register for the first time after active registration

ends or drop/add classes after the published deadline must:

1. Obtain approval from the authorized College/department Academic Regulations Committee or Graduate Studies representative on the respective authority's appropriate petition.
2. Have the registration processed at the Tampa Campus, University Registrar's Office or a regional campus Registration & Records Office, and
3. Pay a \$100 late registration fee (if initial registration) along with the normal tuition & fees for the semester plus a late tuition payment penalty within 5 business days of the late registration having been processed.

For further information on registration, see URO 101—1, "Registration for Classes – General Policy".

For further information of drop/add, see URO 101-03, "Drop/Add of Classes"

### **101-07 Late Registration Fee**

Purpose:

A penalty imposed to encourage students to register at their designated appointment date/time, in advance of the first week of classes.

Policy:

All degree-seeking students who wait to initiate or attempt registration for the first time during Late Registration & Drop/Add will be automatically assessed a \$100.00 late registration fee.

All non-degree seeking students who have not registered for any courses by the end of Late Registration & Drop/Add period (i.e. the first week of classes) will automatically be assessed a \$100.00 late registration fee.

Any students who successfully petition for late registration or reinstatement following financial cancellation will be automatically assessed a \$100.00 late registration fee.

Requests to waive the \$100 late registration fee must be submitted to the URO using the Late Registration Fee Waiver Request form (see [www.registrar.usf.edu/data\\_display.php?link\\_type=Forms](http://www.registrar.usf.edu/data_display.php?link_type=Forms) for the form).

Cross-Reference:

For further information on late drop/add, see URO 101–05, "Registration and Drop/Add after the Published Deadline."

### **101–08 Cross Enrollment**

Purpose:

To facilitate a USF undergraduate student's ability to enroll in courses at another institution while maintaining continuous student status at USF.

Other Resources:

Academic Colleges and departments

Policy:

Students obtain their advisor's approval that transfer credits will be accepted by USF and meet the following eligibility requirements:

1. Students are degree-seeking undergraduates at USF in good academic standing, i.e. 2.00 GPA or better. (Note: Courses taken through cross enrollment are not computed into your USF GPA.)
2. Except for remedial courses, USF Freshmen must have completed 24 credit hours at USF before cross enrollment is an option.
3. Cross enrollment credits cannot exceed 50% of courses in any USF undergraduate degree program. (Note: Transfer students needing prerequisites for a specific major and/or CLAST preparation courses may be granted exception by an academic advisor.)
4. Students are accountable for assuring their advisor that cross enrollment courses are applicable to their USF undergraduate degree program.

Students must be enrolled in a minimum of six credit hours at USF while cross-enrolled at another institution, and abide by the admission deadline and course registration procedures of the institution where they wish to cross enroll. Payment for cross enrollment courses is based on that institution's fee payment policies. Upon completion of the courses, request an official academic transcript be sent to USF:

University of South Florida, Office of Admissions, SVC 1036 Attention: Transfer Credit Evaluations, Tampa, FL 33620-6900

### **101-09 Course Deletion**

Purpose:

To facilitate consideration for removal of a course(s) from a student's academic history.

Other Resources:

Academic Colleges and departments

Policy:

For consideration of a course deletion, undergraduate students must petition their Academic Regulations Committee representative and graduate students must petition Graduate Studies. Course deletion petitions must be accompanied by documentation supporting claims of illness, call to military duty, death in the student's immediate family, or University error/exceptional circumstance will beyond the control of the student.

Approved petitions for course deletion are processed upon receipt in the University Registrar's Office.

### **101-10 Fee Adjustments**

Purpose:

Petition process provided to request consideration of tuition & fee refunds associated with approved course withdrawals.

Policy:

One-hundred percent (100%) of tuition and fees may be refunded when, within six (6) months of the end of the semester to which the refund is applicable, a student has dropped or withdrawn from courses. The student must provide documents or evidence of the following state-approved conditions to the University Registrar's Office:

1. Illness of the student, confirmed in writing by a physician (M.D.), of such severity or duration to preclude completion of the course(s).
2. Death of the student or immediate family member; i.e. parent, grandparent, step parent, spouse, child or sibling, as confirmed by death certificate and obituary indicating the relationship to the deceased.
3. Involuntary or voluntary, confirmed by military orders, call to active military duty.
4. A situation in which the University is in error as confirmed by the appropriate University official in writing on official USF College/department letterhead.
5. Other exceptional circumstance beyond the control of the student which precluded completion of the course(s) accompanied by both an explanatory letter and verifiable written documentation clearly supporting the student's explanation.

Withdrawal from the course(s) for which a fee adjustment is sought, is necessary before filing a Fee Adjustment Request form found at [www.registrar.usf.edu](http://www.registrar.usf.edu).

### **101-11 Administrative Holds on Registration**

Purpose:

To suspend a student's registration privileges unless/until rescinded by the originating office.

Other Resources:

Student Affairs  
Student Financial Services  
Student Health Services  
Parking Services  
University Library

Policy:

Registration privileges can be prohibited until administrative holds are satisfactorily resolved.

Administrative holds are visible in *OASIS* after sign-in at <http://oasis.usf.edu>.

Holds must be resolved with the originating office prior to registration. Only the originating office can lift or override their administrative holds.

### **101-12 Withdrawal from Classes—General Policy**

Purpose:

To facilitate a student's withdrawal from one or more classes or from all classes.

Other Resources:

Cashier's Office  
Student Financial Services

Policy:

A student who withdraws may receive a grade of “W” up until the posted deadline to withdraw without academic penalty each semester. Summer semester is comprised of three sessions; each session during Summer semester has a deadline to withdraw without academic penalty. Withdrawals from individual courses are ineligible for refund of tuition and fees.

Students withdrawals from individual courses are enacted self-service via *OASIS* after the end of Drop/Add; beginning the sixth day of classes each semester. To enact a total withdrawal, submit a Withdrawal Application (see Forms at [www.registrar.usf.edu](http://www.registrar.usf.edu)) to the University Registrar’s Office. To be eligible for a 25% refund of registration fees and tuition paid, less building and capital improvement fees. Total withdrawals must be processed before the end of the fourth week of Spring or Fall semester (end of the third week in Summer semester).

A student who receives financial aid and withdraws or drops courses which result in a refund will have all financial aid grants, scholarships and student loans reimbursed by any refund until those programs are paid in full. This does not include private loans. For more information, go to [www.usf.edu/finaid](http://www.usf.edu/finaid).

Courses from which a student successfully withdraws remain on their USF academic transcript indicating a grade of “W” awarded.

### **101–13 Withdrawal from Classes after the Academic Penalty Deadline**

Purpose:

To facilitate a student’s request for consideration of a “W” grade after the deadline to withdraw without academic penalty.

Other Resources:

Academic Colleges and departments

Policy:

An undergraduate student who wishes to withdraw from a class or classes after the semester’s academic penalty deadline, but still remain registered in at least one class and petition the Academic Regulations Committee representative.

Graduate students must petition Graduate Studies. In either case, respective forms to petition for consideration for a withdrawal with a grade of “W” after the deadline are available at [www.registrar.usf.edu](http://www.registrar.usf.edu). Approved petitions are processed upon receipt from the Colleges and departments or Graduate School in the University Registrar’s Office.

### **101–14 Campus Change**

Purpose:

To facilitate a student’s home campus change online.



Policy:

All change of campus requests may be submitted online at [www.registrar.usf.edu/applications/campus\\_selector/](http://www.registrar.usf.edu/applications/campus_selector/). The following factors may influence the expediency of permissible campus change request:

1. Changes of campus enacted after the fifth (5th) day of the semester will likely result in a change in per-credit hour fee rates; therefore, students must be prepared to address any balances owed the University as a result of a campus change.
2. Change of campus to USF St. Petersburg can only be enacted if the student is in a degree program/major offered by the St. Petersburg campus.
3. A copy of the request to change campus will be forwarded to the college/campus from which the student is changing so that the previous college/campus may forward all appropriate departmental files to the receiving college/campus.
4. Changes of campus and catalog years must be in agreement regarding program effectiveness.

### **101–15 Repeat Course Surcharge**

Purpose:

To govern the approval of exceptions to the repeat course surcharge.

Policy:

The University Registrar's Office may approve one appeal per course of the repeat course surcharge. Exceptions are extenuating circumstances and financial hardship as defined as follows:

1. Circumstances determined by the URO beyond the control of the student including documented medical condition preventing course completion, death of an immediate family member, voluntary or involuntary call to active military duty, University error/exceptional or emergency situations.
2. Financial hardship includes qualification for federal need-based financial aid; other documented financial hardships may also be considered.

Students must complete a Fee Adjustment Request form (see Forms at [www.registrar.usf.edu](http://www.registrar.usf.edu)) and indicate the request is for a waiver of a repeat course surcharge along with documentation supporting their claim. Decisions are rendered by the Associate University Registrar. Denials may be appealed to the University Registrar.

### **101–16 Auditing a Course**

Purpose:

To facilitate attending a USF course without receiving academic credit.

Other Resources:

Academic Colleges and departments

Policy:

Students whose registration is completed during the first five days of classes in the term must provide an Audit form (See [www.registrar.usf.edu](http://www.registrar.usf.edu) Forms page) and a date-stamped permit from the campus/college/department offering the course they wish to audit. In-state tuition rate will

be assessed, no academic credit will be earned, and the grade notation on the academic record will simply indicate that the course was taken for audit.

### **101-17 Senior Citizen Registration**

Purpose:

Florida residents 60 years of age or older prior to the first day of classes in the term of registration may enroll on a space available basis in certain undergraduate and graduate courses without paying fees.

Other Resources:

Academic Colleges and departments

Parking Services

Student Health Services

Policy:

Eligible Senior Citizens must supply their registration materials to the URO by the 5<sup>th</sup> business day of the semester. No registrations will be processed on Tampa Campus after the 6<sup>th</sup> business day of the term. Class registrations affected via *OASIS* prior to the Senior Citizen Registration date will incur a non-waivable fee liability.

New Senior Citizen students, or who have not enrolled at USF in the past 3 consecutive terms, must provide two forms of state-issued identification (Driver's License; Voter Registration; Vehicle Registration) with their registration materials. The Senior Citizen Tuition Waiver Program is limited to bonafide residents of Florida. Persons shall be considered Florida Residents provided they have resided and held domicile in the state for at least twelve months immediately preceding the first day of classes for the term. This data is validated through state-issued documents.

Senior Citizen students are required to purchase parking permits to park on campus.

Many courses require college/departmental approval, prerequisites or have other restrictions which limit registration. Senior citizen students must acquire any necessary permits in advance of registration by contacting the department offering the course directly.

Senior Citizen students who are enrolled for classes which require their physical presence on campus must complete and submit the Medical History Form. Failure to submit the required documentation will block registration.

### **101-18 State Employee Tuition Waiver Registration**

Purpose:

Admitted USF degree-seeking or non-degree seeking students who are employed by the State of Florida may apply to waive tuition up to a maximum of 6 credit hours (excluding selected directed individual study or research, internship practicum, music & theatre performance, Cooperative education, PACE, lifelong learning, continuing education and correspondence courses).

Other Resources:  
Cashier's Office

Policy:

Tuition waivers are applicable only if the student adheres to the restriction to delay registering at USF until two business days after 5 p.m. before the start of the semester.

State employees must also acquire all necessary employer approvals on the state employee Tuition Waiver Request form. The form is usually available from the employee's Human Resources office where employed.

State employees, like all other USF students, register via *OASIS* **but only on or after 5 p.m. two business days before the first day of classes** each semester. For example, state employee students register after 5 p.m. on Thursday preceding the first day of a semester when classes begin on a Monday. Any state employee who registers at any time **before** the approved registration start-time and day forfeits eligibility to use the State Employee Tuition Waiver and will be held fully liable for all USF tuition and fees.

Tuition Waiver Request forms must be completed and returned to the USF Cashier's Office by the fee payment deadline to avoid the \$100 Late Payment Fee. State of Florida employees, who are not employed by the Florida State University System, will earn taxable income equal to the value of tuition waived for both undergraduate and graduate level courses. Since the value of tuition waived is taxable, it is subject to Federal Income Tax, Social Security and Medicare taxes (FICA), and reported to the Department of Financial Services, Bureau of State Payrolls; each term by the appropriate Division of Human Resources sees that all appropriate taxes are withheld.

Some state agencies may allow exclusion from taxable income under IRC Section 132(d) 'working condition fringe benefit' rules. Any individuals wishing to claim tax exclusion for courses reported to the Bureau of State Payrolls should work through their Human Resource/Personnel Office to file necessary paperwork with the Bureau. USF has been advised that agencies with individuals claiming a tax exclusion to the courses waived will be given an opportunity to make this claim with the Bureau of State Payrolls before taxable values are included with the employee's earnings. Any questions regarding this matter should be directed to the Human Resources payroll manager where you work.

Since tuition rates for Florida residents are lower than rates for non-residents, it is important for all state employees utilizing Tuition Waiver Request forms to verify their residency status is correct.

### **101-19 USF Employee Tuition Program**

Purpose:

To facilitate USF employees' tuition-free registration

Policy:

A full-time employee of USF may be authorized, upon admission to USF, to enroll in up to

six credit hours in USF courses per semester. See Human Resources for the USF Employee Tuition Waiver form.

Internal Revenue Code (IRC) Section 117(d) allows tuition waivers provided to employees of universities in the Florida State University System, for education below the graduate level, to be excluded from an employee's taxable income without dollar limit. There is an exception for graduate students employed as teaching and research assistants to exclude the value of graduate tuition waived from the taxable income.

### **101-20 Student Folder Review**

Purpose:

To facilitate a USF student's authorized review of materials associated with their academic history; from acceptance to graduation.

Policy:

To affect a review of materials on record in the URO, a student must complete a Folder Review form at the Tampa campus, SVC1034.

Specified documents are usually ready for review in-person with positive photo identification three business days from the date of request.

### **URO 201 Academic Records & Student Vital Statistics**

#### **201-01 Grade Change**

Purpose:

To facilitate an instructor's change of grade for a student.

Other Resources:

Academic Colleges and departments

Policy:

Students initiate requests for consideration of a change of grade to the instructor of record for the course. The e-Grades system utilized at USF allows instructors to resubmit grades to Banner via Canvas up until three years after the student's grade rolled to academic history by the University Registrar's Office. Once the roll occurs, grade changes have to be submitted via paper Instructor Change of Grade forms, available to faculty in their respective Academic Colleges and departments.

Changing the grade must be approved by and the Chairperson prior to submission. Completed forms cannot be presented to this office by a student.

## **201-02 Grade Forgiveness**

Purpose:

To exclude a lower grade earned by a student from counting in the institutional (USF) GPA by the student repeating the course at USF and earning a higher grade.

Other Resources:

Academic Colleges and departments

Policy:

The University of South Florida permits an undergraduate or non-degree seeking student to repeat a course and have that grade computed into the grade point average in place of the original grade. Once awarded a bachelor's degree, the policy cannot be applied to courses taken toward that degree. Both the original and repeated course must be taken at USF. The repeated course grade must be a "D" or higher, and students are limited to three Grade Forgivenesses with no more than one repeat per course.

Students receiving an "FF" grade, indicating academic dishonesty, cannot use the policy subsequent to course repetition.

All attempts at courses and grades remain on USF academic transcripts; however, to indicate a course where an original grade, but not its accompanying credit hours earned is computed in the grade point average, an "E" will appear next to it. The repeated course will be annotated with an "I" to indicate a subsequent attempt at earning a higher letter grade.

Under unusual circumstances, different but similar USF courses may be used if the substitute course has been previously approved by your college Dean and meets these conditions: no substantive change in original course content when the substitute course is under another prefix, number or worth a different number of credit hours or in case the substitute replaces an original course no longer offered by USF.

A subsequent attempt at earning a higher letter grade by repeating a course that is assigned the grade of "F" will result in both grades calculated into your grade point average. Repeat courses must be taken under the standard letter grading system (A-F). No repeat course taken on the S/U grading basis can have the policy applied.

All attempts and all grades on all courses taken are computed to determine honors at graduation, and individual colleges may have further restrictions. Students should consult with their college before repeating any course for grade forgiveness.

To apply for the potential advantage of the policy, submit a completed Grade Forgiveness Request forms found at [www.registrar.usf.edu](http://www.registrar.usf.edu) after grades are posted for each course the policy is applicable.

## **201-03 Official Transcripts**

Purpose:

To facilitate a student's ability to order a complete, chronological listing of his or her USF

academic history.

Policy:

### I. Transcript Policies and Procedures

- a. Transcripts are \$10 per copy.
- b. All financial obligations to the University **must** be satisfied prior to the student being permitted transcripts or copies of their educational records. In addition, the University reserves the right to deny transcripts or copies of records not required by FERPA, if there is an unresolved disciplinary action against the student or an unresolved litigation between the student and the University of South Florida.
- c. USF **does not** release unofficial transcripts as they are for internal purposes only; e.g. advising. They should not be distributed to students but rather are only made available through Florida Virtual Campus (formerly FACTS.org) for students whose records are active. Once a student's record becomes inactive, they must request an official transcript. Students may still review their courses and grades by term in OASIS.
- d. USF St. Petersburg obtained autonomy effective August 2006 and USF Sarasota- Manatee obtained autonomy effective August 2009. Each campus has been granted access to print transcripts for students whose home campus has been designated USFSP or USFSM respectively, effective dates mentioned.
- e. Electronic Data Interchange (EDI) transcripts are processed automatically by the system. Students should be directed to submit their request via OASIS.
- f. Transcript requests ordered online via USF's Online Access Student Information System (OASIS) are printed overnight at the Tampa Campus.

### II. Requesting Transcripts

- a. Transcripts of a student's USF academic record may be ordered only by authorization of the student, online via OASIS at <http://oasis.usf.edu>, in person or by writing a letter and mailing in the transcript request to USF. By law, requests must include the student's identification number, date, and student's signature. The NETID and password used to authenticate a student via OASIS serve as the student's electronic signature for purposes of ordering transcripts online.
- b. Transcripts are normally mailed/ready for pick-up within two working days after the request is received.
- c. Letter requests must include:
  1. Date of request and student's current address
  2. Student ID number and full name
  3. Name and complete address of recipient
  4. Number of copies and special instructions, such as "hold for current term grades" or "hold for degree statement"
  5. Student's signature
- d. Current term grades are posted approximately one week after final exams end. Degree statements are posted approximately four to six weeks after the graduation ceremony. If grades for the current term are needed, or the degree statement needs to be on the transcript, clearly indicate that the transcript request is to be held for grades or degree.

- e. To order transcripts by mail, send **payment** (\$10.00 per copy, check or money order only) and letter to:

University of South Florida  
Registrar's Office  
4202 E. Fowler Ave.  
SVC 1034  
Tampa, FL 33620

USF St. Petersburg  
140 7<sup>th</sup> Ave., South  
Bay 102  
St. Petersburg, FL 33701

USF Sarasota-Manatee  
8350 N. Tamiami Trail  
Sarasota, FL 34243

- f. To order a transcript in person, hand-carry payment (check, money order or cash) and letter to:
1. USF Tampa Cashier's Office in SVC 1039.
  2. USF St. Petersburg Cashier's Office in Bay 208.
  3. USF Sarasota-Manatee Cashier's Office in B116.

**Note: Transcript fees are nonrefundable and subject to change. For security reasons, USF does not fax or email transcripts.**

**III.** Official transcripts will state the following:

1. Name
2. Social Security Number
3. Date printed
4. Residency status for tuition purposes
5. All courses taken at each campus; campus will be identified
6. Grades received for each course
7. Any transfer coursework submitted
8. Test scores
9. GPA total by term and overall
10. Degree(s) awarded, if earned

**IV.** When entering "hold for end of term grades" or "current term degree" dates in Banner the following formula is used:

1. Held for end of term date is the end of term plus 10 working days. For example, if the term ends May 4<sup>th</sup>, the date used will be May 18<sup>th</sup>.
2. Held for current term degree date is the end of term plus 42 working days. For example, if the term May 4<sup>th</sup>, the date used will be July 6<sup>th</sup>.  
➤ **Do not count working days when the University is closed.**

**V.** Transcript Tracking

- a. Claims of missing transcripts must be made within one calendar year of the original print date in order to produce reprints at no charge.

Reprints of transcripts assumed to have gone missing are not permissible without confirmation from the third party (to which they were mailed) that the transcript was not received. Complimentary transcripts may only be printed if it has been at least 10 working days from date transcript was originally requested. If a student states they have not received the transcript that was sent to their home address, they must provide us with a written statement, prior to receiving the reprinted transcript at no charge. Documentation must be attached to duplicate transcript request. **The transcript may only be mailed to the original address.**

### **201-04 Grade Verification Letters**

Purpose:

To facilitate, in Summer semester only, a grade verification at the end of sessions A & C only.

Policy:

In Summer semester, sessions A & C only, a grade verification letter may be requested from the URO at the end of either session. The end of Summer session B coincides with the end of the entire Summer semester; therefore, official USF transcripts are the only means of grade verification available to students for Summer session B in late August, late December for Fall semester and late May for Spring semester.

Grade verification letter requests for Summer sessions A or C must be submitted in writing to the URO, Tampa campus. The written request must include the student's name, USF ID number, session A or C courses taken, signature and a third party address (University, Community College, Employer etc.) to which the letter is to be mailed. A Summer session A or C grade verification letter can be requested for pick-up in person by the student and is usually ready the next business day.

Note: Grade verification letters will only verify a grade submitted by a Summer session A or C session course instructor. Grade point averages are only calculated at the end of the entire Summer semester; therefore, grade verification letters will *not* include grade point averages.

### **201-05 Privacy**

Purpose:

To facilitate a student's control over the level of disclosure of their Student Directory Information.

Policy:

USF2.0021 Regulation, as promulgated by the Florida Board of Governors, administers the Family Educational Rights and Privacy Act's (FERPA) student right to refuse to permit publication or disclosure of Directory Information items pertaining to them is published on line at <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>.

The following describes only the internal guidelines and protocols on how the University



Registrar's Office enforces the aforementioned regulation. Directory Information includes student name, addresses and telephone listings, birth date, major field of study, dates of attendance, enrollment status, degrees and awards received, participation in officially registered activities and sports, prior educational institutions, student's photographic image independent of any additional personal identifiers, and other similar information.

To be excluded from the annual USF *Directory*, requests for "Privacy" must be received by the Office of the Registrar on the Tampa campus by the end of the second week of classes in the Fall Semester. No public disclosures will be made until after this deadline. The Office of the Registrar will accept privacy requests throughout the year but assumes no responsibility for disclosures made prior to receipt of the request.

Privacy requests become effective within 48 hours of receipt by the USF Registrar's Office (Tampa) and remain in effect until students have either been awarded a degree from USF or until have not been enrolled at USF for three consecutive semesters. Selection of a level of disclosure of Student Directory Information is elective and may be administered self-service at <https://www.registrar.usf.edu/privacy>.

### **201-06 Residency Reclassification**

Purpose:

To facilitate a student's reclassification from out-of-state to in-state for tuition purposes at the University of South Florida.

Policy:

Residency for tuition purposes is defined by state law; see <http://www.registrar.usf.edu/Residency> for specific Florida School Code/Statute information, Request for Residency Reclassification deadlines and the application form. It is the student's responsibility to be aware of their residency classification upon admission to the University of South Florida.

Residency reclassification requires USF students originally classified as out-of-state for tuition purposes to provide documentation indicating that they have, independently or as the dependent of someone who has, been a Florida resident for paying taxes, for voting and all other legal intent for at least one calendar year preceding the start of the semester for which they are applying for reclassification as in-state for tuition purposes.

Living in or attending school in Florida will not in itself establish legal residence for tuition purposes. Students who do not meet requirements independently or as a dependent student may, in exceptional cases, receive temporary classification for in-state tuition purposes, under state statute. These exceptions and examples of all supporting documentation required appear on the Request for Residency Reclassification form at <http://www.registrar.usf.edu/Residency>.

Students should allow adequate time to provide the application form and supporting documentation prior to the start of the term for which reclassification is sought; failure to do so may delay a final evaluation of your request or result in a denial. Students may appeal denials for reclassification to the University Registrar who serves in the capacity of the University Residency Appeals Officer. The appeal process includes an opportunity to submit a written appeal and any additional supporting documentation for review. The individual is notified of

the decision in writing and the reasons the appeal was denied. The decision of the University Registrar is the **final** decision of the University of South Florida. Any subsequent appeals are made in the Second District Court of Appeals.

### **201-07 Non-Degree Student Application**

Purpose:

To facilitate clearance for non-degree students to register in classes on a space-available basis at USF. Enrollment may be denied to any applicant that was denied undergraduate degree-seeking admission or who previously attended USF as a degree-seeker but was not awarded a degree. USF degree-seekers who stop out for one-year or more must reapply through USF Admissions to activate their eligibility to register.

Other Resources:

USF Student Health Services  
USF Student Rights and Responsibilities  
USF Office of International Affairs

Policy:

USF Non-Degree applicants pay a non-refundable application processing fee and submit their applications at <http://www.registrar.usf.edu/regurl/os/application>. Alternative calendar course registrants also register online there. A maximum of 14 credit hours earned as a non-degree student may be applied to an Undergraduate program of study (12 credit hours to a Graduate program), in the event a student later applies as a USF degree seeker.

Non-Degree applicants must be in good academic standing with their last institution, disclose any previous or pending disciplinary actions to the Office of Student Rights and Responsibilities and, regardless of age, must complete a mandatory medical history form. See USF [Student Health Services](#) for further requirements.

Because of demand for some courses, Non-Degree students may only register during the first week of the semester in College of Business Administration courses and only with their permission. Financial Aid is not available for Non-Degree seeking students.

Foreign nationals must comply with the State University System's Insurance requirements by providing proof of insurance to the USF Student Health Services Office prior to registration, and foreign nationals presently in the United States must submit documentation of their current immigration status to the particular USF campus where they plan to attend. Similarly, a Permanent Resident Alien, i.e. a "Green Card" holder, must submit photocopies of both sides of his/her Alien Registration card.

### **201-08 Summer Enrollment Requirement**

Purpose:

As of September 1976, the State University System of Florida requires students admitted with fewer than 60 semester credits to earn at least 9 hours prior to graduation at one of the system

schools during one or more summer terms.\*

**Policy:**

Students may request a waiver of mandatory summer enrollment for one of the following three reasons:

1. Summer employment documented on official employer letterhead every summer term not enrolled. The documentation must clearly state the student was engaged in seasonal employment only during summer.
2. Academic program courses unavailable summer terms documented on official letterhead from the student's academic advisor or Dean.
3. Unusual hardship due to exceptional circumstances well beyond the student's control. Directly related, appropriate supporting documentation detailing the extenuating circumstances must accompany a Summer Enrollment Requirement Waiver form.

See [www.registrar.usf.edu](http://www.registrar.usf.edu) for the form. Waiver forms should be submitted to the URO well in advance of the last summer prior to graduation.

### **201-09 Change of Name**

**Purpose:**

To facilitate name changes or corrections on a USF student's academic record.

**Policy:**

Students officially granted a legal name change must submit a Name Change Form to have their student academic records reflected under the new name. See [www.registrar.usf.edu](http://www.registrar.usf.edu) for the form.

Requests must include a USF ID number (or U.S. Social Security number), signature and legal documentation for justification. Acceptable legal documentation include a marriage license (no church issued documents), divorce decrees, a court-ordered legal name change or a Florida driver's license under the new name.

### **201-10 Change of Address**

**Purpose:**

To facilitate USF student address changes.

**Policy:**

Students are responsible for updating their existing addresses and telephone numbers online via *OASIS* after login using their USF ID number and self-assigned PIN.

In the event *OASIS* is off-line, students may execute updates using either the URO's Address Change Form available at Tampa or regional campus Registration & Records offices or by faxing a signature request including USF ID number and legible (preferably typed) new address and/or telephone number to the University Registrar's Office at SVC 1034 at (813) 974-5271.

## **201-11 Change of Social Security Number**

Purpose:

To facilitate Social Security Number changes for USF students.

Policy:

If a student's USF academic record is reflected under an incorrect U.S. Social Security Number (SSN) either as a result of error or as a result of a new or changed number issued by the U.S. Social Security Administration, they must submit a signed Social Security Number Correction Form. See [www.registrar.usf.edu/data\\_display.php?link\\_type=Forms](http://www.registrar.usf.edu/data_display.php?link_type=Forms) for the form.

The student's signature and a legible photocopy of their official, signed U.S. Social Security Card must accompany the form to the University Registrar's Office at SVC 1034.

## **URO 301 Degrees & Enrollment Certification**

### **301-01 Proof of Enrollment**

Purpose:

To facilitate verification that a student is enrolled at USF for loan deferment, insurance or any other purpose.

Policy:

Students are given the first week each semester to add and/or drop classes. Because of this, proof of enrollment availability begins the second week of the term (after schedules have been finalized).

The National Student Clearinghouse is USF's authorized agent for providing proof of enrollment.

Current students may request proof of enrollment at USF or a Good Student Discount certificate for their insurance company by logging into myUSF with their NetID and password and selecting Proof of Enrollment under the column marked Academics.

Only in unique cases can proof of enrollment be provided by the URO on the Tampa Campus. Students with a unique need for proof of enrollment verification to a third party; e.g. any lender or loan servicer form requiring direct completion by USF personnel, must submit the form with a Proof of Enrollment Coversheet to their USF home campus Registration & Records office or the University Registrar's Office on Tampa campus. Any unique requests will require at least 3 to 5 business days to process.

Alumni who need proof of USF enrollment or verification of a USF degree earned must request an official USF transcript by logging into OASIS.

Outside agencies obtain USF student enrollment status and degree verification online directly

from the National Student Clearinghouse at [www.degreeverify.org](http://www.degreeverify.org).

Phone: 703-742-4200 Fax: 703-742-4239

E-mail: [degreeverify@studentclearinghouse.org](mailto:degreeverify@studentclearinghouse.org)

Mail: National Student Clearinghouse  
13454 Sunrise Valley Dr, Suite 300  
Herndon, VA 20171

Registering and paying for 12 or more credit hours in a semester\* establishes a student as Full Time Undergraduate student (9 or more credit hours for Graduate students). Half Time status requires 6 to 11 credit hours for Undergraduates and between 5 to 8 credit hours for graduate students. For undergraduates, students registering and paying for 1 to 5 credit hours establishes them as less than Half Time. 1 to 4 credit hours for Graduate students.

\* During Summer Terms, credits may be taken in any combination of sessions A, B or C.\*

### **301-02 Graduation Survey & Application**

Purpose:

To facilitate certification of a USF degree and appropriate annotation of the degree awarded on the student's academic record.

Other Resources:

Academic Colleges and departments

USF Commencement Office

Cashier's Office

Office of Finance & Accounting

Policy:

Survey and application for graduation must be submitted by the published deadline listed in the USF catalog's Academic Calendar pages. If a student doesn't meet their requirements for graduation, a new graduation application must be submitted by the deadline in the term in which they will meet the requirements for the degree.

Students who miss the deadline are not guaranteed that the application will be processed before the next term's registration period, and if submitted after the last day of the term, will not be recorded as having graduated until the next school term, even if all requirements have been met.

Students are responsible for completing a graduation check with their college for additional graduation requirements and application deadlines. For example, College of Business applicants must submit the COB Graduation Worksheet, and College of Engineering requires all engineering students to apply for graduation in the term prior to the anticipated graduation term.

A graduation survey and application for degree must be submitted whether a student participates in the commencement ceremony. For ceremony information, contact the Commencement Office. If students have elected privacy for their Student Directory

Information and wish to participate and be listed in the Commencement ceremony brochure, they must notify the URO in writing by the fourth week of the term your degree will be awarded.

It is the student's responsibility to clear all "I" - incomplete grades for courses required for graduation, and to provide official hard copy transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term. Applicants for graduation also must notify their college of any change or error in their current term schedule, including any adds/drops or withdrawals.

A graduation applicant's diploma name must be consistent with the student's academic record. A change must be submitted on an official Name Change form (See [www.registrar.usf.edu](http://www.registrar.usf.edu)) with substantiating documents attached to the graduation application if the name to be listed on the diploma is to be different than in the student's academic records. It is critical that upper/lower case letters, accents, and punctuation be clearly indicated on the form.

Diplomas are mailed approximately eight weeks after the date the degree is officially conferred to the diploma address provided by the student on the application for graduation. This delivery date may be adjusted due to University closure.

Financial obligations must be cleared prior to graduation or the diploma will be held upon request of the University Cashier's Office. Also, the Office of Finance and Accounting will prevent receipt of the diploma for failure to comply with their requirement of an exit interview.

**Second Baccalaureate Degree:** Students applying for a second bachelor's degree from USF must earn a minimum of 30 additional semester hours in on-campus undergraduate courses to be applied to a second degree. These hours are in addition to the 120 semester hours earned toward a first degree. Students applying for graduation with two concurrent degrees must submit a separate application for each degree.

Transcripts with degree statements will be available approximately six weeks after the degree is officially conferred.

Bachelor's degree candidates must first have an overall GPA for all work attempted at USF of 3.500 or higher to be considered for honors. In addition, USF students who have post-secondary work elsewhere must have a GPA of 3.500 or higher when combined with all transferable work attempted at other institutions to be eligible for honors. The USF Grade Forgiveness policy or similar at other institutions will not be applicable in computing the GPA for honors nor are plus/minus grades awarded at other institutions. For honors to be listed in the commencement brochure, undergraduate students must have a GPA of 3.500 before the term they plan to graduate.

### **301-03 Post-Baccalaureate Major or Minor**

Purpose:

To facilitate a USF St. Petersburg or USF Sarasota-Manatee undergraduate's additional major or minor *after* receipt of a baccalaureate degree.

Policy:

Students must apply through the Office of Admissions and meet the major (minor) requirements as determined by the college. (Exceptions to this rule are students who had been previously accepted for a double major but graduated with only one major.) After acceptance by the appropriate college and proof of completion, the student's academic transcript will be posted accordingly. \*Note that those students who complete the requirements for a second major will NOT receive a second diploma for completing the requirements.

See [www.registrar.usf.edu](http://www.registrar.usf.edu) for the Post-Baccalaureate Major/Minor form. Forms must be submitted to the USF St. Petersburg or USF Sarasota-Manatee college within the first twenty class days of the term the student expects to complete their major or minor requirements. After course(s) are completed, a major or minor comment will be posted to the academic transcript. Again, no certificate or diploma will be issued.

### **301-04 Rescission of Awarded Degree**

Purpose:

This policy outlines the process and procedure for determining whether a degree previously awarded by the University of South Florida System should be rescinded (or revoked).

Policy:

The process and procedures are to ensure requisite due process for the affected graduate. They also ensure that standards of fundamental fairness and academic integrity are upheld.

1. The rescission process is initiated by the Dean of the appropriate College at USF. The Dean, or his/her designee, shall make a preliminary finding of reasonable grounds to believe that there exists either (a) academic and/or research misconduct in satisfying the degree requirements, and/or (b) a material misrepresentation of credentials or degrees acquired. The Dean shall notify select university officials in writing of his/her intent to initiate proceedings and the grounds for such action.
2. The Dean shall prepare a formal letter of notice to be sent to the graduate/respondent outlining the intent to initiate degree rescission proceedings. The letter shall advise the recipient (a) the specific grounds for rescission of the degree and (b) the process by which the graduate/respondent may contest such action.
3. The graduate/respondent may contest following the procedures outlined or expressly waive his/her right to contest the action and voluntarily surrender his/her degree. A waiver and surrender may be made at any time during the process but must be made in writing.
4. The Dean initiating the action will forward his/her decision promptly to the graduate/respondent and appropriate university officials. The decision shall contain a summary of relevant facts explaining why there is sufficient cause to revoke the degree. The decision communicated by the College/University will be final.

6. The Dean (or designee) will request in writing that the University Registrar:
  - a. send a request to the graduate/respondent requesting return of the diploma provided to the graduate/respondent at or following commencement;
  - b. reverse the degree-posting and date on the official transcript and in all other pertinent education records maintained in the student information system (current and/or archive);
  - c. post a general comment on the student's electronic record indicating rescission action (degree denied) that will not print on the official transcript;
  - d. and, load any applicable holds (e.g. registration, degree, transcript) as required by the case.