

# DEGREE PROGRESSION

UNIVERSITY OF SOUTH FLORIDA 2019-20 UNDERGRADUATE CATALOG

**USF System Policy 10-505 - Degree Progression and Completion Deadlines for Undergraduate Students**  
<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-505.pdf>

USF is committed to facilitating students through their academic progress to degree. This Policy is intended to guide students to on-time degree completion without earned excess credit hours as defined by the state of Florida in §1001.92, F.S., §1001.7065, F.S. and §1009.286, F.S.

## STATEMENT OF POLICY

1. Students who have completed all degree requirements will be required to graduate within four years. If a student does not submit the Online Graduation Application for Degree when academic records indicates all degree requirements for the declared major have been met based on the university degree audit system, the University will initiate the degree certification process without an application.
  1. Undergraduates must complete the Online Graduation Application for Degree and the Online Graduating Senior Survey by the official University deadline (<https://www.usf.edu/registrar/>) for the term in which they expect to graduate. Degree application deadlines are available in the Academic Calendar found in the Undergraduate Catalog.
  2. If denied for graduation, a student's application will automatically roll to be evaluated for graduation in the next semester. 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 will be used to graduate the student in the current semester.
  3. If a student misses the posted Graduation deadline application, the student must immediately submit a late application via OASIS in order to be eligible for graduation.
2. Any curricular or co-curricular work added to a student's declared primary major must be completed prior to or during the same academic term that the student's major requirements are completed. Students should be approved to pursue additional curricular and/or co-curricular work only if it can be completed within eight semesters for first time in college (FTIC) students, excluding summer and alternative calendar terms, and without exceeding her/his excess credit hour surcharge (ECHS) threshold. Transfer students should complete in eight semesters accounting for prior post-secondary enrollment, excluding summer and alternative calendar terms. Examples of this work include, but are not limited to: minors, double majors, concurrent degrees, the Honors program, study abroad experiences, and/or work-based learning (e.g., co-ops, internships, etc.). Access to the Excess Hour Counter is available on the Office of the Registrar's website (<https://www.usf.edu/registrar/>).
3. FTIC or transfer students who have 120 earned credit hours or more will not be allowed to enroll in courses that are not required for completion of the declared primary major based on the university degree audit system. Exceptions are provided for students in baccalaureate degree programs with prior approval from the Board of Governors to require more than 120 credit hours for completion. Students in those programs will not be allowed to enroll in courses outside of their major requirements once the approved credit hour threshold for the major has been reached.
4. Advisors and students must follow the guidelines listed below regarding major changes. The final decision to allow a student to change to a new major rests with the college of the new major. Colleges will review student requests to change major by evaluating the student's degree progression as documented in the university degree audit system. Students will review the expected number of years required for degree completion, with special attention to the likelihood that the change may result in ECHS, with an advisor in the new major. The colleges are expected to restrict those changes such that students graduate within the number of years specified in (A) through (C) above and without incurring or increasing ECHS potential.
5. A student will be reselected (RSL) from the primary declared major by the academic college if it is determined they are not meeting degree progression standards. Examples of degree progression standards include, but are not limited to, requirements specified in this policy, college or major D/F grade policies, course repeat/withdrawal policies and/or requirements for admission into major. Specific progression requirements for individual academic programs are listed in the undergraduate catalog under each academic major (<http://ugs.usf.edu/catalogs.php>).  
Any student reselected (RSL) from the officially declared major after 60 earned hours must be reviewed by the student's current academic advisor for ECHS and degree progression before changing majors. FTIC students will be allowed to change to those majors that can be completed within eight semesters (eight semesters for transfer students accounting for previous postsecondary enrollment), excluding summer and alternative calendar terms, and without incurring ECHS.

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6. In the event a student would like to request an exception to any aspect of the above policy, a request must be submitted, in writing, to the Dean of Undergraduate Studies with documentation that provides clear evidence to justify the need to extend enrollment. Only requests submitted prior to the student's undergraduate application for graduation will be considered. Exceptions will not be granted for students wishing to extend enrollment in order to retake courses where earned grades already meet the minimum graduation requirements or to complete additional coursework for admission to graduate programs.