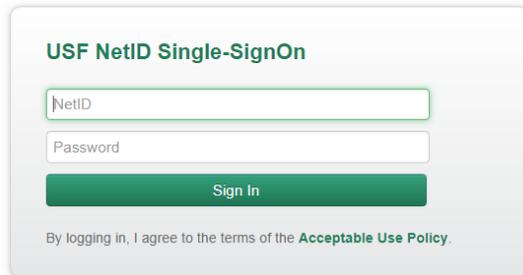


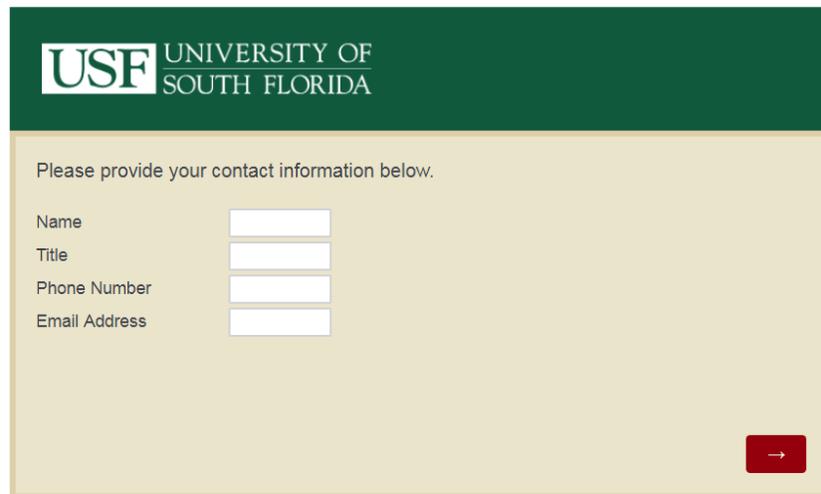
## Directions for UGS Qualtrics Request for Exceptions form

1. The form can be accessed from the Undergraduate Studies website under “For Advisors: → Academic Processes” → “Exceptions to University Requirements”. The webpage provides brief overview for the process. Selecting the link for the Qualtrics form will direct you to single sign-on using your USF Net ID and password.



The image shows a login form titled "USF NetID Single-SignOn". It features two input fields: "NetID" and "Password". Below these fields is a green "Sign In" button. At the bottom of the form, there is a small text line: "By logging in, I agree to the terms of the [Acceptable Use Policy](#)."

2. Submitters are directed to enter their contact information in order to receive updates on the progress of the decision via email, as well as if any clarifying information is needed by UGS personnel. **\*\*Requests should NOT be submitted directly from the student but by USF personnel.\*\***



The image shows a contact information form with the USF logo at the top. The text "Please provide your contact information below." is followed by four input fields labeled "Name", "Title", "Phone Number", and "Email Address". A red button with a white right-pointing arrow is located at the bottom right of the form.

If a student attempts to initiate a request form, they will see the prompt below that prevents them from completing and submitting any requests:



The image shows an error message box with the USF logo at the top. The text inside the box reads: "Oops! It appears you are using a student email account. Students are not allowed to submit waiver requests. Please reach out to your advisor for assistance. Thanks!"

3. Submitters enter the full name and UID of the student in need of the exception. Select one of three options for the exception request; only ONE can be selected for each submission.

**USF UNIVERSITY OF SOUTH FLORIDA**

Please provide the student's information below.

Student Name

Student U#

What is the nature of your request?

Course substitution or waiver of USF FKL or Enhanced General Education requirements  
Course substitution or waiver of state-mandated requirements  
Course substitution or waiver of USF requirement

**For General Education course substitutions:**

4. Disclose whether the student is following the FKL or Enhanced General Education curriculum.

**USF UNIVERSITY OF SOUTH FLORIDA**

Which General Education curriculum is the student under?

FKL

Enhanced Gen Ed

5. Submitters must then identify which FKL or Enhanced Gen Ed requirement the exception is for.  
\*\*Note: submitters can select more than one category if requesting more than one substitution.\*\*



For which FKL requirement are you asking for a substitution or waiver?

- Fine Arts
- Humanities
- Human & Cultural Diversity in a Global Context
- Physical Science
- Life Science
- Social & Behavioral Science
- Human Historical Context and Process
- Writing Intensive
- Capstone



For which Enhanced Gen Ed requirement are you asking a substitution or waiver?

- Creative Thinking
- Information & Data Literacy
- Human & Cultural Diversity
- Ethical Reasoning & Civic Engagement
- High Impact Practice

6. Submitters must identify if requested substitution is associated with an accommodation from the Students with disabilities office (SDS).

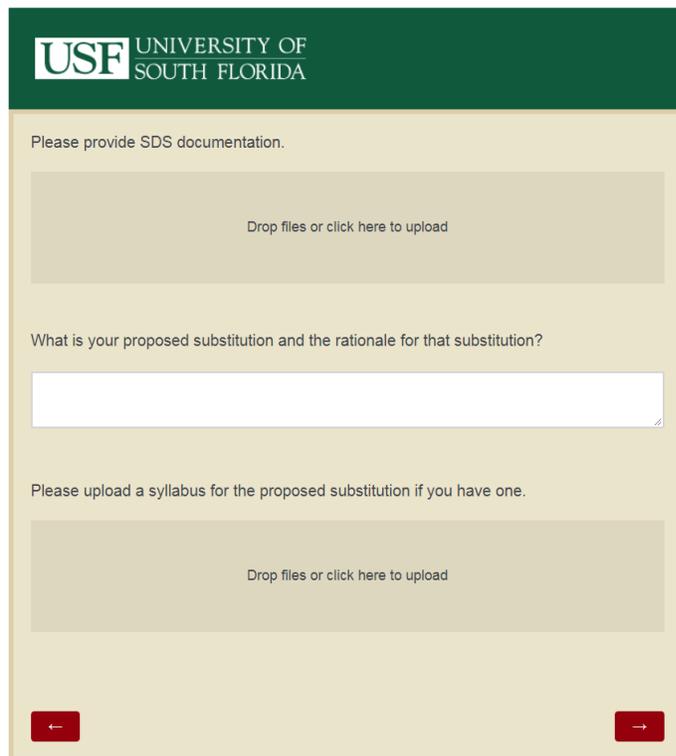


The screenshot shows the top portion of a form. At the top is a dark green header with the University of South Florida (USF) logo and the text "UNIVERSITY OF SOUTH FLORIDA". Below the header, the question "Is this request related to an SDS accommodation?" is displayed. There are two radio button options: "Yes" and "No". At the bottom of the form section, there are two red buttons with white arrows: a left-pointing arrow on the left and a right-pointing arrow on the right.

7. Requests must include a narrative rationale and supporting documents (e.g., syllabi) explaining:

- a) What course or requirement is being substituted or waived;
- b) Why the student is unable to meet the requirement as posted;
- c) Any associated issues such as the impact on-time graduation and/or excess credit hour; and
- d) What course or plan of action is recommended to meet the requirement.

If submitters select “Yes” to indicate the request is associated with an SDS accommodation, upload supporting documentation; this field will not display if the answer to the previous question is “No”.

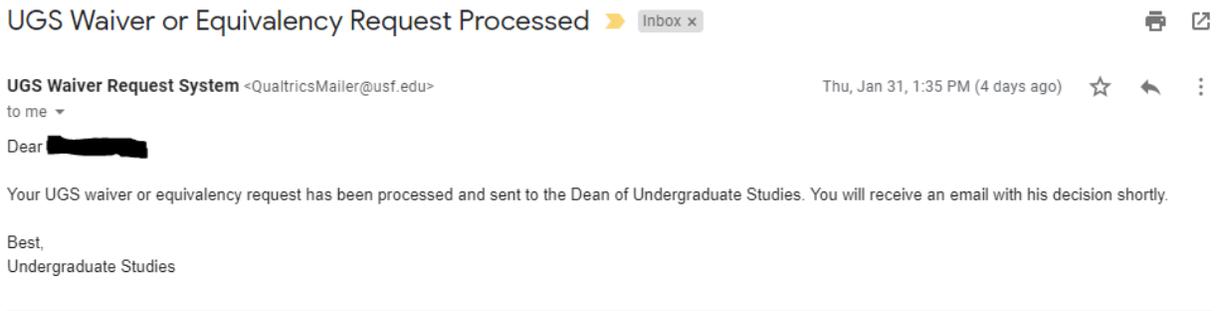


The screenshot shows a form section with a dark green header containing the USF logo and "UNIVERSITY OF SOUTH FLORIDA". The main content area is light beige and contains the following elements from top to bottom: the instruction "Please provide SDS documentation.", a large grey upload area with the text "Drop files or click here to upload", the question "What is your proposed substitution and the rationale for that substitution?", a white text input field with a small cursor icon at the bottom right, the instruction "Please upload a syllabus for the proposed substitution if you have one.", another large grey upload area with the text "Drop files or click here to upload", and finally, two red buttons with white arrows at the bottom: a left-pointing arrow on the left and a right-pointing arrow on the right.

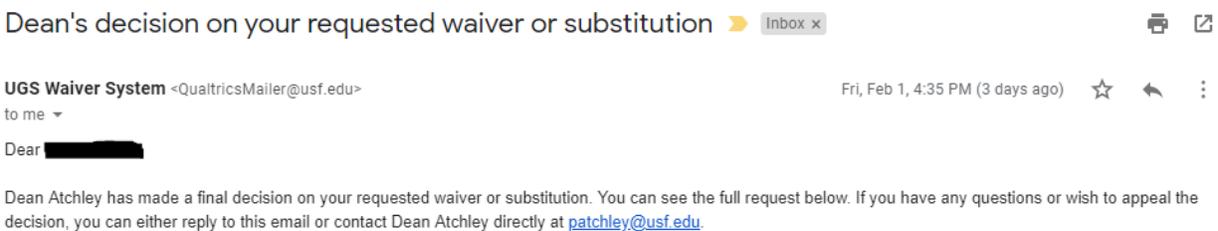
8. After submitting, the following confirmation will display. The request is routed to the Dean of Undergraduate Studies; submitters will receive both an email to confirm the request has been submitted (see below) and an email with the decision, which will include the full text of all information provided as part of the request (e.g., initial request, notes from the dean, etc.). \*\*Note: Do NOT reply to these emails as they are sent from [QualitricsMailer@usf.edu](mailto:QualitricsMailer@usf.edu) address that is not monitored. Please contact the individuals as listed in the confirmation message if assistance is required.\*\*



### Text of Email Confirmation of Submission



### Text of Email Confirmation of Decision



**For Waivers or Substitutions of State-Mandated Requirements:**

9. Submitters must identify which state-mandated requirement the request is for. **\*\*Note: submitters can select more than one category if requesting more than one substitution.\*\***

After this selection, the process continues to steps 5 through 7 as listed above.



The screenshot shows a web form with a dark green header containing the USF University of South Florida logo. Below the header, the question "For which state-mandated requirement are you asking a waiver/substitution?" is displayed. A list of nine requirements follows, each with an unchecked checkbox:

- Allow grade waiver (acceptance of D's) of lower level state-mandated requirement due to student completion of all other major requirements.
- Allow course substitution of foreign language entrance or exit due to student completion of all other degree requirements and documentation of student meeting the spirit of the requirement.
- Allow waiver of state-mandated summer hour requirement due to completion of all other degree requirements.
- State Communication Requirement ("Gordon Rule")
- State Computation Requirement ("Gordon Rule")
- State Humanities requirement
- State Social Sciences requirement
- State Natural Sciences requirement
- Civics Literacy

A red button with a white right-pointing arrow is located in the bottom right corner of the form area.

**For Waivers or Substitutions of USF University Requirements:**

10. Submitters must identify which USF institutional requirement the request is for. **\*\*Note: submitters can select more than one category if requesting more than one substitution.\*\***

After this selection, the process continues to steps 5 through 7 as listed above.

For which USF requirement are you asking for a substitution/waiver?

- Allow waiver of 42 credit UL requirement with 40-41 earned UL credits due to student completion of all other degree requirements.
- Allow waiver of USF credit residency requirement due to completion of all other degree requirements.
- Allow student to apply earlier catalog year than student's admit term.
- Allow course substitution to apply to major requirement due to student having completed all other major requirements.
- Allow single course to apply to both major and minor requirements.



If you experience issues submitting a request, please contact Assistant Dean Kyna Betancourt via email a [kbetancourt@usf.edu](mailto:kbetancourt@usf.edu).

**Pro Tips**

- Include all supporting documentation with the initial request submission.
- If needed, reference catalog page numbers and/or policy numbers to identify the policy being waived to aid UGS staff with the necessary verification process.