I. PURPOSE & INTENT

The University of South Florida must have complete post-secondary academic records for each student in order to evaluate in an equitable manner the academic performance of degree-seeking students.

II. STATEMENT OF POLICY

Undergraduate and graduate degree-seeking students are responsible for ensuring that USF receives complete official transcripts of all academic work they have taken at other post-secondary institutions. This policy applies to all post-secondary academic work taken prior to USF entry/re-entry as a degree-seeking student; likewise, it applies to all post-secondary academic work taken between the time of entry/re-entry as a degree-seeking student and the time of application for a USF degree.

This policy includes academic work taken by continuing degree-seeking students as cross-enrollees or transients at other institutions, whether or not the students have filed cross-enrollment or transient student forms with USF. Continuing degree-seeking students who register for academic work at another institution must ensure that USF receives an official transcript of this work within sixty (60) days of the end of the term in which it was taken.

Failure to comply with this policy may result in the retroactive denial of admission to the USF or degree programs and/or the invalidation of credits or degrees earned.

*Current Responsible Office: Academic Affairs

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