I. PURPOSE & INTENT

The University of South Florida (USF) is committed to facilitating undergraduate 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. It is one of many University initiatives directed at assisting students in effectively meeting their academic goals.

II. STATEMENT OF POLICY

A. 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 indicate 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, 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 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. 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.

B. 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/).

C. FTIC or transfer students who have completed 120 earned credit hours or more will not be allowed to enroll in courses that are not required for degree 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, may be approved if needed to allow the students to be enrolled full-time when an appropriate required course is not available.
D. Advisors and students must follow the guidelines listed below regarding major changes. Changing majors between colleges: The final decision to allow a student to change to a new major rests with the college of that 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.

E. A student may will be reselected (RSL) from their primary declared major by the academic college if it is determined they are not meeting degree progression standards, 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. 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 their 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. Students will be allowed to change to those majors that can be completed within 10 semesters and without incurring ECHS. 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.

E,F. 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.

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.

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:

- **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.
Current Responsible Office: Academic Affairs

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

History: New 5-24-13, Amended 5-30-17 (technical)