I. INTRODUCTION (Purpose and Intent)

The University of South Florida is committed to facilitating students through their academic progress to degree. This Policy is one of many University initiatives directed at assisting students in effectively meeting their academic goals.

II. STATEMENT OF POLICY

A. Undergraduates must complete the Online Graduation Application for Degree and the Online Graduating Senior Survey by the deadline with the Office of the University Registrar for the term in which they expect to graduate, regardless of applications in previous terms. Degree application deadlines are available in the Academic Calendar found in the Undergraduate Catalog.

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 minors or second majors or to complete clearly defined objectives to enhance qualifications for employment or graduate and professional programs.

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. Minors are
awarded only in conjunction with the receipt of a baccalaureate degree. Students are
expected to apply for a minor after accumulating at least 45 credit hours but 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’s total)
from the initially projected graduation date. 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 and they are expected to apply for a
second major or degree after accumulating at least 45 credit hours but 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.

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.
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.

4. FTIC or Transfer students who have completed 120 credits or more will not be allowed to enroll in courses that are not required for degree completion. Exceptions may be approved if needed to allow the students to be enrolled full-time when an appropriate required course is not available.
5. For the purposes of the requirements in (a) through (d) 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: Decisions about allowing students to change majors within a college are left up to that college. However, the colleges are expected to restrict those changes such that students may graduate within the number of semesters specified in (a) through (b) above. They may exercise flexibility depending upon their assessment of the student’s individual circumstances. 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.

7. Changing majors between colleges: Although the final decision to allow a student to change to a new major rests with the college of that major, 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:

   I. FTIC students who have completed 6 or fewer semesters at USF may be allowed to change majors provided they:

      a. Have a minimum USF GPA of 2.0.
b. On-track for the major of interest or can be on-track within two semesters.

c. 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).

II. 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:

a. 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).

III. 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).

IV. 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.

Authorized and Signed by:
Ralph Wilcox, Provost and Executive Vice President

Judy Genshaft, President