

OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

NOTICE: PROPOSED REVISED REGULATION

DATE: *January 29, 2007*

Regulation No: USF 1-005 TITLE: Undergraduate Catalog of the University of South Florida

The Undergraduate catalog includes information on admissions, articulation, degree requirements, curricula offerings, and facilities. The 2007-08, proposed revisions to the catalog have been reviewed and approved by the respective programs and colleges. Following is the Regulation and a summary of the major proposed revisions to the Undergraduate catalog.

To obtain full text of the Regulation and revisions, please contact Dee Brown at USFLEGAL@ADMIN.USF.EDU

(1) The University of South Florida (University/USF) publishes the Undergraduate Catalog (2007-2008), incorporated by reference herein. The Undergraduate Catalog establishes and reflects undergraduate admission and degree requirements as well as provides general information regarding the University, University community, curricular offerings and facilities available to students, faculty and staff of the University. In addition, the Catalog contains the academic calendar as set by the University within the general guidelines of the Board of Trustees.

(2) In the event of conflict between any provisions of the Undergraduate Catalog and any Regulations of the University, such Regulations of the University shall prevail.

(3) At no charge, a copy of the Undergraduate Catalog can be obtained online at WWW.UGS.USF.EDU.

(4) The following applications for admission to the University are available online and by contacting the Offices of: Undergraduate Admissions, Graduate Admissions or International Admissions.

(a) Undergraduate Application for Admission, (~~Rev. 01/06~~), Office of Undergraduate Admissions, University of South Florida.

(b) Graduate Application for Admission, (~~Rev. 08/04~~) Office of Graduate Admissions, University of South Florida.

(c) USF International Undergraduate Application (~~11/04~~) and USF International Graduate Application, (~~11/04~~) to the Office of International Admissions, University of South Florida.

University Official Initiating Proposed Regulation Revision: Renu Khator, Provost and [Senior](#) V.P. for Academic Affairs; Robert Sullins, Dean, Undergraduate Studies.

Date Proposed Regulation Revision Approved By Board of Trustees: _____

Date Proposed Regulation Revision Approved By Board of Governors: _____

Specific Authority 1001.74(4), 1007.261 FS., Art. IX, Fla. Constitution and Resolutions issued by the FL Board of Governors. History–New 2-22-82, Formerly 6C4-1.05, Amended 4-18-90, 8-19-90, 5-27-92, 2-21-93, 5-24-94, 1-8-95, 4-2-95, 10-19-95, 5-2-96, 10-6-96, 2-3-99, 8-8-01, 5-2-04, 5-9-05, Formerly, 6C4-1.005, F.A.C., Revised 5-12-06, Revised _____.

(Summary of Revisions)

ADMISSIONS

1. CLAST Test Requirement

All undergraduate students admitted to USF must earn passing scores, [meet exemption criteria or qualify for a waiver](#) on all four sections of the College Level Academic Skills Test (CLAST) prior to receiving an A.A. certificate or baccalaureate degree from the University. Transfer students entering USF with fewer than 45 transferable semester hours must take CLAST during the term in which 45 semester hours will be completed. Transfer students entering USF with 45 or more transferable semester hours must take CLAST the first term it is offered after initial enrollment.

2. Required Orientation (expansion of orientation to include transfer students)

[Prior to beginning classes, all new undergraduate students \(FTIC/Transfer\) are required to participate in Orientation on the USF campus in which they are admitted. Orientation sessions are designed to assist new and returning students with their transition into the University. During the university orientation students are made aware of the following: college overviews and requirements for their degree program; general University policies and services; and student activities and campus life. In addition, academic advising and registration for classes are all part of the orientation process. All new/returning students will receive Orientation information after admission. First Time in College \(FTIC\) Students Tampa Campus- admitted for the summer or fall terms are required to stay overnight in a campus residence hall. Families of FTIC students admitted for the summer or fall will experience a separate orientation program, which runs concurrently with the student program. Orientation sessions are conducted by the Offices of Orientation and New Student Programs and are scheduled prior to each term in an academic year.](#) Former students returning who have been readmitted are not required to participate in an orientation program if they have been out for ~~six (6)~~ [three \(3\)](#) terms or fewer.

3. Freshman Applicants (additional test score option)

♣ A first-time-in-college applicant whose native language is not English must present a minimum score of 213 (computer-based test), ~~or~~ 550 (paper-based test) or [79 \(Internet-based test\)](#) on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.

♣ If a student has not earned the following minimum scores on the SAT ~~+~~ or the ACT, college preparatory work will be required during the first term of enrollment at USF: SAT ~~+~~ - 440 verbal, 440 mathematics or ACT - English 17, Reading 18, Math 19.

4. Undergraduate Transfer Applicants)

USF accepts transfer credits, [without a course by course evaluation of the prior coursework](#), only from institutions that are accredited by one of the regional accrediting agencies/commissions recognized by USF at the time the credits are earned (See Evaluation of Transfer Credit). Courses [approved](#) for transfer by the Statewide Course Numbering System (SCNS) from non-regionally accredited institutions ~~may~~ [will](#) be considered for transfer credit [the same as credits from regionally accredited institutions](#). All credits earned during the period of time a regionally accredited institution was in a "candidacy" status for accreditation are considered for transfer credit. Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full regional accreditation. For an applicant applying from a non-regionally accredited school, the admissions decision will be based on prior work at a regionally accredited institution [or on the transferable work completed at a non-regionally accredited institution as approved by SCNS](#). If all post-secondary work is from a non-regionally accredited school, [not including SCNS approved coursework](#), the evaluation will be based on the high school record and test scores and the applicant will be regarded as a freshman for purposes of admission.

USF reserves the right to evaluate specific courses and deny transfer credit. USF does not award transfer credit that is determined to be occupational or vocational in nature [except that work specifically approved as part of the Bachelor of Science in Applied Science program or approved by the academic department of the student's major](#).

5 Lower-Level & Upper-Level Transfer Applicants (with fewer than 60 transferable semester credits)

Lower-level transfer applicants must minimally meet the following requirements to be considered for admission in good standing; however, satisfying these minimum requirements does not guarantee admission: *Be in good standing with a minimum ~~2.0~~ [2.3](#) GPA and eligible to return to the last regionally accredited institution attended as a degree-seeking student [or a non-regionally accredited institution participating in the SCNS with SCNS approved transferable credits](#);

*Have an overall ~~"C"~~ ["C+"](#) average (~~2.0~~ [transfer GPA of \(11/04\)](#)) on a 4.0 scale) as calculated by USF in all college-level courses acceptable for transfer credit to USF. (In the calculation of the GPA, incomplete grades are computed as failures and course "repeats" are not forgiven when the courses are repeated at different institutions.);...

6. Evaluation of Transfer Credit)

♣ USF will [readily or automatically](#) accept credits only from those institutions accredited by one of the regional accrediting agencies/commissions* at the time the credits are earned. (See * below for agencies recognized by USF.) Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full accreditation. Courses [approved](#) for transfer by the Statewide Course Numbering System (SCNS) from non-regionally accredited institutions ~~may~~ [will](#) be considered for transfer credit [the same as credits from regionally accredited institutions](#).

♣ USF reserves the right to deny credit for specific courses. USF does not award transfer credit from institutions that it determines to be occupational or vocational in nature [except that work](#)

[specifically approved as part of the Bachelor of Science in Applied Science program or approved by the academic department of the student's major.](#)

♣ Effective Fall Quarter 1976, all courses from a Florida Community College/University bearing the same State Common Course prefix and last three numbers as a USF course are automatically transferred and transfer students may not be required to repeat these courses, unless a college age-of-record policy is involved. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses such as dance, theater performance, voice, and instrumental music. [That same automatic transferability of credits applies to courses completed at non-regionally accredited institutions that have been specifically approved by the SCNS.](#)

♣ Virtually all USF baccalaureate degrees require that at least 60 semester hours be earned from a baccalaureate-granting institution regardless of credit hours transferred from a community/junior college unless the student has received prior approval for waiver of this policy from the college of his/her intended major. [All undergraduate degree programs at USF require a minimum of 48 hours of upper-level work that would have been completed at a four-year college or university.](#) This policy does not affect approved articulated programs based on the A.S. degree. For information regarding specific articulated A.S. degree programs, consult the Office of Undergraduate Studies, B.S.A.S. Program.

7. Honors College-Tampa Campus (Clarification of SAT test sections)

Potential Honors College Four Year Track students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Invited students present at least a 3.7 high school GPAs and 1270 SAT + [\(Critical Reading and Mathematics\)](#) or 29 EACT scores. Many scholarships are available for Honors students.

8. Dual Enrollment (Public/Private High/Home School) (Clarification of test sections and student GPA requirement)

Have proof of a minimum of 440 on SAT + V ([Verbal Critical Reading](#)) and 440 on SAT + Q ([Quantitative Mathematics](#)); or a score of 17 on EACT English, 18 on EACT Reading and a score of 19 on EACT Mathematics; or appropriate placement test scores; and a TOEFL score, if applicable;

Have (a) completed the equivalent of the sophomore year, (b) ~~achieved a grade point average of 3.0~~ [students typically present a 3.5 grade point average or higher](#) on a 4.0 scale (as calculated by USF), and (c) satisfied any course prerequisites; and...

9. Articulation Agreement (Added text brings USF's catalog into agreement with FACTS)

[A separate agreement establishes the Associate of Science \(A.S.\) degree for articulation into specialized programs. Career ladder and capstone degree programs can be found at - \[http://www.facts.org/pdf_sw/statwidearticulationmanual.pdf\]\(http://www.facts.org/pdf_sw/statwidearticulationmanual.pdf\)](#)

REGISTRATION (Three new sections regarding class attendance added to Registration.)

1. General Attendance

Only officially registered students or students approved to audit a class are entitled to attend class. Students are responsible for being aware of all instructor-based and University issued attendance policies and the requirements of the registrar for enrollment, drop/add and fee liability. Students are responsible for completing the academic requirements of each class as defined by the instructor and as set forth in any class syllabus. An instructor may make attendance mandatory and may impose penalties, including failing a class, for excessive absences. It is university policy that student absences will be excused for military duty, jury duty, and religious days (as set forth in University policy 10-045). Excused absences for other documented reasons may be allowed at the discretion of the instructor. Though excused, the student is responsible for completing all academic work, examinations, assignments and labs in a timely fashion.

2. Jury Duty

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service. It is important to note that excused absence only applies to physical presence, and not to the academic work missed. A student, though excused, is responsible for all academic work, examinations, assignments and labs if applicable. These issues are unique to University students and clearly may present undue hardship for a student to serve while enrolled in an active course of study.

Any potential student juror may notify the court of conflicts or undue hardship and request an excuse from service. The individual student must make the decision as to whether jury service will present an undue hardship and then take the affirmative action to request to be excused from service and may need to provide a written explanation to the court. If a student does not request to be excused and is selected to serve, the student may miss a prolonged period of time resulting in the inability to complete the academic requirements of classes.

3. Religious Days

The university has an official Attendance Policy for the Observance of Religious Days (University policy 10-045) which provides that all students, faculty, and staff at the University have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs.

Students are expected to attend classes and take examinations as determined by the University. The University will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The university, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the University's constituency. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious

belief.

Students are expected to notify their instructors at the beginning of each academic term or as provided in the course syllabus if they intend to be absent for a class or announced examination, in accordance with this policy. Students absent for religious reasons will be given reasonable opportunities to make up any work missed in the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, etc), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade at the discretion of the instructor. Any student who believes that he or she has been treated unfairly with regard to the above may seek review of a complaint through established University Academic Grievance Procedures (found in the Graduate and Undergraduate Catalogs) and those provided by the University's Office of Diversity and Equal Opportunity.

ACADEMIC POLICIES AND PROCEDURES

1. College Level Academic Skills Test

The CLAST requirement is considered met for any student entering the University with an A.A. from a Florida public college or university or a baccalaureate degree from a regionally accredited or comparable international institution.

A maximum of four hours of credit earned through AP, IB, CLEP or other acceptable equivalency programs may be used toward qualification for each CLAST exemption. Students who have already earned a baccalaureate degree from a regionally accredited institution are exempt from the CLAST requirement at USF.

If the CLAST requirement has not been satisfied by the time a student completes ~~70~~ 60 semester hours, the student may not register for classes until he/she has visited the following website: <http://www.ugs.usf.edu/student/CLAST/index.htm>. A course or method of preparation to remediate content covered in the failed subtest(s) will be selected and required. Further registration may be restricted for failure to attend the designated preparation.

2. Courses to Satisfy Rule 6A-10.030 FAC ("Gordon Rule")

Note: The Gordon Rule communication and computation requirements are considered met for any student entering the university with an A.A. from a Florida public community college. Gordon Rule communication requirement is considered met for any student entering the university with 60 or more hours.

3. Academic Probation and Academic Dismissal for Undergraduate Students (Clarification of withdrawal as being from all classes)

A student admitted to the University on probationary status will be placed on Academic Probation (AP) his/her first term with the ... rules related to Final Academic Probation and Academic Dismissal applying. Academic advising prior to registration is mandatory until the student is removed from probationary status. Any student who withdraws from all classes after the fifth day of classes while on Academic Probation will be placed on Final Academic Probation. Any student who withdraws from all classes after the fifth day of classes while on Final Academic Probation or who has been placed on Conditional Readmission by the Academic Regulations Committee will be

Academically Dismissed.

4. Admission to a College (Rewording to assist students in selecting major and moving into colleges)

All newly-admitted students must be advised initially by an academic advisor. All undeclared undecided students are assigned to the Transitional Advising Center for Academic Advising for the purpose of advising until a choice of major is made. At that time, he/she may be coded into enter the college containing the major department. Undeclared FTIC and lower-level transfer students must choose a major or college-based pre-major before registering for more than 36 semester hours. New upper-level transfer students who are undeclared must choose a major before registering for more than 75 semester hours. Undecided students may remain in this classification until a maximum of 90 semester hours is earned. After that time, a major must be selected. New transfer students who have completed 90 or more hours may remain undeclared for a maximum of two terms following initial USF entry.

5. Academic Regulations Committee (Rewording of petitioning statement only)

To petition the committee, completed forms should be submitted to the respective College Advising Office for ARC committee review. In some cases, a consultation with an ARC representative is required. Students may contact their ARC representative for details regarding their submission. The appropriate forms may be obtained from the following Office of the Registrar at http://www.registrar.usf.edu/data_display.php?link_type=Forms or from their academic advising office. Students will receive notification of the committee's decision by mail. The committee normally meets once a week on Tuesday. To petition the committee, a student must secure the appropriate form from the Office of the Registrar and consult with the ARC representative from his/her college prior to submitting the petition form. Completed forms should be returned to the Office of the Registrar no later than the preceding Thursday, to be reviewed at the next week's meeting. Students will receive notification of the committee's action the following week.

6. Liberal Arts Requirements (Clarification of GPA requirements for Liberal Arts courses)

All new USF students and Former Students Returning are required to take 45 semester hours to satisfy the complete liberal arts requirements. Thirty-six (36) semester hours will satisfy the general education course requirements and 9 semester hours will satisfy the exit requirements. Students seeking second baccalaureate degrees (those coded as 5B) are exempt from ~~the 9 semester hour exit~~ [these](#) requirements. The requirements are distributed as follows:

General Education Requirements*	Sem. Hrs	Exit Requirements*
English	6	Major Works and 6

Composition		Major Issues	
Quantitative	6	Literature and	3
Methods		Writing	<hr/>
Natural Sciences	6		9
Social Sciences	6		
Historical	6		
Perspectives			
Fine Arts	3		
African, Latin	3		
American, Middle			
Eastern or Asian			
Perspectives			
	<hr/>		
	36		

*Courses may be certified in more than one area, but students may use each course in only one (1) area.

[All students must achieve an overall average of "C" \(2.0 GPA\) in the lower level requirements and a grade of "C-" or better in each of the exit requirement courses.](#)

7. Graduation Requirements - Baccalaureate Degree - University Requirements (Added text for Clarification of second baccalaureate requirements)

[In recognition that students seeking a second Bachelor's degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some graduation requirements are considered met by virtue of their previous degree. These include: CLAST, Gordon Rule, Summer Enrollment, the Foreign Language Entrance Requirement, General Education and the Exit Requirements. Each degree program will determine degree applicability of transfer courses for the major.](#)

8. Academic Minor (Clarification of minor statement)

A student desiring a minor must [may not](#) have a major [and a minor in the same program](#) in a different program option. [Department](#) courses used in the major may not apply to the minor.

(End of Summary)

Any person may submit written comments concerning a proposed regulation, amendment, or repeal to the contact identified in this notice within 14 days after the date of this notice. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the regulation, amendment, or repeal in whole or in part after notice, or proceed with adopting the regulation.

WRITTEN COMMENTS* CONCERNING THIS PROPOSED REGULATION MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE TO::

Dee Brown, Agency Clerk
Office of the General Counsel
University of South Florida System
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Tampa, FL 33620-6250
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