Academic Policies and Procedures

The University of Tampa grants the degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Liberal Studies, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Music and Associate of Arts. The University also grants the graduate degrees of Master of Business Administration, Master of Arts in Teaching, Master of Education, and Master of Science in Accounting, Finance, Technology and Innovation Management, Marketing, and Nursing.

The academic procedures are outlined to enable each student to gain the greatest benefit from his or her course of study and to make certain that he or she satisfies all requirements for graduation in planned sequence. (See also the Graduate Programs chapter for specific policies and procedures applying to the graduate degrees.)

When a student enters the University, he or she agrees to comply with the curriculum regulations outlined in this catalog. The catalog determines the degree requirements. Students must fulfill the requirements stated in their entering year catalog or they may elect to adopt the requirements in any subsequent year’s catalog published during their continuous enrollment. Students must meet the full degree requirements of the catalog year they elect, provided that they do so within six academic years of its publication. This policy applies to any student who leaves the University and later returns, except when graduation is not possible within the required six years. In that case, the student must use the catalog in effect at the time of re-entry. This policy applies only to the extent that courses and programs listed in previous catalogs are still offered. In the event the University makes major changes in its program, every effort will be made not to prolong a student’s program of study beyond that originally planned. Reasonable adjustments will be accommodated, if possible. Also, students in programs that fulfill outside certifications must comply with the latest certification requirements, i.e. teacher certification.

Frequency of Course Offerings

The frequency with which each course in the curriculum is offered may be indicated in the Course Descriptions chapter of the catalog. These indications are meant only as a guide for planning purposes.

The University will make an earnest effort to offer the courses when indicated, but reserves the right to offer them more or less frequently as circumstances dictate. Students should check with the appropriate college for information concerning the exact terms in which individual courses will be offered.

The Calendar

The University’s academic year is divided into two semesters, several undergraduate and graduate summer sessions, a Professional MBA summer session and graduate inter-sessions. The calendar, however, permits students to enroll in any of several combinations of seven-week and 14-week classes during the course of each semester. The 14-week classes span the entire length of the semester, whereas the seven-week classes are conducted during the first or second half of each semester.

The appropriate beginning and ending dates applicable to the seven- and 14-week classes are indicated in the Academic Calendar found in this catalog and on www.ut.edu. The class schedule has a complete listing of seven- and 14-week classes. The class schedule is available on the UT Web site at www.ut.edu, under “Course Schedule.”
Semester-Hours
Credits and Honor
Points

A semester hour is the unit of credit earned for the satisfactory completion of a subject that normally meets one hour each week for 14 weeks or two hours each week for seven weeks.

A system of honor points is used to evaluate the quality of work done by the student in completing his or her subjects. Honor points are awarded on the basis of the point value of the grade, multiplied by the number of semester hours of credit carried by the course.

Grades have the following honor-point values:

- **A** Outstanding .................. 4.0
- **A/B** Excellent ................... 3.5
- **B/C** Good ......................... 3.0
- **B** Very good ..................... 2.5
- **C** Average ....................... 2.0
- **C/D** Below average (unsatisfactory)... 1.5
- **D** Passing (unsatisfactory) ........ 1.0
- **F** Failure ......................... No honor points
- **NF** No-show, failure... No honor points
- **NR** Not recorded by professor
- **NG** Not graded

Other marks given are “I” for incomplete, “W” for withdrawal within the first 10 weeks of a 14-week class or the first five weeks of a seven-week class, “S” (satisfactory) and “U” (unsatisfactory), given for internship programs and for all courses taken on a satisfactory/unsatisfactory basis.

Grades of “I,” “W,” “S,” “NG” and “U” carry no honor point value and do not affect grade point averages. Only grades equivalent to or above “C” will be graded as “satisfactory.” An “NR” grade on the grade report indicates that the grade has not been reported by the faculty member. An “IP” grade indicates a course in progress.

Grading is the prerogative of the instructor. In the case of a disputed grade, an undergraduate student must first contact the instructor whose grade he or she is appealing and request reconsideration. The student may also contact his or her academic advisor. If the matter remains unresolved, the student must notify, in writing, the chair of the department in which the instructor is a member. Written notification must be received no later than the completion of the seventh week of the term following the semester in which the grade was awarded. If the contested grade was awarded in the fall semester, this appeal procedure must be initiated no later than the end of the seventh week of the following spring semester. If the contested grade was awarded for the spring semester, inter-session, or summer session, this appeal procedure must be initiated not later than the end of the seventh week of the following fall semester. No course grades will be subject to change after final graduation certification. See Graduate Programs for the policy on academic appeals for graduate students. If the student remains dissatisfied, he or she should contact the dean of the college in which the instructor is a member for information or advice on possible resolution of the dispute. The above described channels of resolution must be exhausted before the student may submit his or her grade-related dispute to the Academic Appeals Committee.

To graduate with the bachelor’s or associate’s degree, the number of honor points must be at least twice the number of semester hours for all college-level courses attempted at the University, including courses that are repeated. (See rule concerning repeated courses.)

This means that, for graduation, the undergraduate student must have an average of “C” or higher on all work attempted at the University. An average of “C” or higher is also required in all course work applied toward the major. The GPA requirement may vary depending upon the major. Some majors have special GPA requirements. Always refer to the specific department for details. (See the Graduate Programs chapter for GPA requirements for graduate students.)

Grades earned by graduate students in undergraduate courses, such as those taken as foundation courses, do not affect the graduate student’s grade point average.

Prior to graduation, the student must complete any course with an incomplete (“I”) grade, and retake for a passing grade any required courses in which the student earned a failing grade (“F” or “NF”). (See section on
incomplete work in this chapter.) A degree will not be conferred for any student with an outstanding “I” grade.

Course Load/Credit-Hour Overload

A student taking at least 12 semester hours of undergraduate work during the course of a regular fall or spring semester will be considered a full-time student. The normal load for undergraduates is 15 to 18 hours. Full time for summer session is considered 8 credits per each of the summer 1 or 2 sessions, or 12 hours for the summer 12-week term.

(See the Graduate Programs chapter for course load information for graduate students.)

To be eligible for a course overload (more than 18 hours in a regular term or eight hours in a summer term), a student must have a “B” average (3.0) cumulative GPA and a “B” average (3.0) in the term immediately preceding the term for which the credit overload is requested. Students taking a minimum of 12 semester hours in fall or spring and making a “B” average (3.0 GPA) or better will be permitted to register for an overload (no more than 21 hours) the next regular term with appropriate approval. If the “B” average is maintained, that student may then register for a maximum of 21 hours the following regular semester, and may continue to do so as long as the “B” average is maintained. Credit hours taken over 18 during a regular term will be charged at the per credit rate.

A “B” average in the previous term also is required for permission to take a credit overload in a summer session. Summer session credits are all charged at a per credit rate.

Students in EDU 445, 406 or 407 are restricted to 18 hours.

Students wishing to register for more than 18 credit hours must go to the Academic Advising Office to obtain a credit-hour overload form. This form must be signed by an advisor in the Academic Advising Office, verifying that the student is academically eligible for credit-hour overload. The approved form should then be taken to the Registrar’s Office.

Student Classification

A student’s classification as a freshman, sophomore, junior or senior is based on his or her standing in terms of semester hours of credit earned.

The minimum qualifications for each classification are as follows:

- Freshman......fewer than 28 semester hours of credit
- Sophomore...28-59 semester hours of credit
- Junior.........60-89 semester hours of credit
- Senior.........90+ semester hours of credit

Students with fewer than 60 semester hours of credit may not take advanced courses—those with numbers of 300 or higher—without special permission from their faculty advisors.

Courses at the 600 level may be taken only by graduate students.

Electing Courses Graded Satisfactory/Unsatisfactory (S/U)

Juniors, seniors and post-baccalaureate students in good standing may elect up to a total of eight semester hours graded on a satisfactory/unsatisfactory (S/U) basis. This would not include courses that are offered only on a satisfactory/unsatisfactory basis and that are available to the entire student body. Credit will be granted for satisfactory performance, and no credit will be granted for unsatisfactory performance. In either case, no honor points will be granted. The student’s overall grade point average will be computed independently of the results from courses graded on a satisfactory/unsatisfactory basis.

Courses required in a student’s major or minor, those used to satisfy general curriculum distribution requirements, and professional education courses may not be elected on an S/U basis.

Courses required in a student’s major or minor, those used to satisfy general curriculum distribution requirements, and professional education courses may not be elected on an S/U basis.

Students must elect the S/U option before the end of the first week of classes by filling out the S/U form available in the Registrar’s
Office or the Academic Advising Office. This form must be signed by the instructor and an advisor in the Academic Advising Office, and then delivered to the Registrar’s Office. Courses may be changed to the S/U option or back to the regular grading system only during the initial drop-add period for each semester or summer term — the first five days of a 14-week class, the first three days of a seven-week class, or the first three days of a summer term class.

The deadlines for each term are indicated on the academic calendar.

**Electing Courses on an Audit (No-Credit) Basis**

To audit an undergraduate class, a student registers by submitting an application form and application fee. No records of previous academic work need to be submitted. Auditors may register after students taking the course for credit have been accommodated. Auditing requires both availability of space and permission of the instructor of the class. Graduate classes may be audited only with prior approval from the dean of graduate studies, and academic records will be required prior to registration. Auditing students are subject to any classroom rules or policies of the instructor, including absence rules.

See auditor student tuition in the *Costs and Financial Information* chapter of this catalog.

Auditors may attend all classes of the course for which they are registered, but they normally do not actively participate in the class, and their written work is not corrected or graded.

Auditors receive the grade of “AU” (“Audit”) for the course or courses that they have attended as auditors, and may request a transcript from the Registrar’s Office. The grade of “AU” may not be converted to a credit grade after the course is completed.

While the course is in progress, an auditor who decides to change his or her registration to full credit must make arrangements at the Registrar’s Office no later than the fifth day of class and pay the full tuition charge(s) for the course(s).

**Dropping and Adding Courses**

Students who drop a 14-week course or withdraw from the University within the first five days of the semester, or who drop a seven-week class within the first three days, will have no record of registration in that course on their permanent records and will not be charged drop fees. A student must obtain approval from the instructor and academic advisor to withdraw from a course after the first five days of the semester.

Students who withdraw from a course after that time during the first 10 weeks of classes for a 14-week course, or during the first five weeks of classes for a seven-week course, will receive a grade of “W” on all courses dropped. Students who drop or withdraw from any course are no longer permitted to attend that course.

The Academic Calendar indicates the last day a withdrawal is allowed for the seven-week and 14-week terms. Students enrolled in ENG 101/GIS 101 (Composition and Rhetoric I and Global Issues) must get approval from their Gateways advisors, the instructors of the classes and the director of the Baccalaureate Experience before they are allowed to drop or withdraw from these courses. Students take the two courses as a block; therefore, dropping one requires dropping both English and Global Issues. First-year students may not drop or withdraw from Gateways sections.

Students may add 14-week classes on a space-available basis through the first five days of the semester, and may add seven-week classes through the first three days of each seven-week period. No signatures are required and no add fee is charged during this period. Students who wish to add a class after this initial period must obtain instructor approval and the consent of the director of the Academic Advising Office. Following the initial period for dropping and adding classes, the student is charged the drop-add fee ($25) each time a change is processed.
Students who intend to enroll but whose class schedule has been cancelled because of an unpaid account, incomplete University payment plan installments, or for unconfirmed financial aid resources must make arrangements to satisfy these conditions and officially enroll no later than the end of the third week of the semester. Procedures to re-enroll are available in the Registrar’s, Academic Advising, and Bursar’s Office, as well as on the University’s Web site. Students who do not satisfy their financial obligations or re-establish a class schedule by the end of the third week are not permitted to attend classes or remain in University housing.

Cancelled Classes
In the event a class must be cancelled because of insufficient enrollment, the students registered for that class will be notified as early as possible. Another course may be added — and any resulting necessary schedule adjustment may be done — during the normal drop-add period with no charge for the procedure. The live class schedule can be viewed by accessing SpartanWeb from www.ut.edu.

Repeating Courses/
Forgiveness Policy
Subject to the guidelines below, a student may retake up to three courses under the University grade forgiveness policy to replace a grade previously earned in a course. This policy does not apply to courses in which the student earned a grade of “C” or better or to courses in which a student earned a grade of less than “C” if the grade resulted from an officially adjudicated academic integrity violation. This policy may not be applied to a retake of GIS 101. Please note that students may not receive credit more than once for a course, unless the course is listed in the catalog as approved for multiple credits.

The required procedure and other guidelines for the grade forgiveness policy are as follows:
1. The student must complete and submit to the Academic Advising Office a “Special Petition to Repeat a Course Under the Forgiveness Policy” form. If the form is properly completed and all requirements for the grade forgiveness are satisfied, the Academic Advising Office will approve the petition, and the student will file the form in the Registrar’s Office.
2. All grades remain on the student’s transcript. The original course attempt will have an annotation indicating that the course has been repeated for forgiveness.
3. Both the forgiven course and the repeated course must be taken at The University of Tampa under the standard grading system (A-F); forgiveness of S/U courses is not permitted.
4. During a student’s academic career, he or she may petition to have up to three grades forgiven under this policy. The student may not repeat the same course, for purposes of grade forgiveness, more than two times. If the student withdraws from a course being repeated under this policy, the withdrawn attempt will nonetheless be considered as one of his or her three petitions.
5. If a student repeats a course without following these procedures, the student will receive credit only once for the course, and all grades in the course will be averaged into the student’s cumulative grade point average. Prior to spring 2005, the original attempt will be marked with an “R” next to the grade to indicate that the course was repeated but the grade was not forgiven.
6. Prior to spring 2005 a forgiven course was noted with a “Z” next to the original grade.
7. The forgiveness policy may be applied only to a specific course that a student wishes to repeat. Under unusual circumstances, a different but similar course may be used if the Academic Appeals Committee approves the substitute course and the approval is on file in the Registrar’s Office. With prior approval of the Academic Appeals Committee, a course different from the original course may be substituted in the following cases:
   a. The substitute course differs in prefix, number, hours or title, but does
not differ substantially in content from the original course.
b. The substitute course replaces a course no longer offered by the institution.

Academic Amnesty

An undergraduate student may petition for Academic Amnesty, a recalculation of his or her cumulative grade point average, if:
1. The student has not attended UT for five or more consecutive years, and
2. The student re-enrolls after his or her matriculation was canceled, or after withdrawing voluntarily with a cumulative GPA of less than 2.0.

The student must write an appeal letter to the Academic Appeals Committee, c/o the Director of the Academic Advising Office.

If the petition is approved, all courses taken and the original grades will remain on the permanent record. Those courses with grades of A, AB, B, BC, C, CD or D will be counted for credit only. The student resumes his or her academic program at UT with no cumulative grade point average, and thereafter is subject to the conditions of probation and dismissal that govern all students. Please note: the previous cumulative GPA would still be included in any honors graduation GPA calculation.

Incomplete Work

When a student is doing satisfactory work in a course, but has been unable to complete the required work and the reasons given are acceptable to the instructor, a grade of “I” is given. When a student’s situation warrants that an “I” grade be given, the faculty member must complete a “Request for an Incomplete (‘I’) Grade” form. The form is available in the Registrar’s Office.

Incomplete grades must be resolved no later than mid-term of the fall or spring semester that follows the scheduled completion of the course or internship. Failure of the student to complete work within the time limit will result in an “F” being recorded as the final grade. No extensions will be allowed unless the student can submit a verifiable medical reason why an extension should be granted. The Academic Appeals Committee will consider the granting of extensions on a case-by-case basis.

Special Studies/Independent Study Courses

Students who are unable to take a course specifically required for the major, under the circumstances outlined below, satisfy that course requirement by substituting credit earned in a special studies course.

Registration for special studies/independent study courses may be authorized under extreme circumstances and only with the written approval of the instructor and the chairperson of the department in which credit is to be earned, or the associate dean of the John H. Sykes College of Business if the course is taken in that college.

Students should register for classroom courses to satisfy the requirements of their majors, with the special studies option used only when it is clearly necessary.

The option of taking a special studies/independent study course may be offered to a student only as a substitute for a major course carrying a catalog number. A special studies course is a non-classroom course conducted in the style of independent study or directed readings. Although a special studies/independent study course does not provide exactly the same learning experience as the classroom course it is designed to replace, the content must constitute a suitable substitute.

The special studies courses should not be confused with other courses titled “Independent Study,” “Directed Readings,” “Special Topics,” etc., which are not designed to be used as substitutes for regular classroom courses.

Each special studies course will carry one of the following five alpha-numeric course numbers, depending on level:
10T ................................... Freshman level
20T ................................... Sophomore level
30T ................................... Junior level
40T ................................... Senior level
60T ................................... Graduate level
Each of the five special studies courses may be taken on a variable-credit basis, i.e., for one, two, three, four or five semester hours of credit. The credit hours, however, must equal the number of credits carried by the substituted course.

Special studies/independent study forms can be downloaded from Blackboard or picked up in the Registrar’s Office. Before a student may register for a special studies/independent study course, the appropriate form needs to be presented with the required approval signatures. The student is responsible for making sure that this form is dropped off at the Registrar’s Office, and later checking on SpartanWeb that the registration in the course has been completed.

In addition, the college or department in which the course is offered will maintain a record of the form.

Class Attendance and Participation

It is the policy of the University that class attendance and participation policies be determined and administered by individual faculty. The students are responsible for being familiar with these class participation policies, and for following them. Auditing students also are subject to participation policies. If an instructor has determined that a student has not attended or has stopped participating as of the 60 percent mark of the semester, he or she will award the student a grade of “NF,” indicating “no-show, failure.”

Declaring/Changing Your Advisor or Major

All undergraduate students are assigned a faculty advisor upon admission. If a major area of interest has been indicated on the admissions application, the student’s major is listed also. Students who wish to change advisor or change/declare a major may do so in the Academic Advising Office. Students are required to officially declare a major by the time they have earned 60 credit hours. Once the Degree Audit has been filed with the Registrar’s Office, any change in major or minor must be reported to that office.

Dean’s List

The dean’s list is composed of undergraduate students who have achieved a grade point average of 3.75 or better during the semester, while taking at least 12 semester hours of graded work. Students remain on the list as long as they maintain an average of 3.75 or better. Students who have received an incomplete grade for the given semester will not be named on the dean’s list until a grade confirming dean’s list honors has been recorded by the registrar. The dean’s list is published at the conclusion of each term. No student who has been disciplined or found guilty of a breach of conduct during the semester will be named to the dean’s list.

Final Grades

All semester, summer and inter-session grades will be available for students to view on SpartanWeb. Students also may obtain their grades from their instructor. Each student’s permanent academic record is maintained by the Registrar’s Office.

Official transcripts of this record may be released to the student or to others with the student’s written permission. The charge for each official transcript issued is $6. Unofficial copies of transcripts can be accessed from SpartanWeb. Official copies of transcripts also may be requested on www.ut.edu/registrar. There is an additional charge of $2.25 for transcript requests made over the Web. Final grades from each semester are available on SpartanWeb after the end of the grading period.

Regulations on Academic Warning and Dismissal

Retention standards for undergraduates are shown below and are printed on the student’s grade reports. (Regulations for graduate students may be obtained from the Graduate Studies Office.)
Undergraduate Retention Standards

**Up to 16 hours attempted***
Good standing.................. 2.0 or higher
Academic warning ..................... Below 2.0

**17-59 hours attempted***
Good standing.................. 2.0 or higher
Academic warning ..................... 1.75-1.99
Academic dismissal ................... Below 1.75

**60-93 hours attempted***
Good standing.................. 2.0 or higher
Academic warning ..................... 1.95-1.99
Academic dismissal ................... Below 1.95

**94 or more hours attempted***
Good standing.................. 2.0 or higher
Academic dismissal ................... Below 2.0

*Hours attempted include UT hours that are ungraded, i.e.: courses taken for S/U, audited courses, and failed courses. The Academic Appeals Committee reserves the right to review for academic dismissal students who have attempted fewer than 17 hours.

Note: The student also must maintain a minimum 2.0 GPA in the courses attempted at the University that are specifically required or to be applied toward his or her major. The GPA requirements may vary depending upon the major. Always refer to specific department for details*. Any student failing to achieve a semester GPA at or above 2.0 will be placed on academic warning and have his/her major grade point calculated. Any student with a semester GPA below 2.0 may be subject to academic review and dismissal from the University. See Academic Dismissal below.

Academic Dismissal

Failure to maintain satisfactory academic standing may result in a student’s dismissal from the University. A student whose cumulative or major grade point average falls within the academic dismissal range will have his or her record reviewed, and will be subject to dismissal following each regular (fall and spring) semester. Students may become subject to the academic dismissal review process without previously having incurred academic warning. The Academic Appeals Committee performs this review.

The Academic Appeals Committee reserves the right to prescribe remedial action and to continue supervising the student until all of the following criteria are satisfied:

1. The student’s cumulative GPA has reached the minimum required 2.0 to graduate.
2. The student’s major GPA has reached the higher of 2.0 or the minimum required by the student’s major.
3. Any prescribed remedial action is accomplished to the committee’s satisfaction. For transfer students, transfer credit is not included in computation of cumulative grade point averages. For these students, the record always shows earned hours in excess of attempted hours. In such cases, dismissal decisions are based on total credits attempted including all transfer and externally earned credit granted to the student. The actual grade point average earned, however, will be computed on hours attempted at The University of Tampa only. Students eligible for veterans’ benefits who are placed on academic warning and then fail to attain good academic standing at the completion of the next academic semester will no longer be eligible for veterans’ benefits.
4. Students dismissed by the Academic Appeals Committee for academic reasons may apply for readmission after one academic year (two regular semesters) has elapsed. Application should be made through the Office of Admissions. Those applications will be referred to the Academic Appeals Committee for a decision. The deadline for petitioning for readmission is June 1 for the fall term, Dec. 1 for the spring term, and April 1 for the summer terms. All applications
academic policies and procedures

for readmission from dismissal must include a letter to the committee written by the student describing activities since dismissal and supporting documentation. Transcripts of any coursework completed at another institution since dismissal also should be sent to the Admissions Office.

Graduate Retention Standards

See Graduate Programs chapter for Graduate Retention Standards.

Policy on Academic Appeals

The following policy applies to student appeals for exception to University academic policy, waiver of academic requirements or dispute over student grades.

1. Requests for exceptions to the academic policies and procedures described in this chapter begin as petitions filed in the Academic Advising office and are decided by the Dean of Academic Services. If a petition is not answered in a way that satisfies the student, s/he may advance an appeal to the Academic Appeals Committee.

2. All student appeals on academic issues, up to and including academic dismissal, must be filed in the Academic Advising Office, whereupon cases will be processed by the Academic Appeals Committee. It is the student’s responsibility to provide all necessary documentation to the committee for review. The committee will take into account information from the instructor, as well as information from any other source the committee deems appropriate. The committee will render a decision in the case.

3. The student may request that the case be reconsidered by the Academic Appeals Committee only in the event that new information is available after the committee has rendered its decision.

4. The decision of the Academic Appeals Committee is considered final. If the student believes that due process was not followed, he or she may file an appeal with the Faculty Senate, which will render a decision as to whether the Academic Appeals Committee afforded due process to the student in its consideration of his or her appeal.

Withdrawal from the University

Any student who desires to leave the University prior to the end of a current session must follow prescribed withdrawal procedures. Failure to withdraw officially or withdrawing after published withdrawal deadlines will result in a failing grade in each course for which the student is registered, jeopardizing his or her chances of being readmitted to the University or transferring to another institution. Official withdrawals are initiated in the Academic Advising Office.

Requirements for Graduating Seniors

It is the personal responsibility of each student anticipating graduation to ensure that all graduation requirements have been met, and to apply for graduation candidacy by requesting the degree audit in Academic Advising. Application deadlines are published in the class schedule instruction booklet. The University assumes no responsibility for a student’s failure to be familiar with the general and specific requirements for graduation.

Students are urged to consult their faculty advisor, an advisor in the Academic Advising Office or the Registrar’s Office concerning any problems involved in registration or fulfillment of catalog requirements for their degrees.

Application for Degree

The Degree Audit Form

Each degree-seeking student must, at least one year in advance of his or her intended graduation date, request a Degree Audit. (May graduation candidates must request the audit by May of the previous year, August candidates by August of the previous year, and December candidates by December of the previous year.) The “Request for Degree Audit” form is available in the Academic Advising Office. When the request is made, the student must specify the catalog year in which the audit is to be completed.
which he or she intends to graduate. Once the request has been made, a University advisor will audit the student’s transcript and complete the official Degree Audit form. The student will be contacted to review the form with a University advisor. After that meeting, the student must submit the form to his or her assigned faculty advisor. Once the form has been approved and signed by the faculty advisor, the student must bring the form back to the Academic Advising Office to be processed.

If the above procedure is not completed by the deadlines indicated, the student’s name may not appear in the commencement program, and the student’s graduation may be delayed.

**General Degree Requirements**

A student must earn a minimum of 124 semester hours of credit to qualify for the Bachelor of Arts, the Bachelor of Science, the Bachelor of Liberal Studies or the Bachelor of Fine Arts degree, and some majors may require more than 124 semester hours. Refer to individual department section. The Associate of Arts Degree requires 62 semester hours of coursework.

The student also must have met the general and specific course requirements. Further, the student must have earned at least an average of “C” (a minimum 2.0 GPA) on all work attempted at UT, including authorized repeated courses.

The student also must have earned a minimum 2.0 GPA in the courses attempted at the University that are specifically required and those applying toward his or her major or minor. The GPA requirement may vary depending upon the major. Some majors have special GPA requirements. Always refer to specific department for details.

Students also must complete ENG 101 and 102 and ITM 200 in their first year of study. The mathematics requirement must be completed in the first two years of study.

All students must take at least three writing intensive courses (W) at UT before they graduate. Students are strongly encouraged to take these courses after their first-year English composition sequence is completed. Students entering as juniors (transferring in 60 or more credit hours) must take two writing intensive courses at UT before graduation. Those entering as seniors (transferring in 90 or more credit hours) must complete one writing intensive course at UT. Students returning to UT who left prior to 1995 will be held to the same writing intensive requirement as a transfer student.

Students interested in pursuing a second bachelor’s degree should refer to “Requirements for a Second Bachelor’s Degree” in The UT Academic Experience section of this catalog.

General requirements for the master’s degree are detailed in the Graduate Programs chapter of this catalog.

Candidates for the Associate of Arts degree must complete all requirements for that degree within the first 90 semester hours that are creditable as college work at UT. This would include all transfer and military credit granted by UT. For the purpose of this rule, the student cannot delay the granting of such transfer credits to avoid having more than 90 hours recorded on his or her record.

It is ultimately the responsibility of the student to be certain that he or she enrolls in all of the courses required for completion of a degree. Help in planning a course of study may be obtained from faculty advisors and advisors in the Academic Advising Office. This catalog and the student’s online degree guide should be used as references.

**31-Hour Residence Requirement**

Non-residence credit (including, but not limited to, credit taken at another institution or earned through CLEP examination) may not be granted to fulfill the last 31 semester hours earned toward a University of Tampa degree. The last 31 credit hours must be earned in residence at UT. For the AA degree, 16 hours in residence are required.

Under special circumstances, a student may be granted permission, through the academic appeals process, to take a course at another university during the last 31 hours of coursework. Information regarding the process may be obtained in the Academic Advising Office.
Up to nine semester hours of transfer credit, however, may apply toward the master’s degree with the approval of the director of graduate studies.

See Graduate Programs chapter for residence requirements applicable to graduate students.

Commencement

Degrees are granted in December, May and August of each academic year. The degree-conferral dates are indicated in the academic calendar. All academic requirements must be satisfied and all debts to the University must be cleared before the degree can be granted. No degrees will be awarded if “I”s remain on the transcript.

Degrees are not awarded retroactively, but rather on the next degree-conferring date following satisfaction of all academic and financial requirements.

The University’s commencement ceremonies are held in December and May. Students earning bachelor’s or master’s degrees any time since the previous commencement may participate.

It is the policy of the University to allow students who are expected to graduate the following August to take part in the May Commencement ceremony immediately preceding. No degree is awarded, nor does participation in the ceremony imply that the student has completed his or her course of study. Graduation honors will not be announced for these candidates, as they will not have completed their requirements by the date of the ceremony. Students who are expected to graduate in December are invited to take part in the December commencement ceremony.

Questions on these policies should be directed to the University Registrar at registrar@ut.edu.

Graduation Honors

The names of students receiving bachelor’s degrees who are candidates to receive graduation honors are announced at commencement if they have completed all degree requirements by that day, and if, at the conclusion of the prior semester, they have achieved minimum GPAs as described below. Upon completion, the honors are inscribed on their diplomas. Graduation honors, however, are not awarded to those receiving second bachelor’s degrees. August degree candidates participating in the May commencement will not be recognized for graduation honors. They will, however, have appropriate honors recorded on their official transcript and diploma.

The three levels of honors are:

*Cum Laude* for those with grade point averages of at least 3.5 earned on all work attempted at the University and grade point averages of at least 3.5 when combined with all previously attempted college work. At least 31 semester hours of credit must have been earned at The University of Tampa.

*Magna Cum Laude* for those with grade point averages of at least 3.75 earned on all work attempted at the University and grade point averages of at least 3.75 when combined with all previously attempted college work. At least 31 semester hours of credit must have been earned at the University.

*Summa Cum Laude* for those with grade point averages of 4.0 earned on all work attempted at the University and grade point averages of 4.0 when combined with all previously attempted college work. At least 31 semester hours of credit must have been earned at the University.

See the Graduate Programs chapter for a description of graduation honors for graduate students.

Transfer Credit Evaluation

Resident Transfer Credit

Students transferring from a Florida public community college with an Associate of Arts degree will enter The University of Tampa with junior standing (minimum 60 credit hours). This does not guarantee, however, that the student has completed all General Curriculum Distribution requirements.

Students who earn credit on a satisfactory/unsatisfactory basis may not transfer those credits unless documentation is received.
stating that the grade is equivalent to a “C” or higher.

Credit earned during and prior to attendance at a junior or community college is limited to 64 semester hours. After earning 64 hours of college credit (including transfer CLEP and Advanced Placement credits) the student will not be permitted to transfer additional credits from a community or junior college.

Credit will not be granted for work taken at institutions in the United States that are not fully accredited by a regional accrediting association. While the UT GPA only reflects grades earned at The University of Tampa, transfer grades will be used in the calculation of graduation honors (refer to the Graduation Honors section of this chapter for full details).

The acceptance of credit is limited to that of a liberal arts nature. Credit earned in vocational, technical or terminal-type courses is not acceptable, unless the equivalents of such courses are offered at UT. Supporting documentation may be required by the Registrar to facilitate the transfer of credits.

Transfer students may waive the 11-hour minimum credit requirement for either the social sciences or humanities component of the UT Academic Experience by applying credit earned at another institution(s), provided they have earned a minimum of 17 transferred credit hours prior to matriculation at The University of Tampa.

A transfer student may satisfy the social science or the humanities component of the General Curriculum requirements by (respectively to each component) (1) transferring three separate courses totaling a minimum of 9 credit hours or (2) transferring at least two separate courses, totaling a minimum of 6 credit hours and successfully completing at least 3 additional credit hours of coursework at UT. At the time of admission, credits earned more than six years previous, at UT or at other institutions, will be evaluated on an individual basis by the appropriate department head to determine if the credit is valid toward the current major.

All courses must satisfy the requirements of the UT Academic Experience set forth in the UT catalog. The decisions for transferring courses and credit hours to the University are made by the transfer coordinator in consultation with the baccalaureate director and the appropriate academic department chair(s).

International Student Transfer Credit Evaluation

International students may be asked to submit transcripts and documents from foreign institutions to Joseph Silny Associates, PO Box 248233, Coral Gables, FL 33124, or other similar international credential evaluation organizations for evaluation of the credit earned and the institution that granted it. Application forms for evaluation by this service are available online at www.jsilny.com.

See the Graduate Programs chapter for a description of the transfer credit policy for graduate students.

Transient Credit from Other Institutions

A continuing undergraduate student at the University must first apply for permission to take courses at another regionally accredited institution. Forms for this purpose can be obtained from the Registrar’s Office. To be granted credit taken on a transient basis at another institution, the following provisions must be satisfied:

1. The student is eligible to return to the University.
2. The student is not in the last 31 semester hours of study toward a bachelor’s degree (required residency), unless permission is granted in writing by the Academic Appeals Committee.
3. The student does not attend a junior or community college after a cumulative total of 64 semester hours of credit is earned toward a bachelor’s degree.
4. The student earns a grade of “C” or better in any undergraduate course.
5. The student does not earn credit on a satisfactory/unsatisfactory basis.

Please note that students may not take courses outside the University for writing-intensive credit. Only those courses designated as writing intensive at UT count in this program.

Approved transient credit may be earned concurrently with UT credit.
Study Abroad Transfer Credit Policy

Prior to studying abroad, students must obtain approval for their selected program from the International Programs Office. The Study Abroad Center will verify that their university of choice has the accreditation standard to allow academic work to be transferred back to UT. A Transient Student Status form will be processed, with all necessary signatures, by the Study Abroad Center to ensure the transferability of coursework. In addition, the following provisions must be satisfied:

1. The student must be eligible to return to the University.
2. An equivalent grade of “C” or better is earned in any undergraduate course. Graduate students must earn a “B” or better.
3. Satisfactory/unsatisfactory credits are not acceptable, except in the event of a course equivalent to a UT course in which satisfactory/unsatisfactory is the only grade option, such as an internship.
4. With the exception of the Honors Program Oxford Semester, grades for foreign coursework will not be posted on the UT transcript.
5. The student may not take courses outside the University for writing intensive credit.
6. Students on tuition exchange programs will register in IST 000 for any term abroad. Upon receipt of an official transcript, any earned coursework will be posted in place of the IST designation.

See the Graduate Programs chapter for policy on graduate credit earned on a transient basis.

Non-Resident Transfer Credit

A maximum of 60 semester hours of non-resident credit may be granted to undergraduate students. Non-resident credit is defined as all academic credit earned through means other than regular classroom courses conducted on the main campus of an accredited institution.

Documentation of satisfactory completion of this credit is required prior to the granting of credit. In addition, supporting documentation may be required by the Registrar prior to evaluation of this credit.

No credit is granted for Extension Course Institute (ECI) courses or other military educational sources not listed in the current edition of the Guide to the Evaluation of Educational Experience published by the American Council on Education.

Advanced Placement

Students may receive academic credit, up to a total of 30 semester hours, for successful completion of Advanced Placement (AP) courses taken in high school. Visit www.ut.edu/freshman/ for additional information.

Students who are native speakers of a language other than English, as indicated on the admissions application, or whose secondary education was conducted in a language other than English may receive credit for AP literature courses, but cannot receive AP credit for any language course at a level they would not be eligible to take at UT according to departmental prerequisites. Final assessment of foreign-language credit will be determined by the Department of Languages and Linguistics after the student’s arrival on campus.

International Baccalaureate

Students who have received the International Baccalaureate Diploma or certificate may qualify to receive advanced placement credit for each “higher level” course for which they receive a score of four or better. A copy of the diploma and details of test results must be submitted with the admissions application.

CLEP Examinations

Students may receive academic credit, up to a total of 30 semester hours, for satisfactory results on any of the College-Level Examination Program (CLEP) general and subject examinations administered through the College Entrance Examination Board. CLEP credits may not be applied toward a student’s major coursework.

Students who are native speakers of a language other than English as indicated on the enrollment application, or whose secondary education was conducted in a language other than English, cannot receive
CLEP credit for any language course at a level they would not be eligible to take at UT according to departmental prerequisites. Final assessment of foreign-language credit will be determined by the Department of Languages and Linguistics after the student’s arrival on campus.

Additional CLEP information and the minimum score requirements may be viewed at www.ut.edu/freshman/.

Correspondence Courses
Academic credit up to a total of 30 semester hours may be granted for the completion of correspondence courses taken through the correspondence divisions of regionally accredited colleges or universities. The amount of credit allowed for each course will be the amount granted by the correspondence institution.

See the Graduate Programs chapter for policy on graduate credit for correspondence courses.

Extension Courses
Extension credit may be earned in locations designated as extension centers or in any other off-campus location where courses not carrying “residence credit” are conducted by an institution. Total extension course credit is limited to 30 semester hours.

See the Graduate Programs chapter for policy on graduate credit for extension courses.

Credit Earned Through USAFI and DANTES
Students may receive academic credit, up to a total of 30 semester hours, for the successful completion of USAFI Subject Standardized Tests and the Defense Activity for Non-Traditional Education Support Program (DANTES).

Military Service Credit
Any student who has completed Army basic training or other military services’ equivalent may receive 12 general elective credit hours in military science upon submission of the DD 214 to the Registrar’s Office.

Service School Credit
Students may receive academic credit, up to a total of 30 semester hours, for the successful completion of courses taken at military service schools. The amount of credit granted will be that recommended by the American Council on Education in its Guide to the Evaluation of Educational Experiences in the Armed Forces.

No credit is granted for training programs designated as “technical and vocational in nature.”

Veterans
Students who are separated or discharged from the Armed Forces must submit an Armed Forces of the United States Report of Discharge (DD Form 214) as documentation of credit for health education and credit for service school training.

Military Personnel on Active Duty
Students currently on active military duty must submit a completed and signed Application for the Evaluation of Educational Experiences During Military Service (DD Form 295).

Army personnel are requested to document their service schooling via an Army AARTS transcript, which may be obtained by writing the AARTS Office, Fort Leavenworth, KS 66027.