

College of The Arts (CoTA) & University Academic Policies & Procedures

ADMISSION TO THE COLLEGE OF THE ARTS

- Students must complete the necessary forms in the Advising Office in order to be on file as majors.

School of Architecture & Community Design Admission

Admission to the Architecture program is contingent upon acceptance to the University, acceptance by portfolio review and fulfillment of other school requirements.

School of Art & Art History Admission

Admission to both Art History and Art Studio is contingent upon acceptance to the University. In addition, a portfolio review is required for admission to Art Studio. Art History requires no portfolio.

Dance Program Admission

Admission to the Dance Program in the School of Theatre & Dance is contingent upon acceptance by the University and successful completion of a performance audition.

School of Music Admission

Admission to the School of Music is contingent upon acceptance by the University and successful completion of a performance audition. Applications must be filed with the Coordinator of Music Admissions prior to the scheduled auditions in February, March, and December.

Theatre Program Admission

Admission to the Theatre Program in the School of Theatre & Dance is contingent upon acceptance to the University.

CoTA ACTIVITY CARDS

- These cards are provided to College of The Arts majors for attendance at the College's event for free or at a discount rate.
- Cards are issued after Drop/Add week.

FOUNDATIONS OF KNOWLEDGE AND LEARNING

(36 credit hours with minimum GPA of 2.0)

- English Composition (6)
- Mathematics (6)
- Natural Science (6): (Life -3 & Physical-3)
- Social and Behavioral Science (6)
- Humanities (6)
- Fine Arts (3)
- Human & Cultural Diversity in a Global Context (3)

GORDON RULE 6A-10.30

- 12 credit hours of approved courses in which writing skills are demonstrated.
- 6 credit hours in approved mathematics/computation courses.
- Minimum grade of "C-" in each course.
- No S/U grades.

CLAS

COLLEGE LEVEL ACADEMIC SKILLS

The College Level Academic Skills requirement (CLAS) is designed to measure the communication and computation skills judged by Florida statutes and the State Board of Education as necessary for successful performance and progression through the baccalaureate level. Satisfaction is achieved through approved course work and SAT/ACT test scores. There are four categories: essay, English language skills, reading and mathematics.

FOREIGN LANGUAGE

- FLENT (Foreign Language Entrance) must be satisfied by 2 years of the same language in high school.
- FLEX (Foreign Language Exit) required of all B.A. degree students. Satisfied by 2 semesters of the same language in college; may satisfy missing high school units.
- American Sign Language can satisfy foreign language for College of The Arts majors.

SUMMER ENROLLMENT

- All students entering USF with fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer semesters.
- The requirement may be fulfilled only by attending one of the universities in the State University System (SUS) of Florida.
- Students are exempt from the summer requirement provided they have earned a minimum of 9 credits from one of the approved acceleration mechanisms (AP, IB, Dual Credit, Early Admission, AICE, FVS.).
- Petitions to have this requirement waived must be submitted with supporting documentation for every summer from the time of admission to USF.

UPPER LEVEL REQUIREMENTS

- Upper Level Requirements can only be satisfied through credits earned at USF (no transfer credits allowed).
- Minimum grade of "C-" required.
 - Capstone (1 course)
 - Writing Intensive (1 course).
- College of The Arts courses are available in both categories.

SPECIAL CoTA REQUIREMENT

- Some College of The Arts majors are required to earn credit hours in one or more of the other Schools in the College. Check with your advisor.
- "S" grades are acceptable in non-Gordon courses.

CREDIT HOUR REQUIREMENTS

- 48 hours must be earned in upper level courses (3000 or higher).
- 30 hours of the last 60 must be earned at USF.
- 20 hours must be earned in the home department of the College of The Arts.
- 8 hours must be earned at USF for minors.

MANDATORY COURSE ATTENDANCE AT FIRST CLASS MEETING

- Attend the first class meeting for all registered classes to ensure enrollment.
- If you are delayed or cannot attend the 1st class, contact the instructor or department immediately to avoid being dropped from the class roster.
- Do not depend on the instructor to drop you. Students are responsible for dropping undesired courses by the 5th day of classes to avoid fee liability and academic penalty.

REPEAT COURSE SURCHARGE

- A significant fee is levied on non-repeatable courses attempted (registered) at USF for the third time.
- All credit attempts for a particular course—including withdrawals, incompletes, and failures—are counted as registrations.
- Registering at another institution for that course is not recognized in the count.

ACADEMIC REGULATIONS COMMITTEE (ARC)

- Students may petition this committee through the Director of the College of The Arts Advising Office for a waiver of University policy and regulations.
- Issues may include late drops or adds, withdrawals, readmission, etc.
- Always attach support documentation to the completed ARC petition.

SATISFACTORY/UNSATISFACTORY (S/U) GRADES

- S/U (pass/fail) grades are not permitted in the major unless the course is offered as “S/U Only.”
- A maximum of 9 credit hours of S/U grades in non-major courses may apply toward a degree in the College of The Arts.
- An S/U contract is required between the student and the instructor.

INCOMPLETE (I) GRADE

- An “I” grade can be given by the instructor if a minor portion of course requirements is not complete and the student is otherwise passing the course.
- A “I” grade contract between student and instructor is required.
- Do not re-register for the course to remove an “I” grade.
- An unresolved “I” converts to an “F” after two terms or at graduation, whichever comes first.

GRADE FORGIVENESS

- Available for three undesirable USF grades. The original grade is removed from the USF GPA (see honors at graduation above).
- If the new grade is higher, submit a “Grade Forgiveness Request Form” to the Registrar’s Office for a course both taken and retaken only at USF.
- 1st grade is removed from USF GPA.
- Grade forgiveness is not allowed after graduation.

DIRECTED STUDY COURSES

- All Directed Studies for specialized study and other variable credit courses in the College of The Arts require contracts with student’s, instructor’s, and chairperson’s signatures.
- The student must present a signed copy of the Directed Studies contract to the advisor to be cleared for registration.

REGISTRATION PERMITS (DEPARTMENTAL APPROVAL)

- Most College of The Arts courses require permits from the departmental advisor.
- Once given permits for restricted courses, students register for their courses by phone or on the web in OASIS.

GRADES FOR THE MAJOR

- Grades for all courses in your major program must be a minimum of “C,” including transfer credit.
- If the GPA in the major falls below 2.0, the faculty and administration in the major may recommend disenrollment from the program.

DEAN’S LIST

- Must complete 12 hours of graded (A-F) USF courses with no incomplete grades during the semester.
- The USF GPA must be in the top 10% of the full-time enrollment of the College.
- Further information is provided in the College Advising Office.

GRADUATION APPLICATION

- Review SASS degree audit with advisor before each semester to ensure appropriate progress toward degree.
- Meet with advisor to confirm eligibility to graduate.
- Obtain and submit graduation application in the College Advising Office.
- Observe the application deadline (early in the semester of graduation).

HONORS AT GRADUATION

- 40 hours of the total credits must be earned at USF in order to graduate with honors.
- USF GPA must be a minimum of 3.5
- Overall GPA determines honors eligibility.
- All grades including USF, transfer, and those replaced by grade forgiveness are calculated into the GPA for honors at graduation.
- Cum laude = 3.5 but less than 3.7
- Magna cum laude = 3.7 but less than 3.9
- Summa cum laude = 3.9 or above

EDUCATION DEGREE MAJORS

- Certification requirements for teachers are extensive and require careful observation.
- Specific requirements exist for GPA’s, standardized exams, liberal arts courses, education courses, and courses in major specialization.
- See your advisor for a complete review of academic policies and procedures.