Academic Standards and Grades

Minimum University Requirements

In Good Standing
To be considered a student in good standing, graduate students must
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student’s degree-seeking programs.

No grade of C- or below will be accepted toward a graduate degree. Students must meet the requirements to be in good standing to graduate. All “I” and “M” grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Grade Point Average (GPA)
The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (3.48) and is not rounded up.

Credit hours for courses with grades of I, IU, M, MU, N, S, U, Q and grades which are preceded by T (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at USF as non-degree-seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions.

Grades for transfer credits accepted toward the degree program will not be counted in the GPA unless the coursework in question was taken as a non-degree-seeking student at USF and meets the requirements stated above (see Institution Based Credit/Transfer of Credit section).

Graduate Grading System

Plus/Minus Grading:
Effective fall semester 2000, graduate and undergraduate grades will be assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the office of the Provost.

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>number of grade points</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.67</td>
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<tr>
<td>B+</td>
<td>3.33</td>
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<tr>
<td>B</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<td>C+</td>
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<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
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Graduate students may not take courses in the major on an S/U (satisfactory / unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on an S/U basis with prior approval of the course professor, major professor or advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a master’s degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

**Incomplete (I)**

Definition: An Incomplete grade (“I”) is exceptional and granted at the instructor’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an “I” when:

- majority of the student’s work for a course has been completed before the end of the semester
- the work that has been completed must be qualitatively satisfactory
- the student has requested consideration for an “I” grade as soon as possible but no later than the last day of finals week.

The student must request consideration for an Incomplete grade and obtain an “I” Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the “I” Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete

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1 Graduate Students who receive an FF will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. See section on Academic Dishonesty and Graduate School Policy on Academic Integrity for more information.
assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course.

The instructor must file a copy of the “I” Grade Contract in the department that offered the course and the Graduate School by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the “I” grade. Students may register to audit the course, with the instructor’s approval, but cannot re-take the course for credit until the I grade is cleared.

An I grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. I grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an “I” grade.

**Example:**
Current Semester
- student has a “B” in the course, not including the grade for the missing assignment, therefore is eligible for an “I”
- student’s grade, including a zero for the missed work, would be an “D”
- student and instructor complete the “I” Grade Contract, assigning an “ID” (Incomplete +D grade)

Deadline Agreed Upon in Contract (e.g. two weeks)*

If the student completes the work as agreed upon in the Contract by the noted deadline
- instructor submits a change of grade
- student earns final grade comprised of all completed course work

If the student does not complete the work as agreed upon in the Contract by the noted deadline
- “I” automatically drops off and the grade of “D” remains.
- GPA is recalculated for the current semester and retroactively recalculated for the semester in which the “I” was granted.

*Although the instructor establishes the deadline for completion of the work, the deadline may only extend through the end of the subsequent semester.

**Missing (M)**
The University policy is to issue an M grade automatically when the instructor does not submit any grade for a graduate student (undergraduate rules apply to undergraduate and non-degree-seeking students). Until it is removed, the M is not computed in the GPA. An M grade which is not cleared within the next academic semester (including summer semester) will be converted to MF or MU, whichever is appropriate. MF grades are calculated in the GPA and if applicable, the student will be placed on academic probation or academically dismissed. To resolve the missing grade, students receiving an M grade must contact their instructor. If the instructor is not available, the student must contact the instructor’s department chair. Students cannot be admitted to doctoral candidacy or certified for graduation with an M grade.

**Continuing Registration Grades (Z)**
The Z grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship or
thesis/dissertation, the final grade assigned will be an S. The Graduate School submits the change of grade for the
last registration of thesis/dissertation courses once the thesis/dissertation has been accepted for publication.

*Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be
processed after the student has graduated except in the case of university error. Procedures requiring petitions are
processed through the Graduate School.*

**Probation**
Any student who is not in good standing at the end of a semester shall be considered on probation as of the
following semester. The college or program may also place students on probation for other reasons as designated
by the college or program. Notification of probation shall be made to the student in writing by the department,
with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in
writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program.

Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses
without the permission of the College Dean. The College Dean will notify the Dean of the Graduate School in cases
of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission
criteria in place at the time. For information on the Automated Probation Process go to
http://download.grad.usf.edu/Automated_Academic_Probation.pdf

**Voluntary Withdrawal**
A student may withdraw from the university without grade penalty by the University deadline. Information on the
different types of withdrawal (i.e., withdrawing from a single class – see the Drop section, an entire semester, or
from the degree program itself) can be obtained from the Registrar’s Office. Appropriate alternative calendar
dates may apply. Students who withdraw may not continue to attend classes.