

Applications for graduation must be received in the Division of Undergraduate Studies (Tampa Campus, SVC 2043) or in the Division of Undergraduate Studies (St. Petersburg Campus, DAV 134) by the following deadlines. Please read all information below and complete numbers 1 through 8 on the next page. For additional information go to <http://www.ugs.usf.edu/catalogs/0809/aacert.htm>.

Semester	Deadline to Apply
Fall 2012	September 21, 2012
Spring 2013	February 3, 2013
Summer 2013	June 7, 2013
Fall 2013	September 13, 2013

**Important:**

To receive the Associate in Arts, the student must complete 60 semester hours of university credit; at least 20 of the last 30 semester hours or 36 completed hours counted toward the Certificate must be completed in residence at USF; the minimum grade point average must be 2.00 based on work attempted at USF; in addition, a transfer student must have a GPA of 2.00 or higher when combined with transfer work accepted and evaluated by the USF Office of Admissions; and the General Education Requirements of USF must be satisfied. Physical Education and military science credits do not count within the 60 semester hours toward the Associate in Arts. If not exempt, the student must present a score (passing score after August, 1994) on the College-Level Academic Skills Test and fulfill the writing and computation course requirements of 6A-10.030 prior to receiving the Associate in Arts Certificate.

The Associate in Arts Certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.

Any incomplete grades shown on the permanent record of an Associate in Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.

All USF colleges with undergraduate programs will accept the Associate in Arts from USF. That is, the student will be placed at least at the junior level and will be considered to have met the University's General Education Requirements.

The Associate in Arts Certificate is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.

Students who follow a baccalaureate degree program as recommended by their college will not necessarily be eligible for the Associate in Arts Certificate at the completion of 60 semester hours.

**Your Name on the Certificate:** This name must be consistent with USF student records. A change of name must be submitted on a Change of Name Form with substantiating documents and attached to your application if the name you wish on your certificate is other than on USF records. It is critical that you clearly indicate upper/lower case letters, accents and punctuation.

**Certificate Address:** Your certificate will be mailed approximately eight weeks *after* the graduation date to the address you request, number 3 on the application. (This delivery date may be adjusted due to University closure.)

**Financial Obligations:** Outstanding balances must be cleared or your certificate will be held upon request of the Cashier.

**Transcripts:** Transcripts with Associate in Arts comments may be ordered for a fee approximately six weeks *after* the graduation date.

# ASSOCIATE IN ARTS CERTIFICATE APPLICATION

DUS Stamp \_\_\_\_\_

Complete numbers 1 – 8. Print this page. Sign the application and submit to the appropriate office as instructed on the previous page.

1. Student ID: U \_\_\_\_\_ Degree Term: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Year \_\_\_\_\_

2. Print your name as you wish it on your certificate. Please indicate upper/lower case letters, accents and punctuation. This name must be consistent with USF student records. A Change of Name Form with substantiating documents must be completed and attached if this name is other than USF student records.

\_\_\_\_\_

3. Mail certificate to:

\_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Indicate last term enrolled for this certificate: \_\_\_\_\_

5. Main USF Location Attended (check one) \_\_\_\_ Tampa \_\_\_\_ Sarasota \_\_\_\_ St. Petersburg \_\_\_\_ Polytechnic

6. Local Address for Contact: \_\_\_\_\_

\_\_\_\_\_

7. E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

8. Have you previously earned an Associate in Arts or Bachelor Degree from any institution? \_\_\_\_ Yes \_\_\_\_ No

9. \_\_\_\_\_  
(Student Signature) (Date)

**DO NOT WRITE BELOW THIS LINE. REGISTRAR OFFICE USE ONLY**

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Sequence No. \_\_\_\_\_ Status AP Term Code \_\_\_\_\_ Student Level UG Degree Code AA

College code \_\_\_\_\_ Major code AAA Department code DEA

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_