

UNIVERSITY OF SOUTH FLORIDA

College of Education | Official Policy Document

D/F Grade Policy

Applies To: Undergraduate students admitted to College of Education undergraduate majors

Issuing Body: USF College of Education, Undergraduate Studies

Effective Date: [Effective Date]

Last Revised: August 11, 2026

1. Purpose

The University of South Florida (USF) College of Education (COE) is committed to preparing students who meet the academic and professional standards necessary for successful completion of their degree programs, professional preparation, field experiences, internships, clinical practice, and, where applicable, eligibility for educator certification.

This D/F Grade Policy establishes minimum grade expectations for designated courses within COE undergraduate programs and provides a consistent process for identifying students who experience repeated academic difficulty in those courses.

The policy is intended to:

- identify academic difficulty at an early stage;
- provide students with appropriate advising and academic support;
- ensure that students meet the minimum academic standards of their program;
- protect the integrity of COE professional preparation programs;
- support students in successfully completing required coursework and field experiences; and
- establish clear and consistent consequences for repeated D/F grades.

This policy operates in conjunction with applicable USF University regulations, the USF Undergraduate Catalog, applicable program requirements, and applicable Florida Department of Education requirements. Where a University regulation or applicable law or regulation conflicts with this policy, the University regulation or applicable law or regulation controls.

2. Scope

This policy applies to undergraduate students who have been admitted to a College of Education undergraduate major and who enroll in courses designated by their program as subject to this policy.

The policy applies to designated courses identified in **Appendix A** and maintained by COE Undergraduate Studies in consultation with Department Chairs and Program Coordinators.

This policy does not establish or replace:

- University-wide academic standing requirements;
- general education requirements;
- general University requirements governing electives;
- program-specific admission requirements;
- program-specific progression or retention requirements that are more restrictive;
- Florida Department of Education certification requirements; or
- University policies governing academic integrity, grade appeals, or student conduct.

Students pursuing a COE major who are also subject to additional program-specific progression requirements must satisfy both this policy and the applicable program requirements.

3. Definitions

3.1 Designated Course

A **Designated Course** is an undergraduate course identified by a COE program as subject to this policy because successful completion of the course is necessary for progression through the program, completion of professional preparation requirements, or eligibility for subsequent coursework, field experience, internship, clinical practice, or other program requirements.

The current list of Designated Courses is provided in **Appendix A**.

COE Undergraduate Studies may update Appendix A when course numbers, course titles, curricula, or program requirements change. Substantive changes to the courses subject to this policy must be communicated to affected students and implemented in accordance with applicable University curriculum and policy procedures.

3.2 D/F Grade

For purposes of this policy, a **D/F Grade** means a final grade of:

- D+;

- D;
- D-;
- F; or
- FF, where applicable under University grading policy.

A grade of W, I, or another non-D/F grade does not count toward the D/F threshold unless otherwise required by a separate University or program policy.

3.3 D/F Occurrence

A **D/F Occurrence** is each instance in which a student receives a D/F Grade in a Designated Course.

A D/F Occurrence is counted regardless of whether:

- the student subsequently repeats the course;
- the student earns a higher grade on a subsequent attempt;
- the original grade is excluded from the student's institutional GPA through an applicable grade-forgiveness process; or
- the course is repeated for purposes of meeting a program requirement.

Use of Grade Forgiveness does not eliminate the original D/F Occurrence for purposes of this policy.

3.4 COE Academic Warning

COE Academic Warning is an internal College advising and progression designation used under this policy. It is not the same as University academic probation, suspension, or another University-wide academic standing designation and does not independently establish such University standing.

4. Minimum Grade Requirement

A D/F Grade in a Designated Course does not satisfy the applicable course requirement for the student's COE program when the program requires a higher minimum grade.

Students who receive a D/F Grade in a Designated Course must repeat the course and earn at least the minimum grade required by the applicable program and the current USF Undergraduate Catalog before the course may be used to satisfy the applicable program requirement.

Where a Designated Course is a prerequisite for another course, the student must satisfy the applicable minimum prerequisite grade before enrolling in the subsequent course, unless an approved program or University exception applies.

A D/F Grade in a Designated Course may also prevent a student from satisfying requirements necessary for progression to field placement, internship, clinical practice,

or other professional experiences when successful completion of the course is a prerequisite for such progression.

Nothing in this section establishes a universal minimum grade for all COE programs. The applicable program and catalog requirements determine the minimum grade required for each course.

5. D/F Grade Threshold and Required Actions

COE Undergraduate Studies will monitor D/F Occurrences in Designated Courses for students subject to this policy.

The number of D/F Occurrences is cumulative across Designated Courses within the student's COE undergraduate program.

5.1 First D/F Occurrence

Following a student's first D/F Occurrence:

1. The student must meet with an academic advisor or designated program coordinator to review academic progress.
2. The student will receive information regarding the requirement to repeat the course and satisfy the applicable minimum grade requirement.
3. The student will be referred to appropriate academic support resources.
4. The student and advisor or program coordinator will identify an appropriate plan for improving academic performance.
5. The student may be required to complete additional program-specific academic success activities when applicable.

A first D/F Occurrence does not, by itself, result in removal from the student's major.

5.2 Second D/F Occurrence

Following a student's second D/F Occurrence:

1. The student will be placed on **COE Academic Warning**.
2. The student must meet with the program coordinator and/or assigned academic advisor.
3. An individualized academic success plan will be developed and documented in the student's advising or program record.
4. The student may be required to complete specified academic support activities before progressing in additional Designated Courses.
5. Where permitted by University and program procedures, a registration restriction or advising hold may be used to ensure that the required meeting and academic planning occur.

COE Academic Warning is an internal College designation and does not constitute University academic probation or suspension.

5.3 Third D/F Occurrence

Following a student's third D/F Occurrence, the student's academic record will be reviewed by the appropriate COE program and Undergraduate Studies.

Unless an exception is approved through the appeal process described in Section 7, a student who reaches the third D/F Occurrence will **not be permitted to continue in the current COE major**.

The student will be required to meet with an academic advisor to:

- identify an appropriate alternative major or academic pathway;
- determine which previously completed coursework may apply to the alternative pathway;
- discuss implications for expected graduation and financial aid, where applicable; and
- develop an appropriate transition plan.

The third-D/F consequence is a program progression decision under this policy and does not constitute University academic suspension or dismissal unless a separate University policy independently establishes such action.

6. Treatment of Repeated Courses and Grade Forgiveness

A D/F Occurrence is counted each time a student receives a D/F Grade in a Designated Course.

Repeating a course does not remove the original D/F Occurrence from the student's D/F count under this policy.

Use of USF Grade Forgiveness, when available and permitted under University policy, does not remove a D/F Occurrence for purposes of this policy. Grade Forgiveness may affect the calculation of a student's GPA or other University academic records in accordance with applicable University policy, but it does not eliminate the occurrence for purposes of the COE D/F threshold.

Students should consult an academic advisor and the Office of the Registrar regarding eligibility for Grade Forgiveness, repeat-course rules, financial aid implications, and Satisfactory Academic Progress requirements.

Nothing in this section modifies or supersedes University rules governing Grade Forgiveness or repeat coursework.

7. Appeals Process

A student who is required to exit a COE major as a result of a third D/F Occurrence may submit a written appeal to **COE Undergraduate Studies**.

The appeal must be submitted within **10 business days** of the date on which the student is notified of the program progression decision.

The appeal should include:

1. a written statement explaining the circumstances contributing to the D/F Occurrences;
2. an explanation of the steps the student has taken, or proposes to take, to address the circumstances;
3. supporting documentation, when applicable;
4. a proposed academic success plan developed in consultation with an academic advisor or program coordinator; and
5. any other information the student believes is relevant to the request.

Examples of circumstances that may be considered include documented significant hardship, unexpected life circumstances, or other extenuating circumstances that materially affected academic performance. The submission of an appeal does not guarantee approval.

7.1 Appeal Review

Appeals will be reviewed by the **COE Academic Standards Committee** or another body formally designated by COE Undergraduate Studies for this purpose.

The reviewing body may:

- uphold the program progression decision;
- approve an exception and permit the student to continue in the current major subject to specified conditions;
- require an enhanced academic success plan; or
- return the matter to the program for additional review or clarification.

The reviewing body will normally issue a written decision within **15 business days** of receiving a complete appeal.

The decision is final at the College level, subject to any additional appeal, grievance, or review rights available to the student under applicable University policies and regulations.

This appeal process does not replace procedures for challenging a course grade, alleging academic misconduct, requesting disability accommodations, or addressing other matters governed by separate University policies.

8. Advising, Academic Support, and Early Intervention

The College is committed to intervening early when students experience academic difficulty.

Students are encouraged to seek assistance before academic difficulty results in a D/F Grade. Available resources may include:

- meetings with the student's assigned academic advisor or program coordinator;
- consultation with the course instructor regarding academic performance and study strategies;
- USF tutoring and academic support services;
- the Student Success Center and other applicable student-support programs;
- course-specific supplemental instruction, when available;
- faculty or program mentoring;
- consultation with Student Accessibility Services regarding approved accommodations; and
- consultation with appropriate University support services when personal circumstances are affecting academic performance.

Referral to support services does not alter the academic requirements of the course or program.

9. Field Placement, Internship, Clinical Practice, and Certification

Students enrolled in educator-preparation programs must satisfy all applicable USF program requirements and Florida Department of Education requirements associated with educator certification.

A D/F Grade in a Designated Course may delay or prevent a student's progression to field placement, internship, clinical practice, or another professional experience when successful completion of the course is a prerequisite for that experience.

Students must also satisfy any additional requirements established by the applicable program or the Office of Field and Clinical Experiences, including requirements related to:

- academic progression;
- prerequisite coursework;
- professional dispositions;
- background screening;

- required examinations; and
- other applicable University, state, or program requirements.

Nothing in this policy independently establishes Florida educator certification requirements. Certification requirements are governed by applicable Florida law, Florida Department of Education regulations and requirements, and University procedures.

Students should consult their academic advisor and the Office of Field and Clinical Experiences regarding their individual eligibility and timeline for professional experiences.

10. Transfer Coursework

Unless otherwise required by a separate University or program policy, **only D/F Grades earned in coursework taken at USF will count as D/F Occurrences under this policy.**

Transfer coursework will be evaluated according to applicable USF transfer-credit and program requirements.

A transfer course that does not satisfy the applicable minimum grade requirement for a COE program may still be insufficient for progression even though the grade is not counted as a D/F Occurrence under this policy.

11. Other Grades and Circumstances

The following do not ordinarily constitute D/F Occurrences under this policy:

- W (Withdrawal);
- I (Incomplete);
- other non-D/F grades; and
- courses that are not identified as Designated Courses in Appendix A.

An F or FF grade in a Designated Course constitutes a D/F Occurrence, subject to applicable University policies governing the circumstances surrounding the grade.

Nothing in this policy limits the University's authority to apply separate academic integrity, student conduct, grade appeal, or other applicable policies.

12. Relationship to University Academic Standing

This policy establishes **COE-specific progression standards** and does not replace University-wide academic standing requirements.

A student may be subject simultaneously to:

- COE Academic Warning under this policy;
- University academic probation;
- University academic suspension;
- program-specific academic requirements; or
- other academic restrictions established under applicable University policies.

The application of this policy does not modify the University's authority to impose academic standing consequences based on a student's overall academic record.

13. Policy Administration and Review

This policy is administered by **COE Undergraduate Studies** in consultation with Department Chairs, Program Coordinators, academic advisors, the Dean's Office, and other appropriate University offices.

COE Undergraduate Studies is responsible for maintaining the list of Designated Courses in Appendix A and ensuring that the list remains aligned with current program requirements.

The policy will be reviewed at least annually and may be reviewed sooner when changes occur in:

- USF University regulations or policies;
- USF Undergraduate Catalog requirements;
- Florida law or Florida Department of Education requirements;
- program curricula;
- accreditation standards; or
- College academic progression practices.

Any substantive revision to this policy will be reviewed and approved through the applicable College and University policy processes.

Questions regarding this policy should be directed to **COE Undergraduate Studies**.

Appendix A

Designated Courses

The following courses are subject to the COE D/F Grade Policy.

The list should be maintained by COE Undergraduate Studies in consultation with the applicable academic programs and should identify the program(s) to which each course applies.

Course	Course Title	Program(s)	Minimum Required Grade	D/F Policy Applies
[Course]	[Title]	[Program]	[Grade]	Yes
[Course]	[Title]	[Program]	[Grade]	Yes
[Course]	[Title]	[Program]	[Grade]	Yes

Note: The Designated Course list must be reviewed whenever program curricula or course requirements change. A course should not be treated as a Designated Course under this policy unless it is included in the approved Designated Course list or otherwise formally identified through applicable College and University procedures.

Appendix B

D/F Progression Summary

D/F Occurrences	COE Action
1st D/F	Advising meeting, academic support referral, and academic success planning
2nd D/F	COE Academic Warning, mandatory advising/program meeting, and individualized academic success plan
3rd D/F	Review for program progression; student is required to exit the current COE major unless an exception is approved through the appeal process

Important: A repeated course or Grade Forgiveness does not remove a prior D/F Occurrence from the D/F count.