

COLLEGE OF EDUCATION

Major Reselection Policy

Policy for Undergraduate Students in the USF College of Education

Applies to: Undergraduate students admitted to a major housed in the USF College of Education

Administering Office: College of Education, Student Academic Services

Related University Policy: USF Policy 10-505, Degree Progression

Effective for: All students; review annually

1. PURPOSE

This policy explains what it means for a College of Education student to be “major-reselected,” why reselection occurs, and the steps a student must follow to identify and move into a new major. It is intended to help students, advisors, and department leadership to apply the process consistently and to connect students quickly with the university and college resources built to support them through the transition.

2. DEFINITION OF MAJOR RESELECTION

Major reselection is the process through which a college or department requires a student to choose a new major because the student is no longer eligible to continue in their current major. Reselection is typically triggered when a student does not meet the degree progression requirements, minimum grade requirements, or GPA thresholds established for their program. Reselection is an academic advising process, not a disciplinary action, its purpose is to help the student identify a program in which they can succeed and graduate in a timely manner.

3. WHEN RESELECTION MAY APPLY

A College of Education student may be required to reselect a major when one or more of the following occur:

- The student does not meet the college or program's minimum cumulative or major GPA requirement.
- The student earns a grade below the minimum required grade identified in the Undergraduate catalog or repeats a required course without achieving the minimum grade.
- The student does not meet the benchmarks or checkpoints established in the program's Degree Progression Policy within the expected timeframe.
- The student is denied admission to, or is dismissed from, a limited-access or admission-controlled education program.
- The student does not meet program-specific requirements tied to state teacher certification standards (e.g., background screening, licensure exam benchmarks, or field placement eligibility).

Specific GPA thresholds, required grades, and benchmarks vary by program and are published in the USF Undergraduate Catalog and each program's Degree Progression Policy. Students should confirm current requirements with their College of Education academic advisor.

4. NOTIFICATION PROCESS

When a student becomes subject to reselection, the academic department, in consultation with Student Academic Services, determines when a student no longer satisfies continuation requirements

- Notify the student, typically by email to the student's USF account, that they no longer meet the requirements to continue in their declared major.
- Explain the specific policy or requirement that was not met.
- Direct the student to meet with a College of Education academic advisor to review College of Education alternative options
- If College of Education does not have an alternative option, guide the student to the USF Office of Academic Resilience and Support (OARS) to begin exploring alternative majors.

Students should not disregard this notification. A (AL) hold will be placed on registration until the student meets with an advisor and completes the reselection process.

5. RESELECTION PROCEDURE

Step 1 — Meet with a College of Education Advisor

Please schedule an appointment with your advisor to review the reason for reselection, discuss any remaining eligible options within the College of Education, and confirm whether an appeal is available. In some departments, a committee meets with the student, advising leadership, and the academic advisor to discuss the student's pathway or reselection options.

During this time, Advising Lock (AL) hold will be held to prevent registration for College of Education courses until you meet with your advisor.

Step 2 — Explore Alternative Majors

If continuing in the College of Education is **not** an option, the student will be referred to the Office of Academic Resilience and Support (OARS) within Undergraduate Studies, which provides major reselection advising to help students identify an alternative program that fits their interests, goals, and completed coursework.

To change the major within the College of Education, the student must review and complete the Degree Progression and Change of Major Exception policy: [Policies & Procedures](#).

Step 3 — Review Coursework and Transfer of Credit

An OARS or receiving-college advisor will evaluate the student's completed coursework to determine how much applies toward the new major, with the goal of minimizing delays to graduation.

Step 4 — Officially Declare the New Major

Once a new major is selected and approved by the receptive college, the student completes the declaration process required by the receiving college or department and begins working with that program's designated advisor.

Step 5 — Ongoing Advising

The student meets regularly with their new program advisor to build a degree plan and stay on track for degree progression requirements going forward.

6. APPEAL PROCEDURE

A student who wishes to appeal a major reselection decision may do so by following the steps below.

Step 1 — Meet with the Academic Advisor

The student must schedule and attend a meeting with their College of Education academic advisor to discuss the basis for the reselection decision and confirm eligibility to appeal.

Step 2 — Complete the Degree Progression Form

The student and advisor must fill out the Degree Progression/Change of Major Exception policy, including a written statement explaining the basis for the appeal, and follow all instructions provided with the form.

Step 3 — Departmental and College Review

The Senior Department Administrator and the Associate Dean of Undergraduate Studies will review the appeal request and discuss it with department leadership.

Step 4 — Final Decision

A decision on the appeal will be rendered and communicated to the student. This decision is final.

7. SUPPORT RESOURCES AND OARS LINKS

The following university offices and resources support students through the major reselection process:

USF College of Education — Student Academic Services

Email: edu-advise@usf.edu or contact your academic advisor

[Advising Information & Appointment Scheduling](#)

Office of Academic Resilience and Support (OARS) — Undergraduate Studies

Email: ugs-oars@usf.edu

OARS offers major reselection and alternative major planning advising for students who have been reselected by their college.

[Academic Processes – Major Reselection](#)

[Advising Resources – Major Reselection](#)

[About OARS \(Undergraduate Studies\)](#)

Additional University Resources

[Office of the Registrar – Forms Library \(ARC petitions, degree progression appeals\)](#)

[Academic Regulations Committee – Reinstatement & Degree Progression Policy \(USF Policy 10-505\)](#)

[Undergraduate Advising Offices Directory](#)

8. RELATED USF POLICY

This policy operates in conjunction with USF Policy 10-505, Degree Progression, which establishes the university-wide framework for program benchmarks, GPA requirements, and the consequences of not meeting them. Program-level requirements specific to College of Education majors are published in the USF Undergraduate Catalog.

9. QUESTIONS

Students with questions about this policy or their individual status should contact the College of Education Student Academic Services office at edu-advise@usf.edu or 813-974-2979, or schedule an appointment through the Archivum Appointment Scheduler.

This document is a general guide and does not replace the official USF Undergraduate Catalog or USF Policy 10-505. Program-specific GPA thresholds and benchmarks should be confirmed with a College of Education academic advisor.