ENV 4001: ENVIRONMENTAL SYSTEMS ENGINEERING

University of South Florida, Spring 2026

Course Description

Introduction to environmental engineering. Protection of human health, air, water, and land resources. Sustainable design, water quality, solid and hazardous waste management, air quality control, contaminated environments. Application of mass balances.

Global Citizens Statement

ENV 4001 is certified as a Global Citizens Project course (GCPC) and may be used to fulfill partial requirements of the Global Citizen Awards upon successful completion of the course (final grade of B or higher).

Course Objectives

Throughout this course, we will:

- learn how to apply material balances to solve engineering problems;
- see what types of problems are commonly encountered by environmental engineers (including water resources engineers and other civil engineers), and/or the role of environmental engineers in society;
- become familiar with some of the most common approaches adopted by environmental engineers to describe and solve the problems that we encounter;
- investigate the issues involved in solving new or emerging environmental problems, particularly complex and/or inter-disciplinary problems;
- gain knowledge of global and cultural systems and issues (*global citizens' course objective*);
- gain the ability to develop and/or apply context-appropriate actions to address global and cultural issues or situations (*global citizens' course objective*).

Learning Outcomes

- *Global student learning outcomes:*
  Upon successful completion of this course, students will be able to:
  - *identify and describe major global issues* by selecting and reciting the United Nations Sustainable Development Goals that are most pertinent to the field of Environmental Engineering;
  - *weigh options, evaluate planned actions, and/or formulate possible solutions when addressing global issues or situations* by persuasively proposing appropriate plans/strategies to address one or more important global environmental issues (e.g., climate change, access to safe drinking water). *See also ABET student learning outcome #4*.

- *ABET student learning outcomes 1 through 7 – based on ABET's 2025-2026 criteria:*
  The work completed by students in this course will help those students to develop:
  1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics;
  2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors;
  3. an ability to communicate effectively with a range of audiences;
  4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts;
  5. an ability to function effectively on a team whose members together provide leadership, create a collaborative environment, establish goals, plan tasks, and meet objectives;

  …

  7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

ENV 4001: ENVIRONMENTAL SYSTEMS ENGINEERING

University of South Florida, Spring 2026

Lectures: Mondays and Wednesdays, 11:00–12:15, in-person (CHE 101); occasionally on Fridays, 2:00–2:50, in-person (SOC 152).

Credit: 3 units, letter grade

Instructors: The class will be co-taught by Professor Jeffrey Cunningham and Professor Frank Mazzola.

Instructor:	Prof Jeffrey Cunningham	Prof Frank Mazzola
Office location:	ENC 3215	ENG 213
E-mail:	cunning@usf.edu	fmazzola@usf.edu
Voice mail:	813-974-9540	*coming soon*
Office hours:	Fri., 1:30–3:30 PM	Tues., 9:30–11:00 AM Wed., 12:30–2:00 PM

Text Book: *Environmental Engineering: Fundamentals, Sustainability, Design*, **3rd edition** written by James R Mihelcic and Julie Beth Zimmerman, published by Wiley

Prerequisite: EGN 3353, Fluid Mechanics (grade D or better; may be taken concurrently)

E-Mail: If the instructors need to convey information to the class outside of regular class hours, we will send e-mail via Canvas. If you use more than one e-mail address, make sure Canvas forwards to your primary e-mail address.

Course Schedule

The course schedule below is tentative. We will do our best to adhere to this schedule, but not to the point of detracting from students' learning the material. If we need to make changes, we will.

Week #	Dates	Topics Covered	Reading	Assignment
Week 1	January 12 January 14 January 16	Course introduction Introduction to environmental engineering Environmental measurements and units	syllabus Chapter 1 Chapter 2	
Week 2	January 19 January 21	*no class – MLK Jr. holiday* Chemistry for environmental engineering	Chapter 3	
Week 3	January 26 January 28	Chemistry for environmental engineering Material balances and reactor theory	Chapter 4	form groups problem set 1
Week 4	February 2 February 4	Material balances and reactor theory Biology for environmental engineering	Chapter 5	problem set 2
Week 5	February 9 February 11	Biology for environmental engineering Risk assessment and management	Chapter 6	paper openings problem set 3
Week 6	February 16 February 18	Risk assessment and management Test #1		Test #1
Week 7	February 23 February 25	Water quality and oxygen demand Water quality and oxygen demand	Chapter 7	reference lists problem set 4
Week 8	March 2 March 4	Drinking water treatment Drinking water treatment	Chapter 8	problem set 5
Week 9	March 9 March 11	Drinking water treatment Drinking water treatment		outlines
	March 16 March 18	*spring break*		
Week 10	March 23 March 25	Wastewater treatment & resource recovery Wastewater treatment & resource recovery	Chapter 9	problem set 6
Week 11	March 30 April 1	Wastewater treatment & resource recovery Test #2		Test #2
Week 12	April 6 April 8	Wastewater treatment & resource recovery Solid waste management	Chapter 10	rough drafts problem set 7
Week 13	April 13 April 15	Solid waste management Solid waste management		peer reviews
Week 14	April 20 April 22	Solid waste management / Air pollution Air pollution	Chapter11	problem set 8
Week 15	April 27 April 29	Air pollution Air pollution		problem set 9
Week 16	May 4 May 6	Final exam, 10:00–noon Final paper (group project) due, 4:45 PM		Exam final paper

Class Policies: 1, Grading

- Each student in the class will be assigned a letter grade at the end of the semester.
- Assigned grades can potentially range from A+ to F, or FF for academic dishonesty.
- Plus/minus modifiers will be used as deemed appropriate by the instructors (e.g., A^{-}, B^{+}, etc.).
- Semester grades will be based on a numerical score, computed according to the following:

Global Citizens Assignment:	120 points
Tests, 2, in class, each 60 points:	120 points
Final Exam (*at time set by registrar*):	120 points
Field trip:	60 points

  Thus, the total number of points possible is 420 points.
- Attendance in class does not factor into your semester grade other than helping you to perform well on assignments and exams (i.e., there are no "class attendance points" awarded).
- There will be weekly problem sets posted on Canvas, but these do not factor into your semester grade. The weekly problem sets are to help you learn the material and prepare for the tests and final exam. *If you do not complete the homework, you should expect to fail the tests and exam*.
- Letter grades will *not* be assigned based on the common system of 90% earns an A, 80% earns a B, etc. Instead, at the end of the semester, after we compute the semester scores for all students in the class (according to the weighting given above), we will determine what score merits an A, B, C, etc. This system is chosen because tests are designed to produce a wide spread of grades, which is advantageous for both teaching purposes and evaluation purposes.
- Students who are not used to this system of grading sometimes have a little trouble adjusting because they find it difficult to gauge their performance during the semester. Based on past experience, the grade cut-offs are likely to be *pretty close to* the following:

A+	380 pts	B+	335 pts	C+	290 pts	D+	245 pts
A	365 pts	B	320 pts	C	275 pts	D	230 pts
A–	350 pts	B–	305 pts	C–	260 pts	D–	215 pts

  However, we will give you feedback as the semester proceeds so that you can gauge your performance. The numbers given above will be adjusted as necessary based on class performance.
- Extra credit is available, as described elsewhere in this syllabus. However, students are cautioned not to over-rely on extra credit to save their semester grades. Extra credit only goes so far. The best way to earn a good grade is to complete the problem sets diligently and thereby learn the material for the tests and exam.

Class Policies: 2, Tests and Exams

- There will be two written tests throughout the semester, to be taken during the regularly scheduled class time. Dates of the tests are provided elsewhere in this syllabus. The dates are not likely to change, but if they do, any changes will be announced sufficiently ahead of time.
- There will be a written final exam, to be taken *at the time designated by the registrar*. The assigned time is **Monday, May 4, from 10:00–noon**.
- The format of the examinations (quantitative, qualitative, problem-solving, multiple choice, true/false, essay, etc.) will be left to the discretion of the instructors.
- We prefer examinations to be open-book, open-notes format. Tests will *probably* be open-book, open-note, but we reserve the right to change the format if necessary.
- If USF requires us to move to on-line teaching and exams, administering and proctoring the tests becomes challenging. In such a situation, *probably* you will be allowed to use the internet for tests, but it is not guaranteed. For in-person tests, the internet is not allowed.
- Students who will not be available for one of the tests should inform the instructors far enough *before* the test to make alternate arrangements.
- Students who miss an examination unexpectedly (e.g., due to sudden illness, family emergency, or other unforeseen circumstances) must provide documentation or evidence of the reason for missing the exam. It will then be *up to the instructors' discretion* whether a "make-up" test will be offered. Make-up tests are usually given orally.
- Re-scheduling of the final exam is not possible because the date and time are set by the registrar.
- Our intention is to design exam questions such that students who have attended class and have done the homework assignments will be familiar with all the material needed to answer the questions. It will not be our intention to "surprise" you, only to challenge you.
- Generally, exam questions are intended to test the most important concepts of the course. A good exam should require the students to demonstrate their mastery of the material by synthesizing and applying the most important concepts of the course. Exam questions are not likely to test students on their recall of minutiae.

Class Policies: 3, Problem Sets

- We plan to post about 9 problem sets (about one per week) on Canvas to help you learn the course material.
- Problem sets *will not be graded*. However, we will post solutions to the problem sets so that you can see how we approached the problems.
- In some previous semesters, students' solutions to problem sets were graded and factored into students' semester grades. However, too many students were simply copying the solutions from previous years' solution sets, even though this was explicitly forbidden. By making the problem sets ungraded, we eliminate the enticement for anybody to copy previous solutions.
- The reward for doing the problem sets is that they will prepare you for the tests and for the final exam (which together comprise 57% of your semester grade). If you devote yourself diligently to the problem sets, you should be well prepared for the tests. *If you don't, then you should expect a poor performance on the tests.*

Class Policies: 4, Field Trips

Typically, three or four class field trips are offered at various times during the semester. Each student must attend at least one.

- Common destinations in previous years have been a drinking-water treatment plant, a wastewater treatment plant, and a waste-to-energy facility (i.e., a solid waste incinerator).
- Attendance is worth almost 15% of your semester grade. It is probably the easiest 60 points you can earn this semester, so you do not want to miss out.
- If space permits, students can attend more than one field trip. However, no extra credit is offered for attending more than one.
- Bus transportation will be provided from campus to the destination, and back to campus. Students are advised to use the bus transportation rather than their own car or transportation, because access to many of the field trip sites is controlled or restricted.
- Field trips typically take about 3 to 4 hours from the time we depart campus to the time we return.
- Field trips will be offered at different days/times (e.g., Thursday afternoon, Friday morning, Friday afternoon), so that each student will be able to find a day/time that is most convenient for him/her and minimizes scheduling conflicts.

Class Policies: 5, Global Citizens Assignment

- There will be a semester-long Global Citizens Assignment (GCA) that counts for about 29% of your semester grade. Instructions will be provided separately.
- Most stages of the GCA will be conducted and submitted by groups. This is for three reasons. First, engineers need to learn how to work in groups, so this is good practice for you. Second, if your group works together well, then each student's workload should be reduced by working in a group. Third, it makes grading more manageable for a class of this size.
- Groups will consist of three or four students. (not two, not five – *three* or *four*)
- All students in the group are collectively responsible for what is submitted by the group. This means, for instance, that students are responsible for making sure that their group members do not conduct plagiarism.
- All students in the group will receive the same grade on any group assignment. If the grade is penalized for any reason (plagiarism, late penalty, etc.), then all members of the group will receive the same penalty. There will be one or two parts of the semester project that will be conducted individually, but most will be submitted by the group.
- Your group may discuss the project with students in other groups. However, any work that your group submits for a grade should have been completed by your group only. Therefore, an acceptable procedure would be to discuss an assignment with another group, but then to complete the assignment within your own group. An unacceptable procedure would be for students in two (or more) groups to complete an assignment side-by-side and then submit work that is essentially the same. If two groups submit assignments that are similar enough to indicate that the work was not completed by each group individually, then *all members of both groups will be penalized*.
- At the end of the semester, you will be given the opportunity to evaluate the other members of your group based on the effort they put forth on the group's behalf. We will take these evaluations into account when assigning semester grades. Students who do not contribute fairly to their groups' GCA will be penalized on those areas of the semester grading formula. Students who go "above and beyond the call of duty" on their group's behalf may be given bonus points in the appropriate areas. Penalties and bonuses will be up to the instructors' discretion, but will be based on the evaluations submitted by the group members.
- Assignments are due *at the beginning of class* on their due date unless otherwise noted. We usually give students a few minutes to get their assignments stapled and submitted. A few minutes into the lecture we will issue a "last call." If you do not have your assignment submitted by the time we issue the last call, then *your assignment is late*.
- Each student group is allowed one late submittal during the semester -- no questions asked. Late assignments must be submitted *by the beginning of the next class after the original due date*. After one late submittal, no late assignments will be accepted from that group *regardless of reason or excuse*.
- More details about the GCA will be provided throughout the semester.

Class Policies: 6, Attendance

- Attendance in class lectures is recommended but not required. It is likely that diligent attendance in class lectures will improve your understanding of the course material, and, hence, improve your semester grade.
- Attendance in class does not factor into your semester grade other than helping you to perform well on assignments and exams (i.e., there are no "class attendance points" awarded).
- If you miss class, there is no need to inform us or to provide us with documentation for your absence. (We don't take it personally.) However, we do recommend that you acquire the lecture notes from a classmate, preferably from one who takes legible, detailed, and intelligible notes.
- If you choose to attend class, we require that you do not engage in behavior that distracts the instructor(s) or that disrupts the class for others in attendance:
  - Please make sure mobile phones are turned off. ***NO TEXTING DURING CLASS****!*
  - Laptop computers should be used only for taking notes, not for e-mail, web browsing, or any other activity that might distract your classmates or your instructor.
  - Please do not chat with your classmates, read the newspaper, work on homework for other courses, or engage in any other behavior that is distracting to your classmates or to your instructor.
  - If you need to do something other than participate in the class lectures, then please do so outside the classroom.
- Students who are engaged in distracting activities in class will be asked to leave.

Class Policies: 7, Laptop Computers

- Students may use laptop computers for taking notes in class.
- Laptop computers should be used only for taking notes, not for e-mail, web browsing, or any other activity that might distract your classmates or your instructor. If it becomes apparent that a student is using his/her laptop for any of these activities, that student will be asked not to bring his/her laptop to class in the future.
- Laptop computers may not be used during quizzes or exams. If you use a laptop computer to take notes, then you will probably want to print out hard copies of those notes to bring to a quiz or exam.

Class Policies: 8, Extra Credit

- There is one mechanism by which students can receive extra credit. If you find an article or current news item relevant to this class, submit that item to Profs Cunningham and Mazzola along with *complete bibliographic reference information*. (For instance, if you find an article in the newspaper, be sure to indicate which paper it is from, what date, what section, and what page number.) If we show your item in class, you will receive 2 points of extra credit.
- News items should be submitted in hard copy on 8.5-by-11 paper or A4 paper. In some instances, this will require you to trim a newspaper article and tape it on to a page of the proper size.
- Students can submit more than one item throughout the semester, up to a maximum of 10 points.
- If more than one student submits the same item, and we show that item in class, then each student who submitted it will receive 2 points of credit. (It is not a race.)
- It is up to the instructors' discretion which submitted items will be shown in class. Web items are OK, but we generally prefer items from mainstream print media like newspapers (e.g., *Tampa Bay Times, New York Times, Wall Street Journal*) or weekly periodicals (e.g., *Time*, *Newsweek*, *The Economist*). We know print media are dying, but they aren't totally dead yet.
- If you send an item to us by e-mail, include your name or otherwise make sure we can tell who you are, so that we can award you credit for the item(s) you submit.

Class Policies: 9, Office Hours

- Professor Cunningham's office hours will be held on Fridays from 1:30–3:30 PM, except for the first week of the semester, in which class will be held on Friday from 2:00–2:50 PM.
- Professor Cunningham's office hours will be held in person, probably at his office unless an alternate location is announced.
- The time(s) and location(s) of Professor Mazzola's office hours will be announced during the first or second week of class.
- The purpose of office hours is for students to discuss with us anything related to the class. This includes, but is not limited to, weekly problem sets and the group semester project.
- If the demand is manageable, then office hours will be run on a "walk-in" basis. If necessary, we will switch to a sign-up system. Logistics of the sign-up system will be figured out if we decide it's needed.

Class Policies: 10, Academic Honesty

- All materials generated for this class (including, but not limited to, syllabi, notes, tests, exams, in-class materials, review sheets, and problem sets) are copyrighted. This includes materials that are posted on Canvas as well as materials distributed in class. You may use the materials as a student in the class, but you do not have the right to copy, post, or distribute these materials unless the instructor (or other copyright holder) expressly grants permission.
- Students may record class for their own private, personal use. Recordings may not be given, sold, or otherwise distributed to anybody who is not registered in the class this semester.
- ***No form of scholastic dishonesty (cheating, plagiarism, etc.) will be tolerated***. As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writings, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you have permission of that person. This includes copying material from books, reports, journals, pamphlets, handouts, other publications, web sites, etc., without giving appropriate credit for those ideas and/or without identifying material as quotations when taken directly from another source.
- Cheating on the GCA and/or exams will not be tolerated. Cheating will be dealt with according to university policy.
- All tests and exams must be completed individually without the aid of any other person.
- You may discuss project assignments with students who are not in your project group. However, when you prepare your assignments, you must do so without referring to the work of students who are not in your group. Copying assignments from a student outside your group is considered plagiarism. See also Class Policy #5, above.
- Violation of these rules -- ***even unintentionally!*** -- can result in disciplinary action including a grade penalty, up to and including an F or FF in the course, suspension, dismissal, and expulsion from USF. If you have any questions regarding plagiarism or other forms of scholastic dishonesty, consult the relevant sections of the USF student catalogs, and/or ask the instructors.
- ***<u>It is the responsibility of each student to understand what constitutes plagiarism. Claiming ignorance will not gain you leniency.</u>***
- ***<u>Students who cheat or plagiarize will be assigned a semester grade of FF.</u>***
- We are not bluffing. Students have failed this class because of cheating. Don't cheat.

Appendix: USF Academic Policies

On the pages that follow are a number of policies that USF has asked instructors to include in their syllabi. Students should read these policies carefully as they apply to *all* classes at USF.

For most of the policies that follow, only an abbreviated form of the official policy or regulation is provided in this syllabus. Complete details are generally available to students on-line. Specifically, USF's official wording for some of these policies is available at the following web sites.

- https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx
- http://regulationspolicies.usf.edu/policies-and-procedures/
- https://www.usf.edu/undergrad/students/academic-policies-and-processes.aspx
- https://www.usf.edu/provost/faculty-success/resources-policies-forms/core-syllabus-policy-statements.aspx

DISCLAIMER: On the pages following, we have made an earnest effort to provide students with updated, current information regarding USF's policies. However, it is possible that some of the policies might have been updated or superseded since the time that we looked them up. It is incumbent upon the student to look up the current, most-up-to-date version of the relevant policy or procedure.

Academic Integrity (USF System regulation 3.027)

Academic integrity is the foundation of the University of South Florida's commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in **USF Regulation 3.027**.

Academic Grievance Procedure (USF System policy 10-002)

The purpose of these procedures is to provide all undergraduate and graduate students taking courses at the University of South Florida an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. **https://usf.app.box.com/v/usfpolicy10-002**

Disability Access (USF System policy 0-108)

Students with disabilities are responsible for registering with Student Accessibility Services (SAS) (SVC 1133) in order to receive academic accommodations. SAS encourages students to notify instructors of accommodation needs at least five (5) business days prior to needing the accommodation. A letter from SAS must accompany this request. Please visit the **Student Accessibility Services website** for more information.

(*Note*: The Americans with Disabilities Act is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact SAS as soon as possible.)

Disruption of Academic Process (USF System regulation 3.025)

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process (**USF Regulation 3.025**) is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety, or well-being of self or other persons.

Food and Housing Insecurity

We recognize that students facing financial difficulty in securing a stable place to live and/or in affording sufficient groceries may be at risk of these financial issues affecting their performance in classes. Students with these needs are urged to contact Feed-A-Bull (**feedabull@usf.edu** or **their website**), or Student Outreach and Support (**socat@usf.edu** or **their website**).

Florida Statute 1004.097 Free Expression on Campus

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal, educational use **(USF Policy 10-048)**. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the **USF Student Conduct Code**.

Pregnancy or Related Conditions

Students who are pregnant, have recently given birth, or have related experiences may contact the USF Title IX Coordinator to request reasonable modifications to support their academic success in accordance with Title IX of the Education Amendments of 1972. The modifications must be coordinated by USF's Title IX Coordinator in consultation with the student and the Title IX Coordinator may be reached at titleixreports@usf.edu or 813-974-8616. The Title IX Coordinator will work with the student's instructor to implement reasonable modifications. Examples of modifications include but are not limited to excused absences, schedule adjustments, online learning options, lactation spaces, and voluntary leaves of absence. USF prohibits discrimination based on pregnancy and related conditions. For more information, please refer to the resources available through Title IX: **https://www.usf.edu/title-ix/gethelp/pregnancy-parenting.aspx**.

Religious Observances (USF System policy 10-045)

All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs (**USF Policy 10-045**). The University of South Florida, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising USF's constituency. Students are expected to attend classes and take examinations as determined by the university. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course. Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this Policy.

Sexual Misconduct / Sexual Harassment (USF System policy 0-004)

USF is committed to fostering a safe and respectful learning environment, free from sex discrimination and sexual harassment, in accordance with Title IX and **USF Policy 0-004**. If a student shares an experience of sexual harassment, sexual assault, stalking, or relationship violence with a USF employee (including faculty), that employee will notify the Title IX Office. This allows the Title IX Office to send the student an email with information about support resources and options—if it is safe to do so. Students are not required to respond to this email. The Title IX Office is a private resource. Information is shared only on a need-to-know basis to provide students with support measures. To speak to a confidential resource, students may contact **USF Center for Victim Advocacy** at 813-974-5757. Confidential resources do not notify the Title IX Office unless the student requests it. For more information about Title IX, available resources, or to make a report, please visit **www.usf.edu/title-ix**.

Statement of Academic Continuity (*or, in other words, emergencies*)

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include, but are not limited to: Canvas, Teams, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Canvas for each class for course-specific communication, and the USF, College, and Department websites, emails, and **ALERTUSF** messages for important general information (**USF Policy 6-010**). (*Instructor's note*: examples of "emergency" could be a hurricane, an outbreak of contagious disease (!!!), etc.)

"Incomplete" Grades – for Undergraduate Students (https://catalog.usf.edu/content.php?catoid=23&navoid=3956#i-grade-policy, accessed August 2025)

An "I" grade indicates incomplete coursework and may be awarded to undergraduate students. Undergraduate rules apply to non-degree-seeking students. An incomplete may be awarded to an undergraduate student only when a small portion of the student's work is missing and only when the student is otherwise earning a passing grade. The instructor will be required to complete the I-grade contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically sent to the student's email and to the Office of the Registrar. Until removed, the "I" is not computed in the GPA for undergraduate students. The time limit for removing the "I" is to be set by the instructor of the course; this time limit may not exceed two semesters. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate. If an instructor is willing, they may accept work from a student after an I grade has changed to an IF or IU grade, and assign the student a final grade in the course, unless the student has graduated. Whether or not the student is in residence, any change to "IF" grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. Students should not re-register for courses in which they are only completing previous course requirements to change an "I" grade; if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

Incomplete Grades – for Graduate Students (https://catalog.usf.edu/content.php?catoid=22&navoid=3633#academic-standards-and-grades, accessed August 2025)

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 Satisfactory/Unsatisfactory (S/U).

Students may only be eligible for an "I" when:

- the 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 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 submitted through e-Grades 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. The instructor will be required to complete the I-Grade Contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar.

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.

Auditing Privilege (USF System policy 10-006, section III.B.4.) (accessed August 2025)

Students eligible to enroll in courses may register to audit a course strictly on a space available basis provided the student:

a. requests and receives any necessary approval as determined by the instructor or other designated responsible office;

b. understands that no exams, grades, credit, or other academic evaluations may be provided;

c. officially registers to audit the course by the end of drop/add period, unless participating in the Senior Citizen Auditor program, and does not attend any class sessions prior to the official registration without

1. affirmative approval by instructor;

d. attends the class as a listener which means instructors may limit the auditing student's participation in class including class projects or other interactive graded or ungraded activities;

e. complies with all University Regulations and Policies of the University;

f. complies with all conditions of audit registration and any deviation from those conditions will be considered disruptive and a student found to be disruptive to the class or academic process may be removed from the class under USF Regulation 3.025 Disruption of Academic Process; and

g. is responsible for all fees for audit which are the same as for full enrollment for credit, except out-of-state tuition is not charged.