Students enrolled in the University are entitled to one copy of each issue of the USF General Catalog. Students wanting additional copies may purchase them at the University Bookstore.

Prospective students may obtain general University information concerning admissions, fees, and degree programs by requesting either the Undergraduate or Graduate brochure from the Admissions Office.

### DEGREES OFFERED AT THE UNIVERSITY OF SOUTH FLORIDA*

**Undergraduate Degrees**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>B.A.</th>
<th>B.E.T.</th>
<th>B.F.A.</th>
<th>B.S.</th>
<th>B.S.E.</th>
<th>B.S.E.S.</th>
<th>B.S.W.</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Arts</td>
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<tr>
<td>Bachelor of Engineering Technology</td>
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<tr>
<td>Bachelor of Fine Arts</td>
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<tr>
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<tr>
<td>Bachelor of Science</td>
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<tr>
<td>Bachelor of Science in Engineering</td>
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<tr>
<td>Bachelor of Science in Engineering Science</td>
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<tr>
<td>Bachelor of Social Work</td>
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**Baccalaureate Degree Programs Require 120 Semester Hours of Credit for Graduation Except for the Following Programs:**

<table>
<thead>
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<tbody>
<tr>
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<tr>
<td>B.A. degree in Elementary-</td>
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<tr>
<td>Early Childhood Education</td>
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<tr>
<td>B.F.A. degree in Theatre</td>
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<tr>
<td>B.S.E. degree in Engineering</td>
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<tr>
<td>B.S. degree in Nursing</td>
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**Graduate Degrees**

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<tr>
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<th>M.Acc.</th>
<th>M.A.</th>
<th>M.B.A.</th>
<th>M.Ed.</th>
<th>M.E.</th>
<th>M.F.A.</th>
<th>M.M.</th>
<th>M.P.A.</th>
<th>M.S.</th>
<th>M.S.E.</th>
<th>M.S.E.S.</th>
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<tr>
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<td>Master of Arts</td>
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<tr>
<td>Master of Business Administration</td>
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<td>Master of Engineering</td>
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<tr>
<td>Master of Music</td>
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<tr>
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<tr>
<td>Master of Science in Engineering</td>
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<tr>
<td>Master of Science in Engineering Science</td>
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</table>

**Advanced Graduate Degrees**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Ed.S.</th>
<th>Ed.D.</th>
<th>Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Specialist</td>
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<tr>
<td>Doctor of Education</td>
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<tr>
<td>Doctor of Philosophy</td>
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</table>

**Professional Degree**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>M.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Medicine</td>
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</tbody>
</table>

*See index for individual degree programs

At the time of the printing of this Catalog, all University of South Florida courses had not received final review by the Common Course Numbering System for conversion to semester credit. Students and advisers are alerted that the course numbers and prefixes are tentative until final review; reliance, therefore, should not be placed solely on the Catalog as a source for verifying course numbers, prefixes, and equivalences for transfer ability.

The University of South Florida and all colleges, departments and programs therein establish certain academic requirements which must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Advisers, directors, department chairs and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, programs, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented or changed in any other manner at any time at the sole discretion of the University and the Florida Board of Regents.

**Equal Opportunity Complaint Procedure**

A student or employee who thinks or feels that a condition, University policy or procedure, or act by someone connected with the University is unfair, unjust or a hindrance to his/her participation in University activities and programs primarily because of his/her race, color, creed, sex, age, national origin, handicap or Vietnam veteran status, may file an Equal Opportunity Complaint. This includes sexual harassment. The complaint may be filed with the Minority Student Advocate, the College Equal Opportunity Coordinator, or the Director of Equal Opportunity Affairs. Additional information about this procedure may be obtained from the Office of Equal Opportunity Affairs, ADM 235, or by calling 974-4373.

It shall be prohibited for any University employee to discriminate or to take any other retaliatory action against an individual who, in good faith, has opposed an alleged unlawful practice or has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.
The University of South Florida is committed to the principles of equal educational and employment opportunities without regard to race, color, sex, religion, creed, national origin, political opinions or affiliations, Vietnam or disabled veteran status, handicap, or age as provided by law and in accordance with the University's respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

The announcements, information, policies, rules, regulations, and procedures set forth in this Catalog are for information only and are subject to continual review and change without notice.
Visiting the University

Prospective students and other interested persons are invited to visit the University whenever possible. Most University offices receive visitors from 8:00 a.m. to 5:00 p.m. Monday through Friday. Self-guided cassette tours of the Tampa campus are available at the University Center information desk.

The Tampa Campus of the University is located on Fowler Avenue (State Route 582) approximately two miles east of Interstate 275 and Nebraska Avenue (U.S. Route 41) and seven miles north of Interstate 4.

The other campuses of the University are located in the places noted below and elsewhere in this publication.

Communicating with the University

Communications regarding the services and programs listed below should be directed by letter or by phone to the appropriate office on the Tampa, St. Petersburg, Fort Myers, or Sarasota campuses. Mailing addresses and general telephone numbers for the campuses are given at the bottom of this page. The offices listed below (on the Tampa Campus unless otherwise indicated) may be dialed direct at the telephone numbers shown.

<table>
<thead>
<tr>
<th>Service/Program</th>
<th>Office/Department</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Handicapped Student Program and Facilities</strong></td>
<td>Office of Student Organizations, CTR 217</td>
<td>974-2615</td>
</tr>
<tr>
<td><strong>Handicapped Student Services</strong></td>
<td>Coordinator of Handicapped Services, LIB 620</td>
<td>974-4301</td>
</tr>
<tr>
<td><strong>Health Services (Student)</strong></td>
<td>Health Center, CTR 411</td>
<td>974-2331</td>
</tr>
<tr>
<td><strong>Housing: Campus Residence Halls</strong></td>
<td>Office of Housing and Food Service, RAR 229</td>
<td>974-2761</td>
</tr>
<tr>
<td><strong>Housing: Off-Campus</strong></td>
<td>Student Government Office, CTR 156A</td>
<td>974-2401</td>
</tr>
<tr>
<td><strong>International Students</strong></td>
<td>Office of Student Organizations, CTR 217</td>
<td>974-2615</td>
</tr>
<tr>
<td><strong>Library Resources</strong></td>
<td>Office of the Director of Libraries, LIB 207</td>
<td>974-2721</td>
</tr>
<tr>
<td><strong>Mature Student Advising</strong></td>
<td>Division of University Studies, SVC 122</td>
<td>974-2076</td>
</tr>
<tr>
<td><strong>Minority Student Advising</strong></td>
<td>Division of University Studies, SVC 122</td>
<td>974-2076</td>
</tr>
<tr>
<td><strong>Orientation (&quot;FOCUS&quot;)</strong></td>
<td>Office of New Student Relations, SVC 122</td>
<td>974-2076</td>
</tr>
<tr>
<td><strong>Pre-Admission Advising for Prospective Students</strong></td>
<td>Office of New Student Relations, SVC 122</td>
<td>974-2076</td>
</tr>
<tr>
<td><strong>Parking and Traffic Services</strong></td>
<td>University Police Department, UPB</td>
<td>974-2628</td>
</tr>
<tr>
<td><strong>Records, Registration</strong></td>
<td>Office of Records &amp; Registration, SVC 136</td>
<td>974-4029</td>
</tr>
<tr>
<td><strong>Speakers Service</strong></td>
<td>Office of Information Services, ADM 264</td>
<td>974-2181</td>
</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td>Office of Student Affairs, ADM 151</td>
<td>974-2151</td>
</tr>
<tr>
<td><strong>Transcripts (USF)</strong></td>
<td>Office of Records &amp; Registration, SVC 136</td>
<td>974-4080</td>
</tr>
<tr>
<td><strong>Veterans Affairs</strong></td>
<td>Office of Veterans Affairs, SVC 209</td>
<td>974-2291</td>
</tr>
</tbody>
</table>

UNIVERSITY OF SOUTH FLORIDA

**Tampa Campus**
4202 Fowler Avenue
Tampa, Florida 33620
Telephone: (813) 974-2011

**St. Petersburg Campus**
140 Seventh Avenue South
St. Petersburg, Florida 33701
Telephone: (813) 898-7411

**Fort Myers Campus**
2266 Second Street
Fort Myers, Florida 33901
Telephone: (813) 334-3780

**Sarasota Campus**
5700 N. Tamiami Trail
Sarasota, Florida 33580
Telephone: (813) 355-7671
CONTENTS

Use the edge index by flexing the book to locate the first page of each section listed in the Contents.
ACADEMIC CALENDAR

The Academic Calendar for New College of USF appears on page 138.
The Academic Calendar for the College of Medicine appears on page 122.
See separate calendar for Regional Campuses' registration dates, page 6.

Fall Semester, 1981

Fall Semester Early Registration for students enrolled Spring Quarter
(tentative)
Fall Semester Early Registration for students enrolled Summer Quarter (tentative)
Last day to apply for admission
Former Student Application Deadline—last date to make application
for readmission to avoid extended delays at registration
Evening Courses Only Registration
Registration by appointment
Non-Degree Seeking (Special) Student/State Employee Registration
Classes begin
Last day to withdraw/drop and receive full refund of registration fees.
Last day to add courses
Last day for late registration (see late registration fee); last day to reg-
ister as a Non-Degree Seeking (Special) Student
Labor Day Holiday
Last day to register for Lifelong Learning courses.
Last day for Lifelong Learning course refund.
Last day to apply for degree to be earned at end of Fall Semester
Last day to drop or withdraw from courses without academic penalty
Veterans Day Holiday
Thanksgiving Day Holiday
Classes end
Final Examinations

Spring Semester, 1982

Early registration for Spring Semester (continuing and accepted
Former Students Returning) (tentative)
Last day to apply for admission
Former Student Application Deadline—last date to make application
for readmission to avoid extended delay at registration
Evening Courses Only Registration
Registration by appointment
Non-Degree Seeking (Special) Student/State Employee Registration
Classes begin
Last day to withdraw/drop and receive full refund of registration fees.
Last day to add courses
Last day for late registration (see late registration fee); last day to reg-
ister as a Non-Degree Seeking (Special) Student
Last day to register for Lifelong Learning courses
Last day for Lifelong Learning course refund.
Last day to apply for degree to be earned at the end of Spring Semester.
Last day to drop courses without academic penalty
Last day to withdraw without academic penalty
Spring Semester Break
Classes end
Final Examinations
Commencement Convocation

*Earlier deadlines may be required by some graduate programs, the College of
Education, and the College of Nursing. See appropriate sections for further
information.
SUMMER TERM, 1982

Session A

Early registration for Summer Semester (continuing and accepted Former Students Returning) (tentative)
Last day to apply for admission
Former Student Application Deadline—last date to make application for readmission to avoid extended delay at registration
Evening Courses Only Registration

Registration by appointment

Non-Degree Seeking (Special) Student/State Employee Registration

Classes begin
Last day to withdraw/drop and receive full refund of registration fees
Last day to add courses
Last day for late registration (see late registration fee); last day to register as a non-Degree Seeking (Special) Student
Last day to register for Lifelong Learning courses
Last day for Lifelong Learning Course refund
Memorial Day Holiday
Last day to apply for degree to be earned at the end of Summer Semester
Last day to drop courses without academic penalty
Independence Day Holiday
Last day of classes

Session B

Early registration for Summer Session A (continuing and accepted Former Students Returning) (tentative)
Last day to apply for admission
Former Student Application Deadline—last date to make application for readmission to avoid extended delay at registration
Evening Courses Only Registration

Registration by appointment

Non-Degree Seeking (Special) Student/State Employee Registration

Classes begin
Last day to withdraw/drop and receive full refund of registration fees
Last day to add courses
Last day for late registration (see late registration fee); last day to register as a Non-Degree Seeking (Special) Student
Last day to register for Lifelong Learning courses
Last day for Lifelong Learning course refund
Memorial Day Holiday
Last day to drop courses without academic penalty
Last day to apply for degree to be earned at the end of Summer Semester
Classes end

Session C

Early registration for Summer Session B (continuing and accepted Former Students Returning) (tentative)
Last day to apply for admission
Former Student Application Deadline—Last date to make application or readmission to avoid extended delay at registration
Evening Courses Only Registration

Registration by appointment

Non-Degree Seeking (Special) Student/State Employee Registration

Classes begin
Last day to withdraw/drop and receive full refund of registration fees
Last day to add courses
Last day for late registration (see late registration fee); last day to register as a Non-Degree Seeking (Special) Student
Independence Day Holiday (observed)
Last day to drop courses without academic penalty
Classes end
# Fall Semester, 1981
- Aug. 26-27, Wednesday & Thursday
- Aug. 31-Sept. 4, Mon.-Fri.

# Spring Semester, 1982
- Jan. 4-5, Monday & Tuesday
- Jan. 6, 7, 8, 11 & 12, Wed.-Tues.

# Summer Session A, 1982
- May 6-7, Thursday & Friday
- May 10-14, Monday-Friday

# Summer Session B, 1982
- May 6-7, Thursday & Friday
- May 10-14, Monday-Friday

# Summer Session C, 1982
- June 14-15, Monday & Tuesday
- June 16-22, Wednesday-Tuesday

# Fall Semester, 1981
- July 13-14, Monday-Tuesday
- Aug. 24, Monday
- Aug. 25, Tuesday
- Aug. 26, Wednesday
- Aug. 31-Sept. 3, Mon.-Thurs.

# Spring Semester, 1982
- Oct. 27, 28 Tues.-Wed.
- Dec. 14, Monday
- Jan. 5, Tuesday
- Jan. 6, Wednesday
- Jan. 6-12, Wed.-Tues.

# Summer Semester, 1982
- March 2, 3, Tues.-Wed.
- May 3, Monday
- May 4, Tuesday
- May 5, Wednesday
- May 10-13, Mon.-Thurs.

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### Regional Campuses

#### Fort Myers

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Registration</th>
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<tbody>
<tr>
<td>Regular Registration</td>
<td>Late Registration, Staff Waiver, and Non-Degree Seeking (Special) Student Registration</td>
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#### St. Petersburg

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<tr>
<th>Session</th>
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<tr>
<td>Early Registration</td>
<td>New Student Registration</td>
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<tr>
<td>Regular Registration</td>
<td>Non-Degree Seeking (Special) Student and State Employee Registration</td>
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#### Sarasota

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<tr>
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<tr>
<td>Early Registration</td>
<td>Degree-Seeking Students</td>
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<tr>
<td>Orientation and Registration</td>
<td>Newly Admitted Students (only)</td>
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<tr>
<td>Regular Registration, Degree-Seeking Students</td>
<td>Non-Degree Seeking (Special) Students</td>
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<tr>
<td>Late Registration and Non-Degree Seeking (Special) Student Registration</td>
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USF — THE METROPOLITAN UNIVERSITY . . .
A BREAK WITH TRADITION

The University of South Florida broke with tradition when it was founded 25 years ago. USF was not located in a small quiet town; USF was placed in one of Florida’s—and the nation’s—most dynamic metropolitan areas and assigned responsibility for providing higher educational services to people of all ages within its 15-county service area. USF was the first State university in Florida located purposely within convenient commuting distance of a large segment of the State’s growing population. The University of South Florida broke with tradition because it came to the people. USF—the metropolitan university . . . an idea whose time had come.

USF AND YOU?

USF calls itself “Your University.” And it is. In a real sense, you are the “U” in USF because the University was founded and located to meet your higher educational needs. How it seeks to do that—the activities, services and programs it offers—are briefly described in this publication. But, for you to see that USF is your university, you must experience for yourself what it has to offer—what it is that makes it such a special place to so many people.

WHAT IS USF?

The University of South Florida is many things . . . many people and programs . . . a major force in the communities it serves.

USF is primarily people. Within its boundaries, it is a community of more than 25,000 teacher-scholars and students and staff. Its principal purpose is teaching—teaching grounded in research and related to the needs of its students and society.

USF is also places . . . spacious, palm and oak shaded campuses . . . with libraries containing a measurable portion of human knowledge . . . with laboratories where scientists and students seek and test old and new knowledge . . . with theatres and recreational facilities and residence halls and other facilities that make USF more than just another state university.

And USF is an important social and cultural service force flowing through the communities surrounding and supporting it . . . a major economic force on Florida’s West Coast . . . and an intellectual and information center where people can find practical solutions to perplexing problems and share their experiences with others.

USF is all of this—and more. USF—the metropolitan university . . . an idea whose time has come . . . is a university with people who want to help you embody your own idea of what such an institution should be. After all USF is what you make it and can be affected by you as much as you are affected by it. The faculty and staff are dedicated to ensuring that the University continues to be flexible enough to permit new ideas of itself to infuse new life into itself.

When Did It All Begin?

Speaking of new ideas and new life . . . If you have visited the Tampa Campus, you probably have noticed that all of its buildings appear to be modern and new. Well, they are. But then, so is USF.

The University of South Florida was founded on December 18, 1956, but the first students did not arrive until almost four years later. When USF was opened to a charter class of 1,997 freshmen on September 26, 1960, it became the first major State university in America planned and built entirely in this century. Moreover, as Florida’s first State university located purposely in a major metropolitan center, USF repeated the first step in a broad and comprehensive expansion of the State University System.

The State University System, directed by the Florida Board of Regents, and administered by a Chancellor and staff in Tallahassee, today consists of nine public universities.

Together with 28 public junior and community colleges and a number of vocational-technical centers located throughout the State, these universities comprise public higher education in Florida.

Regional campuses of USF were opened in St. Petersburg in
1965, Fort Myers in 1976, and Sarasota in 1975. Dr. John S. Allen, astronomer and educator, served as USF's first president from 1966 to 1970. Dr. Cecil Mackey, economist and lawyer, was president of the University from 1971 to 1976. Dr. John Lott Brown, psychologist and optical scientist, became our third president at the beginning of 1978. Continuity in administration has been provided by Dr. Harris W. Dean, acting president, 1970; Wm. Reece Smith, Jr., interim president, 1976–77; and Dr. Carl D. Riggles, acting president, 1977.

Now in its twenty-fifth year of existence, the University has graduated more than 50,000 students—eighty percent of whom reside in Florida—and served over 10,000 persons in credit and non-credit courses. Enrollment in the fall of 1980 totaled 24,000. The University's economic impact on the area is significant: now exceeding $137 million annually.

Because of its location and the composition of its student body, USF continues to be inextricably a part of and not apart from the modern metropolitan environment—and both affects and is affected by the communities surrounding and supporting it.

ACHEIVING THE UNIVERSITY'S MISSION: MEASURES OF SUCCESS

Mission

As the State's first metropolitan university, a prototype of the university of the future, the University of South Florida from its beginning has sought to apply the talents of its scholars and students to the peculiar ills besetting modern society. The University's stated mission is "to achieve preeminence as a general purpose university of academic excellence." Its role as a comprehensive, multi-campus institution places particular emphasis upon the instructional, research, and service needs of its several metropolitan areas, with an orientation toward the solution of problems peculiar to the modern metropolitan environment.

Students Served

Since opening its doors in September of 1960, the University of South Florida has been dedicated to accomplishing this special mission in the modern metropolitan environment. One measure of our success is reflected in the composition of our student body:
- More than 85 percent of our students are Floridians and over 80 percent of our graduates reside in the State.
- More than two-thirds of our students commute to class from their homes throughout the Tampa Bay area.
- Over one-third of our student body are part-time students, and 40 percent are employed from one to 40 hours per week.
- More than two-thirds of all USF students are 21 or older and almost one-third of our students are married.
- Almost 60 percent of USF's 45,000 graduates reside in the Greater Tampa Bay Area.
- The majority of upper division students are transfers from other institutions.

Programs Offered

A measure of success in accomplishing the University's mission—and one more significant than mere statistics—is the nature of our academic programs. Through them we have sought to serve an increasingly urban State and nation. These programs are in the Academic Affairs division of the University and, for the most part, are administered in one of our 10 colleges: Arts & Letters, Business Administration, Education, Engineering, Fine Arts, Medicine, Natural Sciences, Nursing, Social & Behavioral Sciences, and an honors college, New College of USF, on the Sarasota Campus. In this publication are discussed the major academic programs in the University. Through them we serve the people of Florida through the instruction of students, the advancement of knowledge, and community service.

USF AT TAMPA, FORT MYERS, ST. PETERSBURG, SARASOTA: PART OF A MODERN METROPOLITAN ENVIRONMENT

University of South Florida campuses form a string of anchor points for the rapidly growing metropolitan area along the West Coast of Florida. These four campuses are within reach of more than two million people—roughly one quarter of the State's population—in the 15-county area they serve and University faculty members on all campuses from time to time teach on all of them.

The Tampa Campus of the University is located on a 1694-acre tract of land ten miles northeast of downtown Tampa, a city of over a quarter of a million people.

The St. Petersburg Campus, on a 24-acre site around the

Baybor Harbor, is located in downtown St. Petersburg and serves more than 620,000 people living in Pinellas County.

The Sarasota Campus, adjacent to the State-owned Ringling Museum, is located on the north edge of Sarasota about ten miles south of Bradenton on US 41. The campus serves a population of more than 320,000 persons in a four-county area.

The Fort Myers Campus is currently located at the Gwinn Institute Building in downtown Fort Myers and serves more than 358,000 people in five counties on Florida's lower West Coast. Growth of the campus will soon be accommodated on a new 55-acre

Accreditation

USF was fully accredited in 1965 by the Southern Association of Colleges and Schools, the official accrediting agency for educational institutions in the South. A self-study of the University's programs and purposes, periodically required for continued accreditation, was recently completed and provides a firm foundation for the future growth of the University. Accreditation was reaffirmed in December, 1973. But the University Community continues to reexamine its mission and goals and to ensure that it never loses sight of its only reason for existence: serving you.
campus now being developed adjacent to Edison Community College.

While offering many of the positive characteristics of a small institution, the Regional Campuses of the University of South Florida have access to and are part of the resources of a major metropolitan university. The development of these campuses is expected to keep pace with the continuing growth of Florida's West Coast.

Academic Programs of USF Regional Campuses

The academic programs of the regional campuses are designed to serve students of junior, senior, and graduate standing. They are offered at times chosen to meet the special needs of these students most of whom are residents in the campus area and are employed in full- and part-time jobs. Selected courses and programs are offered on the campuses by the College of Arts and Letters, Business Administration, Education, Engineering, Natural Sciences, Nursing, and Social and Behavioral Sciences.

Students may enroll on a part-time or full-time basis on any one of the regional campuses or elect to enroll on more than one USF campus simultaneously. Dual enrollment on multiple campuses may provide students with a schedule both academically flexible and personally convenient.

Resident faculty members and Student Affairs staff provide social, vocational, and academic counseling to students enrolled on the regional campuses. The resident staff of each campus is supplemented by professors and other staff members commuting from other USF campuses thereby providing additional scope to the academic programs and university services.

The University of South Florida at Fort Myers opened in September, 1974. It is currently located in the historic Gwynne Institute Building in the heart of downtown Fort Myers. This facility is provided as an interim location through the cooperation of the Lee County Public Schools. Permanent facilities are now under construction on a 55-acre site adjacent to Edison Community College and will provide for a significant amount of cooperation between the two institutions. USF programs and services will move to the new campus in 1982.

The University of South Florida at Sarasota was established in 1975 and serves students from Sarasota, Manatee, and neighboring counties with selected USF regular program areas.

The Sarasota Campus also is the home of New College of the University of South Florida. New College of USF is a liberal arts honors program, residential in nature, designed for students of high ability who seek the atmosphere of a small college with its accompanying individualized instruction.

Acquired by the State University System in 1975 from the Board of Trustees of the private institution, New College, the Sarasota Campus has 26 buildings including a student center, classrooms, a library with more than 100,000 volumes, science laboratories, and recreation facilities.

The University of South Florida at St. Petersburg is within easy walking distance of many cultural and recreational facilities in Florida's "Sunshine City." The campus added two new buildings in January, 1981. Programs in a broad variety of disciplines are available on the campus. Students at St. Petersburg also have the opportunity to participate in the U.S. Army ROTC program.

The St. Petersburg Campus also houses facilities for marine science research and training. The USF Department of Marine Science, with headquarters at the campus, is an interdisciplinary venture involving faculty from several departments in addition to 19 full-time regular faculty members who are responsible for graduate research and teaching in marine science.

Probably no other marine science program has such excellent facilities for teaching, research, and access to oceanographic vessels. The location of the campus at the central edge of the great continental shelf of the Florida Gulf Coast and in the midst of the metropolitan Sun Coast is a unique advantage. In addition, the Florida Institute of Oceanography, a special research institute of the State University System, is located on the St. Petersburg Campus. With these combined facilities, the University is destined to become one of the nation's leading oceanographic centers.
Continuing Education

In addition to the academic programs offered on the Tampa and regional campuses, a number of courses and programs are operated by the University of South Florida’s School of Continuing Education in 15 West Coast Florida counties. In this area, the Florida Board of Regents has designated the University of South Florida for all higher education requirements beyond those supplied by the State Community and Junior College System.

Special Programs

A number of special programs offer USF students flexibility and relevance. They include the Off-Campus Term Program, Bachelor of Independent Studies (External Degree Program), Cooperative Education Program, and New College of USF. In addition, freshmen students may earn up to one full year of academic credit (45 hours) through the College Level Examination Program tests, high school students may apply for “early admission” or take college courses while still in high school, and any interested person may earn college credit via radio and WUSF-TV’s televised course sequence—“Open University” (O.U.). Each of these programs is described elsewhere in this publication. You are encouraged to explore their potential for helping you attain your educational goals.

FACILITIES AND ATMOSPHERE ON CAMPUS

The facilities of the University, now including more than 40 major buildings, are currently valued at more than $106 million. The buildings are of similar modern architectural design and all are completely air conditioned.

USF has a wide variety of recreational facilities, including three swimming pools, an excellent gym with weight training room, many tennis courts, a beautiful golf course, well-equipped University Center and others. Its academic and residential facilities are unexcelled in Florida—and all are air-conditioned and easily accessible from every corner of the well-kept campus, called by some “one of the prettiest in the nation.” And parking spaces are always available somewhere on campus.

The atmosphere on campus is one of easy informality. Students—and faculty—dress casually and enjoy an unusually close relationship for a school so large. Some classes are even held outside to take advantage of the extraordinary climate (average annual temperature 72°F) of the area. And most buildings have open hallways, which blend colorful interiors with spacious exteriors, symbolically and architecturally suggesting the casual accessibility that has become USF trademark.

ORGANIZED FOR EFFECTIVENESS

The University is organized into the four broad areas of academic affairs, student affairs, administration & finance, and university relations. The vice presidents who head these four units serve with the President as the principal policymaking officials of the University. In addition to the vice presidents, advice and assistance to the President in the determination of policy is given by a number of advisory bodies, including University committees and organizations representing the faculty, staff, and student segments of the University Community. At USF, your views count; they are solicited and given serious consideration. The President is responsible through the Chancellor to the Florida Board of Regents for internal policy and the procedures of the University. More detailed information on these matters is available in the Special Collections Room, USF Library.
University Relations

The Division of University Relations is organized to generate understanding of and support for the University among its many publics, internal and external, through a coordinated and comprehensive communications, development, information, and publications program. The Division includes the Offices of Alumni Affairs, Development, Governmental and Community Relations, Information Services, and Publications.

Office of Alumni Affairs

The purpose of the Office of Alumni Affairs is to stimulate and maintain alumni interest in the University of South Florida. In completing its mission, the office works primarily through the USF Alumni Association. A professional staff maintaining offices in the Student Services Building is responsible for administering alumni programs. In coordinating its effort through the Association, the Alumni Affairs office strives to interest, involve, and inform alumni.

In addition, the Alumni Affairs director serves as Executive Director of the Association and as such is responsible for managing the Alumni Association business and other program affairs. The Alumni Association exists primarily to support the University of South Florida. As a communication link between the University and its alumni, the Association provides the following: Alumni scholarships: currently awards 15 full one-year tuition scholarships. Alumni Century Club: An organization of alumni who contribute $100 annually as members of the Century Club. Telefund campaigns: Each chapter conducts an annual telephone drive to raise scholarship dollars. Brahman Alumni Network: Alumni throughout the nation serve as hosts for graduating seniors. Graduating class: The Association sponsors the USF Yearbook, honorary society socials, commencement, receptions, the King-O'Neal Award (for graduating seniors with a straight "A" average), outstanding senior award, and Distinguished Alumni awards.

Office of Development

The purpose of the University Office of Development is to identify private funding and other resources to insure excellence and conduct expansion of selected new programs at USF for which State resources are not available or not available in quantities to meet program objectives. In completing its mission, the Development office coordinates all University fund raising programs. Approval for all new fund raising projects should be obtained through the Director of Development.

Assistance may be obtained from the Development office for fund raising activities of various support groups (the arts, library, athletics, science groups, instructional services, etc.).

The Development office solicits private contributions to the USF Foundation, Inc. [a 501 (c)(3) non-profit corporation] through corporations, foundations, alumni and friends, and by various types of deferred gifts.
1. Admission to study at USF generally requires evidence of ability to handle academic work, capacity to think and plan creatively, and intense motivation. Students, regardless of age, who have these abilities and skills and are seriously interested in earning an education are the ones most likely to succeed in college.

2. More specifically, as a public university, USF admits students who meet the formal admission requirements of the University (noted below) and who can be expected to do successful academic work.

3. In considering students for admission, the University does not discriminate on the basis of race, sex, color, creed, religion, handicap, age, or national origin.

4. The University may refuse admission to a student whose record shows previous misconduct not in the best interest of citizens of the University community.

5. The Office of Admissions, part of the Division of University Studies, administers the application and admissions processes at USF.

Applying for Admission

As part of the State University System of Florida, USF utilizes the common application form required for admission as an undergraduate to any one of the nine state universities in Florida's system. If you are a student attending a Florida high school or a junior/community college you may obtain the form at your school guidance office. You may also write to the Office of Admissions, University of South Florida, Tampa, Florida 33620. Please indicate whether you will be entering as a first-time-in-college freshman, an undergraduate transfer student, or a graduate student. Applications for admission to the College of Medicine should be requested directly from the Office of Student Affairs, College of Medicine, 12901 N. 30th Street, University of South Florida, Tampa, Florida 33612.

Applications for admission are accepted as early as 12 months before the anticipated enrollment date and must be submitted by the deadline stated herein (pages 4-5). Applicants are encouraged to apply early. Each applicant is responsible for ensuring that the necessary academic records and credentials are sent to the USF Office of Admissions directly from the appropriate institution or agency. These documents would include all transcripts from all schools attended and all test scores from testing agencies.

Each application must be accompanied by a $15.00 non-refundable fee unless you have previously enrolled at USF as a degree-seeking student. You must enter your Social Security Number on the application form.

Under our policy of continuous admissions, applications are processed throughout the year and applicants are notified of the admission decision when we have received sufficient current academic credentials.

If your credentials are not received in time to process your application prior to registration, you may update your application for consideration for a future term.

If you are accepted for admission and do not enroll in the term for which you are admitted or if you have not been accepted because of a late application or missing credentials, you must notify the University in writing within 12 months if you wish the application changed to a future date of entry and specify the new enrollment date. If a request for change of entry date is not received, a new application and fee must be submitted. Request for change must be received before the deadline of the term desired.

An applicant will be permitted to request change of entry date twice without fee. After the second request a new application and another fee will be required.

Students who have been admitted on a provisional basis must submit the missing credentials which must substantiate their eligibility for admission prior to their second registration.

All documents submitted become property of USF and will not be returned to the applicant or forwarded to another addressee.
Opportunities for Accelerated Progress Toward Undergraduate Degrees

The University of South Florida provides several options by which students may accelerate their progress toward completing the baccalaureate degree. These options recognize knowledge which has been acquired prior to or during attendance at USF and provide the opportunity to earn university credit. Options which may be used include the following:

1. Recognition of satisfactory performance on tests offered through the College Level Examination Program (see CLEP, page 42).
2. Recognition of satisfactory performance in secondary school Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Program, page 42).
3. Dual enrollment at USF prior to graduation from High School or a Community College (see Dual enrollment, page 15 and USF-Freshman-Early Admission for Accelerated Progress Toward Undergraduate Degrees, page 41).
4. Early admission for high school seniors (see Freshman-Early Admission on page 13).
5. Open University (O.U.) Courses by TV. (See page 42).

Credits may be earned through a combination of the above options. Students should contact their college adviser for further information concerning the application of this credit toward their degree requirements.

However, internal devices utilized in the various departments for the sole purpose of determining a student's most appropriate area, level or section placement in a program of study (such as auditions, portfolio reviews and placement tests) are not to be construed as being examining mechanisms for exemption of waiver for the granting of credit.

Requirements for Admission

Entering Freshman

Normally, a diploma from a regionally accredited high school or the state-approved General Education Development program shall be required for admission of beginning freshmen students. Students admitted under the Early Admission Program are exempted from this requirement. Other requirements are as follows:

1. All students applying for admission will submit test scores from the Scholastic Aptitude Test of the College Entrance Examination Board or from the American College Testing program.
2. Those students who have a satisfactory high school record, including at least a "B" average (3.0 on a 4.0 scale) in all academic courses in high school, as computed by the University of South Florida, and who submit other appropriate evidence that the student can be expected to carry out successful academic progress in the University, are academically eligible for admission.
3. Students applying for admission who have less than a "B" average as defined above, but have at least a "C" average (2.0 on a 4.0 scale) in all academic courses in high school, as computed by the University of South Florida, and who present at least a total score of 800 on the combined verbal and quantitative parts of the Scholastic Aptitude Test of the College Entrance Examination Board, with at least 400 on the verbal part, or a composite score of 17 on the American College Testing Program, are academically eligible for admission.
4. Applicants who have earned a GED diploma must have an average percentile score of at least 50% on each of the area tests, an overall percentile score of at least 60% and meet the admission test score requirement in #3 above to be academically eligible.
5. The University may admit up to 10% of the projected freshman enrollment with eligibility criteria below those indicated above. Applicants who do not meet the stated requirements should present appropriate evidence of academic achievement, ability, motivation and responsibility that would indicate he/she could be expected to do successful work in the program desired.

Freshman—Florida Community College System

High School graduates planning to start their college education at a Florida community college should confer with the community college counselor and ask that their academic program be planned with the assistance of the Community College Counseling Manual which is available in all the counseling offices. This manual, prepared and distributed by the USF Office of Community College Relations, explicitly describes the undergraduate program requirements that should be followed to ensure maximum ease of transfer into the students' upper-level programs on a par with their native USF counterparts.

Undergraduate Transfer

USF will accept transfer credits only from those institutions accredited by one of the six regional accrediting agencies. The admission decision will be based on the students' prior work, if any, at an accredited institution, if they are applying from a non-accredited school.

Undergraduate transfer requirements are as follows:

1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree seeking student.
2. An overall 2.0 grade point average on a 4.0 system in all college level work attempted and at least a 2.0 at the last regionally accredited school attended.
3. Transfer applicants for admission with less than 60 semester hours or 90 quarter hours must satisfy the same admission requirements as beginning freshmen. They should have their high school transcript and admission test scores submitted as well as transcripts of all work attempted at post secondary institutions.

The University has certain limited access programs for which additional requirements may be needed. See the specific program in the appropriate section of this catalog.

All transfer students should refer to the section on Community College Relations, page 17.

Summer Enrollment Requirement

All students entering the University with less than 90 quarter or 60 semester hours of credit should refer to the section of Graduation Requirements—Baccalaureate Degree, page 37, for Summer Enrollment requirement.

Articulation Agreement Abstract

In the near future it is likely that more than half the students enrolled in the upper division of the state universities will have a community college origin.

As a result of this growth, an articulation agreement between state universities and public junior colleges in Florida was approved by the Board of Regents and the State Board of Education effective April 13, 1971.
ordered transfer process for community college students is the mutual acceptance of the nature and purpose of the Associate in Arts degree. This degree, which is the basic transfer degree of Florida junior colleges and the primary admission of transfer students to upper division study in a state university shall be awarded upon:

1. Completion of a minimum of 60 semester hours of academic work exclusive of occupational courses and basic required physical education courses.
2. Completion of an approved general education program of not fewer than 36 semester hours.
3. Achievement of a grade point average of not less than 2.0 (C) in all courses attempted and in all courses taken at the junior college awarding the degree, provided that only the final grade received in courses repeated by the student shall be used in computing this average. The grade of D will be accepted for transfer (provided the overall grade average does not drop below the prescribed 2.0 level) and will count towards the baccalaureate in the same way as D grades obtained by students enrolled in the lower division of state universities, i.e., credits required for the baccalaureate; however, it is at the discretion of the department or college of the university offering the major as to whether courses with D grades in the major may satisfy requirements in the major field.

A student has been certified by such an institution as having completed satisfactorily its prescribed general education program, no other public institution of higher learning in Florida to which he or she may be transferred will require any further lower division general education courses in his or her program.

If, for any reason, a student has not completed an approved general education program in a junior college prior to transfer to a state university, the general education requirement shall become the responsibility of the university.

A.A. Degree Graduates from Florida Community Colleges and SUS Institutions

1. Admission of these students will be governed by the Articulation Agreement between the state universities and the public junior/community colleges of Florida and the Administrative Code, respectively.
2. Within curricular and fiscal limitations, admission as a junior to the upper division of this institution will be granted to any graduate of a state-approved Florida community/junior college or SUS institution who has completed the university parallel program and received the A.A. degree. The University of South Florida has certain quota/limited access programs. These programs are so designated in the Community College Counseling Manual, in the Catalog, and are on file with the Statewide Articulation Coordinating Committee.
3. An application from a student who has attended another college after receipt of an A.A. degree will be processed as a regular undergraduate transfer application.
4. All students planning to major in Nursing will be required to submit an additional application for admission to that program. Although admitted to the University, students are not admitted into the College of Nursing until they have applied there and have been evaluated and then selected. See page 139.
5. Students with A.A. degree are eligible for admission to the University but not the College of Education without the satisfactory test score. See page 74.
6. Admission into upper level teacher education program requires submission of passing test scores—either 17 composite on ACT or 835 on combined verbal & quantitative SAT.

English Competency

The University is also concerned with English competency and opportunities for success of any applicant for whom English is a second language. In our desire to assist and provide advice and guidance we may require submission of satisfactory Test of English as a Foreign Language (TOEFL) scores. A score of 550 is required. Scores of 500-549 for undergraduate applicants may be considered for provisional admission.

International Students

It is the University's position that we recognize the universality of knowledge and the interdependence of people and we welcome qualified students from other countries.

The University is concerned for the welfare and the academic success of the International Student. In keeping with this concern, the University feels it is necessary that both the student and the academic adviser have a realistic understanding of the student's academic ability and competence in English in the key areas of listening, reading, writing, and comprehension.

Therefore, the University requires for non-Florida A.A. graduates the submission of the Test of English as a Foreign Language (TOEFL) score of 550. Undergraduate International students presenting TOEFL scores between 500-550, if otherwise qualified, may be admitted to the University on final academic probation with the added proviso that they must take the course sequence described as ESL 1383-1384. Applicants to Engineering programs must meet minimum score requirement of 550. In addition, colleges may require other testing programs prior to the student's first enrollment.

An international student must have earned an appropriate degree to indicate that he/she is academically prepared and qualified to undertake the studies requested. Applicants to the graduate programs must have earned, in an institution of higher learning, a degree which is equivalent to a bachelor's degree from a regionally accredited university in the United States.

International students submitting an application will be sent preliminary information forms. Upon receipt of these forms, the Admissions Office will review the information provided and determine if the student has the appropriate background to undertake the studies proposed. If not, the applicant will be so advised by the Admissions Office and the application process terminated. If the student is eligible for further consideration, the Admissions Office will forward a formal application with additional instructions and information. A complete admissions application should be received by USF at least 6 months prior to the desired entry date, together with the non-refundable $15.00 application fee. Submission of a formal application does not guarantee admission. Priority in admission will be given to applicants whose credentials indicate the greatest likelihood of success in the program requested. The following items are required as a part of the formal application for all international students:

1. Completed application.
2. A $15.00 non-refundable fee submitted with the application.
3. A letter of recommendation from the last institution attended.
4. A certificate of financial ability showing proof of financial resources sufficient to cover tuition, fees, room and board, and other expenses for the full academic year. Travel costs must be assumed by the student in addition.
5. Applicants whose native language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL). Applicants to Engineering programs must make arrangements with the Office of Educational Testing Service to take the examination and to have their scores sent directly from the Educational Testing Service to the Office of Admissions. Student copies are not acceptable. Entering freshmen and transfer students with less than 60 semester or 90 quarter hours, should submit scores from the Scholastic Aptitude Test (SAT) or the American College Test (ACT).
6. International applicants must present certified transcripts showing subjects and grades for the last four years of secondary school and all university work completed. Transcripts and all other documents in a language other than English must be accompanied by a certified English translation signed and sealed by the U.S. Consul or other authorized government official. After acceptance to the University, applicants should be prepared to substantiate these documents by presenting the originals at registration. Documents submitted will not be returned to the applicant or forwarded to another institution.

Transient

A transient student is one who is coming from a regionally accredited institution and is permitted to enroll at the University for one quarter only before returning to his/her parent institution. The University requires a completed application, the $15.00 non-
Undergraduate Interinstitutional Transient Registration

USF participates in this State University System program to enable students to take advantage of special resources and programs available on another SUS campus but not available at their own institutions. An interinstitutional transient student must be recommended by his/her academic dean who will initiate a visiting arrangement with the appropriate dean at the host institution. By concurrence and mutual agreement of the appropriate academic authorities in both institutions, the student will receive a waiver of admission requirements and application fee of the host institution. By concurrence and mutual agreement of the appropriate academic authorities in both institutions, the student will receive a waiver of admission requirements and application fee of the host institution.

Dual Enrollment—High School

Dual enrollment in USF classes is open to academically qualified students currently enrolled in high school who are recommended by a high school counselor and a principal. (An applicant should secure the Dual Enrollment Recommendation form from the Office of New Student Relations.) High School students seeking dual enrollment status are preadvised by and obtain the Non-Degree Seeking Registration form (Special Student) from the Office of Advising, Division of University Studies. Dual enrollees register as special students and are admitted to USF classes on a space available basis during the first week of every semester. Up to 16 semester hours of college credits earned through dual enrollment may be applied toward the student's USF undergraduate degree when he is regularly enrolled after high school graduation.

Non-Degree Seeking (Special) Student

The Non-degree seeking (special) student enrollment process is on a space available basis and has been established for those individuals who, while not desirous of earning a degree, would like to enroll in university courses. Teachers needing to take courses for certification purposes, high school students (with the permission of their respective guidance counselor), individuals desirous of taking courses for self-enrichment, and senior citizens are examples of those eligible to utilize this enrollment method. Former USF degree-seeking students may only enroll as non-degree seekers if they have completed their previous degree program or earned an equivalent degree at another institution. Should the latter be the case, an official transcript (reflecting the degree) from that institution must be sent to the USF Registrar's Office (att: Registration area) prior to registration.

Individuals enrolling as non-degree seekers who plan to make formal application to the University may not apply more than 12 or 14 semester hours respectively toward a graduate or undergraduate degree.

Applicants denied admission to the University of South Florida as degree-seeking undergraduates may not enroll as Non-degree seeking (special) students. Performance in courses taken in this category will not qualify an applicant for admission as a degree-seeking student. The Faculty Committee on Student Admission must be petitioned for a waiver of this ruling.

Non-degree seeking students are subject to the same academic policies as undergraduate degree-seeking students and must adhere to deadline dates published in the University Class Schedule. Non-degree seeking students are not eligible to receive University honors or participate in the USF/Florida Public Community College Dual registration program. Non-degree seeking students who are academically dismissed from the University may appeal to the Academic Regulations Committee (ARC) to return. The student may appeal to this committee either through the ARC representative for the Division of University Studies or the representative for the college offering the courses in which the student seeks to enroll. See page 34 for further information. Potential non-degree seeking students should also refer to the section of the catalog of the college(s) offering the course(s) of interest to them to determine if any special college requirements exist which must be met prior to enrollment.

Florida residents, 60 years of age or older by the first day of a respective term (Florida Senior Citizens), may attend on a space available basis certain undergraduate and graduate courses without paying fees. Examinations will not be required nor will grades be given. A maximum of 3 courses per term may be taken. Complimentary parking permits and library cards will be provided for these individuals. Senior citizens register by attending the special Senior Citizen registration or by presenting the Non-Degree Seeking Registration Form for Senior Citizen Tuition Waiver to the course instructor during the registration period printed in the University Class Schedule. (Please be certain not to use the Non-Degree Seeking (Special) Student Form. Fees must accompany that form.) Advisement regarding this type of enrollment will be available at the Information and Registration Session held each term. During the first 5 days of the term, forms will be available in the Registrar's Office, Office of New Student Relations, Student Services Building (SVC) room 137. Further information may be obtained by contacting the Pre-Admission Advisor for Mature Students in the Office of New Student Relations, Student Services Building (SVC) 122, (813) 974-2076. Senior citizens desirous of taking courses on one of USF's regional campuses shall contact the respective campus’ Registrar's Office for registration instructions.

General registration procedures for non-degree seekers are as follows:

1. Centralized Registration
   Refer to the University Class Schedule for the date when non-degree seekers may register in the USF Gymnasium and complete registration instructions.

2. De-Centralized Registration
   Students may register on the Non-Degree Seeking (Special) Student Registration Form during the first five days of classes. Forms will be available in the Registrar's Office Forms Rack in the SVC lobby and in the colleges at the beginning of the Centralized non-degree seeking registration period. Refer to the University Class Schedule for specific dates, times, and complete registration instructions.

*See Florida residency requirements on page 19 of this catalog.

Graduate Students

Graduate Students should refer to the section on Graduate School, page 47.

Good Standing

USF students will be considered in Good Standing if they are currently enrolled or eligible to return to the University of South Florida.

Readmission (Former Students Returning)

A Former Student Returning (FSR) is any degree-seeking student who has not earned his/her degree and who has not been in attendance at the University during either of the two terms immediately preceding the term that enrollment is desired. Such students should secure a Former Student Returning Application from the Office of Records and Registration and return it to that office by the deadline indicated in the Academic Calendar to avoid extended delay at registration. Consult the appropriate semester's University Class Schedule for any procedural changes.

Former College of Education majors must contact the College of Education Advising Office for additional readmission requirements.

To be readmitted, a student must meet the following requirements:

1. Be eligible to return to the University of South Florida.
2. If attended another institution since last attending USF:
   a. Be in good standing and eligible to return to the last institution attended as a degree-seeking student.
b. Have achieved a grade point average of at least 2.0 on a 4.0 system on all college level academic courses attempted at institution(s) previously attended and also at the last institution attended.

Students who have attended another institution since their last enrollment must request that official transcripts of all work attempted at the other institution be sent to the USF Office of Records and Registration, Attention: Evaluation Clerk.

Former undergraduate students who have completed their baccalaureate degree, transient students, and non-degree seeking (Special) students who wish to enter graduate study for the first time as degree seekers must file a Graduate application in the Office of Admissions prior to the deadline listed in this catalog. An admission application fee is required for all students who have enrolled only for Continuing Education (off-campus) courses and for those who re-enrolled only as Non-Degree Seeking (Special) students. Students in the above categories are not considered Former Students Returning.

NOTE: Former USF students who have earned their baccalaureate degree at USF or at another institution and who now desire to return to USF to earn another undergraduate degree must file an "Undergraduate Application" with the Office of Admissions; no fee is required. A student may not work on a second undergraduate major or degree if he/she has been accepted into a graduate program.

Evening Courses

The admission requirements and achievement levels in the day and evening courses are the same. Any student accepted to the University may enroll in any courses offered in the evening which are appropriate to his/her program.

Faculty Committee on Student Admissions

The Faculty Committee on Student Admissions serves as an advisory body to the University administration on matters pertaining to the establishment and maintenance of policies, principles and regulations affecting the selection and admission of undergraduate students. It meets regularly to review petitions for waivers of USF admissions standards submitted by those applicants to undergraduate programs of the University who have been denied admission.

To petition the committee, an applicant must secure the appropriate form from the Office of Admissions. Completed forms should be returned to the Office of Admissions for review, and applicants will receive notification of the committee's action from the Office of Admissions.

Evaluation of Transfer of Credit

1. University of South Florida will accept credits only from those institutions accredited by one of the six regional accrediting agencies. However, USF reserves the right to deny credit for specific courses. The receipt and evaluation of transfer credit is the responsibility of the University Registrar. The Office of the Registrar will evaluate the acceptability of total credits transferable to the University. The college of the student's major will assign equivalent courses in determining which courses are applicable toward a specific degree at the University. Transfer students should be prepared with a personal copy of their transcript of all past course work to discuss advisement and placement with the appropriate academic adviser and should contact the college of their major soon after registration so that an official evaluation may be completed.

2. Effective Fall Quarter (I), 1976, all courses from a Florida Community College/University, bearing the same State Common Course prefix and last three numbers, are automatically transferred and transfer students may not be required to repeat these courses. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses—dance, acting, vocal, and instrumental music.

3. A transfer student from an accredited junior/community college may satisfy the General Distribution Requirements of the University by completing (before transfer) the general education program prescribed by that institution. Transcripts must certify that the general education requirements have been completed and, if appropriate, include graduation data.

4. Once students have earned a total of 60 semester hours of credit from one or more institutions, they may not transfer to USF any additional credit hours earned at lower level institutions. Under special circumstances, students may petition through the Academic Regulations Committee for acceptance of subsequent lower level transfer work above the 60 hours.

5. Credit will not be awarded for GED tests.

6. Service school courses will be evaluated with reference to the recommendation of the American Council of Education when official credentials have been presented. Such recommendation, however, is not binding upon the University.

7. A maximum of eight semester hours of credit for ROTC and military science courses will be awarded. Specific applicability towards a degree will vary with each college. Student must confer with his/her college adviser to determine the acceptability for his/her major. This was effective Quarter I (Fall), 1975. ROTC and military science taken prior to Fall, 1975 are not acceptable for transfer credit.

8. A maximum of 30 semester hours of extension, correspondence, military service education and College Level Examination Program (general examinations) credits can be applied toward a degree.

9. When transferring courses from previous institutions, USF will accept only the credit hours earned. Grades for those hours are not transferable. This means those grades will not be computed in the student's grade point average.

*Accrediting Agencies:

New England Association of Schools and Colleges
Middle States Association of Colleges and Secondary Schools, Commission on Institutions of Higher Education.
North Central Association of Colleges and Schools, Commission on Colleges and Universities
Northwest Association of Secondary and Higher Schools, Commission on Higher Schools
Southern Association of Colleges and Schools, Commission on Colleges
Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities and Accrediting Commission for Junior Colleges

Academic Advising for Admitted Undergraduate Students

The University seeks to provide all students with sufficient guidance and advice to select programs and courses best suited to their personal abilities, educational interests, and career objectives. To achieve this goal, an academic advising office is maintained in each of the eight colleges offering baccalaureate degrees and in the Division of University Studies.

Any student entering the University with fewer than 60 semester hours and upper level transfer students without an academic major are initially assigned to the Division of University Studies for academic advising. These students may declare a major (in most instances) by completing a form in the appropriate college advising office. Because of the highly structured nature of some programs, it is important that students check the college section of the catalog for advising or admission requirements (e.g., see College of Fine Arts and College of Engineering). Students who do not wish to declare a major are advised by the Division of University Studies. A student must declare a major no later than the end of the junior year (90 semester hours).

Students transferring to the University with 60 semester hours or more with a major are assigned to the college of that major for advising. It is necessary, however, that all students check in with their colleges upon arrival on campus. This can be accomplished during the Orientation Program. The purpose of the initial contact is to assign an academic adviser and to provide the college with routine information which assists the college in collecting and maintaining the necessary records to assure the student's proper progress toward educational goals.

In a few cases, only a limited number of students can be
admitted to a particular major. Students planning to enter such programs should be aware of this situation and should be prepared with alternative plans of action.

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All students are encouraged to establish an advising relationship with a college or the Division of University Studies and periodically visit their advisers to keep abreast of any policy, procedural, or curriculum changes which may affect them. In fact, some colleges require adviser approval of student programs each semester.

Course Registration for Admitted Students

Course registration is conducted in person by appointment during both the early and regular registration periods each semester. Appointment times and registration instructions are published each semester in the University Class Schedule. Students are encouraged to register early to allow time for schedule adjustments by the colleges.

Schedule adjustments for students who register during early registration can be made during the early or regular drop/add periods. Students registering during regular registration may make schedule adjustments during the regular drop/add period. (Deadline information is available in the Academic Calendar.)

Office of Community College Relations

All transfers should refer to other sections about undergraduate transfer on page 13.

Community/junior college and other undergraduate students planning to transfer to the University should contact the Office of Community College Relations (both before and after transfer) for needed assistance. The primary concern of the Office of Community College Relations is to assist community/junior and other college transfer students (and staff members of those colleges) to better understand the University of South Florida; its philosophy; its programs; and its procedural operations. This office, conversely, has a responsibility for the interpretation of the community/junior and other colleges to the University. The ultimate goal of the Office of Community College Relations is to ensure equity for the transfer student. One significant contribution toward this goal is the annual delivery of the updated Community College Counseling Manuals to every Florida community/junior college—and to other institutions by request.

Community College Relations works closely with Florida community/junior college students and staff, as well as with such USF offices as Admissions, Student Affairs, Records and Registration, and the various colleges and departments, while serving a coordinating function within the University by working with all areas concerned, in minimizing problems of transfer students coming to the University.

To assure continuity, high quality, and commonality in advising (to the extent possible with widely varying programs) the coordinator of advising of each college and the Division of University Studies, and representatives from the related offices of the Registrar, New Student Relations, and Community College Relations, meet periodically as the University's Council on Academic Advising. This Council is concerned with assuring timely availability of accurate information on University courses, programs, procedures and regulations to prospective, new and continuing students.

While the University provides advising services to assist students with academic planning, the responsibility for seeing that all graduation requirements are met rests with the student.
Office of Evaluation and Testing

The Office of Evaluation and Testing serves three principal functions:

1. Admissions and Academic Testing: Tests required for admission to colleges, graduate and professional schools as well as many other special tests are administered by this office. Examples are the SAT, ACT, GRE, Medical College and Law School Admission tests.

2. Test Development and Scoring Services: Analysis and advisory services are provided to aid in construction and validation of tests used in classes and instruments such as surveys and questionnaires for research purposes. Test scoring and analysis by machine (NCS 7008) are available to all faculty and authorized personnel.

3. Credit-By-Examination (see page 37): The College-Level Examination Program (CLEP) is administered through this office as are other examination programs designed to provide alternative means for students to achieve credit.

Continuing Education Credit Courses

Through its School of Continuing Education, the University of South Florida offers credit courses and programs to serve the in-service and continuing education needs of a geographical area which encompasses Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, and Sarasota Counties.

Both degree and non-degree seekers may participate in the continuing education credit program. Students desiring to obtain a degree must, however, apply for admission to the University as a degree seeking student (see Requirements for Admission) at an early date so that courses taken may be considered for inclusion in a program of studies (see appropriate college programs).

To assure quality of instruction, continuing education credit courses, for the most part, are taught by the regular faculty of the University. When this is not possible, outstanding instructional personnel are recruited from neighboring accredited institutions. In addition, the University System Extension Library makes available for each continuing education course the latest in reference materials.

The academic calendar for courses scheduled off-campus is essentially the same as for the University's on-campus credit program. Classes are generally scheduled once a week.

Although some continuing education credit courses are generated by the University itself, most originate through requests that are initiated by individuals or interested groups. Requests for continuing education courses in the field of Education should be submitted to County Extension Coordinators designated by the county superintendents of schools. Requests for continuing education courses in all other areas should be transmitted by individuals, groups, companies, agencies, etc., directly to the School of Continuing Education, University of South Florida, Tampa, Florida 33620.

Enrollment in Continuing Education Courses

Enrollment in a continuing education off-campus credit course is accomplished by mail only. Enrollment forms may be obtained at the Office of Records and Registration, the Division of Lifelong Learning, from the local county school board offices, or from the course instructor at the first class session.

1. The enrollment form and payment of fees must be postmarked no later than the deadline announced in the University Class Schedule.

2. On-campus students enrolling in a continuing education course must use the enrollment by mail procedure.

3. Fees for continuing education courses are assessed the same as fees for classified and unclassified students. Consult the Fees Section on page 21 for detailed information.

4. Enrollment forms for students whose fees are to be paid by school boards or state or federal grants must be forwarded in accordance with registration deadlines. Payment of fees or appropriate purchase orders must be enclosed with enrollment forms.

5. It is the responsibility of the individual student to ascertain that he or she has met the course prerequisites as published in this Catalog.

Mature Student Admission: Education For Adults

Recognizing that education is a life-long process, the University of South Florida has developed programs and courses designed specifically to meet the needs of students over 25 years of age. The University seeks to promote a better understanding of life in a changing world by means of instruction offered in a variety of ways— with and without academic credit. Programs are available for adults who wish to begin a college program, for those who are seeking to complete their interrupted college education, and for those who have earned a community college degree and now wish to earn the bachelor's degree. In addition, a wide variety of courses is offered in both the daytime and evening for those who wish to update a degree earned in the past or for those who are seeking to enrich their intellectual and cultural life.

Students who are above the traditional college age often have unique educational considerations that require special services. Pre-admission counseling for mature students is available in the Office of New Student Relations (see page 30).
FINANCIAL INFORMATION

Resident Status—Florida and Non-Florida

1. For the purpose of assessing registration and tuition fees, a student shall be classified as a "Florida" or "non-Florida" student.

(a) A "Florida student" is a person who has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls. In determining residency, the University may require evidence such as voter registration card, driver's license, automobile registration, location of bank account, rent receipts, or any other relevant materials as evidence that the applicant has maintained continuous residency. Physical presence for the entire twelve-month period need not be required so long as the conduct of the student, taken in total, manifests an intention to make Florida his or her permanent dwelling place. If such student is a minor, it shall mean that the parent or parents, or legal guardian of the student shall have domicile in and have resided in the state of Florida for the period stated above. "Florida student" classification shall also be construed to include students who hold an Immigration and Naturalization Form 1-151, Resident Alien Registration Receipt Card, or Cuban Nationals or Vietnamese Refugees who are considered as Resident Aliens, provided such students meet the residency requirement stated above and comply with subsection 2, below. The burden of establishing facts which justify classification of a student as a resident and domiciliary entitled to "Florida student" registration rates is on the applicant for such classification. A resident alien student, to qualify for Florida residency, must have resided in the state of Florida for 12 months after receipt of his/her resident alien status. This is to include a resident alien parent of a student who is under the age of 18.

(b) In applying this policy:

(1) "Student" shall mean a person admitted to the institution, or a person allowed to register at the institution on a space available basis.

(2) "Minor" shall mean a person who has not attained the age of 18 years, and whose disabilities of minority have not been removed by reason of marriage or by a court of competent jurisdiction.

(3) "Domicile" for fee paying purposes shall denote a person's true, fixed, and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he expects to return when he leaves, without intent to establish domicile elsewhere.

(4) "Parent" shall mean a minor's father or mother, or if one parent has custody of a minor applicant, it is the parent having court assigned financial responsibility for the education of the student; or if there is a court appointed guardian or legal custodian of the minor applicant, it shall mean the guardian or legal custodian.

(5) The term "dependent as defined in sections 151(c)(1)(2)(3) and (4) of the Internal Revenue Code of 1954. A copy of these provisions in the Internal Revenue Code of 1954 is incorporated in this rule by reference.

(6) A "non-Florida" student is a person not meeting the requirements of subsection (a) above.

2. In all applications for admission or registration at the institution on a space available basis, a Florida applicant, or, if a minor, the parent or legal guardian of the minor applicant, shall make and file with such application a written statement, under oath, that the applicant is a bona fide citizen, resident, and domiciliary of
the state of Florida, entitled as such to classification as a “Florida student” classification must be supported by evidence as stated in Section 6C-7.05(1), Administrative Code of Florida, if requested by the registering authority.

3. A “non-Florida student” or, if a minor, his parent or guardian, after having been a resident and domiciliary of Florida for twelve (12) consecutive months, may apply for and be granted reclassification prior to the first day of classes of any subsequent term; provided, however, that those students who are non-resident aliens or who are in the United States on a non-immigration visa will not be entitled to reclassification. A “non-Florida student” must have resided in the state of Florida with the intent to establish domicile for at least twelve (12) consecutive months after reaching the age of majority. An application for reclassification as a “Florida student” shall comply with provisions of subsections 2, above. An applicant who has been classified as a “non-Florida student” at time of original enrollment shall furnish evidence as stated in Sec. 6C-7.05(1), Administrative Code of Florida, to the satisfaction of the registering authority that the applicant has maintained continuous residency in the state for the twelve months required to establish residence for tuition purposes. In the absence of such evidence, the applicant shall not be reclassified as a “Florida student.” In addition, the application for reclassification must be accompanied by a certified copy of a declaration of intent to establish legal domicile in the state, which intent must have been filed with the Clerk of the Circuit Court, as provided by Section 222.17, Florida Statutes. If the request for reclassification and the necessary documentation is not received by the Registrar prior to the last day of registration for the term in which the student intends to be reclassified, the student will not be reclassified for that term.

4. Unless evidence to the contrary appears, it shall be presumed by the registering authority of the institution at which a student is registering that:

(a) The spouse of any person who is classified or is eligible for classification as a “Florida student” is likewise entitled to classification as a “Florida student”. This provision will not apply in the case of students who are non-resident aliens or who are in the United States on a non-immigration visa.

(b) If an applicant’s eligibility for classification as a “Florida student” is based on the residency of the spouse, the spouse shall make and file with the application a written statement under oath, that said person is the spouse of the applicant and a bona fide citizen, resident and domiciliary of the state of Florida, entitled as such to classification as a “Florida student.”

(c) No person over the age of 18 years shall be deemed to have gained residence while attending any educational institution in this state as a full-time student, as such status is defined by the Board of Regents, in the absence of a clear demonstration that he has established domicile and residency in the state, as provided under subsection 3, above.

(d) Any “Florida student” who remains in the state, after his/her parent, who was previously domiciled in Florida or stationed in Florida on military orders removes from this state, shall be entitled to remain classified as a “Florida student” so long as his or her attendance at a school or schools in Florida shall be deemed “continuous.” However, such student claiming continuous attendance must have been enrolled at a Florida school, college or university for a normal academic year in each calendar year, or the appropriate portion or portions thereof, from the beginning of the period for which continuous attendance is claimed. Such a student need not attend summer sessions or other such intersession beyond the normal academic year in order to render his attendance “continuous.”

5. Appeal from a determination denying Florida status to any applicant therefore may be initiated after appropriate administrative remedies are exhausted by the filing of a petition for review pursuant to Section 120.68 Florida Statutes in the District Court of Appeal in the appellate district in which the institution maintains its headquarters or where a party resides.

6. Any student granted status as a “Florida student” which status is based on a sworn statement which is false shall, upon a determination of such falsity, be subject to such disciplinary sanctions as may be imposed by the president of the university.

7. Special Categories—The following categories shall be treated as Florida residents for tuition purposes if adequate documentation is provided:

(a) A member of the Armed Services of the United States who is stationed in Florida on active duty pursuant to military orders, the spouse and dependent students. Military duty must be verified by a copy of the military orders and a statement from the unit commander stating that the student is on active duty and the date stationed in Florida.

(b) A veteran of the Armed Forces of the United States of America with twenty (20) or more years of active military service, including the spouse and dependent students of such veteran’s immediate family, provided that the veteran is in Florida at time of retirement or moves to Florida within one year following retirement and files a declaration of Florida domicile. Military service must be verified by a copy of DD 214 and a notarized statement that the student has moved to Florida with the intention of making Florida his permanent home and the date moved.

(c) Full-time elementary, secondary, and community college faculty members under current teaching contracts in the state of Florida, and their spouses and dependent students. Contractual status must be verified by a written statement from school official or copy of teaching contract.

(d) Full-time faculty, administrative and professional, and career service employees of the University System and their spouses and dependent students. Employment status must be verified by a statement from his employer.

(e) A student certified by his respective state for participation in the Academic Common Market Program of the Southern Regional Education Board who is enrolled in a program approved by the Florida Board of Regents.

(f) Florida domiciliaries living in the Panama Canal Zone who have not established domicile elsewhere, including the spouse and dependent students.

(g) Florida residents who had their residency in Florida interrupted by service in the U.S. armed forces, the Peace Corps or other similar volunteer organizations fostered by the United States government shall be deemed to have had residency in Florida during times of service in the aforementioned organizations.

8. Reciprocal Agreements. The Board of Regents may enter into agreements with appropriate agencies and institutions of higher education in other states and foreign countries providing for the reciprocal exchange of students enrolled and prospective in higher educational institutions to facilitate utilization of public higher educational institutions in this State and other states or countries. Such agreements may include provisions for waiver or reduction of non-resident tuition for designated categories of students and may include contractual payments to such other state or country, subject to the availability of appropriations. Such agreements shall have as their purpose the mutual improvement of educational advantages for residents of this State and such other states or countries with whom agreements may be made.

To establish Florida residence, a student applying for admission should complete the residence affidavit on the application form. The Director of Admissions is responsible for and will make the residency determination for all new first time entering students and for former students returning at a new level by means of a new application. Decisions may be appealed as designated in University rules to the Vice President of Student Affairs.

To change status from non-Florida, a student must do the following:

1. Obtain a “Change of Residency Request” form from the Registrar’s Office. Complete the form and attach all the requested copies of proof of residency to the form.

2. Obtain a Declaration of Domicile at the county courthouse in the county of residency, have it notarized and recorded at that courthouse. Attach a “copy” of the recorded document to the Change of Residency form.

3. Submit the above forms to the Registrar’s Office.

4. The above forms and documents must be submitted no later than the fifth day of classes for the term requested, if reclassification is to be considered.
The following fee schedule applies to all University of South Florida students with the exception of those in the Bachelor of Independent Studies, External Degree Program. For information on the BIS Program fees, see page 41.

Please note that all semester fees shown herein are estimates based upon existing quarter fees, as the State Legislature had not acted on revised fees at the time of publication of this Catalog. Please consult your guidance counselor or the USF Office of Admissions for current fee information.

All fees are subject to change by action of the State Legislature, without prior notice. The University will make every effort to advertise any such changes if they occur.

1. Initial Application Fee
   (Each application—not refundable) $15.00

2. Registration and Tuition Fee
   Students who pre-register may receive a bill through the mail or be instructed to pick one up in the Student Services Building. However, the University is not obligated to send out such a bill. The student is responsible for paying fees in full by the appropriate due date stated in the particular semester’s “Schedule of Classes.” Failure to do so will result in the student being assessed the $25.00 late payment fee.

A. Fee Structure
   Fees are assessed by course level—not student classification.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Estimated Fees, Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower/Upper (0001-2999)</td>
<td>Resident: $23.00</td>
</tr>
<tr>
<td>(3000-4999)</td>
<td>25.00</td>
</tr>
<tr>
<td>Graduate (5000 and over)</td>
<td>33.00</td>
</tr>
<tr>
<td>Thesis and Dissertation</td>
<td>36.00</td>
</tr>
</tbody>
</table>

See “Resident Status,” above.

NOTE: 1. There is no ceiling (maximum) on the amount which a student may be assessed for a single semester.

2. In addition to the above, each student who enrolls for five or more credit hours on the Tampa Campus or six or more credit hours on the Sarasota campus must pay an estimated $18.00 student health fee for the semester. A student enrolling for four or less credit hours on the Tampa campus or five or less credit hours on the Sarasota campus may voluntarily pay the health fee by the end of the first week of class.

3. Effective Summer 1982, the undergraduate fees shown above will be reduced by an estimated $9.00 per credit hour for courses taken during the Summer session.

4. Students who only register for a co-op assignment must pay a minimum of one (1) hour at the level of the co-op assignment.

   Students who are not registered for any courses and apply for graduation must pay for one hour at the level of graduation (i.e., $25.00 for a Bachelor’s Degree or Associate of Arts degree and $33.00 for a higher level degree).

5. Cashier’s Office Hours—
   Regular Registration—See regular registration dates and times in “Schedule of Classes” for appropriate semester.
   First Week of Class—Monday through Thursday, 9:00 a.m. through 6:30 p.m.
   Remainder of Semester—Monday through Friday, 9:00 a.m. through 3:00 p.m.

6. Registration fee payment should be mailed to:
   Division of Finance and Accounting
   University of South Florida
   4202 Fowler Avenue
   Tampa, Florida 33620

7. I.D. Card Validation Hours—
   Regular Registration—See regular registration dates and times in “Schedule of Classes” for appropriate semester.
   First Week of Class—Monday through Thursday, 9:00 a.m. through 6:30 p.m.
   Remainder of Semester—Monday through Friday, 9:00 a.m. through 3:00 p.m.

8. Reinstatement Fee
   There will be a reinstatement period from the beginning of the sixth week of class through the end of the seventh week of class. Any student wishing to be reinstated must apply in writing during that period. All fees plus a $25.00 late payment fee and a $25.00 reinstatement fee must be paid by cash, cashier’s check, or money order immediately if the reinstatement is granted. There will be no reinstatement after the seventh week of class for any errors other than administrative errors (errors caused primarily by the University).

9. Intern Certificate of Participation
   Students who present Intern Certificates for payment of their registration fees will have to pay an estimated $3.00 per credit hour charge for all credit hours taken during the semester. By paying an estimated $3.00 per credit hour charge and presenting an Intern Certificate, a student will be allowed to register for an
unlimited number of credit hours during a single semester. These students will not be charged a student health fee.

10. Staff Waivers
Career Service employees of any state agency wishing to enroll in tuition-free courses should obtain a State waiver form from their various State agencies and complete it prior to registering. After registering, only on a State employee registration form during the State employee registration period, the State waiver and registration form should be brought to the Cashier’s Office, ADM 131, during the first week of class. If not brought in during the first week of class, the employee is subject to a $25.00 late fee charge. State employees registering under this rule for more than six credit hours shall pay registration fees (including the health fee) for the hours in excess of six.

11. Deferment for VA Students
Students receiving VA benefits who have applied in writing no later than the specified date for the 60-day deferment of fees from the Office of Veteran’s Affairs have until a specified date (see “Schedule of Classes”) to pay registration fees in full.

Refund of Fees
Registration fees will be refunded under certain conditions upon presentation to the Division of Finance and Accounting of an authorization issued by the Office of the Registrar.

1. Issuance
The processing of a registration refund will be detained for a two-week period immediately following the last day to pay fees without a late fee.

2. Withdrawals
A. When officially requested by a student, a full refund of registration fees will be made if a student withdraws from the University on or before the final day of the regular "Drop/Add" period.
B. No refund of registration fees will be made if the student withdraws after the final day of the “Drop/Add” period except in the following cases:
   (1) If a student is involuntarily called back to duty with the armed forces.
   (2) Death of the student or death in the immediate family—parent, spouse, child, or sibling.
   (3) Incapacitating illness of such duration and severity as to preclude successful completion of the academic program for the term for which a student is enrolled.

In the instances stated above, the refund will have an estimated $3.00 per hour withdrawal fee deducted, regardless of course level.

3. Cancellations
A. A student who at any time has his registration cancelled by the University because he was allowed to register in error is entitled to a full refund of his registration fees.
B. A student may be cancelled by the University when registration and tuition fees are not paid in full by the last day of the regular “Drop/Add” period, (first week of classes) except when a deferment is granted by the University.

4. Reduction of Class Load
A student must officially drop a course within the “Drop/Add” period in order to be eligible for a refund. A “Registration Refund Request” form must be completed and presented to the Division of Finance and Accounting before any refunds will be initiated. The refund will be the amount paid less proper charges per hour for each hour continued.

5. Late Fees
Late registration fees are not refundable.

6. Refund Monies Used to Clear University Debts
Deductions from authorized refunds will be made for unpaid accounts due the University.

Check Cashing Service
The University offers check cashing services under the following conditions:
1. The University will accept personal checks for accounts due to the University. Each student is urged to make his own financial arrangements through his choice of commercial banks.
2. The University Bookstore will cash personal checks not exceeding $50.00.
3. A service charge of 25 cents is made for each check cashed.
4. Responsibility for the check rests with the final endorser.
5. The University will not cash three-party checks.
6. All checks returned by the bank must be cleared within 5 days from the date of notification to the student. Failure to comply will result in cancellation of the student’s registration. There is a $5 charge for each returned check.

Payments of Accounts Due the University
Charges against students for loss or breakage of University equipment, books, fines and other charges are due. delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript for any student whose account with the University is delinquent. Payments should be brought into the Cashier’s Office, Administration Building. Payments may be mailed to Finance and Accounting, University of South Florida, Tampa, Florida 33620.

Financial Aids
The University of South Florida has an established comprehensive Financial Aid Program that assists qualified U.S. students with their educational expenses. Financial assistance is granted on the basis of financial need, academic promise, and character. Generally speaking, academic merit, combined with financial need, determines whether aid is given, and the financial need determines the amount.

Financial assistance includes scholarships and/or grants, long-term loans, and on-campus employment. Students with a 3.0 or above grade point average may apply for scholarships as well as other types of assistance, while students with a grade point average below 3.0 will be considered for assistance other than scholarships.

Short-term, or emergency loans, are also available to help students in the event of a temporary unexpected short-term requirement for educational purposes.

In order to be considered for financial aid, the student must complete a USF Financial Aid Application, and file a Financial Aid Form (FAF) with the College Scholarship Service. These forms are available at the Office of Financial Aids. Priority will be given to students who are registered full time, i.e., 12 or more hours as an undergraduate and 8 or more hours as a graduate. To have financial aid renewed or extended, the undergraduate student must complete at least 24 new semester hours (36 quarter hours) each academic year.
with a 2.0 or above, for an average of 12 new hours each semester.

The deadline for applying for scholarships is February 1 for the academic year beginning the following August, and priority will be given to those students who apply for other types of assistance prior to February 1. In awarding financial assistance, no student is discriminated against because of race, religion, creed, age, sex, color, national origin, handicap, or marital status.

**Vehicle Regulations and Fees**

**Bicycles**
The fee for bicycles is $1.00. Bicycles need only be registered once. The decal issued for bicycles is valid for four years. A booklet entitled "USF Bicycle Traffic and Parking Regulations" will be issued to each student registering a bicycle.

**Handicapped**
Students with permanent disabilities which impede walking may register vehicles without charge, and receive a specially assigned parking space.

**Evening Students**
Vehicle registration requirements and fees apply to evening students as well as day students.

**Special Services**

Veterans with a service-connected disability requesting benefits under Chapter 31 must present a VA Authorization form for the effective period of enrollment at USF. Those students may contact the Office of Loans and Scholarships no earlier than the respective semester’s regular registration date for a book slip and ID card validation.

Other VA benefits include additional amounts of compensation and pension, which may be payable to eligible veterans and widows or widowers of veterans for the enrollment of dependent children. The students, parents, or guardians are responsible for notifying the VA Regional Office (where the veteran's records are located) directly of enrollment and termination of enrollment.

**Social Security Benefits**

Fulltime students between the ages of 18 and 22 who are eligible for Social Security benefits should notify their local Social Security office to request enrollment certification through the Tampa Social Security Office. To be considered full-time at USF, students must enroll for a minimum of 12 semester hours each semester except for spring and summer terms. Contact certifications area in the Office of Records and Registration for specific information concerning spring and summer Terms. It is the student’s responsibility to notify the Social Security Administration when he/she ceases to be enrolled full-time.

**Railroad Retirement Annuity Award**
The University maintains records on students receiving Railroad Retirement Annuity Award benefits and notifies the Board when a student ceases to be enrolled full-time. A student ceases to be enrolled full-time when he/she is enrolled for less than 12 hours as an undergraduate and 8 hours as a graduate.

To initiate benefits, students should contact the Railroad Retirement Board.

**Bookstores**

**Textbook Center**
Textbooks are located in the Textbook Center adjacent to the Central Receiving Building. Every attempt is made to have all required and recommended texts available the first day of registration.

**USF Bookstore and Campus Shop**
The USF Bookstore and Campus Shop, located in the University Center, serves the University community by providing numerous goods and services.

The Art and Engineering Department contains all course supplies of art, engineering, and science classes, as well as many hobby and general purpose items. Oil or water base paint, brushes, art paper, electronic calculators, graph paper, drafting supplies, dissecting kits, and lab notebooks are among the many items in this department.

The Supply Department stocks all the basic school supplies and
course required supplies necessary to fulfill course needs—notebooks, notebook paper, pens, pencils, etc.
The Customer Service Department stocks a large assortment of items which includes candy, cigarettes, tobacco products, health and beauty aids. This department provides many helpful services—film developing, college ring order service, fresh flower gift service, magazine subscriptions at student rates, etc.
The Social Expression Department contains a complete selection of traditional and contemporary greeting cards and stationery.

The General Book Department is located in the basement of the Bookstore and features approximately 13,000 different titles, including the very latest in fiction, non-fiction, reference, study aids, and children's books. A copy center and check-cashing facilities are also located in this area.

Check Cashing
The Bookstore provides a check-cashing facility for students, staff, and faculty. Cash limit is $50.00. Students current fee card and picture ID or current staff card must be presented for identification.
The University of South Florida is dedicated to the intellectual, social and moral development of students in order to provide responsible leaders who can work effectively in a democratic society. The University has a concern for the total life of the student, both in and out of the classroom. Diversity of opinion, criticism, and dissent are essential in discharging these responsibilities, and this has been set forth and safeguarded in the Board of Regent's policies (Sec. 6e, Administrative Code of Florida).

As a condition for admission to one of the State Universities of Florida, students agree to abide by the policies of the Board of Regent's and by the rules and regulations of the institution. The University has the right and responsibility to determine who shall be admitted to the institution; and under what conditions one may continue as a student. Administrative due process and the right of review in all disciplinary hearings are provided by the University.

University officials and particularly the Vice President for Student Affairs and his staff are charged with the responsibility of interpreting the policies of the Board of Regents to students and others in the University community, and with developing positive student personnel programs which further the intellectual, social, and moral development of students.

Office of Students Affairs

The Vice President for Student Affairs, and the staff members in that area of administration to maintain a campus environment conducive to learning. First they offer services enabling students to cope effectively with factors of personal and social living that affect academic work: academic advising, financial aid, health service, individual and group counseling, career planning, standards of conduct and performance, due process in disciplinary action, procedures for redressing grievances, and advice and assistance in time of trouble. Second, they provide programs enabling students to participate effectively in the corporate life of the University: orientation (FOCUS), equal opportunity programs, residence halls, student government, student publications, organizations, activities, and events of special interest.

The Office of the Vice President for Student Affairs is responsible for notifying all involved parties in the event of the death of a student.

Standards and Discipline

Just as the University tries to maintain high standards of academic performance, its members try to support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions of academic and personal freedom in the University.

The University may deny admission or refuse continued enrollment to students whose actions are contrary to the purposes of the University, or impair the welfare and freedoms of other members of the University.

Standards of personal conduct are published in a handbook which is available to students in the Office of the Vice President for Student Affairs, the information counter in the Student Services Building, and the information counter in the University Center. Disciplinary procedures are followed when a student fails to exercise his responsibility adequately or commits some offense, participation in discussion of the matter and presentation of information in one's own behalf, the right to seek counsel in one's own best interest, and the right of appeal. These procedures are also described in the handbook.

Self-discipline and sensitivity to the rights and interests of others are the principal elements of University discipline. Students are entitled to seek advice on any matter of judgment, conduct or human relations that may concern them, and to participate in the development of standards of conduct supporting their interest in the purpose of the University.

Many students have asked for advice on standards of dress and personal appearance. Campus dress is expected to be appropriate to the activity in which the individual is engaged.

Student Government

All regularly enrolled students are voting members of the Student Government of the University of South Florida. They elect the college councils, the Student Government officers, and the student representatives to the University Senate. Student Government is an agency representing student interests in plans, programs, policies and procedures at the University, and securing student representation in University governance. The Student Government office also helps students deal with special problems in areas such as off-campus housing and referral for legal assistance.

Grievance Procedure

In order to assure to students the right to redress of grievances, the Office of Student Affairs is responsible for a grievance procedure. Any student may file a question, complaint, or statement of grievance, in the Office of Student Affairs, in person or in writing. A course of action or other answer will be given by a member of the staff of the Office of Student Affairs, within the week if possible. Students who do not wish to identify themselves or to provide local addresses will find the reply published in the earliest possible edition of the Oracle.

St. Petersburg and Sarasota Campuses

Student Affairs offices are also maintained at the St. Petersburg and Sarasota campuses. For information about the services and programs provided for these students, see page 9.

Financial Aids

The student financial aid program at the University of South Florida is a part of the Student Affairs program. For detailed information about financial aids see page 22.

Student Health Service

Comprehensive health care is provided through the University Student Health Service for all students who have paid the Health Fee. Students taking five hours or more per semester on the Tampa Campus are required to pay a Health Fee. All other USF students are eligible to pay the Health Fee on a voluntary basis.

The Health Center is located on the fourth floor of the University Center building. A walk-in clinic and medical laboratory are maintained for outpatient treatment.

University physicians have office hours by appointment, Monday through Friday. Registered nurses are on duty during Health Service hours.
International Students

The University welcomes qualified students from other countries to the campus community. This international exchange lends to the enrichment of life, intellectual development, research and understanding, and exposes the students, faculty and staff to cultural and national differences in outlook, experience and ideas.

The Office of the International Student Adviser provides for the special needs of international students by assisting their integration into the University community. This office aids the international students in meeting the requirements of the University, Department of Immigration and Naturalization Service, and other agencies. Orientation and intercultural programming are services provided by the International Student Adviser.

Disabled Students

The University of South Florida has good facilities for persons with disabilities and encourages their enrollment in the University. Due to the mild climate, relatively flat terrain, modern architecture and recent modifications, many persons with significant disabilities have been able to function independently and successfully in the University environment.

All academic programs, campus organizations and activities are open to students who are disabled. The University attempts to integrate students who are disabled into the University as completely as possible.

The advisor to disabled students provides assistance in referral for academic advising, personal and social counseling, and information concerning events of individual and group interests. Additional information will be provided upon request by the advisor, CTR 217, University of South Florida, Tampa, Florida 33620.

Additional services may be provided through the Special Services program.

Additional services, such as readers, notetakers, interpreters and campus mobility assistance, etc., which are needed for class participation, may be procured through the Handicapped Student Services program. Students with a disabling condition who need these services should contact the Coordinator of Handicapped Services. These requests should be made prior to registration if at all possible. Further information may be obtained by writing the Coordinator of Handicapped Services at the University of South Florida, LIB-620, Tampa, Florida 33620, or by calling 974-4301.

Division of Cooperative Education & Placement

One of the recognized goals of a college education is to maximize career satisfaction and the University of South Florida has dedicated itself to the purpose of assisting students in realizing their career objectives. Undergraduate students are encouraged to participate in the Cooperative Education Program and graduating students are urged to take advantage of the Placement Service.

Cooperative Education Program

The Cooperative Education Program is an academic program open to majors in most disciplines offered at the University. The program's objective is a balanced education where occupational experience is an integral part of formal education and theory is blended with practice. In addition to regular classroom and laboratory exercises, it acquaints the student with the world of work and a professional environment. The ultimate objectives of the program are to provide increased relevance in the educational process, give direction in career planning, bring business, industry, and government agencies close to the educational program of the University; give the University a better understanding of the market place for their graduates; and facilitate the placement of graduates into permanent employment of worthy employers.

A student must complete a minimum of 45 quarter hours of academic work with a grade point average of 2.5 or better before being assigned to an employer. Students transferring from other schools must complete one semester on the USF campus prior to a work assignment in addition to a 2.5 grade point average. Qualifying students are assigned to a team and alternate between semesters of training (paid employment) and semesters of study until they complete a minimum of three semesters of off-campus work assignments. All University of South Florida cooperative programs are approximately four years in length except in the College of Engineering, which requires somewhat longer.

The University will assign students to training programs relevant to their educational and professional goals. Usually students are first placed on assignments where they can learn the fundamentals. They may then advance in the type of assignment from training period to training period.

Students are encouraged to make application for placement in the program at least one semester prior to their desire to go on a training assignment. Once a student is accepted into the program, the university assigns them a training assignment leading to a degree. The students must remain on the alternating pattern of training and study until they complete the three semester requirement and are released from the Cooperative Education Program by the Director of the program. Students signing an agreement covering training periods are obligated to fulfill their agreement.

Students who fail to report for a training period after signing an agreement, or who fail to keep their agreement to remain with an employer to the end of a given training assignment, will receive a "U" grade and will be dropped from the program.

Cooperative Education students will be expected to meet deadlines for registering and for paying registration fees with any exceptions brought to the attention of the appropriate administrator by the Director of Cooperative Education and Placement.

Cooperative Education students may take course work during their training period not to exceed six hours. Details of the arrangements should be discussed with the Cooperative Education Director or a Coordinator.

Plans to develop a Comprehensive Cooperative Education Program in the College of Engineering are in the early stages. It is hoped that resources will permit a gradual implementation of a comprehensive program beginning in the Fall semester of 1981. It is anticipated that in time most students from the College of Engineering will become Cooperative Education students and students who do not participate will become the exception rather than the rule. It is hoped that the transition to a comprehensive program will be accomplished in five to six years.

Graduating Students and Alumni

Each year representatives from business and industry, educational systems, and governmental agencies throughout the United States will conduct on-campus recruiting interviews for graduating students. In addition, employers will list career employment vacancies throughout the year and request referrals of qualified candidates. Graduating students should register with the office early in their graduating year to insure the establishment of their placement credentials. Resume referral services are available to alumni desiring career relocations.

The Occupational and Employer Information Library provides materials on vocational guidance, career opportunities, and employers.

The following data concerning the statistical records of some of our 1980 graduates is provided for your information. It is hoped that this information will be helpful to you in making decisions for your future academic pursuits.

You should be aware that registration with the Office of Cooperative Education and Placement (by which the data is compiled) is entirely voluntary on the part of the student and that the student is not required to provide follow-up information on
employment. This should be considered when examining the different percentages of registered students, the percentages that report employment, and the percentages remaining on active or inactive file, many of whom may have obtained employment without reporting it.

This survey encompasses University of South Florida seniors who graduated from August 1979 through July 1980. Only those students who registered with the Placement Office were surveyed for the placement and salary information contained in this report. This information was gathered from employers, students, and survey letters.

Of 4,278+ graduating students, 1,460 or 34.1% registered with the Placement Office. Of the 1,460 registered graduating students:
- 375—25.7%—accepted positions
- 235—16.1%—remained on active file for referral
- 850—58.2%—were inactive

NOTE: Questions concerning salary range should be directed to the Cooperative Education and Placement Office for explanation.

*Excluding College of Nursing and Bachelor of Independent Studies

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<th>Colleges</th>
<th>Degree</th>
<th>Name of Graduates</th>
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<th>Placement</th>
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<th>Arranged With Job</th>
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<th>Average Annual Salary</th>
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*Either Education Specialist or Doctoral Degree
**10-Month Salary

Housing

The residence hall program at USF is an integral part of the total educational experience at the University of South Florida. It is within this residential environment of the campus that students experience identity with the university community, finding on-going opportunities for intellectual, social, recreational, and vocational growth. Within the functional, pleasant surroundings of the residence halls professional staff members are available to foster academic and personal adjustment and to facilitate interpersonal communication as students from all over the country establish friendships and share in cultural exchange.

University residence hall space is limited, but every regularly-enrolled student is eligible to apply. Contracts are released on a first-come, first-served basis upon receipt of the housing application form which each student receives with his/her official university notification of acceptance to the University.

Residence Halls

The twelve halls within the Division of Housing and Food Service are clustered around two centers of community activity—the Argos and Andros Complexes. Each of the complexes provides a core of services for its residents including a central communications desk, mail delivery, TV and study lounges, and complete cafeteria and snack facilities. This arrangement has encouraged resident interaction while bringing the residence hall staff close to the needs of students. Although both Argos and Andros Complexes provide the same basic services, they represent different options in campus living.

The Argos Complex of residence halls—Alpha, Beta, and Gamma—represents traditional hall living. This arrangement provides attractive double-room accommodations designed for both studying and sleeping. The 40-50 residents occupying a living unit share common bath facilities which are attended daily by the hall's housekeeping staff. Centrally-located Lobby areas, laundry rooms, and snack machines further describe the housing arrangements for the women of Gamma and Alpha (East Wing) and the men of Beta and Alpha (West Wing).

The Andros Complex, consisting of the nine small halls—Delta, Epsilon, Kappa, and Mu for women and Iota, Lambda, Theta, Eta, and Zeta for men—is characterized by the suite arrangements. Suites are designed to accommodate eight residents—two sharing a bedroom, four sharing a study area, and eight sharing bath facilities. With five suites on each living unit, the 40 residents find that the small kitchenette/lounge and laundry room become centers of floor activity.

Whether residing in Andros or Argos Complex, residents will enjoy the comfort, freedom and peace of mind that comes from living in fully air-conditioned halls with 24-hour security control. In addition, most rooms are carpeted throughout and all rooms are furnished to provide a bed, desk, chair, dresser, closet and bookshelf for each resident. Outside, two swimming pools and numerous tennis, handball, racquetball and basketball courts await leisure-time recreation fans. And, of course, there are always opportunities for residents to become involved in the on-going area of residence hall programming.

Off-Campus Housing

The Student Government office located in the University Center maintains a list of off-campus housing. Listings are accepted only from householders and landlords who do not discriminate because of race, color, or national origin. Rental arrangements may best be made after personal inspection of facilities and conference with the householder before the University opens. Fall semester arrangements may be made during the summer.

Food Service

A variety of food service facilities are provided at USF, including residence hall cafeterias, satellite snack bars throughout the campus, complete vending services, and contractor endeavors in every way possible to meet the general and specific food service needs of the USF community.

University Center

The University Center seeks to facilitate another dimension of the educational experience by providing an environment for informal association outside the classroom. It provides facilities, services, and programs to enhance the social, cultural, and recreational life of the University. The information service desk serves as the coordinating center for the numerous and varied services and activities of the University Center and out-of-class student life. It is here that student organizations schedule facilities and request services for their
various activities. The master schedule of all student activities is maintained at this location.

Many of the University center facilities and services provide for personal and social needs. The University Center has some fourteen meeting and conference rooms to be used by student organizations, and provides facilities for the various services offered through the University Center Activities Office, composed of the games area, craft shop, photography lab, student organizations office, and the program office. For social activities, a ballroom is also located on the second floor. The first floor of the University Center has four social lounges for relaxation, as well as a gallery lounge to exhibit student art work. Other facilities on this floor are a cafeteria and coffee shop, a campus store, and student government offices. Student health services occupy the fourth floor of the University center.

The basement level of the University Center is the recreational area. To be found here are TV lounge, billiard tables, table tennis tables, table soccer games as well as a game room equipped with cards, and a variety of table games, as well as coin-operated skill games. The crafts area has been expanded to include a large ceramics facility as well as leather work, macrame, and numerous other small crafts. Photography labs are also located in this area of the University Center.

Food Services, the Book Store, and Health Services operations are coordinated through their respective University administrative areas, while the other facilities and services are coordinated by the University Center Director's office.

The University Center not only includes Student Organizations but also a Program Office. The Office of Student Organizations provides services (mail, duplicating, advising, to some 250 registered Student Organizations. Advising to the fraternities and sororities, minority organizations and mature students (25 or older) are also coordinated through this office. The Program Office provides two professional advisors who are available to consult with student organizations regarding their programs and activities.

University Police

The University of South Florida Police Department, located at the intersection of Maple and Fletcher, provides the full range of public safety services to the community twenty-four hours a day, seven days a week. All University Police Officers are commissioned Law Enforcement Officers of the State of Florida. The telephone number for on campus emergencies (personal injuries, fires, crimes on progress) is 2911. The telephone number of on campus non-emergencies and business is 2628.

Clubs and Other Organizations

Students have formed clubs, organizations, and councils in almost every field of interest. New groups are being formed and will continue to develop. Groups presently organized cover most frequently desired kinds of activities.

Professional staff members are available to assist individuals in forming new organizations and also to assist in the advising of currently registered groups. Since the creation and dissolution of organizations is a constant process, the list of active student organizations is always subject to change. For complete lists and current information regarding all student organizations, please contact the Office of Student Organizations.

Dance, Music, and Drama Clubs

The excellent program in Fine Arts and its facilities, the Fine Arts Building, the University Theatre and the Theatre Centre, offer many opportunities for involvement of students, both those who major in this area and those from other colleges, in a number of activities and organizations. The Theatre department's production is open to participation by students both on stage and off. Most of the performing organizations in the Music department welcome student participation and offer opportunities for instrumentalists and singers through its orchestras, bands, and choruses.

Cultural Events

Many of today's outstanding visual and performing artists are brought to the University of South Florida campus each year. The Artist Series provides unusual opportunities for experiencing the finest professional talents in Music, Dance, and Theatre. The Exhibitions Program provides unusual opportunities to view many varied and significant works of art annually in the University's three galleries. These and other programs conducted by the College of Fine Arts significantly contribute to the education of students and the general vitality of the campus.

In addition, the College of Fine Arts arranges a full schedule of concerts, plays, lectures, films, and workshops which feature students, faculty and visiting artists. The events are presented both during the day and in the evening. Many are free of charge.

Most events are open to the general public. The University publishes a Calendar of Events which is available upon request to the Director of Fine Arts Events, College of Fine Arts, USF.

Fraternities and Sororities

There are currently 17 national fraternities and 8 national sororities functioning on the Tampa Campus. They carry out a program of social, educational, service, and recreational activities for their members. Membership is open to any student, by invitation. Their programs are coordinated through the Interfraternity Council, Panhellenic Council, and national Panhellenic Council with the advice of faculty and staff members.

The fraternities are; Alpha Delta Pi, Alpha Kappa Alpha, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Sigma Theta, Kappa Delta, and Zeta Phi Beta.

The fraternities are; Alpha Phi Alpha, Alpha Tau Omega, Delta Tau Delta, Kappa Alpha Psi, Kappa Sigma, Lambda Chi Alpha, Omega Psi Phi, Phi Beta Sigma, Phi Delta Theta, Phi Gamma Delta, Pi Kappa Alpha, Sigma Alpha Epilson, Sigma Chi, Sigma Nu, Sigma Phi Epsilon, Tau Epsilon Phi, Tau Kappa Epsilon, and Pi Kappa Phi Associate Chapter.

Religious Organizations

The University has encouraged student religious organizations to develop associations and centers. Denominations have built centers in a reserved area on campus. The Episcopal Center was dedicated in the fall of 1962 and the Baptist Center in the spring of 1964. The University Chapel Fellowship followed in 1966. (This center is an ecumenical campus ministry of the following denominations: United Methodist, Presbyterian, and United Church of Christ.) The Roman Catholic Center joined the others in the fall of 1967, in an adjacent location.

Student religious organizations active on campus: Adventists for Christ, Bahá’í Club, Baptist Campus Ministry, Campus Advance, Campus Bible Fellowship Biblical Studies Class, Campus Crusade for Christ, Canterbury Club, Catholic Student Center, Chabad House, Christian Science Organization, Fellowship of Christian Athletes, Hillel Club, InterVarsity Christian Fellowship, Jewish Student Union, Latin American Student Association, Pentecostal Student Association, and the University Chapel Fellowship (Methodist, Presbyterian, and United Church of Christ).

Service and Honor

There are many organizations devoted to serving the University and the Tampa Bay Area. These Service Organizations are: Alpha Phi Omega, Bacchus, C.A.U.S.E., Circle K, Diamondette Service Club, Paraprofessional Counseling, Student Health Outreach Program, Sierra Club, Tape Bank Services, University Jaycees, and Women's Peer Counseling Center.

Membership to Honorary Organizations is usually by invitation. Honorary Organizations at USF are: Alpha Epsilon Delta (Pre-Medical), Alpha Kappa Sigma (Criminal Justice), Beta Alpha Psi (Accounting), Beta Gamma Sigma (Business), Gamma Theta Upsilon (Geography), Kappa Delta Pi (Education), Lambda Alpha (Anthropology), Mortar Board, Omicron Delta Kappa, Phi Alpha Theta (History), Phi Kappa Phi, Phi Sigma (Biology), Pi Gamma Nu, Pi Mu Epsilon (Math), Pi Sigma Alpha (Political Science), Psi Chi (Psychology), Sigma Alpha Iota (Music), Sigma Pi Sigma (Physics), Sigma Tau Delta (English), Sigma Xi (Sciences), Society of Physics Students, Statistics Honor Society, Tau Beta Pi (Engineering), Themis, and College of Nursing Honor Society.
Founded in 1897, Phi Kappa Phi is the most prestigious honor academic society on campus. With over 200 chapters throughout the United States, it is the only national honor society to recognize excellence of scholarship in all academic fields. Membership is by invitation of the local chapter. Eligibility for membership is limited to those seniors and graduate students who rank in the upper 10 percent of their class. One outstanding Junior from each college/division is also selected for membership by the respective Coordinator of Advising. These Juniors are awarded a $50.00 book scholarship for their achievements. Among its many benefits, the Society offers undergraduate and graduate scholarships. National fellowships are also awarded on a competitive basis.

Professional Fraternities

Many profession-oriented groups exist at USF. These include: Delta Sigma Pi, Gamma Theta Upsilon, Phi Beta Lambda, Phi Chi Theta, Phi Mu Alpha, Pi Mu Epsilon, Pi Sigma Alpha, Pi Sigma Epsilon, Sigma Delta Chi.

Special Interest Organizations

Students have organized and continue to organize clubs and organizations covering a broad range of interest. Included are those oriented to academic majors, departments, and colleges; groups providing programs, information, and governmental experience; and associations of students with a common interest in specific recreational, technical, ideological, or other areas of special concern. Complete information is available at the Office of Student Organizations.

Recreational Sports

The University of South Florida provides a variety of physical and recreational activities designed to meet the needs and interests of students. Believing that a sound and complete education includes a balance of work and study with physical activity, the University program includes Intramural Sports competition, Sports Clubs, and other recreational activities, in addition to basic instructional programs in physical education. The activities represent a broad selection of sports ranging from those of a highly competitive nature to those of a non-competitive type and include individual, dual, team, and aquatic sports. Through participation, students, faculty, and staff are provided an opportunity to increase physical fitness, augment leisure time skills, and develop a wholesome attitude toward physical activity.

The Intramural Sports Program emphasizes activities that are especially suited to the Florida climate. Competition is scheduled in such individual sports as swimming, tennis, track, badminton, golf, cross country, bowling, handball, racquetball, and wrestling, as well as the team sports of soccer, touch football, basketball, volleyball, and softball. Competition is scheduled through fraternal societies, residence halls, and independent divisions. Team awards are presented.

The Sports Club program includes groups of students, faculty, and staff who have a special interest in a particular sports activity. They are organized for the purpose of increasing skills and augmenting knowledge through a continuing in-service training and competitive program. Each sports club is assisted by the coordinator of sports clubs in the selection of a faculty advisor, and the initial organization of the club is governed by University regulations. Students with special sports abilities or interests are encouraged to make them known so that when sufficient need and interest warrant, new sports clubs may be formed. Present clubs include: aikido, bicycle, bowling, fencing, frisbee, gymnastics, karate, lacrosse, rugby, sailing, soccer, sports car, scuba, sports parachute, volleyball, water skiing, weight lifting, wrestling and yoga.

The Recreational Sports Office also has the responsibility of general recreation for the University. This responsibility involves programming and supervision of recreational areas such as: gymnasium, swimming pools, USF Riverfront, tennis courts, handball/racquetball courts, and playing fields. Scheduled use of these areas, other than University classes, must be cleared through the Recreational Sports Office.

Intercollegiate Athletics

The University of South Florida fields intercollegiate teams in both men's and women's sports. The University is a member of the National Collegiate Athletic Association and competes in the University Division I level in baseball, basketball, cross country, golf, soccer, swimming, and tennis. The University is also a member of the Association of Intercollegiate Athletics for Women, and competes in Division I in basketball, tennis, and Division II in softball and volleyball. Schedules are arranged to include quality competition which reflects the high standards of the University, and includes contests with regionally and nationally ranked teams. USF became a charter member of the new Sun Belt Conference in 1976.

Student Publications

The University has encouraged a program of campus communication through two publications. These publications are all-University in approach and coverage. They are staffed by students under the general supervision of the Office of Student Publications. A five-column tabloid campus newspaper, the Oracle, is published five times weekly, Monday through Friday, and three times weekly, Monday, Wednesday and Friday during the summer. Containing 16 to 20 pages in each issue, it provides professional experience for those students interested in journalism. Any student interested in working on the newspaper in any capacity is not only encouraged but urged to participate. Omnibus, a news magazine, is published as a supplement to the Oracle. Omnibus is a tabloid magazine containing general interest features and photos produced by students.

Interested students are invited to apply for staff positions on either campus publication as well as make contributions to the magazine.

Division of University Studies

The Division of University Studies contains the offices of New Student Relations, Admissions, and Academic Advising. The Division is responsible for assisting USF students at the point of initial contact in the community, during the process of admission at the undergraduate level, and until a choice of academic major is made with academic advising services.

As an administrative "home" for the USF undergraduate student who has not yet declared an academic major, the Division is a facility where the student receives the information, services, and counsel necessary for effective decision-making in regard to his or her academic and professional future.

It is through the offices of this Division that high school students seek early admission, effect dual enrollment between high schools and community colleges and the University, and receive academic advisement until such time as they have chosen a major.

The Division provides information and special services for minority students and those who are above the traditional college age. Referrals to other student service units are freely made as the Division seeks to ensure that all USF undergraduate students will progress toward graduation with optimal use of their time, interests, abilities, and the resources of the University.

Office of Academic Advising

The centralized academic advising office of the Division of University Studies is primarily concerned with the assistance of new lower level students and students who have not selected an academic major. Good advice and careful planning are extremely important for the exploratory student.
The office also serves as an initial point of contact for prospective students who are unfamiliar with the University structure and who need academic information about this institution. Since the decision about a major affects many aspects of a student's present and future life, the advisers in the Division maintain close liaison with other areas so they will be better equipped to use information from them in relation to the function of academic advising. Some of these resources are the college advising offices, the Counseling Center for Human Development, the Division of Cooperative Education and Placement, and Financial Aids.

The advising office provides a program which is concerned with the implicit as well as the explicit needs of minority students. This program's responsibility is to help these students get whatever assistance they need in addition to their academic advisement. This office is also responsible for checking requirements for the Associate of Arts degree.

Office of New Student Relations

The Office of New Student Relations assists prospective freshmen, minority students and students above the traditional college age in securing information about the University of South Florida and its programs. The Office serves as an initial point of contact for these prospective students who are unfamiliar with the University. Preadmission counseling is available by appointment.

New Student Relations accepts invitations from schools, agencies and community organizations to make presentations or provide information about the University. Staff members represent USF at programs throughout the State of Florida that offer information about opportunities in higher education, including high school college days. Special programs and printed information are initiated to meet the needs of high school students and prospective minority and mature students.

In conjunction with the Admissions Office and other University units, New Student Relations administers the Early Admission, Dual Enrollment, Scholarships for Excellence, Honors at Entrance, Tuition Waiver for Senior Citizens, New Student Orientation, and FOCUS: YOU AND USF programs.

New Student Orientation/Academic Advising/Registration

Prior to beginning classes, all new undergraduate students are expected to participate in an Orientation/Academic Advising/Registration program on the USF campus where they will take all or the majority of courses in their first semester at USF. Normally lasting one to one-and-a-half days, these programs are designed to help new students become acquainted with the University, choose courses, register for classes, and complete all other necessary procedures. New students receive Orientation/Academic Advising/Registration information after admission.

Students enrolling for the Fall Semester (August) at USF in Tampa are encouraged to participate in FOCUS: YOU AND USF, a special summer Orientation/Academic Advising/Early Registration program. Beginning in April, and FOCUS: YOU AND USF information packet will automatically be mailed to students accepted for the Fall Semester by July 1.

Counseling Center for Human Development

The Counseling Center for Human Development provides direct professional services to USF students in career counseling, personal counseling, psychiatric consultation, and reading-study skills. Special services are provided by the State Division of Vocational Rehabilitation and the agency maintains an office located in the Counseling Center. These services are designed to assist students in achieving efficient learning habits and developing a satisfying participation in campus life.

The Counseling Psychology Service helps students to develop realistic career goals through testing, counseling, use of career information, and the exploration of alternative educational and/or career goals and the means of reaching them. Emphasis is placed on developing skills for solving educational and career problems in order to make constructive career decisions. A Career Information Library is maintained for student use.

The Clinical Psychology Service is a student resource that provides a range of services aimed at the early detection and prevention of student mental health problems and the development of skill-enhancing programs. The following direct services are offered to USF students: Intake evaluation, psychiatric consultation, time-limited psychotherapy and behavior therapy, group therapy, skill-enhancing programs and workshops, anxiety management, paraprofessional programs, and referral services. Professional psychologists also assist students in career guidance, particularly those who may present identity, motivational, and other related personal problems. The Psychiatric Service assists students when psychiatric evaluation, medication, or hospitalization are needed.

The Reading-Study Skills Service provides diagnosis and evaluation of reading skills and study habits. Two approaches are offered: (1) Credit classroom courses that include intensive instruction and practice in word attack, vocabulary, and comprehension skills, and, (2) an Independent Study credit course that places emphasis on the development of skills. A Reading-Study Skills Laboratory is available for all students enrolled in either the classroom or Independent Study Sections. Regular registration procedures will be followed for either of the above courses. Visual screening is also available.

Currently, there are three paraprofessional programs functioning at the Counseling Center. These programs receive professional training and supervision and are staffed by volunteer students under the leadership of trained and experienced graduate and undergradu-
Offices of Veterans Affairs are maintained on the Tampa, St. Petersburg, Sarasota, and Fort Myers campuses. These offices direct the University’s PAVE (Programs to Advance Veterans Education) program and all veterans and service members—and their dependents—can utilize the services of this program. Highlights of the PAVE program include veterans pre-admissions and pre-registration counseling, and veterans benefits advising. These offices receive requests for VA education benefits which are processed through the VA Certification section of the Registrar’s Office to the Veterans Administration.

VA students may be eligible for the VA Student Deferment of registration and tuition fees or for the VA advance check. Veterans can also qualify to work on-campus in the VA Work-Study program assisting the VA and USF to provide services for veterans. VA students may also be eligible for a VA education loan on a financial need basis.

The VA Tutorial Program affords VA students the opportunity for tutoring in needed subject areas. Under the GI Bill, students can receive an allowance from the VA to pay for a tutor, who may also be a veteran. There is the opportunity for developmental course-work and GED certification through cooperative efforts with local community colleges and adult education programs. Active referral is made for financial assistance, student job placement, student housing, personal and family counseling, career planning, academic advising, military service schooling credit, and discharge review.

As a Serviceman’s Opportunity College, USF encourages active duty personnel to participate in PAVE. For information on Project Ahead, degree completion, and tuition assistance, students should first check with their local military education services office.

Project Thrust/Special Services Program

Project Thrust is a University-wide program designed to assist minority students in achieving their academic goals. This retention program more specifically aids those minority students who have declared majors.

When the minority student’s grades fall below 2.00, it is required that he/she meet with the Project Thrust Advisor. It is during this conference that the student receives information and assistance with obtaining academic support services needed to regain and maintain good academic standing at the University of South Florida. Project Thrust provides tutorial services, study skill classes, extended classes, special summer programs, and advising and counseling at no charge.

The Special Services Program is a federally funded grant program which provides an extensive opportunity for academic advancement and program enrichment for selected educationally disadvantaged/low income level students at the University of South Florida. The program proposes to involve the student in experiences that contribute to eliminating academic skill deficiencies, broadening the academic career perspective, enhancing the socialization process and intensifying self-confidence.

The Special Services Program provides an opportunity for admissions for students who do not meet all admission criteria, but whose high school records indicate the potential to succeed in college. Students who participate in the Special Services Program will receive counseling and tutorial assistance. These students will also be enrolled in extended sections of English composition, reading and mathematics.
The Office of Records & Registration maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of Records and Registration about general questions concerning academic policies and procedures or their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

At the time of the printing of this Catalog, all University of South Florida courses had not received final review by the Common Course Numbering System. Numbers, prefixes, and equivalences for transfer ability are tentative until final review; reliance, therefore, should not be placed solely on the Catalog as a source for verifying course numbers, prefixes, and equivalences for transfer ability.

General Academic Regulations and Information

Semester System

The University of South Florida operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See pages 4-5 for appropriate dates.

Beginning with Fall, 1981, the University of South Florida along with the other institutions in the State University System of Florida, converted from a quarter system to the semester system. During the history of the University of South Florida the institution operated under a semester credit system from the institution's inception in 1960 until Fall, 1967, after which it was under the semester system until the Fall of 1981.

Catalog

A student is entitled to one USF General Catalog per issue. Students wanting additional copies must purchase them from the University Bookstore. Prospective students may obtain general University information concerning admissions, fees and degree programs by requesting either the Undergraduate or Graduate brochure from the Admissions Office.

Academic Load

The maximum load of an undergraduate student is 18 hours, unless approval is received from the Dean of the Student's college or an authorized representative. Students classified as Undecided must meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, programs, and requirements described in this Catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time by the sole discretion of the University and the Florida Board of Regents.

The University of South Florida and all colleges, departments, and programs therein establish certain academic requirements which must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Advisers, directors, department chairs and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. The end of a student's course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, programs, and requirements described in this Catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time by the sole discretion of the University and the Florida Board of Regents.

Adds

After a student has completed his/her registration on the date assigned, he/she may add courses until the add deadline specified in the Academic Calendar. See the appropriate semester's University Catalog or Class Schedule for detailed instructions and dates.

Drops

A student may drop a course(s) during the early drop/add period only if he/she participated in early registration. Other drops may be processed during the regular drop/add period (first five days of classes). No entry of the course(s) will appear on any records and a full refund of fees is due for course(s) dropped within these periods.

A student may also drop a course(s) between the second and ninth week of the semester. However, registration fees must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s). Courses dropped after the ninth week deadline (see Academic Calendar for date) will result in an automatic "F" grade.

Auditing Privilege

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams nor will any grades or credit be given. The student's status for that class is as an audit and his presence in the classroom is as a listener.

A student must register to audit courses during the regular or late registration periods. (No audit registrations are processed during the early registration period.) Fees for audit are the same as for full enrollment for credit. See University Class Schedule for detailed instructions and dates.

Cancellation Before First Class Day

Students may cancel their registration by notifying the Office of Records & Registration in writing prior to the first day of classes. If fees have already been paid, the student may request a full refund of fees from the Office of Finance & Accounting.

Withdrawal

A student may withdraw from the University without academic penalty for the first nine weeks of any term by submitting a
completed Withdrawal Form to the Office of Records & Registration. For withdrawals submitted during the first week of the term, no entry is made on the academic record. All subsequent withdrawals are posted to the academic record with “W” grades assigned to the courses. After the end of the ninth week of the term, a grade of “F” will automatically be assigned for all course work from which a student withdraws.

Students who withdraw during the Drop/Add period as stated in the Academic Calendar may receive a full refund of fees. All refunds must be requested in writing from the Office of Finance and Accounting. No refund is allowed after this period except for specified reasons. See "Refund of Fees" under Financial Information for complete details.

Grades, Scholarship Requirements, and Review Procedures

The University is interested in each student making reasonable progress towards his or her educational goals and will aid each student through guidance and faculty advising. To make students aware of their academic progress, the University has enacted a system of grading and policies of Academic Probation and Academic Dismissal which indicates whether or not a student is showing sufficient progress towards meeting degree requirements. Notations of Grades, Academic Probation and Academic Dismissal are posted to the student's academic record.

When a student is academically dismissed from the University, not eligible to re-enroll, it may be in his or her best interest to re-evaluate his educational goals with an academic adviser in his/her college. If the student's poor academic performance has resulted from extenuating circumstances or if after a period of time the student feels he or she has gained adequate maturity and motivation, he/she may petition the Academic Regulations Committee for readmission. See “Academic Regulations Committee,” page 36, for information on petitioning.

Grading System

A student's measure of academic achievement is recorded on his academic record based on the following grading system:

A—Superior performance
B—Excellent performance
C—Average performance
D—Below average performance, but passing
F—Failure
I—Incomplete
IF—Incomplete grade changed to Failure
IU—Incomplete grade changed to Unsatisfactory
N—Audit
R—Course Repeated
S—Satisfactory
U—Unsatisfactory
W—Withdrawal from course without penalty

Grade Point Average

The University has a four-point system of grading used in computing grade point averages (A=4 quality points, B=3, C=2, D=1, F=0). The grade point average (abbreviated GPA throughout this catalog) is computed by dividing the total number of quality points by the total hours attempted at the University of South Florida. 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. Grades of S, U, I, IU, Z, and grades which are followed by an “R” (indicating a repeat) are subtracted from the total hours attempted.

S/U Grade System

No-option Courses. Certain courses have been designated as S/U courses. The “S” and “U” grades are used to indicate the student's final grade. These S/U only courses are identified with (S/U only) after the course definition in this book. No grading system option is available to students or faculty in these courses.

Option Courses. Any undergraduate course may be taken on an S/U basis by a student under the following conditions and restrictions:
1. Required courses in the major may not be taken on an S/U basis.
2. Specifically designated required courses in the distribution requirements of the student's college may not be taken on an S/U basis.
3. All elective courses for the major and all elective courses in the distribution requirements, and all other free elective courses may be taken on an S/U basis except where:
a. The certifying college restricts the number of courses which may be taken on an S/U basis in any one or all of the above areas or restricts the total number of S/U courses which can be accepted for all of the above areas.
b. The certifying college specifies that certain courses may not be taken on an S/U basis.
c. The instructor of a course refuses to allow the course to be taken on an S/U basis.

Mechanism for Assigning S/U Grades. The method by which a student receives an “S” or “U” grade in an option course will consist of the following:
1. A written agreement signed by both instructor and student shall be filed with such offices as may be designated by the College. The college shall set the deadline (no later than the last day of classes for the term) for the student to decide if he wishes to take the course on an S/U basis.
2. The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar S or U consistent with the following:
a. Letter grades A, B, or C, shall be equivalent to a letter grade of “S”.
b. Letter grades D or F shall be equivalent to a letter grade of “U”.

“S” and “U” grades are not computed in the student's grade point average.

“I” Grade Policy

An “I” grade may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the “I” is not computed in the grade point average for either undergraduate or graduate students. The time limit for removing the “I” is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed one academic semester, whether or not the student is in residence, and/or graduation, which ever comes first. “I” grades not removed by the end of the time limit will be changed to “IF” or “IU,” whichever is appropriate. Whether or not the student is in residence, any change to “IF” grades will be calculated in the accumulative GPA and, if applicable, the student will be placed on the appropriate probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course

Transcript Information

Transcripts of a student's USF academic record may be requested by the student through the Office of Records & Registration. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of Records & Registration. Include in the request full name, social security number, and date of birth, and indicate name and address to whom the transcript is to be sent. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. No charge is assessed for transcripts.
requirements to change an "I" grade. However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

"Z" Grade

The "Z" grade shall be used to indicate continuing registration in graduate Thesis/Dissertation courses, where the final grade to be assigned will be that of the completed sequence. Upon satisfactory completion of the Thesis/Dissertation course, the last "Z" grade shall be changed to "S". The "Z" grade is not computed in the grade point average.

Grade Forgiveness Policy

The University of South Florida Grade Forgiveness policy permits an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade providing the repeat grade is D or higher (exception—see Honors at Graduation, page 40.) Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. No course taken on the S/U grade basis may have the grade forgiveness applied. Under unusual circumstances a different but similar course may be used if the substitute course has been previously approved by the college dean and is on file in the Office of Records and Registration.

Any undergraduate student who wishes to implement grade forgiveness must:

1. Complete a "Grade Forgiveness Request Form" (available in the Office of Records and Registration) for each course to be repeated.
2. Adhere to the following conditions:
   a. A limitation of applying grade forgiveness to three USF courses with no more than one repeat per course.
   b. With prior approval of the college dean, a course different from a course on the approved list may be substituted in the following cases:
      1. The substitute course is a change in prefix, number, hours, or title, but not a substantive change in content from the original course.
      2. The substitute course replaces a course no longer offered by the institution.
   c. The repeated course must be taken under the standard grading system (A-F) and the latest grade must be D or higher (grades of S/U are not permitted).
   d. All grades remain on the transcript. The original course grade will be annotated with an "R" to indicate that the course has subsequently been repeated and the original grade is not computed in the grade point average.
   e. Individual colleges may have further restrictions; therefore, the student should consult with his/her college.

This policy is applicable to undergraduate and non-degree seeking students only, and applies to 1000-5000 level courses. Once a student has been awarded a bachelor's degree from USF, he may not repeat a course and be forgiven the original grade.

The policy applies only to courses taken originally at USF and repeated at USF.

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**Academic Probation and Academic Dismissal for Undergraduate Students**

An undergraduate student whose USF cumulative grade point average (GPA) falls below 2.0:

- in 0 to 59 hours attempted will be placed on Academic Probation (AP)
- in Semester X + 1 will be placed on Final Academic Probation (FAP)
- in Semester X + 2 will be academically dismissed (AD)
- in 60 or more hours attempted will be placed on Final Academic Probation (FAP)
- in Semester X will be academically dismissed (AD)

Grades from prior institutions are not transferable.

Total hours attempted at USF and transferred hours from prior institutions.

Semester X refers to any semester in which the student's cumulative GPA falls below 2.0.

Semester X + 1 refers to the semester in residence immediately following Semester X, etc.

Any student admitted on Academic Probation whose GPA falls below 2.0:

- in the 1st Semester will be placed on Final Academic Probation (FAP)
- in the next Semester will be academically dismissed (AD)

Any degree-seeking undergraduate student whose cumulative GPA falls below 1.0 after attempting an accumulated twelve or more USF Semester hours will be dismissed for academic reasons (AD) at the end of the semester in which it occurs.

Note: Any student who withdraws after the fifth day of classes while on Academic Probation will be placed on Final Academic Probation. Any student who withdraws after the fifth day of classes while on Final Academic Probation or who has been placed on Conditional Registration by the Academic Regulations Committee will be Academically Dismissed. However, any student on Academic Probation or Final Academic Probation will be continued in that status if he/she withdraws for documented medical reasons.

Any student who received only I, S, or U grades while on Academic Probation will be placed on Final Academic Probation.

Any student who receives only I, S, or U grades while on Final Academic Probation will be Academically Dismissed. Exception: Any student who is on work training or Cooperative Education will not have his/her academic status changed during that term.

The determination and notification of probationary status or academic dismissal will be made by the Registrar's Office on the student's semester grade report and academic record. An explanation of any required procedures to be followed will be enclosed with the grade report.

**Academic Probation and Final Academic Probation:** Students are strongly encouraged to confer with their academic advisers to explore ways of improving academic performance.

**Academic Dismissal:** A student academically dismissed for the first time is suspended for a two (2) semester minimum. By petition to the Academic Regulations Committee, the student may request that his/her case be reviewed for readmission.

A student academically dismissed a second time is permanently dismissed from the University.

A student who attends another college or university during this intervening period will be classified as a transfer student and readmission will be based on the total record accumulated from all colleges and universities attended.

If a student is academically dismissed or falls below a 2.0 GPA from the University of South Florida and subsequently achieves an
AA from a Community College (or a four-year institution), that student when (re)admitted to the University will be credited with a maximum of 60 semester hours and have his/her academic record cleared. Only with the endorsement of the Dean of the College of the student's major, and approval by the Academic Regulations Committee, may the student receive credit for hours beyond the 60 which were earned previously at USF or another four-year institution.

If a student has earned credit beyond 60 hours at the University of South Florida and has a 2.0 or better GPA at USF and subsequently receives an AA from a Community College, the posting of the AA shall not remove the previous grade point average generated at USF.

Graduate students should refer to the section on Graduate School for discussion of minimum academic standards.

College Policies For Academic Progress

Colleges may determine and implement standards of academic progress for undergraduate students (majors in the college) in addition to those established by the University. Students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled. Such students will not be permitted further enrollment in the University until they are admitted to another college or to the Division of University Studies (DUS) if appropriate. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

Undergraduate students who have been disenrolled from a college and wish to continue at USF should follow these steps:
- Students with fewer than 60 attempted hours may apply to be admitted to a different college or to DUS.
- Students who have attempted 60 hours but fewer than 90 hours may apply to be admitted to a college or petition the Academic Regulations Committee for admission to DUS.
- Students with 90 hours or more may apply to be admitted to a different college.

Only those students admitted will be allowed to continue.

Colleges may restrict the course selections and the number of hours a student may take which do not apply toward completion of degree requirements. Students who exceed this limit may have part or all of their registration cancelled.

Colleges are responsible for publicizing and students are responsible for knowing their college's policies for academic progress.

Class Standing

A student's class is determined by the number of credits he/she has earned without relation to his/her grade point average.

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits Earned</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>Non-degree seeking students</td>
</tr>
<tr>
<td>1 Freshman</td>
<td>0 through 29 semester hours passed</td>
</tr>
<tr>
<td>2 Sophomore</td>
<td>30 through 59 semester hours passed</td>
</tr>
<tr>
<td>3 Junior</td>
<td>60 through 89 semester hours passed</td>
</tr>
<tr>
<td>4 Senior</td>
<td>90 or more semester hours passed</td>
</tr>
<tr>
<td>5 Baccalaureate degree holder working on a second Undergraduate program or degree</td>
<td></td>
</tr>
<tr>
<td>6 Graduate student admitted to Master's Degree Program</td>
<td></td>
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<tr>
<td>7 Graduate student admitted to Specialist Degree Program</td>
<td></td>
</tr>
<tr>
<td>8 Graduate student admitted to a Doctoral Degree Program</td>
<td></td>
</tr>
<tr>
<td>9 Professional Program (M.D.) or Post-Doctoral Status</td>
<td></td>
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</tbody>
</table>

Admission to a College

All new lower level students must be initially advised by the Division of University Studies. After that time, a student may declare a major and move to a degree granting college. (Each college has specified in this catalog its requirements for admission.)

All undecided students are assigned to the Division of University Studies for purposes of advising until a choice of major is made. At that time, he/she may enter the college containing the major department. Undecided students may remain in this classification until a maximum of 90 semester hours are earned. After that time, a major must be selected.

Change of Major

Change of Undergraduate Major: Undergraduate students desiring to change their major should consult the Advising Office in the old and new college(s) of their interest.

Change of Graduate Program: Graduate students desiring to change their major must complete an "Application for Graduate Change of Program" available in the Office of Records and Registration. Students will be notified by the Office of Records and Registration of the college's decision concerning their acceptance into the new program.

Change of Graduate Degree: Graduate students desirous of changing from one degree level to another, i.e., M.A. to Ph.D., must make application in the Office of Admissions. Please refer to page 12 for further details.

Pending Status

A student may be placed on Pending by failing to meet obligations to the University. When a student is on Pending, he may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier's Office.

Each student placed on Pending should determine from the Office of Records and Registration which office placed him/her in this status and clear the pending obligation with that respective office.

Student Information Changes

Notifications regarding changes of address, name, residency, and citizenship should be filed promptly with the Office of Records & Registration.

Final Examination

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. The University of South Florida requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and the instructor.

In each academic course the student is expected to undergo a meaningful testing and evaluation that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect the achievement of the course objectives.

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style, or content of the examination. It is the policy of the University of South Florida that all students facing an examination (of any type) shall have equal advance notice of the form and content of that examination. The University regards the routine use of all examinations or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The final examination schedule shall be published in the same manner and place as the schedule of classes.

Honors Convocation

The Honors Convocation is designed to recognize undergraduate students for high academic performance during the previous academic year.
To be eligible to participate in the Honors Convocation, an undergraduate student must, during the academic year preceding the Fall Honors Convocation, have a University of South Florida grade point average of 3.5 or above for all completed hours; a minimum of 24 University of South Florida graded (A-F) hours; and no incomplete grades.

The University Honors Program

The University Honors Program is designed to challenge students to develop their intellectual abilities to the utmost through a program of study featuring small seminars, individualized instruction by outstanding faculty, and individual research. The Program consists of four seminars offered under the prefix for interdisciplinary studies (IDS), plus individualized study in both required courses and in research in the major department.

Admission into the Program is determined by the University Honors Program Committee. In order to complete the University Honors Program, the student must also be accepted into and complete work for his/her departmental major program.

Dean's List

Full-time undergraduate students who demonstrate superior academic achievement during one semester will be honored on a "Dean's List." To be eligible for the Dean's List, a student must be in a "pool" (defined hereafter) and must complete 12 hours of graded (A-F) USF courses with no incomplete grades during the semester. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given semester. The Dean's List shall consist of the fewer of: 1) the upper 10% of the enrollment of the college, or 2) students in the college with a USF 3.5 GPA or above (ties at the 90th percentile will be included in the honors group). The Dean of the College in which the student is majoring will recognize this academic honor. Students who are eligible should contact their College Advising Office for information. Although DUS is a non-academic unit, students with this classification who meet the above criteria will be recognized in a similar manner.

Academic Regulations Committee

The Academic Regulations Committee meets regularly to review petitions submitted by undergraduate students to waive University academic regulations. Students must petition and secure approval of the committee to return to the University after having been academically dismissed or to waive academic deadlines.

The committee normally meets once a week. To petition the committee, a student must secure the appropriate form from the Office of Records & Registration. Completed forms should be returned to the Office of Records & Registration by 5:00 p.m., Friday, to be reviewed at the next week's meeting. Student's will receive notification of the committee's action the following week.

If the student wishes a personal interview with the committee he/she should make arrangements with the representative from his/her college prior to submitting his petition.

Student Academic Grievance Procedure

Student academic grievance procedures exist at USF to provide students the opportunity for objective review of facts and events pertinent to the cause of academic grievances. Such review is accomplished in a collegial, non-judicial atmosphere rather than an adversary one, and allows the parties involved to participate.

An Academic Grievance Committee, composed of an equal number of faculty and student members, exists in each college (except the College of Medicine, which has established a separate procedure) for the general purpose of considering student academic grievances and making recommendations based on these considerations to the dean of the college in which the alleged grievance occurred.

For information, contact the dean of the college in which the cause of the academic grievance occurred.

Student Violations or Offenses

Involving Alleged Academic Dishonesty

Violations of academic codes, cheating and plagiarism will be handled initially by the instructor who will discuss the incident with the student. If the instructor decides that further action is warranted he/she will inform the student of the action that he/she is recommending to his/her department chairperson and the dean. The instructor will file a confidential statement and recommendation through the department chairperson and with the dean of the college responsible for the course, and will provide the student with a copy of that statement.

The student, if dissatisfied with the instructor's recommendation, may ask for a meeting with the instructor, the department chairperson, and the dean indicating his/her version of the incident.

The final disposition of all cases of academic dishonesty rests with the dean of the college responsible for the course. In reaching a decision, the dean may accept the instructor's recommendation or, if not satisfied after reviewing the statement of the instructor and the student, may request meetings with the student, instructor, and department chairperson individually or jointly. The dean may also appoint a student-faculty committee for advice prior to rendering a decision in the case. The student may also request of the dean that such an advisory panel be formed and if that request is made, the student thereby waives his/her right to a formal hearing as provided in Florida Statutes, Ch. 120.

If the issue remains open at the end of the semester, the instructor is to give the student an "F" grade in the course until all issues are resolved. Once the dean has made a decision on the case, the student's right of appeal is to the Vice President for Academic Affairs.

General Distribution Requirements

All standard transfer and A.A. degree holders (from in-state or out-of-state accreditation institutions) will be considered as having met our General Distribution Requirements and 60 semester hours of work will be transferred. The determination of the prerequisites for a given academic program will remain the prerogative of the college in which the student is majoring.

A wide distribution of academic areas should be a part of a formal university education. For that reason, the following distribution requirements must be satisfied over the four-year period by the completion of 40 semester hours with at least 6 semester hours in each of these five areas:

Area I—English Composition

Freshman English (ENC 0013 or 1102, and ENC 1135).

Area II—Fine Arts and Humanities

Any course offered by American Studies; Art; Classics; Communication (excluding ESL 1383, 1384); Dance; English (excluding ENC 0013, 1102, 1135, REA 0105); Foreign Languages; Humanities; Liberal Studies; Linguistics, (only LIN 2200, 3010, 3881); Music; Philosophy (excluding PHI 3100); Religious Studies/Ancient Studies; Theatre.

Area III—Mathematics and Quantitative Methods

Any course offered by the Department of Mathematics and/or any Engineering Computer Service course (COC, COP, CDA) and/or any of the following courses: Business and Economic Statistics, GEB 2111, 3121; Logic, PHI 3100; Social Science Statistics, STA 3122.

Area IV—Natural Sciences

Any course offered by: Astronomy; Biology (including botany, microbiology and zoology); Chemistry; Geology; Physics; and/or Introduction to Oceanography, OCE 3001.

Area V—Social and Behavioral Sciences

Any course offered by the Departments (or Programs) of: Afro-American Studies; Aging Studies; Anthropology; Criminal Justice; Geography; History; Political Science; Psychology; Sociology; Interdisciplinary Social Sciences (excluding STA 3122); Women's Studies; and/or any of the following courses: Contemporary Economic Prob-
Freshman English Requirement in Freshman Year

All first-time-in-college students are required to take Freshman English in accordance with the following conditions:

1. First-time enrolled students
   a. who do not intend to take the CLEP Freshman English Test or
   b. who have been notified of failing CLEP prior to registration and who do not intend to attempt the examination a second time, must take ENC 1102 the first semester, and ENC 1135 the second semester of their freshman year. If the first course is failed, that course must be repeated the very next semester and the remaining course attempted in the immediately subsequent semester.

2. First-time enrolled students
   a. who have not taken CLEP prior to their arrival on campus or
   b. who have failed but wish to repeat the test, must attempt CLEP during their first six weeks on campus. During this semester they should not enroll in ENC 1102. If the examination is failed or not attempted during the student's first six weeks, he/she must take ENC 1102 during his/her second semester and ENC 1135 in the immediately subsequent semester. In this case, he/she will complete the sequence by the first semester of his/her sophomore year.

These policies do not apply to first-time enrolled students who can meet the Freshman English requirement with credit transferred from another institution.

Credit by Examination

A student who feels he/she has already acquired the basic content of a course on his/her approved schedule should inquire about credit-by-examination. Some exams are offered through the College Level Examination Program (CLEP) and others may be offered within departments. Interested students should obtain additional information from their advisers or the Office of Evaluation and Testing Services.

Graduation Requirements—Baccalaureate Degree

University Requirements

University requirements for graduation consist of the following: earn a minimum of 120 semester hours with at least a "C" average (2.0 GPA) on all courses attempted at USF; earn a minimum of 40 semester hours of upper division work (courses numbered 3000 and above); complete General Distribution requirements; and complete program requirements as determined by the college. The requirements must be met by every student upon whom a degree is conferred.

All students entering the University of South Florida with less than 60 semester hours of credit are required to earn at least 10 semester hours of credit prior to graduation by attendance during one or more summer semesters. The University may waive the application of this rule in cases of unusual hardship to the individual. (See Summer Enrollment Requirement below.)

In addition to specific requirements of their major and College, candidates for Graduation must also satisfy the University General Distribution Requirements and be recommended for graduation by the dean of the college granting the degree.

Summer Enrollment Requirement

As stated above, effective September 1, 1976, all students entering the University of South Florida with less than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer semesters. The University may waive the application of this rule in cases of unusual hardship. A student who wishes to have the rule waived must complete a "Request for Waiver of Mandatory Summer Enrollment Form" available at the Registrar's Office. After submission of the form to the Registrar's Office, the student will be notified by mail of the action taken.

The requirement may be fulfilled only by attending one of the universities in the State University System. They are: University of South Florida, Tampa; Florida Agricultural and Mechanical University, Tallahassee; Florida Atlantic University, Boca Raton; Florida International University, Miami; Florida State University, Tallahassee; University of Central Florida, Orlando; University of Florida, Gainesville; University of North Florida, Jacksonville; and University of West Florida, Pensacola.

Major Fields of Study

The University of South Florida offers curricula leading to the baccalaureate degree in the following fields. The degree is indicated in parenthesis after each college: the major code, after each major.

College of Arts and Letters: (B.A.)

American Studies (AMS)

Classics (Latin or Latin-Greek) (CLS)

Classics and Foreign Language (CLF)

Communication (SPE)

Communication-English (ENS)

Communication-Theatre (STA)

English (ENG)

Foreign Languages (combination) (FOL)

French (FRE)

German (GER)

Humanities (HUM)

Italian (ITA)

Liberal Studies (ALA)

Terms, ECP 1001; Educational Psychology, EDF 3210; Survey of Mass Communications, MMC 3000.

Acceptable in the total of 40 semester hours but not part of any of the five areas:

* The Teacher in a World of Work, EVT 3063;
* Use of the Library, LIS 2001;
* Honors Program courses: Reading Seminars, IDS 3901, 3902;
* Seminar, IDS 3931; Independent Study, IDS 4938.

Since each college may require specific courses for the satisfaction of each area, students should consult the distribution requirements as listed in each college section of the catalog.

Courses required for a student's major program** will not be counted in the total of 40 hours although areas of the general distribution requirements may be waived where appropriate.

No more than 8 hours in a single department (or program) may be counted toward distribution requirements for any area.

A student may appeal to the Coordinator of Advising in his/her college for exceptions to these courses prior to registration in such courses.

A student must check with his/her college to be sure he/she is meeting general distribution requirements and special certification or accreditation requirements where appropriate.

**College of Engineering is unable to accept these courses as a part of its engineering accredited program.

†As defined in the Florida Statewide Articulation Agreement.

Note: Education majors must take courses in at least two different departments under Areas II and V.
ACADEMIC POLICIES AND PROCEDURES, PROGRAMS AND SERVICES

Mass Communications (COM)
Philosophy (PHI)
Religious Studies (REL)
Russian (RUS)
Spanish (SPA)

College of Business Administration: (B.A.)
Accounting (ACC)
Economics (ECN)
Finance (FIN)
General Business Administration (GBA)
Management (MAN)
Marketing (MKT)

College of Education: (B.A.)
Art Education (ARE)
Botany Education (BOE)
Business and Office Education (BTE)
Chemistry Education (CHE)
Classics Education (CLE)
Distributive Education (DEC)
Elementary-Early Childhood (EEC)
Elementary Education (EDE)
English Education (ENE)
Exceptional Child Education
Emotional Disturbance (EED)
Mental Retardation (EMR)
Specific Learning Disabilities (ELD)
Foreign Language Education (FLE)
Health Education (HES)
Humanities Education (HUE)
Industrial-Technical Education (ETE)
Mass Communications-English Education (MCE)
Mathematics Education (MAE)
Music Education (MUE)
Physical Education (PET)
Physics Education (PHE)
Science Education (SCE)
Social Science Education (SSE)
Speech Communication-English Education (SED)
Zoology Education (ZOE)

College of Engineering
Engineering (EGU) (B.S.E.)
Engineering Science (EGC) (B.S.E.S.)
Engineering Technology (ETK) (B.E.T.)

College of Fine Arts: (B.A.) (B.F.A.)
Art (ART)
Dance (DAN)
Music (MUS)
Theatre (TAR)
Theatre (TFA) (B.F.A.)

College of Natural Sciences: (B.A., B.S.)
Biology (BIO)
Botany (BOT)
Chemistry (CHM) (B.A.)
Chemistry (CHS) (B.S.)
Clinical Chemistry (CHC)
Geology (GLY)
Mathematics (MTH)
Medical Technology (MET) (B.S.)
Microbiology (MIC)
Natural Sciences Interdisciplinary (INS)
Physics (PHY) (B.A.)
Physics (PHS) (B.S.)
Zoology (ZOO)

College of Nursing: (B.S.)
Nursing (NUR)

College of Social and Behavioral Sciences: (B.A., B.S.W.)
African and Afro-American Studies (AFA)
Anthropology (ANT)
Criminal Justice (CCJ)
Economics (ECN)
Geography (GYP)
History (HTY)
International Studies (INT)
Political Science (POL)
Psychology (PSY)
Social Sciences Interdisciplinary (SSI)
Social Work (SOK) (B.S.W.)
Sociology (SOC)

External Degree Program: (B.I.S.)
Bachelor of Independent Studies

Academic Minor

In addition to major programs, many departments offer an academic minor that requires approximately one half the upper division credits required for a major. Students interested in a particular minor should obtain the specific requirements from the appropriate department. The department may require the same admission or retention standards as required for the major.

Each academic minor conforms to the University requirements:
1. No minor requires more than 22 credit hours.
2. A minimum of 8 semester hours of credit used to satisfy the requirements of a minor must be from University of South Florida courses.
3. A student may not receive a major and a minor in the same program option.
4. University of South Florida course work for a minor must have a grade point average of at least 2.0.
5. Only an undergraduate degree seeking student at the University of South Florida is eligible for a minor.
6. A minor can be applied for and received only in conjunction with applying for and receiving a baccalaureate degree except for students who have already received a baccalaureate degree from USF who may earn certification of a minor by taking additional course work at the University and applying for the certification.

Minor Fields of Study

The University of South Florida offers curricula leading to an academic minor in the following fields:

College of Arts and Letters:
American Studies
Classics (Latin)
Communication
English: Literature
English: Writing
French
German
Humanities
Italian
Linguistics
Philosophy
Religious Studies
Russian
Spanish
Spanish/Portuguese

College of Business Administration:
Economics
College of Fine Arts:
Art
Dance
Music
Theatre

College of Natural Sciences:
Geology
Mathematics

College of Social and Behavioral Sciences:
African and Afro-American Studies
  Option I
  Option II
African Studies
Anthropology
Geography
History
International Studies
Manual Communications (Communicology)
Political Science
Sociology
Women's Studies

Academic Residence
Candidates must be recommended for graduation by the dean of the college granting their degree and must have completed at least 30 hours of the last 60 hours of their undergraduate credit in on-campus courses. The approval of the dean of the college granting their degree must be secured for any transfer credits offered for any part of these last 60 hours.

Exceptions to the above rules are students who are enrolled at other universities on approved exchange programs, Cooperative Education students enrolled in other institutions (prior approval having been secured from their USF advisers) while on their training periods, and students taking correspondence work from the University of Florida.

Candidates at the graduate level should refer to the residency requirements on page 53.

Students' Choice of Catalog
In order to graduate from the University of South Florida, each student must meet all of the graduation requirements specified in the USF catalog of his/her choice. The student may choose any USF catalog published during his/her continuous enrollment. Students who have transferred from one Florida public institution to another are affected by the following Board of Regents policy:

“Graduation requirements in effect at the receiving SUS institution at the time a student enrolls at a Florida public institution of higher learning shall apply to that student in the same manner that graduation requirements apply to its native students provided the student has had continuous enrollment as defined in the SUS institution’s catalog.”

At the University of South Florida, continuous enrollment is defined as completing a minimum of two semesters or a combination of one semester and a Summer Session per year at USF, inclusive of receipt of grades for courses, through time of graduation. Therefore, students cannot choose a USF catalog published prior to or during an academic year in which they did not maintain continuous enrollment.

Each catalog is considered to be published during the academic year printed on the title page.

If the student cannot meet all of the graduation requirements specified in the catalog of his/her choice due to decisions and changes by the University in policy matters, course offerings, etc., appropriate substitutions will be determined by the chairperson of the department or program of the student's major.

University policies are subject to change and apply to all students regardless of their choice of catalog. If the student's graduation requirements are affected by changes in University policies, appropriate arrangements will be made to preclude penalization of the student.

Repeat Course Work
The hours for a course which has been repeated may be counted only once toward the minimum 120 semester hours of credit required for graduation.

Double Undergraduate Major
Students may elect to graduate with two majors. In that event, they must apply independently to each college and be assigned an adviser in each discipline. The student must meet all requirements of each major separately and must be certified for graduation by the appropriate dean(s).

Second Undergraduate Major
A student who wishes to work for a second major, after receipt of a baccalaureate degree, must apply through the Office of Admissions and meet the major requirements as determined by the college. (Exceptions to this rule are students who had been previously accepted for a "Double Undergraduate Major" but graduated with only one major.) After acceptance by the appropriate college and proof of completion, the student’s "permanent academic record" will be posted accordingly.*

*Note that those students who complete the requirements for a second major must be aware that they will not receive a second degree.

Two Degrees (USF Students)
A student at the University of South Florida may receive two baccalaureate degrees provided he/she meets the University's graduation requirements; a minimum of 30 semester hours must be earned in on-campus undergraduate courses to be applied to the second degree. (These hours are in addition to the minimum of 120 semester hours earned which apply toward the first degree.) The student must also meet the requirements of the college awarding the degree and the residency requirement.

Second Baccalaureate Degree (Transfer Students)
A student already graduated from an accredited four-year institution must earn a minimum of 30 semester hours of on-campus undergraduate courses to apply toward his/her second baccalaureate degree. Students must also meet the requirements of the college awarding the degree and the residency requirements.

Availability of a Baccalaureate Degree for Students Enrolled in or Graduated from a Five-year Master's Program
A student may enroll in a baccalaureate degree program while enrolled in or after graduation from a five-year master's degree program. In consultation with an adviser in the five-year program and an adviser in the baccalaureate-level program, and with the approval of the College Dean(s) offering the programs the student is required to complete the following:

a. Satisfy degree requirements for the five-year master's program.
b. Satisfy requirements for the baccalaureate level program.

B.A. Degree for Medical and Dental Students
Students who are admitted to a medical or dental school after completing their junior year at USF may be awarded the B.A. degree in Interdisciplinary Natural Sciences from the College of Natural Sciences. (See College of Natural Sciences on page 123).
Application for Graduation

To be considered for graduation, a student must submit an “Application for Degree” to the Office of Records & Registration by the deadline noted in the Academic Calendar for the term in which he/she expects to graduate. The application form is available in the Office of Records & Registration. (Inquiries regarding approval or denial should be made to the colleges.)

A student applying for a second undergraduate major must do so within the same deadline set for applying for a degree.

A student applying for a minor must:
1. File a separate request for certification for the minor in the department of the minor, during the semester of graduation.

Graduation Requirements—Graduate Programs

For complete discussion of graduate programs and academic policies and procedures, students should refer to the section on “Graduate School”.

Certification Requirements—Associate of Arts

Upon the student’s successful completion of the minimum requirements for the Associate of Arts, an appropriate degree will be awarded.

To receive the Associate of Arts, a student must complete 60 semester hours of university credit; the last 20 hours must be completed in residence at the University of South Florida; the minimum grade point average must be 2.0 based on work attempted at USF; and the General Distribution Requirements of the University must be satisfied. Physical Education and Military Science credits do not count toward the A.A. degree.

Application for the Associate of Arts degree is obtained from the Division of University Studies prior to the application deadline.

Limited Access Student Records

The following student records are open for inspection only by the student, or parents of dependent students as defined by the Internal Revenue Service, and such members of the professional staff of the institution as have responsibility for working with the student or with the student’s records.
1. Student Health and Medical Records
2. Student Disciplinary Records
3. Records of Student Personal Non-Academic Counseling
4. Required Student Financial Income Records
5. Student Permanent Academic Records (from which transcripts are made)
6. Student Placement Records

Except as required for use by the president in the discharge of his official responsibilities, the custodians of limited access records may release information from such records only upon authorization, in writing, from the student, or upon order of a court of competent jurisdiction.

Honors at Graduation

Any baccalaureate candidate whose overall grade point average for all work attempted on the standard grading scale at USF is 3.5 or higher shall be considered for honors. In addition, transfer students to be eligible for honors must have a grade point average of 3.5 or higher when combined with all work attempted at other institutions. The forgiveness policy will not be applicable in computing the grade point average for honors.

Candidates with a GPA of 3.5 but below 3.71 shall receive a diploma designation of “cum laude.” (With Honor)

Candidates with a GPA of 3.71 but below 3.90 shall receive a diploma designation of “magna cum laude.” (With Higher Honor)

Candidates with a GPA of 3.90 or above shall receive a diploma designation of “summa cum laude.” (With Highest Honor)

In addition, each Dean has the option to select on the basis of exceptional achievement 1% of the college’s graduates or 1 student per semester for graduating “with distinction.”

Commencement

Commencement ceremonies at USF are held once a year following the end of the Spring Semester. All students who have graduated the previous Summer Term and Fall Semester and candidates for degrees for the Spring Semester are eligible to participate. Information for those eligible will be mailed to them during the Spring Semester. If information has not been received by Early March, the student should contact the Office of Records and Registration. Undergraduate students who anticipate graduating the subsequent Summer Semester may participate but must contact the Office of Records and Registration for information. Graduate students (Master’s, Education Specialists, and Doctorate) will not participate in commencement exercises until all requirements for such degrees have been fulfilled.
Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of the University of South Florida (according to USF policy):

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The University Directory, published annually by the University, contains only the following information, however: Student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to members of the public, as well as to other students and members of the faculty and staff.

NOTE: General release of the aforementioned types of "directory information" is accomplished pursuant to USF policy. USF policy prohibits use of such information for commercial purposes.

Students must inform the USF Office of Records & Registration, in writing (on forms available for that purpose), of the information they wish withheld from the University Directory and other listings of "directory information." Such requests will be effective for the academic year during which they were initiated unless earlier, written notice to the contrary is received by the Office of Records & Registration.

Notification to the University of refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

NOTE: At the time of catalog preparation USF's FERPA policy was under revision. Students should review the University Class Schedule for information on the new policy.

Special Academic Programs

USF/Florida Public Community College
Dual Enrollment

Some undergraduate students may find it advantageous to dually enroll at a Florida public community college while attending USF. Procedures to permit this type registration are available only during the host institution's regular registration period. Credit hours for the course(s) taken at the host institution will apply toward graduation only if prior approval was received from the student's USF adviser. The grade point average will not transfer to USF. See your USF college adviser for detailed registration instructions and course approval.

Students attending a Florida public community college may dually enroll at USF. Please contact your community college adviser for additional information and course approval.

School of Continuing Education

The School of Continuing Education serves the multiple continuing education needs through its Divisions of Lifelong Learning and Special Degree Programs. Educational services offered range from adult degree programs to continuing education credit courses at off campus locations and noncredit conferences, workshops, seminars and short courses offered at various locations throughout the University's service area.

DIVISION OF LIFELONG LEARNING

The Division of Lifelong Learning serves an ever-widening community with a variety of credit and noncredit programs and special activities designed to meet individual and organizational educational needs. Programs are offered in many locations, but are coordinated from the Division's offices located on the Tampa campus.

Credit Courses: For a discussion of credit course offerings, refer to page 18.

Noncredit Programs: A variety of noncredit educational programs (conferences, workshops, seminars, short courses, etc.) of varying lengths are scheduled throughout the year by the Division of Lifelong Learning, making it possible for the University to serve greater numbers of adults with richer and more diversified programs. The programs vary in length from one day to ten weeks, and the subject matter is concentrated as needed for the group being served. The Continuing Education Unit (CEU) is recorded for all noncredit programs and special activities conducted by the University. The CEU is awarded to participants in select programs sponsored by the Division of Lifelong Learning and approved by an academic unit. Transcripts indicating awarded CEU's are available on request.

The Division of Lifelong Learning develops programs for business and industry, government, professional, civic, and service groups. A variety of instructional methods is used to assure maximum participation in the educational programs. Distinguished faculty members from the several colleges of the University, faculty from other institutions of higher education, as well as national and international resource persons, serve as consultants, instructors, and lecturers for the programs.

Professional program coordinators are available to provide technical assistance in program planning, budget preparation, and evaluation, and to assist organizations in developing programs consistent with the needs of the group and the overall educational objectives of the University.

The Division of Lifelong Learning also offers a number of programs and courses designed to meet various educational needs of individuals. Emphasis is placed upon quality classes for professional advancement, personal improvement, and cultural enrichment.

Registration in these classes is open to all adults with a desire for knowledge and interest in the subject matter.

Bachelor of Independent Studies
External Degree Program

The Bachelor of Independent Studies (BIS) Program is an adult oriented, external degree program for individuals whose life styles preclude attendance at regular classes. The BIS student proceeds at his/her own pace, and for the most part, in his/her own setting. The exception is the seminars which require periodic, short term residence.

The curriculum consists of interdisciplinary studies which are divided into four areas: the Humanities, Natural Sciences, Social Sciences and Interarea Studies.

The student approaches the first three areas of study via guided independent study and a seminar. Directed reading or independent study requirements represent long term involvement as compared with the short term duration of a seminar. The first three study areas are in free standing order. The student is encouraged to start in his/her area of strength.

Studying in absentia and usually on a part time basis, the student engaged in independent study relates with a faculty adviser who furnishes directions regarding reading assignments, methods of reporting, and other study projects. The student demonstrates that he/she has attained the level of proficiency required for completion of independent study in a particular area through the satisfactory completion of an area comprehensive examination. The exam may be taken on or off campus.
When certified as eligible for a seminar, the student is invited to attend a three week seminar in conjunction with each of the first three study areas (Humanities, Natural Sciences, and Social Sciences). Seminar residence requirements, in other words, add up to a total of nine weeks of periodic residence on the USF Campus. Each seminar represents a period of intensive, residential learning under the direction of a team of faculty members.

The fourth area of study, or inter-area studies, represents an opportunity to integrate the various insights gained from the first three study areas. Fourth area study is essentially a thesis-oriented experience.

Applicants must qualify for admission to the University of South Florida and for admission to the External Degree Program. The USF Director of Admissions rules on the admission of an applicant to the University. The BIS Committee rules on admission of an applicant to the BIS Program.

<table>
<thead>
<tr>
<th>Fees for the BIS Degree Program</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>15.00</td>
</tr>
<tr>
<td>Pre-Enrollment Procedures</td>
<td>60.00</td>
</tr>
<tr>
<td>1st Study Area</td>
<td></td>
</tr>
<tr>
<td>Independent Study</td>
<td>450.00</td>
</tr>
<tr>
<td>Seminar</td>
<td>450.00</td>
</tr>
<tr>
<td>2nd Study Area</td>
<td></td>
</tr>
<tr>
<td>Independent Study</td>
<td>450.00</td>
</tr>
<tr>
<td>Seminar</td>
<td>450.00</td>
</tr>
<tr>
<td>3rd Study Area</td>
<td></td>
</tr>
<tr>
<td>Independent Study</td>
<td>450.00</td>
</tr>
<tr>
<td>Seminar</td>
<td>450.00</td>
</tr>
<tr>
<td>Fourth or Inter-area Studies</td>
<td>975.00</td>
</tr>
<tr>
<td>Total*</td>
<td>3,750.00</td>
</tr>
</tbody>
</table>

*Please note that the fees listed do not include such additional expenses as books, travel, and living expenses during seminars.

Students may not transfer credits into or out of the BIS Program. Program policy does provide for recognition of prior learning which may have been achieved through formal study, leisure time reading, life or work experience, or a combination of these. More specifically, applicants who can demonstrate sufficient competence may waive up to a maximum of two areas of guided independent study. Applications for waiver are processed following completion of the pre-enrollment procedures. Those who take an area comprehensive exam for waiver will be assessed a fee of $75.00.

Applicants who have sufficient competence in some but not all of the disciplines in a study area receive advanced placement or an abbreviated reading program based on the individual's background and needs. The concept of advanced placement is implemented by the study area advisor following the student's enrollment.

Individuals with an A.A. degree, and Registered Dental Hygienists, Registered Nuclear Medicine Technologists, Registered Nurses, Registered Radiologic Technologists, and Registered Respiratory Therapists with an A.S. Degree from a state approved program qualify for a "two plus two interface" with BIS requirements. Those with an appropriate associate degree, in other words, complete two study areas comprised of two units of independent study and two resident seminars. The two study areas, in these instances, (i.e. Social Science or Natural Sciences or Humanities & Social Sciences or Natural Sciences & Humanities) are stipulated by the BIS Committee in keeping with the applicant's background and career plans. The study areas so defined are regarded as the curriculum contract component of the "two plus two interface." Anyone choosing the "two plus two" option is ineligible to apply for waiver.

The BIS Program is academically responsible to the Vice-President for Academic Affairs through the BIS committee. Administratively, the Program reports to the Dean of the School of Continuing Education. Brochures are available upon request. For further information, write: Director, BIS Program, University of South Florida, Tampa, Florida, 33620.

Open University (O.U.)

Open University brings USF college credit courses to students through television and radio. Broadcast on WUSF-TV, Channel 16 (UHF) and WUSF(FM) 93.7 radio, Open University is ideal for the working person, a parent with small children, a student with elective hours to complete, or anyone with the desire to learn. Classes are conveniently scheduled in the afternoons and evenings with repeats on weekend mornings.

Open University courses are available to anyone regardless of previous educational background. Tuition costs are identical to on campus courses and credit will appear on students' transcripts accordingly. Non degree seeking students may register using designated forms by mail. Please contact the Open University office for more information.

### College-Level Examination Program (CLEP)

The University grants credit for Distribution Requirements and for a number of specific courses through CLEP General Examinations and CLEP Subject Examinations. Performance levels necessary to achieve credit are established at a common level for all universities in the State system. Generally the performance levels are based on the average score of students who have already taken the courses.

The following policies apply to this program:

1. In order to receive credit for the General Examinations of CLEP, students must take (or retake) the examinations not later than six weeks after the first enrollment in college level courses. Exceptions to this rule should be petitioned to the Academic Regulations Committee.

2. Although the General Examinations are not equated to specific courses, there are two cases in which the content is sufficiently similar to be considered as duplicate credit. Thus credit may not be received for both in the following:

<table>
<thead>
<tr>
<th>Test Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>ENC 0013, 1102, 1135, 1168</td>
</tr>
<tr>
<td>MGF 1113, 1114, 2202</td>
</tr>
</tbody>
</table>

3. Students who transfer to USF will receive such CLEP credit as is posted on the official transcript from the institution the student is leaving and meets the SUS minimum score standard. The receiving college will determine, based upon guidelines, the applicability of these credits to the student's (baccalaureate) degree requirements.

4. Credit for CLEP Subject Examinations will be awarded for passing scores only on those examinations which are recognized by USF and do not constitute duplicate course credit. Applications for and additional information on CLEP are available in the Office of Evaluation and Testing.

### Advanced Placement Credit Program

The University of South Florida participates in the Advanced Placement Program conducted by the College Entrance Examination Board.

Examination papers are graded by selected committees on a five-point scale. The University allows advanced placement credit for scores of 3, 4 and 5. No credit is allowed for scores of 1 or 2. Additional information is available in the Office of Evaluation and Testing.

### Independent Study

Graduate or undergraduate students wishing to take a course by independent study must contact the instructor of the course for permission. The instructor specifies the requirements to be completed by the student including tests, periodic class attendance, term papers, etc.

Not all courses in the University can be taken by independent study. The respective colleges have jurisdiction in the determination of which courses may be taken in this manner.

The regular grading system applies to all independent study students. Grades earned by independent study have the same status as those acquired through regular class attendance. Students taking a course by independent study must register for the specific course section in the regular manner.
New College of USF

New College, an honors-level educational program on the Sarasota Campus, offers students the opportunity to work in traditional liberal arts areas within an innovative curricular structure.

Students create their own-term-by-term educational contracts, with the help of faculty sponsors, permitting a maximum amount of self-direction and independent study. New College students have the option of completing their work for the bachelor's degree in three years.

A residential college with its own admissions and graduation requirements and its own faculty, New College is partially supported by funds from the private New College Foundation. (See full description of New College of USF on page 137.)

Army ROTC
(Reserve Officer Training Corps)

The University of South Florida is one of 288 Army ROTC Host Institutions in the United States. All male and female University of South Florida students may participate in the Army ROTC Program. Participants who successfully complete the ROTC program are commissioned Second Lieutenants (Regular and Reserve) in the United States Army. ROTC graduates may request to serve their commitment in an Army Reserve or National Guard Unit. (Three years minimum active duty.)

Features of the program include scholarship opportunities, a veterans' program, and an abbreviated curriculum for transfer students or others who did not participate in Basic (Freshman and Sophomore) ROTC. A special summer program is also available on the Tampa campus. A contractual agreement may be made to provide ROTC graduates a guarantee that they will serve only in a Reserve component (Army Reserve or National Guard) upon graduation. Selected students may serve as officer trainees within National Guard or Army Reserve units in a paid status concurrent with enrollment in Advanced ROTC. An early commissioning option is available for students with prior military or high school ROTC experience. This option allows for commissioning prior to academic graduation. Students who avail themselves of this option serve in a Reserve or National Guard unit while continuing their education. Upon graduation, students may request active duty in the United States Army.

Enrollment is open to qualified students at all levels, including graduate students. Students incur no military commitment by participating in Basic ROTC.

Military Science course offerings are available on both St. Petersburg and Tampa campuses. Offerings are published each semester. Interested students should contact the Professor of Military Science or Campus Coordinator for enrollment information.

Marine Officer Program

Qualified students may apply for an officer program leading to a commission as a Second Lieutenant in the United States Marine Corps. Commissions are offered in both ground and aviation components. The Platoon Leaders Course (PLC) is offered to freshmen, sophomores and juniors who attend precommissioning training during the summer. Financial Assistance and Flight Induction Programs are available. Qualified seniors attend 12 weeks of training in the Officer Candidate Course (OCC) after graduation. For details, contact the placement office or the Marine Officer Selection Officer when he is on campus.

Enrollment in Evening Courses

Evening courses at the University of South Florida are part of the regular academic program; they are offered at times convenient to people within commuting distance who wish to continue their education at night while occupied during the day with other responsibilities. Requirements for day and evening courses are the same. See the University Class Schedule for evening registration dates and times.

University of Florida Correspondence Courses

The University of Florida has been designated as the only institution in the State University System to offer correspondence courses. Therefore, the University of South Florida will consider such courses as resident credit, however grades earned are not transferable. Exception: Grades for University of Florida correspondence course taken by Cooperative Education students while on a training period are transferred and will be used in computing the USF grade point average.

Non-Degree Seeking (Special) Student Enrollment

Individuals not desirous of earning a degree but who would like to enroll in classes may register as non-degree seeking (Special) students. For detailed information, refer to page 15.

Non-Degree Seeking (Special) Student—Dual Enrollment

Dual enrollment in USF classes is open to academically qualified students currently enrolled in high school. For detailed information, refer to page 15.

Cooperative Education

The University of South Florida participates in a Cooperative Education Program in which students can combine their formal education with an occupational experience. For description of the program, refer to page 26.

Talent Search

The Talent Search Program is designed to assist high school students or drop outs from low-income families who have academic potential to complete high school and to continue their education in a postsecondary institution or training program. Its purposes are to work with high school counselors and community agencies to provide youths guidance and counseling and information about colleges, universities and other postsecondary programs and to assist them in the application process to gain admission and to receive financial aid where applicable.

To qualify the applicant must meet the following criteria:

1. Age 14 through 27
2. Citizen of the USA or is in the USA from another country and intends to become a permanent citizen
3. Financial or cultural need. (Must meet current federal income eligibility criteria (documented)
4. Possess exceptional potential for success in postsecondary education (student should have grade point average of C or above)
5. School dropout with demonstrated aptitude for re-entry into and success in a school or postsecondary educational program

Interested persons should contact Director, Talent Search University of South Florida.

Upward Bound

Upward Bound is a pre-college program for students from low-income families who have academic potential, but who have inadequate secondary school preparation or have not achieved success in school.

Its purposes are to assist these students in developing goals and academic skills, and to provide the motivation necessary to obtain entrance and achieve success in a college or post-secondary program.

To qualify, the applicant must meet the following criteria:

1. Family income must meet established federal guidelines.
2. Student must have completed the 9th grade and be presently enrolled in the 10th or 11th grade in a high school.
3. Student should have approximate grade point average of C.

Applications should be forwarded to Director, Project Upward Bound, University of South Florida.
Off-Campus Term Program

The Off-Campus Term (OCT) Program offers a program of experience-study whereby all students are encouraged to spend at least one semester engaged in individual educational pursuits away from the University campus. Students are offered a wide variety of opportunities for self-designed and self-implemented experience for academic credit. For example, students may become involved in social action projects, international travel or study, independent research-study, work, or internship projects, and many other personalized projects—all off campus and all for academic credit anywhere in Florida, the U.S., or the world.

While most student activities are individually designed and implemented, the OCT Program also provides for some group projects. Foremost of these are three to six credit hours, faculty-led, short term group projects in the Caribbean several times annually and Urban Survival projects for 12 to 16 hours credit in New York City or any other urban area. The latter project involves intense urban interaction and living in a residential hotel at most favorable student rates.

Academic credit is earned by students while engaged in off-campus activities through the OCT Program. The number of hours of credit varies according to student interest and proposed activities. Students may enroll in a variety of projects and pay fees for variable hours of credit from 1 to 15 in a term. Academic credit activities are designed around the basic off-campus experiences for the most part and projects resulting in academic credit are designed by the student and supervised by OCT or other appropriate faculty. Credits may be earned which apply towards general education and elective requirements. Credit may also be earned in the major field of study in many cases.

The OCT Program has a variety of course projects designed specifically for implementation entirely off-campus using the community and its people as the learning resource. Examples of such offerings are one to four credit hour projects (each) in (1) community studies, (2) inter-cultural studies, (3) law and society, (4) contemporary health problems, (5) volunteers and society, (6) international relations, (7) and three-hour project for working as a volunteer in some community program. These projects are the foundation of each student’s academic plan, supplemented with a project in the major field of study where possible. Participation in the OCT Program for a total of 10 hours during a summer term or terms satisfies the summer enrollment requirement for those affected by this requirement.

Students may participate in the OCT Program anytime beginning with the freshman year through the final semester prior to graduation. Good standing at the University and a 2.0 grade average is required for acceptance into the Program. The OCT Program operates throughout the entire year and students are urged to plan their off-campus experiences during the fall and spring semesters to avoid the traditional rush common to the summer term. Early action is urged since quotas are placed on the number of participants accepted each term.

Elective Physical Education

This program provides the student with opportunities for identifying, developing and assessing various forms of vigorous movement which can contribute to his educational experience and personal growth.

Courses include well-known sports as well as individual assessment activities and special courses to prepare the interested student with skills and techniques applicable for conducting or directing community activities related to sport and movement.

Exchange Programs

National Student Exchange

The University is affiliated with the National Student Exchange (NSE) which permits undergraduate students to study for up to one year in another public university as a part of their program at the University of South Florida. These exchanges can occur only at universities which are part of the National Student Exchange.

In addition to the University of South Florida, other universities participating in this program are Boise State University, Bowling Green State University (Ohio), Buffalo State College (NY), California State College at Bakersfield, California State College at Chico, Eastern Montana College, Eastern Oregon State College, Humboldt State (CA), Illinois State University, Jackson State University, Kean University (NE), Montana State University, Moorhead State University (MN), Northeastern Illinois University, Oakland University (MI), Oregon State University, Rutgers University, Sonoma State (CA), South Dakota State University, Trenton State College (NJ), West Chester State College, William Paterson College of New Jersey, and the Universities of Alabama, Delaware, Hawaii (Hilo and Manoa), Idaho, Maine at Ft. Kent, Massachusetts (Amherst and Boston), Montana, Nevada (Ren and Las Vegas), North Dakota, Northern Colorado, Oregon, and Southern Maine. The number of participating schools increases each year so this list must not be considered complete. An up-dated listing is maintained by the NSE Office.

Under the National Student Exchange program, University of South Florida students apply for exchange status at their home campus. To qualify, students must be in their sophomore or junior year while at the exchange school, and have a 2.5 grade point average. They pay in-state fees at the host campus and the credits and grades transfer back to the University of South Florida upon completion of the exchange.

Application deadlines for September exchange is March 1 annually. Thereafter, no applications for exchange are processed until September for mid-year exchanges if such are possible. Students are urged to apply early as there are quotas established for participation in the NSE Program. The NSE Program is coordinat-
Universities, students may participate in study abroad programs in France, Spain, Italy, Mexico, Canada, and other countries. Students who prefer independent study abroad, rather than the formal institutional programs, may do so through the Off-Campus Term. The Off-Campus Term offers intersession programs in Jamaica and in the Cayman Islands. The programs described in this section are approved exchange programs and will be considered toward on-campus credits. Students who plan to participate in study abroad programs should consult their departmental advisers well in advance to determine whether the course of study they plan to pursue will be acceptable for meeting other degree requirements. Information about these and other programs, as well as advising on study abroad, may be obtained from the Overseas

Information Center in the College of Social and Behavioral Sciences.

**Florida College Exchange Program**

Through an exchange agreement, students of the University of South Florida, with the approval of their advisers, may elect courses at nearby Florida College. Credit for acceptable work may be transferred to the University and counted as elective credit toward graduation. Students from Florida College have a similar transfer arrangement.

Costs for students under these dual enrollment plans are based on credit hours of work taken, and payment is made to the appropriate institution in accordance with its per-hour fee rate.

**Academic Support and Services**

**University Library**

It is important that a library take into account not only the books on its shelves but also the people it serves. This point of view is central in the philosophy of the University of South Florida Library. The Library staff wants students to regard books as a way of life and use the Library regularly. One of the reasons for providing a library collection is to encourage students to buy, read and discuss books. The University expects students to become familiar with the University Library book collection, to master the techniques of using it, and—before graduation—to achieve a familiarity with books which will carry over into later life.

The University Library building was completed in March, 1975; the seven floor building is the largest budgeted non-medical academic facility in Florida. This centrally located building, with its open stacks, adjoining study areas and many individual carrels, has been designed to facilitate study, research and reading. When fully occupied, it will provide space for 2,500 readers and will ultimately accommodate over 800,000 volumes.

The present library collection consists of about 570,000 volumes and is constantly growing in order to serve the University community's need for materials for instruction and research, as well as for personal knowledge and cultural advancement. All academic areas are served, with the exception of the College of Medicine which has its own library.

The card catalog and reference collection are located on the first floor. Reference service is provided at the Reference and Information desks. In addition to assisting students and faculty in using the reference sources in the Library, the Reference staff offers computer searches of online data bases to students, faculty, and others on a cost recovery basis.

The fourth floor Special Collections Department houses the Library's rare books, University Archives and the Florida Historical Society Library. This area contains an extensive collection of books, maps, documents and manuscripts covering historical and contemporary Florida. These valuable items are in closed stacks, but the materials and assistance are available at the service desk.

**Division of Sponsored Research**

Research is an essential aspect of the educational programs of the University of South Florida. All faculty members are encouraged to pursue research activities, and many students are afforded the opportunity to participate in research and training projects supported by public and private granting agencies.

The Division of Sponsored Research is the central coordinating unit for research and other sponsored educational activities on all the University's campuses. It provides information about granting agencies to faculty and students and serves as a consultation center for faculty who desire to submit proposals for funding. All proposals for which outside support is sought must be transmitted through this office.

From its beginning, USF Faculty and staff have been active in the search for new knowledge and have consistently demonstrated their concern about the world in which they live. With the support of private and public agencies, they have contributed to our knowledge about men and women and the world in which they live and applied their findings and skills to the solution of many contemporary problems. Since 1960, they have attracted over 3,294 grants, totaling more than $107 million, and have produced over 14,600 scholarly and creative works. Many of their contributions were basic research; others were practical applications of new knowledge; still other projects made the specialized training and knowledge of USF faculty available to public officials, organizations working for social betterment, religious and educational institutions, and business and manufacturing organizations. Through their sponsored activities, USF faculty have made significant contributions to the University's instructional programs.

**Division of Educational Resources**

The Division of Educational Resources offers the following services for USF faculty, staff and students:

- **Audio-Visual Services**—provides equipment such as 16mm projectors, filmstrip projectors, 35mm projectors, TV Receiver/Monitors, video equipment, etc., for classroom use, University events and other functions.
- **AV materials,** such as microphones, patch cords, audio and video cassettes, splicing tapes, and more, are available for purchase. Audio-Visual Services also provides simple and complex public address systems; recording and dubbing services; as well as maintenance of audio and video equipment.

The **Film Library** houses over 3,000 films which are available at no charge for utilization in scheduled USF courses; for rental to external agencies or non-academic internal utilization; and for preview in the Film Library located on the Tampa campus. Reference and research for films not in the USF collection are also

**ACADEMIC POLICIES AND PROCEDURES, PROGRAMS AND SERVICES**

45
provided. The collection contains USF-produced films and video cassettes and NRDC materials that are available for purchase.

The University Media Center (UMC) is a resource center for instructional materials and non-book media. Non-print materials for use of all students are available as well as printed material for K-12. A Production Room provides graphics and photography facilities, duplicating equipment, and a laminator for use by all USF personnel.

The Learning Lab provides study aids using assorted audio-visual media for USF students. Faculty members may convert portions of their classroom teaching to media for use in the Lab. This facility is available certain evenings each week for evening students as well as the scheduled daytime classroom hours.

Graphic and Photography Services are available to students, faculty and staff for classroom use, University events and other functions.

Media Design and Production coordinates the production of slide shows, 16mm films, and small format video programs for university departments, grant projects, non-profit groups, and other government agencies. Scripting, visual design and all stages leading to the final product are provided.

ID's—All identification cards for students, faculty and staff are produced by Photography. Legal identification must be shown to obtain an ID. ID service is available throughout registration and the first week of classes each semester. During the balance of the semester, ID's are made on Monday from 4:00-5:00 pm, Wednesday from 2:00-3:00 pm, and Thursday from 9:00-11:00 am. There is no charge for the original ID or to replace a damaged ID providing the damaged card is presented. All other replacements are $5.00 each.

WUSF-TV (Channel 16) is a non-commercial educational television station serving the communities of the nine surrounding counties as an important outreach arm of the University. Channel 16 produces and airs more local programming than any station in the area while bringing the best of the offerings from the Public Broadcasting Service (PBS), the Southern Educational Communications Association, and other high quality program sources.

WUSF (FM), 89.7 mhz, is a stereo, public radio station serving the University and surrounding communities within a 12-county area, with 20 hours a day of fine arts, public affairs, and educational programming. It is a member of National Public Radio (NPR) and Florida Public Radio. The sub carrier of the station is also programmed 20 hours a day with newspaper and other readings for the "print-handicapped," requiring a special receiver loaned to qualified listeners. Most of the reading is done by volunteers.

O.U.: (Open University) provides opportunities for everyone regardless of previous education to earn college credit with courses offered through media, including television and radio (WUSF-FM and/or WUSF-TV). Courses are approved by the Department of Education for teacher certification or recertification. Course offerings are announced prior to each academic semester. (For more detailed information, see page 42.

Computer Research Center

The University is the host institution for a large scale digital computer facility which provides administrative, instructional, and research computing support for the University of South Florida and other agencies in the Region. This combined operation has been designated as the Central Florida Regional Data Center within the State University System.

The Computer Research Center makes computing services available to USF users. The professional staff includes Instruction and Research consultants who assist student and faculty users working on qualified projects. In the data systems area, services to University administrative units are through project teams composed of Systems Coordinators, systems analysts and programmers. The Center staff also contains Data Entry, Data Control and Computer Operations personnel and Systems (software) technical specialists. Computing projects are established through the CRC Office of Services. The Center operates as a service facility. Charges are made at published rates and are available at the Center.

Computing equipment includes an IBM System 3033N with tape and disk storage units, card readers and printers and a plotter at the central site, the Student Services Building. Remote batch job entry stations and on-line keyboard terminals operate at various locations. Remote access units are also located at the St. Petersburg, Sarasota, and Fort Myers campuses. The Center maintains key punch machines and other equipment in "open use" areas to enable student and faculty users to prepare and check their programs and data. These areas are accessible in general on a 24-hour basis daily, while computer processing of academic work operates on a basic 8 a.m. to midnight schedule (10 a.m. to midnight Sunday) seven days a week.
GRADUATE SCHOOL

The Graduate School is administered by a Dean who coordinates the admission of graduate students to the University and advises on the budgetary request and internal allocation of state funds for the support of graduate training.

Admission to Graduate Study

Graduate students are advised to apply early as the University accepts applications one year in advance. Applications for which all credentials are not received by the deadline for their specific program will not be considered for that semester. Some departments have different, earlier deadlines than those listed on page 4-5. Students should check the requirements for the specific programs in which they are interested. A $15.00 non-refundable application fee must accompany the application unless the student has been previously enrolled as a degree-seeking student and paid the fee at the University.

Students who seek admission as first-time or transfer graduate students to a graduate degree program and to post-baccalaureate professional programs in the State University System shall be required to meet minimal system-wide requirements. Programs may impose more restrictive admission policies if they so desire. These criteria are listed in the appropriate section in this catalog.

In order to be considered for admission, a first-time graduate student or a student transferring from a graduate program at another university must have a bachelor's degree or equivalent from a regionally accredited university and meet at least one of the following criteria:

1. Shall have earned a "B" average or better in all work attempted while registered as an upper division student working for a baccalaureate degree, or
2. Shall have a total Quantitative-Verbal Graduate Record Examination score of 1000 or higher or an equivalent score on an equivalent measure approved by the Board of Regents, or
3. Shall have earned a graduate degree from a regionally accredited institution. In addition, applicants must be acceptable to the major program.

Each student who seeks admission as a first-time or transferring graduate student shall be required to present his or her score on the Aptitude Test of the Graduate Record Examination, or an equivalent score on an equivalent measure approved by the Board of Regents, to support the application for admission. The GRE may be waived in individual cases by the University.

Applicants denied admission shall be given timely notice and reason for their rejection in writing. Applicants denied admission who meet the minimum system-wide standards may request reconsideration by written request to the University within thirty days of the date of denial. The request shall contain reasons why reconsideration is warranted.

Applicants from non-regionally accredited U.S. institutions may apply for special consideration for admission on an individual basis if they score a minimum of 1000 on the Quantitative-Verbal portion of the GRE or 500 on the Graduate Management Admission Test (GMAT) and have a "B" average on all work attempted while registered as an upper division student working for a baccalaureate degree.

Applicants for the College of Business Administration (except Economics) are evaluated based on a combination of indicators, namely, the Graduate Management Admission Test (GMAT), the upper division undergraduate GPA, and other measures that indicate success in the program such as experience, leadership potential, etc. For the MBA and MS in Management the applicant must have a combined total of at least 1000 under the formula: Upper division GPA X 200 plus the GMAT to total 1000 or higher, (1075 is the sought for minimum). For the Master of Accountancy, applicants must submit a score of 475 or higher on the GMAT and at least a "B" average (3.0) in all work attempted while registered as an upper division student. Applicants for the M.A. in Economics are required to have a minimum of 1000 on the GRE and a "B" average or better as an upper division undergraduate.

Test scores are required of all applicants. The GRE is given six times a year and the GMAT four times a year at a multitude of centers in the U.S. and in many foreign countries. Candidates must register for this examination at least four weeks in advance of the test date and should allow six weeks for the receipt of their test scores.

A student desiring to attend classes but who has not been admitted to a graduate program may register as a Special Student, but such a student should be aware that only 12 hours in this category may be applied to a degree program and the actual number is determined by the various department or college head.

Acceptance by the college and the program for which the student is applying includes satisfaction of any additional requirements listed by the specific program.

Students who have been admitted on a provisional basis must submit the missing credentials before a second registration will be permitted, and these must substantiate their eligibility for admission.

In admitting students for a given academic year, up to 10 percent of the graduate and post-bachelor professional students admitted for that academic year may be admitted as exceptions to the above criteria. Students admitted as exceptions need not meet any of the criteria listed above but should meet other criteria devised by the University, such as excellent letters of recommendation from trusted educators, or satisfactory performance in a specified number of graduate courses taken as post-bachelor students, or practical professional experience in the discipline for a specified period of time.

Students with bachelor's degrees or equivalent who do not meet the system-wide criteria and who wish to enroll in courses but not degree programs at the post-bachelor's level may enroll under the classification of special post-bachelor non-degree students. Universities wishing to admit special post-bachelor non-degree students to graduate degree programs after the students have satisfactorily completed a specified number of credits may do so provided that the number so admitted is included as part of the 10 percent exception.

A student's acceptance to graduate standing is granted for the semester and for the particular program specified in the official acceptance notification. In the event that a student wishes to change the date of entrance, the student must notify the Office of Admissions of intent to do so. Failure to enroll during the specified semester without notifying the Admissions Office will result in the cancellation of the admission and will necessitate reapplication.

A graduate student, enrolled for work in a program, who wishes to change to another program at the same level, must make formal application through the Office of Records and Registration.

If, on completion of one graduate degree, a student wishes to begin work on another advanced degree at USF, the student must reapply at the Office of Admissions.
Procedure for Applying

1. Applicants must submit application and fee prior to the deadline.
2. Two official transcripts from every institution of higher learning attended must be submitted directly from the issuing institution to the Office of Admissions.
3. Admissions test results are required from every applicant.
   These must be sent directly to Graduate Admissions Office from the testing agency.
   a. Graduate Record Examination Aptitude Test. All applicants except those applying to Business Administration (see below), must submit scores from the GRE aptitude test taken within 5 years preceding application.
   b. Graduate Management Admission Test (GMAT). All applicants to Business Administration, except those applying to Economics, must submit scores from the GMAT.

   Those applying to Economics must submit scores from the GRE aptitude test (see above).

4. Letters of recommendation may be required by the Colleges. See the individual College section for particulars.
5. All credentials must be received in the Admissions Office prior to the deadline for application.
6. A student's acceptance to graduate standing is granted for the semester and the particular program specified in the official acceptance notification. The student must validate that acceptance by enrolling for that semester. If admission has not been granted because of a late application or missing credentials, or if the student does not enroll for that specific semester, the student must request that the Admissions Office update the application for a future semester and specify the new enrollment date. This request must be made in writing within 12 months of the initial application request. If a request for change of semester is not received in the specified time, a new application and fee must be submitted. Request for change in entry date must be received before the deadline of the semester desired.

   An applicant will be permitted to request change of entry date twice without fee. After the second request, a new application and another fee will be required.

International Students

The University is concerned for the welfare and academic success of the International Student. In keeping with this concern, the University feels that it is necessary that both the student and the adviser have a realistic understanding of the student's academic ability and competence in English in the key areas of listening, reading, writing, and comprehension.

Therefore, the University requires the submission of the Test of English as a Foreign Language (TOEFL) with a minimum acceptable score of 550. In addition, colleges may require other testing programs prior to the student's first enrollment.

International students must have earned an appropriate degree to indicate that he/she is academically prepared and qualified to undertake the studies requested. Applicants to graduate studies must have earned in an institution of higher learning a degree which is equivalent to a bachelor's degree from a regionally accredited university in the United States.

International students requesting an application will be sent preliminary information forms. Upon receipt of these forms, the Admissions Office will review the information provided and determine whether the student has the appropriate background to undertake the studies proposed. If not, the applicant will be so advised by the Admissions Office and the application process terminated. If the student is eligible for further consideration, the Admissions Office will forward a formal application with additional instructions and information. A complete admission application should be received by USF at least six months prior to the desired entry date, together with the non-refundable $15.00 application fee. Submission of a formal application does not guarantee admission. Priority in admission will be given to applicants whose credentials indicate the greatest likelihood of success in the program requested.

For all international students the following items are required as a part of the formal application:

1. Completed application.
2. A $15.00 non-refundable fee submitted with the application.
3. A letter of recommendation from the last institution attended to the Director of Admissions.
4. Three letters of recommendation sent directly to the program to which the student is applying, and attesting academic performance and capability.
5. A certificate of financial ability showing proof of financial resources sufficient to cover tuition, fees, room and board, and other expenses for the full academic year. Travel costs must be assumed by the student. A student who has signed a statement indicating sufficient financial resources cannot expect the university to assume responsibility if his/her funds prove inadequate.
6. Applicants whose native language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 550 is required for all colleges and programs. Applicants are responsible for making arrangements with the Office of Educational Testing Service to take the examination and to have their scores sent directly from the testing service to the Office of Admissions. Student copies are not acceptable.

7. GRE/GMAT Test Scores:
   All applicants to graduate studies (except those applying to the College of Business Administration) must submit scores on the Graduate Record Examination (GRE). Graduate applicants to the College of Business Administration (with the exception of Economics) must submit scores from the Graduate Management Admission Test (GMAT). Applicants for the program in Economics must submit scores from the GRE.

   Application and information for the required tests may be obtained from the addresses listed below.
   a. For information and to obtain an application for the Graduate Record Examination: Graduate Record Examination Educational Testing Service Box 955 Princeton, New Jersey 08540, U.S.A.
   b. For information and to obtain an application for the Test of English as a Foreign Language: Test of English as a Foreign Language Educational Testing Service Box 899 Princeton, New Jersey 08540, U.S.A.
   c. For information and to obtain an application for the Graduate Management Admission Test: Graduate Management Admission Test Educational Testing Service Box 956 Princeton, New Jersey 08540, U.S.A.

   8. International applicants must request all schools attended to submit directly to the Office of Admissions, transcripts of all work attempted. Transcripts and all other documents in a language other than English must be accompanied by a certified English translation signed and sealed by the U.S. Consul or other authorized government official. Applicants must submit certificates, diplomas, and transcripts showing subjects and grades from the first year of university work to the time of application. Documents submitted will not be returned to the applicant or forwarded to another institution.

Non-Degree Seeking (Special) Students

Students who are qualified to enroll in specific graduate courses but who do not intend to work toward a graduate degree may enroll as Special Students. Special Students may enter classes on a space available basis by obtaining consent of the course instructor. Special Students must meet all stated prerequisites of courses in which they wish to enroll. Certain classes are available only to degree seeking majors and may not be available for Special Students. No more than 12 hours of credit earned as a Special Student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree granting college and must be appropriate to the program.
Those interested in enrolling as Special Students are urged to contact the Coordinator of Graduate Studies in the College offering the courses concerned for a description of requirements and procedures. The College of Business Administration has special procedures for Non-degree Seeking (Special) student registration. Please refer to the College of Business Administration section of the Catalog for further information.

Graduate Readmission
(Former Student Returning)

Degree-seeking graduate students who have not been in attendance at the University during either of the two semesters immediately preceding the semester enrollment is desired should follow the readmission procedure on page 15. Any graduate degree-seeking student who has not been in attendance at the University for two academic years must reapply through the Office of Admissions by the appropriate deadline.

The Traveling Scholar Program

The University System of the State of Florida has a Traveling Scholar program which will enable a graduate student to take advantage of special resources available on another campus but not available on his own campus.

Procedure

A Traveling Scholar is a graduate student, who, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and the application fee of the host institution and a guarantee of acceptance of earned credits by the sponsoring institution.

A Traveling Scholar must be recommended by his own graduate adviser, who will initiate a visiting arrangement with the appropriate faculty member of the host institution.

After agreement by the Dean of the Graduate School at the University of South Florida and the student's adviser and the faculty member at the host institution, Deans at the other institution will be fully informed by the adviser and have authority to approve or disapprove the academic arrangement.

The student registers at the host institution and pays tuition and registration fees according to fee schedules established at that institution.

Conditions

Each university retains its full right to accept or reject any student who wishes to study under its auspices.

Traveling Scholars will normally be limited to one semester on the campus of the host university and are not entitled to displacement allowance, mileage, or per diem payments. The sponsoring institution, however, may, at its own option, contribute to the financial support of the Traveling Scholar in the form of fellowships or graduate assistantships.

Graduate Assistantships, Fellowships and Out-of-State Waivers

(1) To be eligible to obtain a one-half time graduate teaching assistantship, a student must be degree-seeking and be registered for a minimum of six credit hours each semester toward degree requirements.

(2) To be eligible to obtain a graduate research assistantship, a student may be degree-seeking or a Special Student for one semester of enrollment only and be registered for a minimum of six credit hours toward degree requirements.

Teaching and Research Assistantships are awarded by the individual programs/departments. The Graduate Council of the University of South Florida awards fellowships for graduate students.

The Florida Legislature has provided out-of-state waivers to attract outstanding students. These waivers are available through the Colleges.

Fields of Graduate Study

Master's Degree Programs

College of Arts & Letters
American Studies—M.A.
Communication:
Communication—M.A.
Linguistics (ESL)—M.A.
English—M.A.
French—M.A.
Mass Communications—M.A.
Philosophy—M.A.
Religious Studies—M.A.
Spanish—M.A.

College of Business Administration
Accountancy—M.Acc.
Business Administration—M.B.A.
Economics—M.A.
Management—M.S.

College of Education
Administration & Supervision—M.Ed.
Adult & Vocational Education—M.A.
Adult Education
Business & Office Education
Distributive Education
Industrial—Technical Education
Art Education—M.A.
Curriculum & Instruction—M.Ed.
Elementary Education—M.A.
Exceptional Child Education—M.A.
Emotional Disturbance
Gifted

Mental Retardation
Specific Learning Disabilities
English Education—M.A.
Foreign Language—M.A.
French
German
Spanish
Guidance & Counseling Education—M.A.
Humanities Education—M.A.
Junior College Teaching—M.A.
Biology
Business
Chemistry
Economics
Engineering
English
French
Geography
Geology
History
Mathematics
Physics
Political Science
Sociology
Spanish
Speech Communication
Library, Media, and Information Studies—M.A.
Mathematics Education—M.A.
Music Education—M.A.
Physical Education—M.A.
Reading Education—M.A.
School Psychology—M.A.
Science Education—M.A.
Social Science Education—M.A.
Speech Communication Education—M.A.

College of Engineering
- Master of Engineering—M.E.
- Master of Science in Chemical Engineering—M.S.Ch.E.
- Master of Science in Civil Engineering—M.S.C.E.
- Master of Science in Electrical Engineering—M.S.E.E.
- Master of Science in Engineering—M.S.E.
- Master of Science in Engineering Management—M.S.E.M.
- Master of Science in Engineering Science—M.S.E.S.
- Master of Science in Industrial Engineering—M.S.I.E.
- Master of Science in Mechanical Engineering—M.S.M.E.

College of Fine Arts
- Art—M.F.A.
- Music—M.M.

College of Natural Sciences
- Botany—M.A.
- Chemistry—M.S.
- Geology—M.S.
- Marine Science—M.S.
- Mathematics—M.A.
- Microbiology—M.A.
- Oceanography—M.S. (Cooperative Program with Florida State University)
- Physics—M.A.
- Zoology—M.A.

College of Nursing
- Nursing—M.S.

College of Social & Behavioral Sciences
- Anthropology—M.A.
- Communicology:
  - Audiology—M.S.
  - Aural (Re) Habilitation—M.S.
  - Speech Pathology—M.S.

Regulations Governing Graduate Study

The development of University policies and principles for graduate work is the responsibility of the Graduate Council. In addition, the Council exercises the right of inquiry and review to insure that high scholarly standards are being maintained. It is responsible for the establishment of University standards and regulations for graduate students and faculty. The Council also reviews all new graduate courses and degree programs and modifications to existing courses and programs. The membership of the Graduate Council includes the chairperson, nine faculty members, two graduate students, and three ex-officio members.

Major Professor

An adviser or major professor will be appointed for the student in his first term of work and will be designated by the chairperson of the department or area in which the degree is sought upon a mutual recommendation from the student and professor concerned.

Quality of Work

Graduate students must attain an overall average of 3.0 (B) in all courses. No grade below “C” will be accepted toward a graduate degree, but all grades will be counted in computing the overall average.

Any graduate student who at the end of a semester is not in good standing shall be considered to be on probationary status. Such a student may be dropped from degree seeking status after one semester of probation by the dean of his college. Notification of probation shall be made to the student in writing by his major professor, with a copy to the college dean. At the end of the probationary semester, the major professor shall recommend to the college dean, in writing, one of three alternatives (1) removal of probationary status; (2) continued probation; or (3) drop from degree program. Every effort will be made during the probationary period to aid the student in reestablishing his standing.

Appeals

Graduate students may appeal actions regarding their academic status:
1. In actions based on departmental requirements, the student may appeal first to his department through his major professor, then to the college dean or his representative, and then to the Graduate Dean if necessary.
2. In actions based on the University minimum requirements, appeal shall be made directly to the Graduate Council.

Reports of actions and appeals will be maintained in the student's permanent file.

Enrollment Requirements—Minimum University Regulations

A student taking six or more hours toward the degree in a semester will be classified as a full-time student. The normal graduate load is 9-12 credit hours.

Students who have completed their course work and continue to occupy space and to receive faculty supervision but who have not made a final thesis/dissertation submission shall register for a minimum of two hours of Thesis/Dissertation. The exact number of hours is determined by staff and facilities to support the student.

Graduate students having completed all requirements except for comprehensive exams or completion of I and/or Z grades will be allowed use of University Library facilities for one semester, with approval of department chairperson.

Graduate students who receive financial support from the...
University, other than fellowship recipients, will hold their appointments for no more than four semesters (excluding summer term) while working toward the master's degree (five semesters for the MFA) and no more than six additional semesters while working toward the Ph.D. or Ed.D. degrees.

**Transfer Credit**

Transfer of credit from another regionally accredited school is limited to eight semester hours. All transferred credit must (1) be approved by the program or college concerned, and (2) have been completed with grades of “B” or better.

Transfer (post-baccalaureate, transfer credits from other institutions) and Special Student credit* must be evaluated and transferred by the time of formal acceptance and enrollment. The graduate department/program will be responsible for evaluating and initiating the transfer. Earned degrees are transferred in full.

*No more than 12 hour of credit earned as a special student in a non-degree seeking status may be applied to satisfy graduate degree requirements.

**Grades in the Graduate Program**

Graduate students may not take courses in their major on an S/U basis except for certain courses that are specifically designated in the catalog. Graduate students may take courses outside of their major on an S/U basis with prior approval of the professor of the course, the major professor and the Dean of the College who will approve the degree.

The student may apply a maximum of four hours of such credit (excluding Directed Research, Thesis/Dissertation, Design, Practicum, or Internship) toward a master's degree. Directed Research, (master's and doctoral level) and Thesis and Dissertation courses are designated as Credit Varies and are awarded credit on an S/U basis only. Before a student undertakes work under Directed Research, a written agreement between the student and the professor concerned, setting forth in detail the requirements of the course, shall be completed.

The Z grade shall be used to indicate continuing registration in Thesis/Dissertation courses. Upon satisfactory completion of the Thesis/Dissertation course, the final grade to be assigned will be an S.

Undergraduates may not enroll in 6000-level courses or higher without written approval of the College Dean.

Other procedures involving grades such as dropping or adding courses, withdrawals, audits, etc., are the same as those used for undergraduates.

**Change of Graduate Degree Program**

Students who wish to change their advanced degree program at the same level must obtain a Graduate Change of Program Application from the Office of Records and Registration. The Change of Program is completed upon acceptance of the student by the new department. The new department may elect to accept all, some, or none of the previous graduate courses taken by the student. Courses accepted from prior graduate program must be listed by the new program on the Graduate Change of Program Application. If no courses are listed, it is assumed no courses are accepted from prior program. For changes in level, i.e., from Master's to Ed.S., Ed.D., or Ph.D., the applicant must submit a new application to the Admissions Office.

**Students' Choice of Catalog**

In order to graduate from the University of South Florida, students must meet all of the graduation requirements specified in the USF catalog of their choice. Students may choose any USF catalog published during their continuous enrollment. Students who have transferred from one Florida public institution to another are affected by the following Board of Regents policy:

"Graduation requirements in effect at the receiving SUS institution at the time a student enrolls at a Florida public institution of higher learning shall apply to that student in the same manner that graduation requirements apply to its native students provided the student has had continuous enrollment as defined in the SUS institution's catalog."

At the University of South Florida, continuous enrollment is defined as completing a minimum of two terms per year at USF, inclusive of receipt of grades for courses, through time of graduation. Graduate students who are continuously enrolled may select any catalog within five years of their graduation or completion date. Therefore, students cannot choose a USF catalog published prior to or during an academic year in which they did not complete at least two terms.

Each catalog is considered to be published during the academic year printed on the title page.

If the student cannot meet all of the graduation requirements specified in the catalog of choice due to decisions and changes by the University in policy matters, course offerings, etc., appropriate substitutions will be determined by the chairperson of the department or program of the student’s major.

University policies are subject to change and apply to all students regardless of their choice of catalog. If the student’s graduation requirements are affected by changes in University policies, appropriate arrangements will be made to preclude penalization of the student.

**Application for Degree**

Each student who plans to complete his/her graduate requirements by the end of a term must complete the Application for Graduation within 15 class days after the beginning of that term. A fee equivalent to one semester hour is charged if the student is not enrolled. Note special enrollment procedures for students submitting theses/dissertations in sections on “Master's Degree” and “Ph.D. Degree.”

**Commencement Participation**

Graduate students may not participate in May commencement ceremonies unless all degree requirements have been completed.

**Exclusions**

Members or former members of the faculty who hold or have held the rank of Assistant Professor, Associate Professor, or Professor are not eligible to be granted degrees from the University of South Florida, except upon prior authorization of the Graduate Council.

In cases where the immediate family of the faculty is enrolled in graduate degree programs, the faculty member may not serve on any advisory or examination committee nor be involved in any determination of academic or financial status of that individual.

**Faculty Eligibility**

In order to teach a graduate course at the University of South Florida, a person must have a current USF faculty appointment. The director of a thesis or dissertation must be a USF faculty member with an advanced degree, or equivalent professional qualifications, appropriate to the required level of supervision.
Master's Degree

Program of Study and Course Requirements

During the first term of study, in consultation with his major professor, the student should plan a program of work to be completed for satisfaction of degree requirements. A copy of this program signed by the student and professor should be maintained in the student's department file.

A minimum of 30 semester hours is required for a master's degree, at least 16 hours of which must be at the 6000 level. At least 20 hours must be in formal, regularly scheduled course work, 10 of which must be at the 6000 level. Courses at the 5000 level are acceptable for credit toward the master's degree when taken as a part of a planned degree program.

A major professor may approve up to 6 hours of 4000-level courses if taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate dean and by the Graduate Council. Students enrolled in undergraduate courses as a part of their planned degree program will be expected to demonstrate a superior level of performance.

Graduate students may not enroll for more than 16 hours in any semester without written permission from the Dean.

Supervisory Committee

Students working toward a thesis degree will have the benefit of a supervisory committee. The committee, consisting of the major professor and at least two other members of the department or area in which the degree is sought, will be appointed by the appropriate chairperson upon recommendation from the student and his major professor. The director of a thesis or dissertation must be a USF faculty member with an advanced degree, or equivalent professional qualifications, appropriate to the required level of supervision. Notification of the committee appointment will be sent to the Dean of the College and to the Dean of the Graduate School. The committee will approve the course of study for the student, supervise his research, and accept his thesis.

Time Limitations

The University of South Florida has definite time limits covering the following items:
1. Test scores for the Graduate Record Examination (GRE) and Graduate Management Admission Test (GMAT) must be within five years preceding application.
2. Acceptance to graduate standing is granted for the semester and particular program specified in the official acceptance notification. Students must validate their acceptances by enrolling that semester or reapply. In the event that students wish to change the date of entrance, they must notify the Office of Admissions of intent to do so.

Ed.S. Degree and Ed.D. Degree

The Education Specialist Degree (Ed.S.) and Doctor of Education Degree (Ed.D.) are offered only by the College of Education. (See page 79 for policies and procedures.)

Ph.D. Degree

The degree of Doctor of Philosophy is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is not conferred solely upon the earning of credit and completion of courses or by the acquiring of a number of terms of residency. The amount of residency and the requirements suggested below are a minimum. The degree shall be granted on evidence of proficiency and distinctive achievement in a specified field, by the demonstration of the ability to do original independent investigation and the presentation of these findings with a high degree of literary skill in a dissertation. A minimum of 90 semester hours after the bachelor's degree is required.

Student Committees

An advisory Committee shall be appointed by the chairperson of the appropriate department or program for each student during his or her first semester of residency at the University of South Florida. This Committee shall advise the student on indicated subject matter deficiencies and provide aid in choice of a major professor and an area of research. As soon as an area of research is determined and a major professor is chosen, a Dissertation Committee shall be appointed for the student by the chairperson of the department or program in which the degree is sought. Notice of the appointment of the Dissertation Committee shall be sent by the chairperson to the Dean of the College and the Dean of the Graduate School immediately after the appointment is made. The Dissertation Committee will approve the student's course of study, supervise the research, and the written comprehensive qualifying examination, and conduct the final examination. The Dissertation Committee...
shall consist of at least five members, at least three of whom must come from the academic area in which the major work for the degree will be done.

Language Requirement

Before a student is eligible to take the comprehensive qualifying examination, he must normally have completed a reading knowledge of two foreign languages. However, special work done outside the student's field of concentration, and related subjects may be substituted for one or both languages, provided this exception is recommended by the student's dissertation committee and approved by his/her department's Graduate Committee.

Residency

The minimum requirement shall be three academic years of work beyond the bachelor's degree. At least one academic year of residence must be on a campus of the University of South Florida. An academic year's residency shall be defined as a minimum of 6 hours of graduate work per term, or the chairperson of the student's supervisory committee may certify that the student be considered as in full-time residence.

Time Limitations

The University of South Florida has definite time limits covering the following items:

1. Test scores for the Graduate Record Examination (GRE) must be within five years preceding application.
2. Acceptance to graduate standing is granted for the semester and particular program specified in the official acceptance notification. Students must validate their acceptances by enrolling that semester or reapply. In the event that students wish to change the date of entrance, they must notify the Office of Admissions of intent to do so.
3. Graduate students who have not been in attendance during either of the two semesters immediately preceding the semester enrollment is desired may file a Former Student Returning Application through the Office of Records and Registration. Former students returning must apply by the deadline date listed in the catalog. Any graduate degree-seeking student who has not been in attendance at the University for more than two consecutive academic years must reapply through the Office of Admissions by the appropriate deadline.
4. Any graduate work counted toward the fulfillment of the requirement of the Ph.D. degree after admission to candidacy must be done within a seven-calendar-year period.
5. Graduate students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than four semesters (excluding summer term) while working toward the Master's degree (five semesters for the MFA) and no more than six additional semesters while working toward the Ph.D.

Comprehensive Qualifying Examination

As soon as a substantial majority of the course work is completed the student must pass a written comprehensive qualifying examination over the subject matter of the major and related fields. This examination may be supplemented by an oral examination. If the degree is not conferred within five calendar years of the comprehensive examination, the examination must be taken again.

Admission to Candidacy

Students may not enroll in Dissertation until they have been admitted to candidacy. Graduate students are not eligible for candidacy until the Dissertation Committee certifies that the student has successfully completed the comprehensive qualifying examination and in the opinion of the committee has demonstrated the qualifications necessary to successfully complete requirements for the degree. Following the completion of the Admission to Candidacy Form, the student may enroll in Dissertation hours. The certificate of admission shall be issued by the dean of the college through the Dean of the Graduate School.

Dissertation

Students in the Ph.D. programs must take an appropriate number of credits for dissertation, the exact number to be determined by the departmental and/or individual requirements. At least two weeks before the end of the semester in which the student is to receive the degree, a candidate must submit to the Dean of the Graduate School a completed dissertation that has been signed by his committee. The dissertation must conform to the guidelines in the Handbook of Graduate Theses and Dissertations available in the University Bookstore. An abstract is also required. The Graduate Office will not accept a dissertation after the first day of the semester unless the candidate is enrolled in the proper Dissertation course for at least two hours. Students who submit the dissertation by the first day of the semester will not be required to register for two hours of dissertation; however, the student must have been enrolled the preceding semester for at least two hours of Dissertation. Prior to college certification for the degree, the dissertation must be approved by the Dean of the Graduate School. The two copies of the dissertation will then be deposited in the University Library. Each dissertation will be microfilmed with the student being assessed a fee for this service.

Final Oral Examination

When the Dissertation Committee has inspected the final draft of the dissertation and finds it suitable for presentation, the Committee will complete a form requesting the scheduling and announcing of the final oral examination. The request form with a draft copy of the dissertation will be submitted via the appropriate department chairperson to the college dean and the Dean of the Graduate School for approval. The announcement must be received in the Graduate Office at least two weeks prior to the scheduled oral examination. The final oral examination must be held at least three weeks before the end of the semester in which the student is to be awarded the degree.

The chairperson of the examination shall be appointed by the dean of the college and shall not be a member of the student's Dissertation Committee or the department or program in which the degree is sought.
The College of Arts and Letters studies culture in the broadest meaning of the word. The College offers students a sense of themselves and their world, chiefly through courses and programs involving human expression and communication. Students not only receive a liberal education, but also explore vocational interests, as they develop both the breadth of knowledge and precision of mind necessary for responsible leadership in our society.

More specifically, the College seeks:
1. To help students discuss new subjects, affording fresh ideas and talents enriching to life.
2. To enable students to work in several fields as a means of determining the best vocational choice.
3. To give sufficient development within the chosen vocational field so that the student will be prepared to obtain a job upon graduation or to move successfully into a graduate or professional school.
4. To join with the other colleges of the University in providing liberal arts courses to augment required training in professional schools.
5. To cultivate independent thinking, creative imagination, and value commitment, so that students may become constructive leaders in their chosen activities.

**BACCALAUREATE LEVEL DEGREE PROGRAMS**

**Admission to the College**

Admission to the College of Arts and Letters is open to all students who have been accepted to the University of South Florida, who are not in good academic standing, and who have declared themselves a major in a particular field within the college.

For entrance into the college, each undergraduate must complete an application in the Dean's office. Majors in departments with several options must specify on this form which option they wish to major in.

The student will then be assigned to an adviser from the major language of the major, except for students with a double major in languages. Mass Communications requires 85 hours outside the department.

A student must have a graduation check in the Dean's office one semester prior to the semester in which he/she intends to graduate.

**General Requirements for Degrees**

The degree of Bachelor of Arts will be conferred upon those who fulfill the requirements for degrees with majors in the fields of:

- American Studies (AMS)
- Classics (Latin, Latin-Greek, Interdisciplinary Classics) (CLS)
- Communication (SPE)
- Communication-English (ENS)
- Communication-Theatre (STA)
- English (ENG)
- Foreign Languages, Combination (FOL)
- French (FRE)
- German (GER)
- Humanities (HUM)
- Italian (ITA)
- Liberal Studies (ALA)
- Mass Communications (COM)
- Philosophy (PHI)
- Religious Studies (REL)

Accordingly, the College is concerned with arts and letters, both as instruments and as ends in themselves. Language, literature, philosophy, the forms of communication, interdisciplinary studies, and other humanistic subjects are studied not merely for their utility, but for their intrinsic merit as well, and for what they tell us about what is permanently and universally significant to mankind.

The departments and degree programs of the College are grouped in four divisions:

1. Communications
   a. Mass Communications
   b. Communication
2. Language
   a. Foreign Languages
   b. Linguistics
3. Letters
   a. American Studies
   b. Classics
   c. Humanities
   d. Liberal Studies
   e. Philosophy
   f. Religious Studies
4. Literature: English

**Russian (RUS)**

Spanish (SPA)

A minimum of 120 semester hours credit with an overall average of 2.0 or better in all work done at the University of South Florida must be completed in order to earn the Bachelor of Arts degree, except for courses taken by majors in the Mass Communications department, which requires a 2.5 in all its departmental work and for admission.

The degree program must include the completion of (1) General Distribution Requirements, (2) a departmental major, and (3) elective courses. At least 80 semester hours must be completed in courses outside the department/language of the major, except for students with a double major in languages. Mass Communications requires 85 hours outside the department.

A student must have a graduation check in the Dean's office one semester prior to the semester in which he/she intends to graduate.

1. **General Distribution Requirements**

   This work comprises a total of forty (40) semester credits which (except for English) may be spread over the normal four-year degree program. The requirement includes:

   - Six (6) hours credit in English Composition
   - Six (6) hours credit in Humanities/ Fine Arts
   - Six (6) hours credit in Mathematics/ Quantitative Method
   - Six (6) hours credit in Natural Sciences
   - Six (6) hours credit in Social and Behavioral Sciences

   The remaining ten (10) hours are to be divided among the last four areas at the discretion of the student and adviser. There can be no more than 8 hours in any department.

   See page 36 for details.

2. **The Departmental Major**

   A departmental major consists of a concentration of course work in a specific department. The number of credit hours required for a major will vary from department to department. There must be at least a cumulative grade point average of 2.0 in the major, with the exception of Mass Communications, which requires a 2.5 of its
majors in all departmental work. At least 80 semester hours must be earned in courses outside the student’s major department (or language for foreign language majors). Freshman English and beginning and intermediate foreign language courses will be counted toward this total. Mass Communications is an exception since it requires 85 semester hours.

3. The Departmental Minor

Nine departments or programs in the college offer minors: American Studies, Classics (3), Communication, English (2), Foreign Languages (6), Humanities, Linguistics, Philosophy, and Religious Studies. In general, these require half as many hours as are required for the major. These minors are open to degree-seeking students with a major within another department in this college or elsewhere in the University, or with two languages in the Foreign Languages department. Specific requirements for the different minors appear under the departmental summaries that appear later in this section. No S/U grades will be accepted for a minor in the College of Arts and Letters.

GRADUATE LEVEL DEGREE PROGRAMS

Master's Degree Programs

The College of Arts and Letters offers graduate programs leading to the Master of Arts degree in:
- American Studies (AMS)
- Communication (SPE)
- English (ENG)
- French (FRE)
- Linguistics-English as a Second Language (ESL)
- Mass Communications (COM)
- Philosophy (PHI)
- Religious Studies (REL)

4. Elective Courses

Of the minimum of 120 semester hours required for a bachelor’s degree in the College of Arts and Letters, forty (40) are normally earned in general elective courses. This number varies with the credit requirements for the major and should be treated as an average figure. Physical Education (PE) credit earned before Quarter III, 1972, will not be counted toward the 120 semester hours required for the degree. However, up to three elective PE credits earned in Quarter III, 1972, or later, may be counted toward the 120-hour requirement.

A maximum of six hours of ROTC credit may be counted as academic credit toward the B.A. degree.

5. Transfer Work

Work transferred from other schools will not be included in the grade point average computed for graduation, except in determining whether students are eligible to graduate with honors. (See page 40.)

NON-DEGREE PROGRAM

Certificate of Concentration

The Certificate of Concentration is a short-term goal program for adults who are interested in taking a series of courses in a selected area of Arts and Letters but are not necessarily interested in a degree. The courses, on an undergraduate level, are offered to adults who may or may not have a degree. The Certificate of Concentration is awarded when a minimum of 16 semester hours have been completed in a given area or in a combination of areas. (In a combination of areas, 8 semester hours must be in one particular area.) It is a program that may be taken on a satisfactory-unsatisfactory or letter-grade basis and may be applied toward an undergraduate degree in Arts and Letters. Students working for a Certificate of Concentration register as special rather than as degree-seeking students.

PROGRAMS AND CURRICULA

AMERICAN STUDIES (AMS)

The American Studies major is designed for those students interested in studying the relationships among the important elements which shape American Civilization. American Studies is a multi-disciplinary program drawing upon a variety of courses from outside the program and outside the college. Bachelor’s, and master’s degrees and a minor are available in American Studies.

Requirements for the B.A. Degree:

Required Core Courses (22 cr. hrs.)
- AMS 3001 (4)
- AMS 3201 (4)
- AMS 3210 (4)

Required Supporting Courses (9 cr. hrs.)
(no more than one course from each department)
- AMH 3402 (4) or AMH 3403 (4)
- AMH 3571 (3) or AMH 3572 (3)
- AML 3107 (4) or AML 3111 (4)
- ENG 3156 (4)
- MMC 3700 (3)
- PHH 4700 (3)
- POT 4204 (4)

Related Electives (14 cr. hrs.)
(no more than six hours from one department)
- AMS 3001 (4)
- AMS 3201 (4)
- AMS 3210 (4)
- AMS 4930 (1-4)
- AMS 4935 (3)
- AMS 4936 (3)
- PHH 4700 (3)
- POT 4204 (4)

Requirements for the Minor

Required Courses (at least 21 cr. hrs.)
- AMS 3001 (4)
- Two of the following:
  - AMS 3201 (4) AMS 3210 (4) AMS 3230 (4)
- Three of the following:
  - AMS 3302 (3) AMH 3402 (4) AML 3111 (4)
  - AMS 3303 (3) AMH 3403 (4) ENG 3156 (4)
  - AMS 3930 (1-4) AMH 3571 (3) MMC 3700 (3)
  - AMS 4930 (1-4) AMH 3572 (3) PHH 4700 (3)
  - AMS 4935 (3) AML 3107 (4) POT 4204 (4)
  - AMS 4936 (3)

Students who wish to minor in American Studies must consult with a departmental adviser before beginning their program.
Requirements for the M.A. Degree

Requirements for Admission. An applicant must (1) meet the general admission requirements of the University; (2) have an academic average of "B" or better in all work attempted during the junior and senior years or a total score of 1000 or better on the Graduate Record Examination; (3) demonstrate (to the American Studies Graduate Committee) a satisfactory knowledge of United States history, literature, and government. In some cases, the students may be required to take extra undergraduate courses before admission.

Course Work and Thesis: Total required hours (33)
1. 9 hours:AMS 6155, AMS 6254, AMS 6805
2. 18 hours:To be selected from 5000 or 6000 level courses by related departments such as history, philosophy, English, sociology, and humanities. No more than 12 hours from any one department may be credited toward the degree. Work in AMS 6901, AMS 6915, AMS 6934 may be included.

Other Requirements: During the last semester of course work, each candidate must take a written examination on selected topics, illustrating major aspects of civilization in the U.S. A. from colonial times to the present. Upon completion of the thesis, the student must take an oral examination which may include relationships between thesis and material covered on the written examination.

■ CLASSICS (CLS, CLT, GRE, GRW, LAT, LNW)

Requirements for the B.A. Degree:
The major programs in Classics are designed to meet the needs of students who desire competency in Latin and/or Greek and a broad understanding of ancient culture and literature. The majors are of particular interest to students who wish to teach the languages, to those who plan graduate study in a humanistic discipline, and to those who want an undergraduate major which focuses on the ancient civilizations which are the cornerstone of the western tradition.

Major programs leading to the Bachelor of Arts degree are offered in Latin, Latin-Greek, and Interdisciplinary Classics. Major programs in Classics require a minimum of 36 hours of course-work above the intermediate level.

Latin, Greek, and Interdisciplinary Classics may also be taken as minors. The minors consist of a minimum of 18 hours of course-work.

Instruction in Modern Greek is available.

LATIN
Required courses for the Latin major
24 hours selected from the following:
- LNW 4311 (3) LNW 4381 (3) LNW 4665 (3)
- LNW 4312 (3) LNW 4500 (3) LNW 4675 (3)
- LNW 4322 (3) LNW 4501 (3) LNW 4900 (1-3)
- LNW 4361 (3) LNW 4660 (3) LNW 4930 (1-3)
- LNW 4362 (3)

Supporting courses required for the major
12 hours selected from the following:
- ARH 4100 (3) CLT 3105 (3) EUH 3402 (4)
- ARH 4170 (3) CLT 3370 (3) EUH 3412 (4)
- CLA 4100 (3) EUH 2101 (3) EUH 3413 (4)
- CLA 4120 (3) EUH 2102 (3) PHP 4000 (3)
- CLT 3040 (2) EUH 3401 (4) PHP 4010 (3)
- CLT 3103 (3)

LATIN-GREEK
Required courses for the Latin-Greek major
18 hours in advanced Latin (see Latin major above) and 10 hours in Beginning Classical Greek.

Supporting courses required for the Latin-Greek major
9 hours selected from the list of supporting courses given for the Latin major above.

MINORS
Required courses for the Latin minor
12 hours in advanced Latin (see Latin major above).

Supporting courses required for the Latin minor
6 hours selected from the following:
- CLT 3105 (3) EUH 3412 (4)
- CLT 3370 (3) EUH 3413 (4)

Required courses for the Greek minor
12 hours in advanced Greek.

Supporting courses required for the Greek minor
6 hours selected from the following:
- ARH 4170 (3) EUH 3401 (4)
- CLA 4100 (4) EUH 3402 (4)
- CLT 3130 (3) PHP 3100 (3)
- CLT 3105 (3) PHP 4000 (3) or
- CLT 3370 (3) PHP 4010 (3)

*The Greek minor was proposed as of the composer of this catalog. Consult the Chairperson or advisor for up-to-date information.

INTERDISCIPLINARY CLASSICS

Requirements for the major
A. Basic Preparation
Beginning Latin, Greek, or Hebrew, or high school equivalent.

B. Required Courses
1. Two advanced courses in Latin, Greek, or Hebrew. (See Latin and Latin-Greek or HEB 4250, 4251) (6)
2. Prehistoric and Ancient Art (ARH 4100) (4)
3. Greek and Roman Art (ARH 4170) (4)
4. History of Ancient Philosophy (PHH 3100) (3)
5. Plato (PHP 4000) or Aristotle (PHP 4010) (3)
6. Classical Mythology (CLT 3370) (3)
7. Two courses (with advisor's approval) from:
   - Ancient History I (EUH 2101) (3)
   - Ancient History II (EUH 2102) (3)
   - Hellenic Greece (EUH 3401) (4)
   - Hellenistic Greece (EUH 3402) (4)
   - Roman Republic (EUH 3412) (4)
   - Roman Empire (EUH 3413) (6 or 8)
   or
   - Two courses (with advisor's approval) from:
     - Ancient Civilization (CLA 3000)
     - Greek Civilization (CLA 4100)
     - Roman Civilization (CLA 4120)
     - Egyptian Civilization (CLA 4160)
     - Mesopotamian Civilization (CLA 3851)
     - Mid-Eastern Mythology (CLA 3851)
     - Greek Literature in Translation (CLT 3103)
     - Roman Literature in Translation (CLT 3105)
     - New Testament Greek (GRE 3040)
     - New Testament Greek II (GRE 3041)
     - Classical Arts and Letters I (HUM 4433)
     - Classical Arts and Letters II (HUM 4434)
     - Classical Political Theory (POT 3013)
     - Land of the Bible (REL 3201)
     - Introduction to the Bible/Old Testament (REL 3210)
     - Introduction to the New Testament (REL 3243)
     - Biblical Archaeology (REL 3280)
     - History and Criticism of Public Address (SPC 4680)
     - Rhetorical Theory (SPC 6231)
     or
     - Other courses may be substituted with advisor's approval.

    7. Senior Seminar
      (3)

(36 hours)

Requirements for the Minor
1. One year of Latin, Greek, or Hebrew at the University level.
(8-10)
2. One course in Art History
(3)
3. One course in Ancient Philosophy
(3)
4. Classical Mythology
(3)
5. One course in Ancient History
(3)
(20-22 hours)

*The major and minor in Interdisciplinary Classics were proposed as of the composing of this catalog. See the Chairperson or advisor for up-to-date information.
COMMUNICATION (SPE/ENS/STA)

Both a major and a minor are available in Communication and each offers the student the opportunity to develop an area of emphasis consistent with one's academic and/or career goals. In addition to core requirements, the department allows each student to tailor communication study to meet individual interests. Combination programs with English and Theatre are also available.

Requirements for the B.A. Degree in Communication:

A major in Communication requires a minimum of 34 credit hours from departmental offerings (excluding SPE 2023, to be completed as part of the general education requirements). The core requirements for all majors are as follows:

I. Composition

II. At least one course from each of the four disciplinary dimensions (12 hours).
   A. Communication Aesthetics
      OR 3000 (3)
   B. Communication History/Criticism
      SPE 4680 (3) or SPE 3653 (3) or SPE 3633 (3)
   C. Communication Science
      SPE 3210 (3) or SPE 3441 (3) or SPE 3301 (3)
   D. Communication Application
      LIN 2200 (3) or SPE 3601 (3) or SPE 3513 (3) or
      OR 4310 (3)

III. Areas of Emphasis (19 hours)

Students will select courses from departmental offerings (3000 level or above) consistent with individual areas of interest. Departmental advisers are available to recommend course choices supportive of scholastic or career objectives such as the following: Business and Professional Communication, Communication Education, Cross-cultural Communication, Organizational Communication, Oral Performance, Political Communication, Pre-law, Premedical.

Requirements for Combination Programs

A. Communication-English

I and II above, plus six elective hours in Communication.

One course from:

- ENL 3010 (4)
- ENL 3030 (4)
- ENL 3041 (4)

One course from:

- AML 3010 (4)
- AML 3102 (4)

One course from:

- ENC 3466 (4)
- ENC 3486 (4)

One course from:

- ENG 3138 (4)
- ENG 3156 (4)
- ENG 4223 (4)
- ENG 4464 (4)

B. Communication-Theatre

I and II above plus six hours in Communication (ORI prefix).

Each of the following:

- THE 2020 (2)
- THE 2220 (2)
- THE 3110 (4)
- THE 4401 (3)

Two courses from:

- TPA 3086 (3)
- TPA 3810 (3)
- TPA 3235 (3)

Two courses from:

- TPA 3086 (3)
- TPA 3810 (3)
- TPA 3235 (3)

One additional course from either of the last two categories.

Minor

The minor in Communication is available to supplement majors in a variety of departments and colleges in the University. The minor in Communication requires 18 hours of course work. SPE 2023 must have been completed.

1. COM 3003 (3)
2. At least one course from three of the four disciplinary dimensions required for the major (9 hours min).
3. Six hours of Communication electives.
4. Directed readings (SPE 3900, SPE 4900, SPE 5903) may not be counted toward the 18 hours requirement.
5. Courses may not be taken on an S/U basis.

Requirements for the M.A. Degree:

Requirements for Admission. The Department of Communication offers a Master of Arts degree in Communication. In addition to meeting the general requirements of the University, an applicant must have: (1) a baccalaureate degree in Communication or related fields from an approved college or university; (2) a 3.0 (B) average or better in all work attempted during the last two years of undergraduate study or a score of 1000 on the aptitude portion of the Graduate Record Exam. (All prospective M.A. candidates must take the GRE regardless of GPA); (3) review by the Department of Communication graduate committee; and (4) approval by the department chairperson.

Requirements for the M.A. Degree in Communication

I. Core requirements (12 hours)

Introduction to Graduate Study (COM 6001) (3)
Rhetorical Theory (SPE 6231) (3)
Communication Theory (COM 6400) (3)
Communication Aesthetics (ORI 6410) (3) or approved alternate

II. Options

A. Non-Thesis Option (36 hours)

In addition to the 12 hours of core specified above, each student will complete the following:

1) 18 hours of departmental electives
2) Six elective hours (may include courses from other departments within the University with adviser approval)

B. Thesis Option (30 hours)

In addition to the 12 hours of core specified above, each student will complete the following:

1) 12 hours of departmental electives
2) Three elective hours (may include courses from other departments within the University with adviser approval)
3) At least three hours of thesis credit

ENGLISH (ENG)

Freshman English Requirement in Freshman Year

All first-time-in-college students are required to take Freshman English in accordance with the following conditions:

1. First-time enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the examination a second time, must take UNC 1102 the first semester, and ENC 1135 the second semester of their freshman year. If the first course is failed, that course must be repeated the very next semester and the remaining course attempted in the immediately subsequent semester.

2. First-time enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test, must attempt CLEP during their first six weeks. During this semester they should not enroll in ENC 1102. If the examination is failed or not attempted during the student's first six weeks, he must take ENC 1102 during his second semester and ENC 1135 in the immediately subsequent semester. In this case, he will complete the sequence by the first semester of his sophomore year.

These policies do not apply to first-time enrolled students who can meet the Freshman English requirement with credit transferred from another institution.
Requirements for the B.A. Degree

The program in English provides the student with options in English and American Literature and in Creative Writing. Both options offer the student flexibility in choices of courses and variety in selections. Both options supply a logical, balanced, and complete sequence of courses in English studies. The English-Education and the Communication-English sequences are described under the section for Communication in Arts and Letters and the section for the College of Education. Major requirements are as follows (a grade of "D" will not be counted toward the English major):

Option I: English and American Literature

Ten courses (40 hours) as follows:

1. All of the following:
   - AML 3010 (4)
   - ENL 3030 (4)
   - ENL 3041 (4)

2. Two of the following period courses:
   - AML 3103 (4) ENL 3010 (4) ENL 3401 (4)
   - AML 3107 (4) ENL 3320 (4) ENL 3430 (4)
   - AML 3111 (4) ENL 3351 (4) ENL 3441 (4)

3. Three of the following courses in major authors:
   - AML 4214 (4) ENL 4062 (4) ENL 4121 (4)
   - ENL 3133 (4) ENL 4112 (4)

4. Three electives from the following, at least one of which must be at the 4000 level:
   - AML 3103 (4) ENG 4325 (4) ENL 3441 (4)
   - AML 3107 (4) ENG 4345 (4) ENL 4062 (4)
   - AML 3111 (4) ENG 4424 (4) ENL 4112 (4)
   - AML 4214 (4) ENG 4464 (4) ENL 4121 (4)
   - AML 4320 (4) ENG 4512 (4) ENL 4300 (4)
   - ENG 3318 (4) ENG 4742 (4) ENL 4311 (4)
   - ENG 3394 (4) ENG 4814 (4) ENL 4344 (4)
   - ENG 3371 (4) ENL 3010 (4) ENL 4406 (4)
   - ENG 4113 (4) ENL 3133 (4) ENL 4415 (4)
   - ENG 4204 (4) ENL 3320 (4) LIN 4370 (4)
   - ENG 4223 (4) ENL 3351 (4) LIN 3150 (4)
   - ENG 4227 (4) ENL 3401 (4) LIN 3252 (4)
   - ENG 4321 (4) ENL 3430 (4) LIN 3254 (4)

Option II: Creative Writing

This option is designed for aspiring writers of fiction or poetry. This program, in addition to giving credit for writing through a variety of course offerings, attempts to provide the student with the tools he needs to become a published writer. It is intended for students who have not been English undergraduate majors to take extra undergraduate courses before graduate admission to English. Other exceptions may be made by the Graduate Committee of the Department of English.

Requirements: Four courses (16 hours) as follows:

1. Two of the following:
   - CRW 3210 (4) CRW 4240 (4) ENG 4204 (4)
   - CRW 3230 (4) ENC 3486 (4)

2. Three of the following:
   - AML 3010 (4) ENG 4227 (4) ENL 3041 (4)
   - ENG 4223 (4) ENL 3030 (4) ENL 3133 (4)
   - CRW 4340 (4) ENC 3486 (4)

3. Three electives from the following, at least one of which must be at the 4000 level:
   - AML 3103 (4) CRW 3310 (4) CRW 3321 (4)
   - AML 3107 (4) ENL 3320 (4) ENL 3430 (4)
   - AML 3111 (4) ENL 3351 (4) ENL 3441 (4)

S/U grades will not count toward the minor.

Creative Writing Minor

Requirements: Four courses (16 hours) as follows:

1. Two of the following:
   - CRW 3210 (4) CRW 3310 (4) ENC 3486 (4)
   - CRW 3230 (4) CRW 3321 (4)

2. One of the following:
   - CRW 4240 (4) CRW 4340 (4)

3. One elective from the following: (see number 4, Option I, English and American Literature).

S/U grades will not count toward the minor.

Requirements for the M.A. Degree

The M.A. in English is designed primarily to train college teachers. The program includes study of college teaching, as well as the study of literature.

Requirements for Admission. An average of "B" in the last two years of undergraduate work (a GRE total score of 1000 may be substituted for this requirement). It may be necessary to require students who have not been English undergraduate majors to take extra undergraduate courses before graduate admission to English. Other exceptions may be made by the Graduate Committee of the Department of English.

Course Requirements

1. Thirty credit hours, which must include:
   - a. LAE 6375 (3)
   - b. One of these:
     - ENL 6304 (3) ENL 6333 (3) ENL 6349 (3)
     - ENL 6315 (3)
   - c. One of these:
     - ENL 6392 (3) ENL 6407 (3) ENL 6418 (3)
   - d. One of these:
     - AML 6132 (3) AML 6137 (3)
   - e. LIT 6934 (1-6)

Options: It is possible, at student option, to take ENG 6971 (thesis) in place of one of the elective courses. A student may transfer from another university up to six hours of graduate credit. He may take up to six hours of credit in another department (the courses to be approved in advance by the Department of English Graduate Committee).

A student receiving one grade of "C" or lower in a graduate course will be placed on academic probation. A student receiving two grades of "C" or lower will be terminated from the program, subject to a review by the student's graduate advisory committee.

Comprehensive Examination. There will be a comprehensive examination. The student will be asked to write on the following five areas:

1. British literature before Shakespeare
2. British literature from Shakespeare to 1740
3. British literature from 1740 to 1900
4. American literature before 1900
5. Twentieth Century American and British literature

Students will be graded 1 (Excellent), 2 (Good), 3 (Satisfactory), or 4 (Unsatisfactory). The department will recommend students with a grade of 1 or 2 for admission to the Ph.D. program. A grade of 3 will satisfy the examination for the M.A. degree; a grade of 4 will not.

Public Presentation. Each student will be required to present, before graduate students and faculty, a discussion of a major work or idea. The performance will be evaluated by the student's examining committee.

Thesis. Thesis optional (See Options, above).

Requirements for the M.A. Degree in Junior College Teaching:

This program is intended for those who plan to teach in junior and community colleges. It emphasizes lower-level college teaching.

Requirements for Admission. See M.A. program above.

Course Work:

1. EDG 6947 (1-6) (Internship if required—waivers must be endorsed by the College of Education)
2. EDH 6061 (3)
3. EDH 6938 (3)
Transfer students who have the M.A. in English must present a two grades average of at least 3.0 in all periods of American and British literature (the course to be approved in advance by the Department of English Graduate Committee). A dissertation is required.

A student receiving one grade of "C" or lower in a graduate course will be placed on academic probation. A student receiving two grades of "C" or lower will be terminated from the program, subject to a review by the student's graduate advisory committee.

**Comprehensive Examination.** There will be a comprehensive examination. The student will be asked to write on the following five areas:

1. British literature before Shakespeare
2. British literature from Shakespeare to 1740
3. British literature from 1740 to 1900
4. American literature before 1900
5. Twentieth Century American and British literature

Students will be graded on a scale from 1 (Excellent), 2 (Good), 3 (Satisfactory), or 4 (Unsatisfactory). The department will recommend students with grades of 1 or 2 for admission to the Ph.D. program. A grade of 3 will satisfy the examination requirement for the M.A.; a grade of 4 will not.

**Public Presentation.** Each student will be required to present, before graduate students and faculty, a discussion of a major work or idea. The performance will be evaluated by the student's examining committee.

### Requirements for the Ph.D. Degree:

**Aim of the Program.** The aim of this doctoral program is to produce teacher-scholars who have a good general knowledge of English and a special knowledge in their field of concentration. Each student in the program must take courses in teaching college English, and these courses include actual teaching experience.

The Ph.D. in English involves 30 hours of course work beyond the M.A. degree, exclusive of credits devoted to the doctoral dissertation. In addition, each student must achieve a grade of "B" or "A" in a foreign language course: FRE 2201, GER 2201, or SPN 2201; or must pass a reading examination in an appropriate language at an equivalent level. A dissertation is required.

**Requirements for Admission.** M.A. degree and a grade of 1 or 2 on the University of South Florida English M.A. final examination. Transfer students who have the M.A. in English must present a graduate average of at least "B+." Students who do not have a M.A. in English will be required to take supplementary graduate work before being officially admitted to the program.

**Course work.** The following courses are required:
- **ENG 6062** or its equivalent (1)
- **ENG 7938** (3)
- **ENG 7980** (var.)
- **LAE 7376** (3) "OR"
- **LAE 7290** (3)

and seven other courses in English at the 6000 or 7000 level.

A student may transfer from another university up to six hours of graduate credit. Up to six hours of credit may be taken in another department (the course to be approved in advance by the Department of English Graduate Committee).

A student receiving one grade of "C" or lower in a graduate course will be placed on academic probation. A student receiving two grades of "C" or lower will be terminated from the program, subject to a review by the student's graduate advisory committee.

**Examinations.** After five courses beyond the M.A. the student may take the required written doctoral comprehensive examination in all periods of American and British literature (1: British literature to 1500; 2: British literature 1500-1660; 3: British literature 1660-1780; 4: British literature 1780-1899; 5: American literature to 1920; 6: American literature after 1920 and British literature after 1890)—writing for two hours on each period. The total exam will require twelve hours of writing. Students may take this examination only twice; a second failure disqualifies them from the Ph.D. program. Students passing this comprehensive examination and the foreign language course are admitted to doctoral candidacy. After completion of an approved dissertation the student will defend his dissertation in a two-hour oral examination and will be examined as well on his major field. The doctoral degree is awarded thereafter.

### FOREIGN LANGUAGES

**Requirements for the B.A. Degree:**

Foreign Language major programs are designed to meet the needs of students who desire competency in a language and an expanded understanding of its culture and literature. They are of particular interest to students who wish to teach languages, those who plan to further their studies in graduate school, and those who seek careers in various types of foreign or foreign-related employment, either in government or business.

Major programs leading to the Bachelor of Arts degree are offered in French, German, Italian, Russian, and Spanish. All major programs in Foreign Language require a minimum of 32 hours of course-work above the intermediate level.

The following languages may also be taken as a minor: French, German, Italian, Latin (under Classics), Russian, Spanish, and Spanish/Portuguese. The minor consists of 16 hours of course work in the chosen language above the second-year level. In order to begin taking courses for the minor, the student will have satisfactorily completed the intermediate level or have equivalent proficiency in the foreign language.

Instruction in less commonly taught languages is available upon sufficient demand.

**FRENCH (FRE)**

Required courses for the major (15 cr. hrs.)
- FRE 3240 (4)
- FRW 4100 (4)
- FRE 3420 (3)

Supporting courses required for the major
- 17 hours in 3000, 4000, or 5000 level courses planned with the adviser.

Required courses for the minor (seven cr. hrs.)
- FRE 3240 (4)
- FRE 3420 (3)

**GERMAN (GER)**

Required courses for the major (14 cr. hrs.)
- GER 3240 (3)
- GEW 4100 (4)
- GER 4101 (4)
- GER 3420 (3)

Supporting courses required for the major
- 18 hours in 3000, 4000 or 5000 level courses except courses in translation.

Required courses for the minor (six cr. hrs.)
- GER 3240 (3)
- GER 3420 (3)

**ITALIAN (ITA)**

Required courses for the major (15 cr. hrs.)
- ITA 3240 (4)
- ITW 4100 (4)
- ITW 4101 (4)
- ITA 3420 (3)

Supporting courses required for the major
- 17 hours in 3000 or 4000 level courses planned with the adviser.

Required courses for the minor (seven cr. hrs.)
- ITA 3240 (4)
- ITA 3420 (3)

Supporting courses required for the minor
- Nine hours in 3000 or 4000 level courses except courses in translation.
RUSSIAN (RUS)
Required courses for the major (14 cr. hrs.)
RUS 3400 (4) RUT 3110 (3) RUT 3111 (3)
RUS 4401 (4)
Supporting courses for the major
18 hours in 3000 or 4000 level courses planned with the adviser.
Required courses for the minor (eight cr. hrs.)
RUS 3400 (4) RUS 4401 (4)
Supporting courses required for the minor
Eight hours in 3000 or 4000 level courses.
SPANISH (SPA)
Required courses for the major (21 cr. hrs.)
SPN 3241 (3) SPW 4100 (4)
SPN 3300 (3) SPW 4101 (4)
SPW 3200 (3) SPW 4130 (4) or SPW 4131 (4)
All 3000 Level courses may be waived with approval by the Division Director.
Supporting courses required for the major
11 hours in 3000, 4000, or 5000 level courses planned with the adviser.
Required courses for the minor (six cr. hrs.)
SPN 3241 (3)
SPN 3300 (3)
Supporting courses required for the minor
10 hours in 3000, 4000, or 5000 level courses except courses in translation.
Up to nine hours may be substituted for required courses and/or required supporting courses by successfully passing SPN 3470 (Overseas Study).
SPANISH/PORTUGUESE OPTION
Required courses for the minor, Spanish/Portuguese option (11 cr. hrs.)
SPN 3241 (3) SPN 3300 (3) POR 3210 (5)
Supporting courses required for the minor
Five hours in 3000 or 4000 level Portuguese or Spanish courses except courses in translation.
Requirements for the M.A. Degree:
Requirements for Admission. General requirements for graduate work are given on page 47.
Students who do not have an undergraduate major in French or Spanish may be required to take additional undergraduate courses before being admitted to the M.A. program. The student must have a 3.0 grade point average over the last two years of undergraduate work attempted, or a total score of 1000 on the Graduate Record Examination. All applications must be approved by the Division of Language.
Program Requirements. For a master's degree in French or Spanish, the following are required:
1. Reading proficiency in a second foreign language.
2. Satisfactory completion of a written comprehensive examination in French language and literature or Spanish and Spanish-American language and literature. The candidates will be given a reading list in their first semester on campus to serve as a guide for their preparation. Portions of the comprehensive examination must be written in the foreign language.
3. A thesis written under the direction of an adviser and two additional professors.
4. Course work following one of the plans listed below:

Plan A
27 hours in one language, plus six hours of FRE 6971 or SPW 6971 (thesis).

Plan B
A total of 27 hours consisting of 18-21 hours of course work in one language, plus 6-9 hours in a second language or in another department (the courses to be approved in advance by the Division of Language Graduate Committee), plus eight hours of FRE 6971 or SPW 6971 (thesis).

HUMANITIES (HUM)
The Humanities Program is an interdisciplinary curriculum that deals with the visual arts, music, literature and the culture from which they emerge. Secondary sources are used sparingly; students are encouraged to make a vigorous, personal response to specific works of art, literature, and music.

Requirements for the B.A. Degree:
The curriculum for the Humanities major comprises interdisciplinary courses in the verbal, visual, and musical arts of specified periods and cultures. Course requirements are as follows:
1. 28-36 credits among 4000 and 5000 level Humanities courses, with the option of up to eight hours being substituted from among the following four courses: CLA 3000, CLA 3851, CLA 4160, or CLA 4171.
2. HUM 4813, two credits.
3. HUM 4906, three credits.
4. Six credits in the creative or performing arts.

Requirements for the Minor in Humanities:
The curriculum for the Humanities Minor is comparable to that of the program for the B.A. degree, but it is less comprehensive. Course requirements are as follows:
1. Twenty semester hours of Humanities courses.
2. Not over eight of these twenty hours may be taken at the 3000 level, and no Humanities courses at the 1000 or 2000 level may be used to fulfill the minor requirement.

Requirements for the B.A. Degree in Humanities Education:
A program designed to prepare secondary school Humanities teachers is available through the College of Education. For requirements, see the College of Education, page 98.

Requirements for the M.A. Degree in Humanities Education:
A graduate program leading to the M.A. degree in Humanities Education (HUE) is available. For requirements, see the College of Education, page 98.

LIBERAL STUDIES (ALA)
Requirements for the B.A. Degree:
The Liberal Studies Degree is conceived to fulfill the intent of the traditional Liberal Arts degree and is offered for students who require a broad academic approach for realization of their conceived academic or pre-professional goals.
For admission to the program, the student must (1) have a minimum of 20 (to a maximum of 80) semester hours, (2) have a minimum Grade Point Average of 3.0 at time of admission, and (3) submit a written proposal explaining the student's special academic circumstances and goals for which this major is appropriate.
Core Curriculum (15 hours minimum)
IDS 3300
IDS 4344
(and 2 of the following three courses)
IDS 3310
IDS 3320
IDS 4930
In addition, the student must complete the General Distribution Requirements and a minimum of 15 semester hours of a foreign language. The remaining 50 semester hours will be devoted to disciplinary study in the Liberal Arts disciplines. When admitted to the program, the student will formulate, in collaboration with the program director, a program of studies to be pursued toward his or her particular academic goals.

LINGUISTICS (LIN/ESL)
Linguistics is primarily an upper-level and graduate discipline with strong interdisciplinary concerns. Although no baccalaureate
degree is offered, the minor in linguistics may provide a broader educational experience for students majoring in adjacent arts and sciences such as Anthropology, Communication, Communicology, English, Foreign Languages, Philosophy, Psychology, Sociology, and others.

**Requirements for the Minor**

The minor in Linguistics requires a minimum of 18 semester hours as follows:

- LIN 3010 (3)
- LIN 4377 (3)
- LIN 4701 (3)
- LIN 4040 (3)
- LIN 4600 (3)

plus a minimum of three semester hours from the following:

- SPC 3210 (3)
- CLA 3801 (2)
- LIN 4710 (3)
- ANT 3610 (3)
- PHI 3100 (3)

**Requirements for the M.A. Degree**

Students interested in graduate study in Linguistics are urged to acquire a language background in their undergraduate programs, regardless of their major field of study. The minor in Linguistics is also strongly advised, but undergraduate coursework equivalent to the material covered in LIN 3010, LIN 4040, and LIN 4377 is a prerequisite to graduate study; prospective graduate students who have not had these courses or their equivalents must remedy the deficiency by enrolling in LIN 6407 during their first term as graduate students. Credits earned in the courses LIN 3010, LIN 4040, LIN 4377, and LIN 6407, therefore, may not be counted toward the requirements for graduate degrees in the M.A. programs.

**Requirements for Admission**

The Linguistics Program offers two graduate tracks: The Master of Arts in Linguistics (thesis), and The Master of Arts in Applied Linguistics (Teaching English as a Second Language—non-thesis). In addition to the general requirements of the University, an applicant must (1) have a baccalaureate degree from an approved college or university, (2) have a 3.0 or "B" undergraduate average or better on all work attempted during the last two years of undergraduate enrollment, (3) pass the Graduate Record Examination (GRE) distributed as follows: a minimum of 500 on the Verbal portion, plus a minimum of 500 on either the Quantitative or the Analytic portion of the test; and (4) receive approval of the Programs Graduate Committee. Students who meet all other requirements, but who have not taken the GRE at the time of application, may be admitted provisionally to the Program pending receipt of acceptable scores which must be filed before the end of the first term of the student’s provisional acceptance and enrollment. In the case of students whose native language is not English, the Programs Graduate Committee may elect to waive the GRE minimum score requirement. All students whose native language is not English will be required to take the Test of English as a Foreign Language (TOEFL) exam, upon which a minimum score of 550 is required for admission. In any case, all students will be required to take the GRE exam.

**Requirements for the M.A. Degree in Linguistics (Thesis)**

I. Core Requirements (18 hours)

- Introduction to Graduate Study in Linguistics (3)*
- Syntactic Description (3)
- Phonological Description (3)
- Psycholinguistics (3)*
- Sociolinguistics (3)
- The History of Linguistic Thought (3)

*These courses may be offered under the rubric of LIN 6932—Selected Topics (3)—during the 1981-82 academic year. The Introduction to Graduate Study in Linguistics must be taken during the student’s first term of enrollment as a degree-seeking graduate student in the Program, or at the first opportunity thereafter should the course not be offered during his/her first term.

II. Additional Requirements (15 hours)

A. Nine hours of approved electives

B. A thesis and six hours of thesis credit

**Requirements for the M.A. Degree—Applied Linguistics (TESL)**

**Track (non-thesis)**

1. Core Requirements (18 hours)

   [Same as for the M.A. degree in Linguistics (thesis option-above)]

2. Additional Requirements (21 hours)

   A. TSL 6371 (3)
   B. TSL 6372 (3)
   C. A course in ESL testing (3)
   D. A minimum of six hours of internship through enrollment in TSL 6945

   A written and oral Comprehensive Examination is required for all M.A. degree tracks in the program.

**MASS COMMUNICATIONS (COM)**

The Mass Communications department, accredited by the American Council on Education for Journalism in News-Editorial and Public Relations, offers approximately 70 courses varying in content from the highly technical and field-specialized in some cases to an essential liberal arts orientation in others. The program introduces students to the theories, principles, and problems of communications, emphasizing the concept of freedom of information as the cornerstone of Constitutional Democracy and preparing students for future leadership roles in communications media. Graduates should understand the structure and functions of mass media systems as well as the basic processes of communication. In addition, students specialize in an area of mass communications (advertising, broadcasting, film, magazines, news-editorial, public relations, or visual communications) to blend a strong introduction to professional skills with the theoretical orientation.

Majors seeking careers in the mass media will be directed to the various media with which the department maintains close contact for summer internships and part-time work. A limited number of students will have the opportunity to serve as interns with a mass communications organization and take MCM 4945 for three hours credit. See MCM 4945 in catalog course listings.

Note: Students may not receive credit for an internship (MCM 4945) and a practicum (ADV 4940, JOU 3940, JOU 4941, PUR 4700, RTV 3941, RTV 4942).

**Requirements for the B.A. Degree;**

To be admitted to the core curriculum in Mass Communications, students must have completed 45 hours with a 2.5 minimum Grade Point Average, and ENC 1102 and 1135 with a minimum grade of "C" in each. Both courses in the Mass Communications core curriculum (MMC 3100 and MMC 3602) must be completed with a minimum grade of "C" before any other Mass Communications course may be taken. A 2.5 GPA in Mass Communications courses is required for graduation, and no grade lower than "C" in Mass Communications courses may be used toward graduation.

A required core curriculum, "Writing for the Mass Media" (MMC 3100) and "Mass Communications and Society" (MMC 3602), and a balance between required and recommended courses in the major sequence offer students a guided set of essential courses plus some options of their own choosing. Majors will take at least 45 hours of electives outside the department in addition to the 40-hour University distribution requirement. Students will be encouraged to use a substantial number of their electives in courses which support their major.

Required are six hours in the Mass Communications core curriculum (MMC 3100 and MMC 3602) and 21 to 22 hours in a major sequence. The remaining four to eight hours will be selected from a restricted list of selective requirements—for a minimum of 31 and a maximum of 35 hours in Mass Communications courses within the 120-hour degree requirement (at least 85 hours outside Mass Communications courses). Six hours in Mass Communications writing courses (three hours in addition to MMC 3100) are a part of the graduation requirement. Certified typing ability of 35 words per minute is a prerequisite for admission to the department.

A maximum of nine semester hours in Mass Communications courses will be accepted from a community college or other lower-level program towards a degree in Mass Communications from the department. It is suggested that the nine hours include the equivalent of the departmental core curriculum and one sequence introduction course. Approval by an appropriate adviser is required.

At least eighteen (18) hours of resident departmental courses are required.
The departmental sequence requirements are:

**Departmental Core Curriculum**
- MMC 3100 (3)
- MMC 3602 (3)

**Sequence Requirements**

**Sequence Selections**

### I. ADVERTISING Requirements

- **Selective Requirements**
  - Note: Programming and Production Option

### II. BROADCASTING Requirements

- **News Option**
  - JOU 3101 (3) RTV 3225 (3) RTV 4301 (3)
  - RTV 3000 (3) RTV 3230 (3) RTV 4700 (3)
  - RTV 3210 (3) RTV 3300 (3)

- **Selective Requirements**
  - FIL 3004 (3) MMC 4936 (3) RTV 3941 (3)
  - JOU 4104 (3) MMC 4945 (3) RTC 4942 (1)
  - MMC 4200 (3) RTV 4220 (3)

### III. FILM Requirements

- **Programming and Production Option**
  - RTV 3000 (3) RTV 3225 (3) RTV 4500 (3)
  - RTV 3100 (3) RTV 3300 (3) RTV 4700 (3)
  - RTV 3210 (3) RTV 4220 (3)

- **Selective Requirements**
  - ADV 3000 (3) MMC 4945 (3) RTC 4205 (3)
  - ADV 3103 (3) RTC 4301 (3)
  - FIL 3004 (3) RTC 3941 (3)

- **Selective Requirements**
  - ADV 3000 (3) MMC 4945 (3) RTC 4205 (3)
  - ADV 3103 (3) RTC 4301 (3)
  - FIL 3200 (3) RTC 3941 (3)

### IV. JOURNALISM Requirements

- **News-Editorial Option**
  - JOU 3100 (3) JOU 4104 (3) MMC 4200 (3)
  - JOU 3101 (3) JOU 4200 (3) VICK 3100 (3)
  - JOU 3205 (3)

- **Selective Requirements**
  - ADV 3000 (3) JOU 4202 (3) MMC 4945 (3)
  - ADV 3206 (3) JOU 4300 (3) RTV 3225 (1)
  - JUO 3003 (3) JOU 4941 (1) VICK 3003 (3)
  - JUO 3036 (3) MMC 4936 (3) VICK 3102 (3)

### V. PUBLIC RELATIONS Requirements

- **Selective Requirements**
  - ADV 3000 (3) PUR 3000 (3) PUR 4100 (3)
  - JOU 3100 (3) PUR 4001 (3) PUR 4601 (3)
  - MMC 4936 (3)

### VI. VISUAL COMMUNICATIONS Requirements

- **Selective Requirements**
  - ADV 3000 (3) JOU 3300 (3) CTX 3003 (3)
  - ADV 3004 (3) JOU 4208 (3) RTC 3100 (3)
  - FIL 3201 (3) MMC 3936 (3) RTC 4220 (3)
  - FIL 4207 (3) MMC 4936 (3) RTC 4301 (3)
  - FIL 4300 (3) MMC 4945 (3) VICK 3102 (3)
  - JOU 3101 (3) PUR 3000 (3) VIC 4103 (3)
  - JOU 3206 (3)

- **Note:** Most Mass Communications courses have prerequisites. They are specified in the course descriptions, pg. 179. Refer to each prerequisite listed to determine progressive prerequisites for each course.

### Requirements for the M.A. Degree:

The M.A. degree program in Mass Communications is designed to serve the career objectives of persons experienced in mass media practice and of those who teach or who are interested in Mass Communications research

The program requires a minimum of 35 semester hours in course work including a thesis. Twenty-four of these hours (including six hours for the thesis) are taken in the Department of Mass Communications. The remaining 12 hours are taken in graduate-level courses offered by other departments of the University. Thus a full-time student can complete the program in three semesters of work, or longer for a part-time candidate.

Courses in the Department of Mass Communications will stress critical study of mass media practices and performance, and the reciprocal effects of the media and their audiences on each other.

Courses outside the department will be selected in the liberal arts and/or business management areas to complement the student’s work in the major field of study. For example, a student interested in reporting urban affairs for a newspaper may elect supporting courses in Sociology and Political Science; a student interested in advertising or public relations practice may elect courses in Marketing and Management; another might choose to take courses in two or more disparate disciplines in several departments of the University.

To be admitted to the program, an applicant must: (1) have a baccalaureate degree from a regionally accredited institution and present a "B" or better average in undergraduate work; (2) score 1000 or above on the GRE (Aptitude Test) with 600 or above on the Verbal part; and (3) furnish a written statement of reasons for desiring the graduate degree together with four letters of recommendation. Apply to the USF Director of Admissions for application forms.

### PHILOSOPHY (PHI)

**Requirements for the B.A. Degree:**

 Majors in philosophy must complete at least 30 credit hours with the following courses required for graduation:

- PHI 3100
PHH 3100
PHH 3420
or approved substitutes. Majors must also take nine credit hours of 4000-6000 level courses.

Requirements for the Minor in Philosophy:

A minor in philosophy consists of the completion of at least 18 credit hours which include two of the following courses or an approved substitute for one only:

PHH 3100
PHH 3420
PHH 3440
PHH 4600

No credit taken on an "S/U" basis may be applied toward the minor.

Requirements for the Minor in Philosophy:

Requirements for Admission. For admission students must have a "B" average in the last two years of undergraduate work or a score of at least 1000 (composite) on the GRE. Credit toward the M.A. taken outside of the department or transferred from another institution must be approved by the Graduate Coordinator and the Department Chairperson.

Program Requirements. The following comprise the degree requirements in Philosophy, in addition to the general requirements for graduate work as specified on page 47.

1. Reading knowledge of a foreign language approved by the student's adviser.
2. 30 credit hours including 21 hours of classroom instruction.
3. A written or oral comprehensive examination.
4. A thesis-type paper, written under the direction of an adviser assigned by the Graduate Coordinator, and approved after an oral defense, by a three-person supervisory committee.

Honors Program

The Department of Philosophy offers the Philosophy major the opportunity of participating in the Philosophy Department Honors Program. A student may graduate with departmental honors if he/she: (1) is accepted by the department as an honors candidate, (2) completes three honors courses with a grade point average of 3.5 or better, and (3) completes the courses necessary for a Philosophy major with a grade point average of 3.2 or better. The three honors courses will consist of two upper-level courses in which the student attends regular class sessions but makes arrangements with the instructor for additional work. The student will receive additional credit for honors work by enrolling for one hour of directed study for each course taken as an honors course. The third honors course will be a research project, and the student will enroll for the project under PHI 4905.

RELIGIOUS STUDIES (REL)

In Religious Studies, students are afforded a variously dimensioned field of study which should facilitate an educated person's understanding of his presuppositions on the meaning of life, the nature of the religious-social milieu in which he lives, and the religious dynamic in human history. It also aims toward an understanding of the religious thought and life-styles of people possessing religious heritages other than the Judaeo-Christian heritages.

Majors in Religious Studies will find, in addition, courses designed to give depth in certain areas of religious investigation and to supply language tools and critical analysis methods which will prepare them for advanced graduate study.

Requirements for the B.A. Degree

A total of 36 credit hours are required for a major chosen from Religious Studies courses.

Of the 36 hours required for a major in Religious Studies, nine hours may be selected from related courses in other departments, with the prior approval of a departmental adviser.

All Religious Studies Majors are required to take:
1. REL 3000, 4 hrs.
2. Two courses in the history and/or literature of the major western religions: e.g., Judaism, Christianity, Islam, 8 hrs.
3. Two courses in the history and/or literature of other major world religions: e.g., Hinduism, Buddhism, Taoism, 8 hrs.
4. REL 4931, 3 hrs.
5. Concurrently with REL 4931 or in the semester following, REL 4910, for 1 hour credit, to be satisfied by the writing of a paper on a subject related to the REL 4931 seminar and supervised by an assigned faculty person.

A student majoring in Religious Studies may not apply towards his major requirements more than nine hours of credit from the direct readings course, REL 3900, or the undergraduate research course, REL 4910.

All transfer students must take a minimum of 24 hours in Religious Studies courses at USF.

Each student's program must be planned with a faculty adviser in Religious Studies.

Requirements for the Minor in Religious Studies

Eighteen (18) credits in Religious Studies courses, including the following: REL 3000, Introduction to Religion; one course, 4 hrs., in a major Western religion; one course, 4 hrs., in a major Eastern religion; REL 4910, Undergraduate Research, 1 hr., a paper on a topic approved by the Department Chairperson, and supervised by an assigned faculty person.

It is a department requirement (intended to assist in the fulfilling of the above requirements) that the student declare himself as a minor in the department two semesters prior to graduation.

Only letter grades will be counted toward the 18 credit hours necessary for the minor.

Ancient Studies Sequence

Within the Department of Religious Studies there is also a sequence of courses in Ancient Studies. This sequence provides a program for students interested in the civilizations of the Ancient Mediterranean and Middle East.

The sequence in Ancient Studies requires 38 credits (of which 24 credits must be in Religious Studies courses). The prerequisite is normally two years of high school Latin or one year of college Latin. (The latter can be taken concurrently with other required courses but without credit toward it. It can be waived in special cases with the consent of the coordinator.)

The sequence of Ancient Studies courses is to be arranged in consultation with the coordinator of the sequence and approved by the department chairperson.

For related interdisciplinary electives, see Classics.

Judaic Studies Sequence

The department has a sequence of courses in Judaic Studies. A student may fulfill the requirements of the department for the B.A. degree (36 hrs.) by taking the core courses in the Judaic Studies Sequence and the remainder of his/her courses from the listed electives.

CORE: REL 3000 Introduction to Religion 4 hrs.
REL 3602 History of Judaism I 3 hrs.
REL 3603 History of Judaism II 3 hrs.
REL 3612 Modern Judaism 2 hrs.
REL 4221 Bible I: Old Testament 4 hrs.
REL 4224 Bible II: Prophets, Writings 4 hrs.

TOTAL 20 hrs.

ELECTIVES (select 16 hrs.):
ANT 4367 Cultures of the Middle East 3 hrs.
ASN 3030 The Middle East 3 hrs.
HEB 3100 Basic Hebrew I 4 hrs.
HEB 3101 Basic Hebrew II 4 hrs.
LIT 3311 The Bible as Literature 4 hrs.
LIT 4930 Hasidic Literature to 4 hrs.
Yiddish Theater
LIT 4930 Modern European and American Jewish Literature 4 hrs.
REL 3201 Land of the Bible 4 hrs.
REL 3280 Biblical Archaeology 4 hrs.
REL 3600 Introduction to Judaism 3 hrs.
REL 3900 Directed Readings 1-4 hrs.
REL 4295 Dead Sea Scrolls 4 hrs.
REL 4910 Undergraduate Research 1-4 hrs.
REL 4931 Seminar in Religion 3 hrs.

With the approval of the Department Chairperson, substitutions may be made in both the core and elective courses where the changes are considered to be in the student’s best interest.

Requirements for the M.A. Degree

The M.A. degree in Religious Studies at the University of South Florida is designed to give graduate education in Religious Studies to public and junior college teachers, counselors, community workers, and clergy. It is also of interest to laypeople who have no professional aim, but who desire an M.A. in Religious Studies. It can be pursued by those with goals in higher education (including Ph.D. studies) and also by those who simply wish to enlarge their academic and professional potential.

Requirements for Admission: Applicants must have an academic average of B or better in all work attempted while registered as an upper division student working for a baccalaureate or a combined score of 1000 on the aptitude section of the Graduate Record Examination (minimum 600 on verbal). Any undergraduate major is acceptable, but if applicants are judged weak in preparation for graduate study in Religious Studies, then the student may be required to make up deficiencies for no graduate credit.

Program Requirements: Candidates will take 36 hours in Religious Studies (including thesis), or, with departmental approval, 18 hours in Religious Studies graduate courses (including thesis) and 18 hours in an approved, planned sequence in some other graduate department of the University.

Candidates will take the Proseminar and any three other seminars for a total of 12 hours. The remaining eight courses or 24 hours required may be taken in other graduate seminars or courses. A candidate may transfer up to eight hours of graduate credit from another university, with departmental approval.

There will be a comprehensive examination written from the three areas of the seminars elected by the student.

There is a thesis and a non-thesis option. Candidates not planning to go on to doctoral studies may elect six additional hours in Religious Studies or in another academic discipline (within the 36 hours required) as part of an approved, planned sequence.

Cooper Hall, housing the College of Arts and Letters
The College of Business Administration offers courses of study leading to both undergraduate and graduate degrees. These programs are designed to prepare men and women for careers in business and public service.

The undergraduate curriculum which leads to a Bachelor of Arts degree is composed of several segments: (1) broad general education in the arts, humanities and sciences; (2) the common body of knowledge for management responsibilities; (3) specialized areas of concentration in Accounting, Economics, Finance, Management, Marketing, and General Business, including International Business; and (4) opportunities for breadth in both business and nonbusiness subjects. Through flexibility in its requirements, the College is able to satisfy the different interest and career objectives of students with diverse backgrounds.

BACCALAUREATE LEVEL DEGREE PROGRAMS

General Requirements for Degree

Satisfactory completion of 120 academic semester hours. Of the 120 hours, business course credits may vary from a minimum of 60 to a maximum of 66, non-business course credits may vary from a maximum of 60 to a minimum of 54. The variance depends upon the major field chosen and the mixture of General and Business Electives. The requirements for graduation are:

<table>
<thead>
<tr>
<th>General Distribution</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. English</td>
<td>6 (min.)</td>
</tr>
<tr>
<td>II. Fine Arts &amp; Humanities</td>
<td>6 (min.)</td>
</tr>
<tr>
<td>III. Mathematics and Quantitative Methods</td>
<td>6 (min.)</td>
</tr>
<tr>
<td>IV. Natural Sciences</td>
<td>6 (min.)</td>
</tr>
<tr>
<td>V. Social and Behavioral Sciences</td>
<td>6 (min.)</td>
</tr>
</tbody>
</table>

Foundation Courses in Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2001</td>
<td>Elementary Accounting I (3)</td>
</tr>
<tr>
<td>ACC 2021</td>
<td>Elementary Accounting II (3)</td>
</tr>
<tr>
<td>BUL 3112</td>
<td>Business Law I (3)</td>
</tr>
<tr>
<td>COC 2201</td>
<td>Computers in Business I (3)</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Economic Principles: Macroeconomics (3)</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Economic Principles: Microeconomics (3)</td>
</tr>
<tr>
<td>ECO 3101</td>
<td>Intermediate Price Theory (3)</td>
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<td>FIN 3403</td>
<td>Principles of Finance (3)</td>
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<td>GEB 2111</td>
<td>Business &amp; Economic Statistics I (3)</td>
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<tr>
<td>GEB 3121</td>
<td>Business &amp; Economic Statistics II (3)</td>
</tr>
<tr>
<td>MAN 3010</td>
<td>Principles of Management (3)</td>
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<tr>
<td>MAN 3810</td>
<td>Introduction to Management Science (3)</td>
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<td>GED 4511</td>
<td>Business Policy (3)</td>
</tr>
<tr>
<td>MAR 3023</td>
<td>Basic Marketing (3)</td>
</tr>
</tbody>
</table>

Major Areas* (Accounting, Economics, Finance, General Business, Management, Marketing)

Electives sufficient to reach 120 hours.

MAC 1104 or MAC 2243 or the equivalent is required for all students enrolled in the College of Business Administration. This course is a prerequisite to many courses in the College and must be completed early in the student's program. A grade point average of 2.0 must be achieved in a major field for students to be certified for graduation.

*Students wanting to major in any specific area should refer to that department's requirements.

Admission to College Programs

Undergraduate Programs:

New students and students currently enrolled at USF, with a grade point average of 2.0 or higher, may be admitted to the College by (1) attending a College orientation and (2) filing a signed declaration of major form with the undergraduate studies office.

Transfers from Junior/Community Colleges:

Junior/community college students should complete the program of general education at the junior/community college. Students pursuing the associate degree in university transfer/parallel curricula at the junior/community college should take two semesters of mathematics to include a course in pre-calculus, two semesters of accounting principles, two semesters of economics principles, and one semester of statistics.

Students pursuing associate degrees in terminal/career programs must be aware that some courses taken at the junior/community college may not be acceptable at the upper level institution toward baccalaureate programs. Students should avoid taking any courses at the junior college which are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting as well as other business administration and economic courses taken at the lower division level which are offered as upper division courses at USF will not be accepted for upper division credit in business administration or economics. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of CLEP or other written examinations prepared and administered by the College of Business Administration, USF.

Transfer Students From Other Colleges and Universities:

Transfer credits ordinarily will be accepted from accredited institutions in the amount earned; however, all hours earned may not always be applied towards graduation. Individual courses will be evaluated and appropriately credited toward requirements in the student's program at the University of South Florida.
Student Advising and Records

The Undergraduate Studies Office provides the following services for College of Business Administration students:
1. Academic advising and program information for all undergraduates.
2. Orientation for all undergraduate students applying for admission to the College of Business Administration. Such orientation is mandatory prior to acceptance.

Programs and Curricula

■ GENERAL BUSINESS ADMINISTRATION (GBA)

Students with special objectives and career interests have the opportunity to develop an undergraduate program to meet these needs. Working closely with a faculty advisor, students may design an approved plan of study which will contain 18 to 24 hours of business courses beyond the undergraduate Business Core. No more than 9 hours of these courses may be in any single business discipline. The program shall also contain such non-business electives as will contribute to the academic objectives of the student.

■ ACCOUNTING (ACC)

The Department of Accounting offers an undergraduate degree, the Bachelor of Arts (B.S.), which prepares students for accounting careers in manufacturing, retailing, service organizations, federal, state, and/or local government as well as other not-for-profit entities. The B.A. degree also prepares students for entry into the professional degree programs: The Bachelor of Professional Accountancy (B.P.A.) and the Master of Accountancy (M.Acc.). These professional programs prepare students for careers in public accountancy. Department advisors will assist students in designing programs to meet specific career objectives.

Requirements for the B.A. Degree:

Students must complete 20 hours of upper level accounting in addition to requirements listed on page 65 of the current Catalog. Specific course requirements outside the major field and not listed on page 65 are ENC 3466, Advanced Expository Writing or its equivalent and MAC 2243, Elementary Calculus.

Required Accounting Courses (20 credit hours)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 3101</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 3121</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 3401</td>
<td>Cost Accounting and Control I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 3730</td>
<td>Accounting Information Systems</td>
<td></td>
</tr>
<tr>
<td>ACC 4501</td>
<td>Federal Taxes I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 4601</td>
<td>Auditing I</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

* Business Communications, GEB 3211, may be substituted for ENC 3466. Students selecting this option may not also elect ACC 4521, Federal Taxes II and meet the minimum graduation requirements of 120 semester credits.

Students planning to enroll in either the B.P.A. or M.Acc. program should take ACC 4521, Federal Taxes II as part of their required accounting courses resulting in a 23 hour major.

Accounting majors can use the forgiveness policy only once in upper level courses. Accounting courses taken by accounting majors on an S/U basis will not be counted toward the 120 hour graduation requirement. Independent Research, ACC 4914 will not be accepted as credit toward the minimum degree requirements in the accounting concentration.

Accounting majors must earn a "C" grade in each of the sequential upper level accounting courses before being allowed to go on to the next course: i.e., ACC 3101, ACC 3401, ACC 4501.

Students planning to prepare for the uniform CPA examination in the State of Florida are advised of the following significant change in the accountancy law. Applicants desiring to take the licensure examination to practice as a certified public accountant after August 1, 1983 (for the May 1984 exam) are required to have completed a five-year (150 semester hour) program of study.

Any further questions concerning the CPA examination should be directed to the faculty of the Department of Accounting.

Bachelor of Professional Accountancy (B.P.A.) (Approval Pending)

The Bachelor of Professional Accountancy is designated primarily for students who wish to prepare for a career in public accounting. Students completing the program will have met the requirements to sit for the Uniform CPA Examination in Florida. In order to be admitted to the fifth year program leading to the Bachelor of Professional Accountancy Degree, a student must have completed a baccalaureate degree in accounting as described, which will have included the following courses: ACC 4521, Federal Taxes II, and MAC 2244, Elementary Calculus II.

Applicants must also have a minimal grade point average of 2.25 on course work transferred to USF or have achieved a minimal grade point average of 2.25 in coursework at USF.

Application to the Bachelor of Professional Accountancy Degree should be made directly to the University Admissions Office. The program consists of the following:

Required Business Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 5665</td>
<td>Law and the Accountant</td>
<td>3</td>
</tr>
<tr>
<td>ECO 3203</td>
<td>Intermediate Income and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Monetary Analysis</td>
<td></td>
</tr>
<tr>
<td>FIN 4414</td>
<td>Advanced Corporation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(or FIN 4504, Principles of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Investments</td>
<td></td>
</tr>
<tr>
<td>MAN 3150</td>
<td>Organization Behavior Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

Two of the following four courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>QMB 4600</td>
<td>Management Science Applications</td>
<td></td>
</tr>
<tr>
<td>QMB 4654</td>
<td>Management Science Models</td>
<td></td>
</tr>
<tr>
<td>QMB 4703</td>
<td>Simulation and Modeling</td>
<td></td>
</tr>
<tr>
<td>GEB 3612</td>
<td>Computers in Business II</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub Total (18)

Required Accounting Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 4201</td>
<td>Advanced Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 5631</td>
<td>Contemporary Issues in Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACC 5805</td>
<td>Contemporary Accounting Thought</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Must be at 5000 level)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total (13)

Total (31)

■ ECONOMICS (ECN)

Economics is one of the vital disciplines investigating the complex problems and relationships in modern society. Indeed, the very breadth of economics has led to major areas within the discipline, including labor economics, international economics, urban and regional economics, monetary economics, public finance, industrial organization, comparative economic systems, and the like. Students are grounded in economic theory and economic statistics to facilitate the investigation of the problems of human
behavior, decision-making, and organizational effectiveness in these problem areas. Students majoring in economics are encouraged to supplement their programs with courses in other business and social science subjects. Management, finance, marketing, accounting, political science, psychology, sociology, and others contribute greatly to an enriched plan of study. A student may plan the best possible program to help him achieve his particular career objectives.

Similarly, a variety of courses in economics are designed to permit students majoring in other disciplines to acquire the skills and insights provided in economics.

Requirements for the B.A. Degree:
Within the 120 semester hour program as listed on page 65 students must complete 18 hours of upper level economics beyond business core requirements. The economics courses required are:

- ECO 3203 Intermediate Income & Monetary Analysis (3)
- ECO 4303 History of Economic Thought (3)
- Additional Upper level economic courses (12)
- Total (18)

Students are encouraged to select 3000 level courses in several of the applied areas during their junior year. The remaining economics electives shall be selected from those 3000 and 4000 level courses that provide the type of program that best suits the student's interests and objectives. Additional flexibility in pursuing these interests is provided by the ECO 4905 and ECO 4914 courses. However, no more than 3 hours of credit may be earned in ECO 4905 and ECO 4914. Students interested in majoring in economics are encouraged to contact the academic advisers for more information about the program. In addition, the department maintains a file describing the varied career opportunities for economists in business, government, and education.

Requirements for a Minor in Economics
A student may minor in economics by completing 18 or more credit hours in economics as follows:

(a) A minor must include these four courses in basic economics:

- ECO 2023 Economic Principles (Microeconomics) (3)
- ECO 2031 Economic Principles (Macroeconomics) (3)
- ECO 3101 Intermediate Price Theory (3)
- ECO 3203 Intermediate Income and Monetary Analysis (3)

(b) In addition, a minor must include two or more upper level courses taught in the Economics Department (excluding the variable credit courses ECO 4905, 4914, and 4935), bringing the total credit hours in economics to a minimum of 18. GEB 3121, Business and Economic Statistics II, or its equivalent, is acceptable for credit in a minor.

(c) Before being recognized as a minor in economics, a student must obtain approval by the adviser in the Economics Department of the courses involved in the student's minor program.

(d) A grade point average of 2.0 or better must be achieved in the minor coursework for a student to be certified for graduation with a minor in economics.

(e) At least 12 of the required 18 credits must be taken in residence at USF.

- **FINANCE (FIN)**

The Finance program offers applied and theoretical courses directed to the identification and solution of problems faced by organizations in both the private and public sectors as well as in the domestic and multi-national environment. Finance relies on an interdisciplinary approach which draws on economic theory, accounting, information systems, and the quantitative decision framework of statistics of mathematics.

The required courses for Finance majors focus on understanding the analytical tools and institutional environment for decision makers. It includes the concepts of capital budgeting, asset and liability management, and the examination of the economic, social, and regulatory impact upon the decision-making process.

Requirements for the B.A. Degree:
Within the 120 semester hour program as listed on page 65, students must complete a minimum of 15 hours of upper level finance courses.

**Required Finance courses:**

- FIN 3233 Money and Banking (3)
- FIN 4414 Advanced Corporation Finance (3)
- FIN 4504 Principles of Investments (3)
- Minimum additional upper level finance hours Minimum Total 15

**MANAGEMENT (MAN)**

The undergraduate program in the Department of Management requires the integration of knowledge from various course areas to manage human and technological resources. Courses are offered in the basic areas of organizational behavior, industrial relations and quantitative and computer technology. Undergraduate students majoring in Management will have the opportunity to concentrate in special interest areas such as data processing and information systems, industrial relations, organizational management, or small business management. Students interested in one of these areas should see a Management department adviser as early as possible to arrange a program of courses.

Requirements for the B.A. Degree:
Within the 120 semester hour program as listed on p. 65 students must complete 18 hours of Management.

Up to 6 credit hours of non-management upper level courses may be accepted toward the 18 hour management major requirement on approval by the department chairperson.

**Required Management courses:**

- MAN 3150 Organizational Behavior Analysis (3)
- MAN 3401 Industrial Relations (3)
- The following sequences of courses exemplify special programs within the Management major which students may select.

- **Organizational Management**
  - MAN 4120 Managerial Behavioral Laboratory (3)
  - MAN 4201 Organizational Assessment (3)
  - MAN 4210 Organizational Development and Change (3)

- **Industrial Relations**
  - MAN 3301 Personnel Management (3)
  - MAN 3401 Industrial Relations (3)
  - MAN 4430 Seminar in Negotiations & Administration of Labor Agreements (3)
  - MAN 4410 Labor Relations Law (3)

- **Data Processing**
  - GEB 3612 Business Systems Analysis and Design (3)
  - QMB 4703 Simulation & Modeling Techniques in Business (3)
  - MAN 4930 Selected Topics (1-9)
  - (See adviser for specific courses)
Marketing is a dynamic field with many dimensions, including product selection and planning, product distribution, pricing and promotion. Marketing poses many challenges and yields generous entry and rewards for those meeting these challenges. Marketing operations deal with people, people who are constantly changing in their needs, wants and desires; and coupled with these changing tastes is a fiercely evolving technology. These forces lead to much of the challenge—to much of the dynamic nature of marketing.

The Marketing Program
The marketing program at USF prepares students for initial entry and management positions in many areas of marketing with a curriculum that is concerned with:

1. Understanding consumer behavior and the broader environment within which the firm or institution operates;
2. Collecting, analyzing, and using information about customers, competitors, and the environment for managerial decisions;
3. Distributing products effectively and efficiently from producer to user;
4. Advertising and promoting the offerings of the firm or institution effectively;
5. Creatively and effectively managing a sales force selling industrial or consumer goods and services; and
6. Managing retail and wholesale operations including the conceptualization, implementation and evaluation of the buying, merchandising, and control functions.

Each student is strongly encouraged to set up his own plan of study with the assistance of a Marketing department faculty advisor. Such counseling can lead to a better definition of career objectives and will result in a plan of study that is consistent with each student's career objectives.

Undergraduate students not majoring in Marketing are encouraged to take selected offerings from the Marketing curriculum to broaden their backgrounds and to prepare for marketing-related positions in business or non-profit organizations.

Requirements for the B.A. Degree:
Within the 120 semester hour program as listed on page 65, students must complete a minimum of 18 hours in marketing beyond MAR 3023.

Required Marketing Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 3722</td>
<td>Marketing Management</td>
<td>(3)</td>
</tr>
<tr>
<td>MAR 3613</td>
<td>Marketing Research</td>
<td>(3)</td>
</tr>
<tr>
<td>MAR 4713</td>
<td>Marketing Management Problems</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Additional upper level marketing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>courses</td>
<td>(9)</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>(18)</td>
</tr>
</tbody>
</table>

It is strongly recommended that marketing majors include courses in speech, computer science, finite mathematics, social psychology, and mass communications as part of their general electives.

Regional Campuses
Due to limited enrollment and faculty, only the following majors are offered at the Regional Campuses:

St. Petersburg
Accounting, Management, and General Business Administration

Sarasota
Accounting and General Business Administration

Fort Myers
General Business Administration

Students may declare other business majors while attending these locations, but must be prepared to finish their major study requirements at another campus within the University.

Student Organizations within the College of Business Administration
All students are encouraged to participate in extracurricular activities. The following organizations provide a means for students to develop both professionally and socially while attending the College of Business Administration:

Beta Alpha Psi—The national professional accounting fraternity devoted to the promotion of the profession, inspiring professional ideals, and recognizing academic achievement.

Beta Gamma Sigma—Honorary society which encourages and rewards outstanding scholarship among business students.

Black Business Student's Organization—Encourages and supports black students in their efforts to achieve success in a demanding academic setting.

Delta Sigma Pi—Fosters the study of business and a close association between students and the business world.

Economics Club—Provides a forum for discussion of economic issues, and actively encourages communication between the economics faculty and all students interested in economics.

Phi Chi Theta—A career oriented professional organization that encourages the study of business.

Pi Sigma Epsilon—A professional society interested in marketing, sales management, and selling.

Student Accounting Organization—Promotes accounting both as an academic discipline and as a profession.

Student Advisory Board—An organization whose representatives from each of the major fields advise the Dean of the College and the faculty on student attitudes and goals.

Student Finance Association—An organization for finance majors providing exposure to the many facets and opportunities in the field of finance.

Management Institute - College of Business Administration
The composition of the Management Institute has provided the College of Business Administration with a vehicle for making special services available to the community which could not be provided through the traditional academic program. In return for these services, the College receives the benefit of having real world applications for the knowledge and skills of its faculty and students.

This Institute, which was created in 1979, houses three Centers which are designed to provide teaching, research, and information to the public and private sector communities served by the University of South Florida. These Centers are:

1. The Center for Small Business Development;
2. The Center for Economic and Management Services;
3. The Center for Professional and Management Development;

The common objective of these Centers is to facilitate two-way communication between the University and the business/govern-
mental communities to share knowledge and solve problems.

The Center for Small Business Development offers assistance in facilitating the initiation and growth of entrepreneurial forms of private enterprise. It offers workshops and individual consultation. A continued support system is provided for its clients to ensure successful implementation. Faculty members and students under faculty direction provide assistance on feasibility studies for new business organizations and for expansions of the product lines of existing business firms.

The Center for Economic and Management Services provides human and material resources to assist private and public enterprises to deal with contemporary and regional problems. The Center has three primary means of providing service. The first is a data supply function which publishes a periodic economic data news letter, offers faculty and students to conduct a Summary Tape Processing Center, assists other organizations in the development of data such as office space absorption information, and offers information on a wide range of national economic data. The second means of providing service is an information retrieval function which employs traditional search procedures, but goes far beyond that in the innovative "library without books" approach to information retrieval. This service provides the sort of computer-based research techniques employed by corporate information centers, but which typically are not found in universities. In addition to teaching the College's students the kind of information which is available through non-traditional methods, the Center is able to serve smaller corporations and businesses who otherwise would not have ready access to this sort of information.

The third function of the Center for Economic and Management Services is to provide the accessibility to faculty and students under faculty direction to perform research for businesses and public agencies.

The Center for Professional and Management Development provides specialized credit and non-credit training and education opportunities to public and private sector decision-makers. These opportunities take the form of conferences, seminars, and short courses. Programs on such topics as energy, government regulation, inflation, economic prospects for the future, and urban development are in demand. The Center also responds to the need in the community for courses of varying length to bring current development in their fields to professional people.

A fourth center, The Center for Economic Education, not part of the Management Institute, is jointly managed by the College of Education and the College of Business Administration to provide human and material resources to facilitate the understanding of the American free enterprise system by school teachers and students. It offers access to audio-visual and print materials, in-service training in the use of programs such as trade off, and economic education consultants. The Center facilitates interaction between businesses, persons, teachers, and students.

GRADUATE LEVEL DEGREE PROGRAMS

The College of Business Administration at USF offers a number of graduate programs, including the Master of Business Administration, Master of Accountancy, Master of Arts degree in Economics, and Master of Science degree in Management. Evening and day courses are scheduled in such a way as to allow either part-time or full-time students to complete all program requirements within a reasonable length of time.

Applicants to graduate programs in the College of Business Administration should apply directly to the University Graduate Admissions Office and must meet the University requirements for admission (see page 47). Applicants are expected to demonstrate the ability to perform successfully in graduate studies in business. General inquiries should be directed to Associate Dean and Director of Graduate Studies, College of Business Administration, University of South Florida, Tampa, Florida 33620.

Accreditation

All graduate programs in the College of Business Administration are accredited by The American Assembly of Collegiate Schools of Business (AACSBS). The College is also a member of the Graduate Management Admission Council (GMAC).

Admissions

Admission to the graduate programs in the College of Business Administration is open to qualified men and women holding an undergraduate degree in arts, letters, science, humanities, engineering, or business from an accredited institution in the United States or from a recognized academic institution in a foreign country. In making admission decisions, the College does not favor any particular academic discipline nor does it make any distinction between applicants with experience and those coming directly from an academic program. The important factors besides the Graduate Management Admission Test (GMAT) and Grade Point Average (GPA) are the applicant's motivation in undertaking graduate work and the degree of focus in the applicant's career plans for the future. In addition, students are evaluated based on work or job-related experience, maturity, and leadership qualities. Students are admitted for either of the two semesters or the summer session, however, the Fall semester is the preferred entrance date for the student who requires all or approximately all of the Common Body of Knowledge courses.

Applicants are expected to demonstrate the ability to perform successfully in graduate studies. To be admitted all students must meet the requirements below:

1. Applicants must possess an undergraduate degree (any discipline) from a regionally accredited institution and follow General University guidelines for applying for graduate study as outlined in the current USF Catalog.

2. Submit satisfactory GMAT scores for the M.B.A., M. Acc., and M.S. degree in Management. Applicants for the M.A. degree in Economics must furnish satisfactory GRE scores. Scores on both the GRE and GMAT must be those taken within five years preceding application. See information on specific criteria for admission. (page 47).

3. Possess acceptable undergraduate grade point average. Candidates offering grade point averages less than 3.0 (B) are expected to achieve higher than normal scores on admission tests.

4. Submit three letters of recommendation (upon request only).

Specific admission criteria by program are as follows:

M.B.A. AND M.S. DEGREE IN MANAGEMENT

1. Minimum criteria-Aplicant must score 1000 or higher using the formula: Undergraduate GPA (last two years) X 200 + GMAT total score.

2. The applicant who has a minimum Undergraduate Grade Point Average of 3.0 and a minimum GMAT score of 475 is usually admitted without additional supporting data.

3. An applicant may offset a low UGPA with a higher GMAT score or vice versa. When the applicant scores between 1000 and 1075 on the above stated formula, additional evidence is required. Usually the applicant is invited for an interview and also asked to submit a written statement outlining goals and objectives, strengths and weaknesses. The applicant may also be asked to submit letters of recommendation in support of the application.

THE MASTER OF ACCOUNTANCY

1. A score of 475 or higher on the GMAT, and

2. Cumulative 3.0 grade point average (B) in all work while registered as an upper division student working for a baccalaureate degree.

3. Cumulative 3.0 grade point average (B) in all accounting courses taken as an undergraduate.
4. Students who do not have the equivalent of an undergraduate degree in accounting at USF, including an accounting systems course, may be required to take additional courses. The number of additional courses deemed necessary will depend on the academic background of the individual student.

M.A. DEGREE IN ECONOMICS

1. Score of 1000 or higher on the GRE, and
2. 3.0 grade point average (B) or better in all upper division undergraduate work.

Contact Persons
Students interested in specific programs within the college should contact the appropriate graduate studies adviser:

M.B.A.—Associate Dean Charles A. McIntosh, Jr., Director of Graduate Studies
M.Acc.—Professor Robert M. Keith
M.A. degree in Economics—Professor Howard Dye
M.S. degree in Management—Professor Harold Allen

Special Students

See "Special Students" paragraph in Graduate Studies Section (page 48) for general instructions. The College of Business Administration will accept no more than nine hours of credit earned as a Special Student, to satisfy degree requirements, without the written permission of the Director of Graduate Studies in the College. To be eligible to register for graduate courses, he/she must meet the following conditions:

1. Be a graduate of a regionally accredited undergraduate institution.
2. Have a completed application on file with the Office of Graduate Admissions. This includes having the required academic transcripts.
3. Have an undergraduate GPA of 3.0 or better in the last two years of full academic study.
4. File a special Student application with the College of Business Administration at least three weeks prior to the beginning of the semester.
5. Be approved as a Special Student by the Director of Graduate Studies, College of Business Administration.

Approval is a selective process.

The Special Student status is usually approved for only one semester. The most common delay in an acceptance decision is the lack of GMAT scores. Special Students are expected to take the GMAT at the next administration following entry in this category.

Normally, no more than nine (9) credit hours earned as a Special Student may be applied toward the graduate degree.

Academic Standing

All Masters candidates are expected to maintain a cumulative grade point average of 3.0 (B) throughout their programs. Failure to maintain the B average places the student on academic probation. A full time student on academic probation for two consecutive semesters is subject to dismissal. A part time student on academic probation must bring his/her GPA to a cumulative 3.0 (B) in the next twelve credit hours of graduate work or be subject to dismissal.

THE MASTER OF BUSINESS ADMINISTRATION (M.B.A.) DEGREE

The Master of Business Administration (M.B.A.) is a professional degree designed to prepare graduates for managerial roles in business and not-for-profit organizations. Graduates will develop the necessary skills and problem-solving techniques that will permit them to make an early contribution to management and to eventually move into broad, general management responsibilities at the executive level. The program is designed to meet the needs of qualified men and women with degrees in the liberal arts, engineering, the sciences, and humanities, as well as those with prior preparation in business administration. The College makes no distinction in the selection process between applicants with experience and those coming directly from academic life. However, experience is a meaningful background which will permit the student to better understand the subject matter to be mastered.

The faculty utilizes various delivery systems in the classroom, namely, the traditional lecture/discussion, case method, simulation, model building and laboratory techniques. These methods emphasize an analytical, conceptual, and theoretical balance throughout the program which helps sharpen students' resourcefulness in sorting complex problems and selecting optimal courses of action. Students are given many opportunities to demonstrate their writing and verbal competency and improve interpersonal communication.

Program and Curriculum

The M.B.A. program requires a maximum of 60 semester hours and a minimum of 36 semester hours. The full-time student without course waivers will require two years (four semesters) to complete the program. Part-time students can complete all work within a reasonable time—approximately three years without course waivers. Students who have completed undergraduate courses in business and economics may receive course waivers and reduce their course load from the maximum requirement.

Courses are scheduled to accommodate both full-time and part-time students. All courses are at the graduate level. Students entering the program are expected to have sufficient competency in mathematics to include college algebra and communication skills, written and verbal, to make the academic transition a smooth experience. Students that are deficient in any of these areas are expected to take the necessary courses during the first semester of study.

The Curriculum consists of:

The Common Body of Knowledge courses, known as the "Core": These courses are designed to provide the basic background in the several functional areas in order to prepare for more advanced studies. The courses assume little or no prior knowledge in the field. Students having adequate previous preparation in any of these courses, except for Business Policy, may seek a waiver subject to the standards set by the faculty. The Integrative Administrative Business Policy course, GEB 6895, may not be waived. The conditions for waivers are explained more fully below.

Other Required Courses: These courses are extensions of certain "Core" courses wherein added depth and breadth are deemed essential to the business environment.

Elective Courses: Breadth is achieved within this cluster of courses and at the same time the student may develop one or more areas of concentration. "Breadth" means that the student must take at least 15 semester hours or equivalent of work beyond that in the Common Body of Knowledge outside of his field of concentration.

Integrative Course: All students are required to take a course in administrative business policy. The course is taken in the last sequence of courses to permit the student to integrate the subject matter acquired in earlier courses by the study of administrative processes under conditions of uncertainty including integrating analysis and policy determination at the overall management level.

Comprehensive Examinations: All students must satisfactorily complete a comprehensive examination. A six credit hour thesis is optional and may be taken as an elective.

M.B.A. Program:

Common Body of Knowledge Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 6705</td>
<td>Financial Accounting for Managers</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6716</td>
<td>Microeconomic Analysis</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6725</td>
<td>Financial Management</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6735</td>
<td>Social, Legal, Political Environment of Business</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6745</td>
<td>Marketing Management</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6756</td>
<td>Statistical Methods for Management</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6757</td>
<td>Quantitative Methods for Operations Management</td>
<td>(3)</td>
</tr>
</tbody>
</table>
GEB 6775 Information System for Management (3)
GEB 6836 The Management Process (3)
GEB 6894 Business Policy (3)
Sub Total 30

Other Required Courses:
ACC 6412 Management Accounting and Control (3)
GEB 6717 Macroeconomic Analysis (3)
Sub-Total 6

Electives ........................................... 24

Total Semester Hours 60

General Information

Students are encouraged to develop a field of specialization or concentration which may be in Accounting, Economics, Finance, Management, Marketing, International Business.

Constraints

1. Maximum program - 60 semester hours
2. To insure breadth within the program, each student must take at least 15 semester credit hours or equivalent of work beyond that in the Common Body of Knowledge and outside the field of specialization in two or more disciplines.
3. At least one international course must be included within the program.
4. Student must take at least one course within the program in each of the academic departments.
5. Students with undergraduate degree in Accounting may not take GEB 6705 or ACC 6412 for graduate credit.

Waiver Policy

A reduction of the 60 semester credit hour program may be accomplished by waivers of the Common Body of Knowledge courses except for GEB 6895, Business Policy. The waiver of either ACC 6412, Management Accounting and Control or GEB 6717, Macroeconomic Analysis require the substitution of another course as an elective.

Waiver is a departmental decision usually based on: (1) transcript analysis if the student has completed a minimum of six semester hours (departments may require additional hours) in the field, with a grade of "B" or better from an AAsCB accredited school and completed within the last five years; or (2) subject examination requested by the student.

International Business

Students are required to take at least one international business course in their program. The student may also obtain a concentration in the field by taking the several courses offered by the various departments.

Concentrations

Students are encouraged to have at least one area of concentration in their overall graduate programs. These concentrations may be in Accounting, Finance, Management, Marketing, and International Business.

Thesis

Students may elect a 6 credit hour thesis subject to departmental approval in any of the areas of concentration of the College.

M.B.A. with Concentration in Finance:

Students seeking a graduate education with a concentration in the field of Finance should enroll in the Master of Business Administration Program. In addition to the M.B.A. Core, students would choose a minimum of 9 elective hours in Finance. Topics of interest in the finance program include corporate and managerial finance, banking and financial institutions, money and capital markets, investments, international finance, and finance theory. A thesis can serve as part of the elective course work; however, a thesis is not required. Students electing the M.B.A. with concentration in Finance should meet with the chairperson of the Finance Department at the beginning of their M.B.A. Program.

M.B.A. with Concentration in Marketing:

Students seeking a master's degree with a concentration in Marketing should enroll in the M.B.A. Program. A concentration in Marketing requires a minimum of nine elective hours in addition to the Marketing Management foundation course.

Course topics include: marketing research, sales management, promotional management, logistics and physical distribution management, international marketing and marketing strategy. A thesis (6 credit hours) can serve as part of the elective course work, however no thesis is required. Candidates with an undergraduate marketing major are particularly encouraged to consider the thesis option.

Students electing the M.B.A. with a concentration in Marketing should meet with the Chairperson of the Marketing Department at the beginning of their M.B.A. course work.

THE MASTER OF ACCOUNTANCY (M. Acc.) DEGREE

Requirements for the Master of Accountancy Degree:

The Master of Accountancy Program is designed to meet the increasing needs of business, government, as well as public accounting for persons who have professional training in accounting as well as background in such areas as quantitative methodology, economic analysis, and management science. Students completing the requirements for the M.Acc. Degree will have met the requirements to sit for the Uniform CPA Examination in Florida.

All students are required to satisfy the Common Body of Knowledge as indicated in the M.B.A. Program (page 70-71). This may be satisfied through completion of coursework in the various areas. The academic advisor will determine the specific courses and number of hours required. Students entering the program must have taken MAC 2244, Elementary Calculus I and ACC 4521, Federal Taxes II.

For the student who has the equivalent of an undergraduate major in accounting at USF, (i.e., 23 to 24 hours of accounting coursework excluding Elementary Accounting) the program consists of 36 semester hours. A minimum of 15 semester hours of the program is devoted to the study of professional accounting. Another 15 semester hours of the program consists of study in the related areas of financial management, economics, management science, quantitative decision models, the social, legal, and political environment of business, and business policy. The remaining 6 semester hours of the program are elected by the student in consultation with his/her graduate advisor. Elective courses taken in the area of accounting may not exceed 3 semester hours. Students enrolled in the M.Acc. program may not take ACC 5805, Contemporary Accounting Thought.

Required Courses are:

Accounting Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 6811</td>
<td>Development of Accounting Thought</td>
<td>3</td>
</tr>
<tr>
<td>Electives (at 5000 or 6000 level)</td>
<td></td>
<td>9 (15)</td>
</tr>
</tbody>
</table>

Business Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 5665</td>
<td>Law and the Accountant</td>
<td>3</td>
</tr>
<tr>
<td>ECO 6206</td>
<td>Aggregate Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 6715</td>
<td>Microeconomic Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FIN 6246</td>
<td>Advanced Money and Capital Markets</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6895</td>
<td>Business Policy</td>
<td>3 (15)</td>
</tr>
<tr>
<td>Electives (6 credit hours)</td>
<td></td>
<td>6 (30)</td>
</tr>
</tbody>
</table>

At least two-thirds of the total program must be taken at the 6000 level.
THE MASTER OF ARTS (M.A.) DEGREE IN ECONOMICS

Requirements for the M.A. Degree:

The M.A. degree in Economics is offered by the College of Business Administration. Applicants should submit results of the Graduate Record Examination Aptitude Test and meet other University requirements specified on page 47-52. The primary requisites for success in graduate study are strong motivation, aptitude, and basic intellectual ability. An undergraduate major in economics is not required but a sound background in economic theory, mathematics, and statistics will permit completion of the master's program in the normal time span of one year.

The Master of Arts degree in Economics permits students to select one of three approaches. The first emphasizes terminal requisites for success in graduate study are strong motivation, professional training to prepare the student for decision making and second approach prepares the student for doctoral work and the performance of economic analysis and policy formulation in the public sector—particularly at state and local levels. The fields of economics stressed are public economics, urban economics, and industrial organization. Particular attention is devoted to such topics as planning, programming, budgeting, cost-benefit analysis, public revenue sources, issues in fiscal federalism, techniques of income redistribution, models of urban growth and development, intra-urban location patterns, analysis of urban social patterns and problems, anti-trust and other forms of government regulation business.

All three approaches involve preparation in economic theory and quantitative methods. Students in the professional programs then supplement these skills with courses in applied economics. Students preparing for doctoral studies normally take additional courses in economic theory, mathematics and statistics. Students selecting public sector economics emphasize applied economics. Work in other areas, particularly the social sciences, may be an integral part of these programs. Research and the writing of a thesis may be incorporated into any of these approaches. The nature of thesis subject indicates the area of specialization and interest.

The economics department participates in the Junior College Teaching Program jointly with the College of Education as outlined on page 86.

Students must satisfy all University requirements listed on page 52. In addition, the department requires students to complete 30 hours of graduate credit selected with the approval of the graduate adviser of the department. At least 21 hours must be in economics. These 21 hours must include:

- ECO 6115 Microeconomics (3)
- ECO 6206 Aggregate Economics (3)
- ECO 6305 History of Economic Thought (3)
- ECO 6414 Managerial Statistics (3)

Prior to clearance for the degree, each candidate must perform satisfactorily on a comprehensive examination.

THE MASTER OF SCIENCE (M.S.) DEGREE IN MANAGEMENT

Requirements for the M.S. Degree:

The M.S. program in Management has been designed to meet the needs of persons who have entered or who aspire to enter the role of supervisor, director, or manager. Most applicants have performed, or are performing, technical or functional roles in small or large public and private organizations and have chosen to pursue a career in managing. The program offers a special interest focus for applicants from the Health Care Industry and the public sector as well as for those in the private sector.

The method of delivery optimizes opportunities for (1) interaction between participating students from each sector; (2) the development of managerial skills; and (3) the application of knowledge, skills and technology to ongoing management problems. Course work includes a lecture-discussion format which focuses on the acquisition of knowledge and skills and a management laboratory which focuses on the integrated application of knowledge and skills from various courses to organizational problems.

The curriculum, which is divided into three parts, contains a total of 52 semester hours. Part 1 includes 24 semester hours of courses which cover the Common Body of Knowledge. Normally students will complete these courses before proceeding to the advanced courses in Part 2. Students who have completed the Common Body of Knowledge, or their equivalent (see waiver policy) will be enrolled in the advanced program. Part 2 contains 22 semester hours of advanced management courses and Part 3 six hours of thesis.

Students admitted to the program normally begin their program of studies in the fall semester each year. Applications for admission, including Graduate Management Admission Test (GMAT) scores, should be submitted to the Office of Admissions before April 30 to ensure sufficient time to conduct the admission process prior to registration for the fall semester. Participating students will be enrolled in Section 011 (Common Body of Knowledge Courses) or Section -012 (Advanced Management Courses) depending upon their qualifications. Each section of courses takes three semesters to complete and will terminate at the end of the Summer Semester of each academic year. Classes are scheduled to meet for blocks 4 or 8 hours either one evening each week or on alternative Saturdays.

All interested students should contact the Graduate Adviser, Department of Management, College of Business Administration, University of South Florida, Tampa, FL 33620 or phone (813) 974-4155.

Required Courses are:

Common Body of Knowledge Courses (24 Semester Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 6757</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6745</td>
<td>3</td>
</tr>
<tr>
<td>FIN 6718</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6716</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6735</td>
<td>3</td>
</tr>
<tr>
<td>ACC 5315</td>
<td>3</td>
</tr>
<tr>
<td>GEB 6756</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6721</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub Total (24)

Advanced Management Courses (28 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 6219</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6409</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6061</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6469</td>
<td>3</td>
</tr>
<tr>
<td>MAN 6971</td>
<td>6</td>
</tr>
</tbody>
</table>

Sub Total (28)

Total Semester Hours (52)

Regional Campuses

Graduate courses as part of the Master of Business Administration Program are offered at all three regional campuses: St. Petersburg, Sarasota, and Fort Myers. All required Common Body of Knowledge Courses and a limited number of electives are offered at the St. Petersburg Campus. Normally, only required Common Body of Knowledge Courses are scheduled at Fort Myers and Sarasota. In order to complete the entire M.B.A. program, a candidate from Fort Myers or Sarasota should expect to take courses on the Tampa or St.
Petersburg Campuses. Students at St. Petersburg Campus may want to take courses at the Tampa Campus to either accelerate their program or have a wider choice of electives.

Graduate Business Association

The Graduate Business Association (GBA) is composed of graduate students in the College of Business Administration. The goals of the GBA include:

1. To enhance the quality of education for graduate students in the College of Business.
2. To function as a liaison between graduate students and the administration/faculty.
3. To provide the framework necessary for continued student involvement at the administrative level in the academic affairs affecting graduate programs.
4. To facilitate career planning and placement.
5. To foster fellowship among graduate students.

Graduate students are eligible for Beta Gamma Sigma national business honorary society.

Further information regarding the Graduate Business Association may be obtained from the Dean’s Office in the College of Business Administration.

Financial Aid

Applicants may apply for various financial aid. Awards are made to exceptionally well qualified individuals. These awards are:

1. University Fellowships—Awarded on the basis of outstanding academic credentials. Apply to the College of Business Administration by February 1st for the academic year beginning the following August.
2. Loans—Apply to the University Financial Aids Office.
3. Other Financial Aids—Apply to the Director of Graduate Studies, College of Business Administration.
   (a) graduate assistantships,
   (b) scholarships, and
   (c) tuition waivers—both in-state and/or out-of-state.

Application for the above should accompany the application for graduate study and will be considered when all credentials are received by the College.
College of Education

The College of Education places an emphasis on students learning what is relevant for the world today and on their getting deeply involved in their own educational process. Thus, the emphasis is on students learning to do their own thinking about themselves and their universe.

The College of Education is committed to a continuous and systematic examination of the professional program of teacher education. Promising programs are examined experimentally under controlled conditions, which make possible an objective appraisal of effects in terms of learning outcomes.

The University of South Florida follows a University-wide approach to teacher education. Its programs for the preparation of teachers represent cooperative effort in planning and practice by faculties of all academic areas. Courses needed by teacher candidates but designed also for other students are offered outside the College of Education. Courses in the University which are primarily designed for teacher candidates are taught by the College of Education.

In the total teacher education program there is a special concern for developing in the student a deep interest in intellectual inquiry and the ability to inspire this interest in others. It is the task of the College of Education to give leadership to the instruction in subject matter and process, which means the total teacher education program.

College of Education Students Organizations and Activities

College of Education Student Council

The College of Education Student Council represents the interests of education majors in regard to policies and needs of the college.

The Council membership consists of four officers (President, Vice President, Secretary-Treasurer, Secretary Assistant), representatives from the various areas in the College of Education, and seven Senators representing the College of Education. Elections are held annually in January and all education majors are eligible to vote for all officers and the representatives of their respective areas. Any student majoring or coded in the College of Education with a minimum GPA of 2.0 can be a candidate for election as an Officer, Representative or Senator.

Student Florida Education Association

The Student Florida Education Association is the professional organization that represents all the prospective teachers on the USF campus. As a member of SFEA, you also become a member of the Florida Education Association and the National Education Association. These organizations comprise the largest such group in the world.

Many benefits are available to you through the organization and, in addition, you are working with a club dealing with your main interest—education. All students in the field of Education, including freshmen, are encouraged to join this professional organization.

Association for Childhood Education International

The Association for Childhood Education is a non-profit professional organization concerned with the education and well-being of children two to twelve years of age. Members are located throughout the United States and other countries.

The USF chapter works directly with children through observation, projects, and programs. In addition, it provides opportunity for students to attend study conferences throughout the state of Florida which allows the student an opportunity for professional growth and exchange of professional ideas. Membership is open to all students, including freshmen, concerned with children two to twelve.

Student Council for Exceptional Children

The Student Council for Exceptional Children is an organization of those members of the University interested in the education of the exceptional—"different"—child. Various exceptionals included are Gifted, Emotionally Disturbed, Physically Handicapped, Mentally Retarded, and Culturally Different.

Activities of the USF Chapter include field trips to various special education facilities, prominent speakers, seminars, state and national conventions, and social events. The specific activities are determined by the members and the exceptionalities in which they are interested. All interested students are invited to join.

Student Music Educators National Conference

Student Music Educators Conference is an affiliate of the Music Educators National Conference and the Florida Music Educators Association. It is devoted to the furtherance of knowledge and understanding of music education on all levels. Membership is open to any student in the University of South Florida who is interested in the teaching of music.

Phi Beta Lambda

Phi Beta Lambda is a business fraternity open to all students, including freshmen, expressing an interest in Business. The emphasis is on promoting free enterprise and instilling leadership qualities.

Kappa Delta Pi

Kappa Delta Pi is a national co-educational honor society in Education. The society was founded to recognize and encourage excellence in scholarship, high personal standards, improvement in teacher preparation, and distinction in achievement.

Physical Education Association (PEA)

The Physical Education Association (PEA) is open to all students enrolled in the Physical Education Program. Social and professional meetings are conducted throughout the year to promote interaction within the organization.

Student Guidance Organization (SGO)

The Student Guidance Organization is a Guidance Organization for graduate students presently enrolled in the Guidance Program. Social and professional meetings are conducted throughout the year. Members also participate in annual retreats and attend district and state meetings.

Mathematics Education Clinic

The Mathematics Education Clinic is mission-oriented in a broad sense in that it is primarily concerned with children and youth who evidence learning problems in mathematics. However, an important purpose of the clinic is one of obtaining hypotheses that can be studied to obtain generalizable professional knowledge to improve the teaching and learning of mathematics.

Clinical, correlation, normative and experimental approaches are used in the study of the etiology and symptomatology of mathematical learning disabilities. General models and specific teaching strategies are provided the classroom teacher and the
student-clinician for carrying out effective diagnostic and prescriptive programs.

Close professional relations are maintained between the Mathematics Education faculty and the appropriate faculties in the College of Education whose interests and professional skills are related to the work of the Clinic.

Library Student Association (LSA)

LSA is a professional organization associated with the Library, Media, and Information Studies Department and is open to all members of the university community interested in librarianship.

The USF group provides programs and guest speakers of interest to the campus community and publishes a newsletter for its membership. It is the official voice of students in the department and members of the association are included on faculty-student committees within the department.

**BACCALAUREATE LEVEL DEGREE PROGRAMS**

**Admission to the College**

While students admitted to the University are expected to have the qualifications to graduate, this does not necessarily mean they have the qualifications to become teachers.

The College of Education administers the admission policies to all teacher programs of the University. All students who plan to teach must apply for admission to a teacher education program through the Student Personnel Office of the College of Education.

Prospective secondary and K-12 teachers are enrolled in teacher education programs involving both the College of Education and various other colleges of the liberal arts areas.

Admission to an upper level teacher education program is contingent upon meeting the following minimum college requirements:

1. Completion of a College of Education upper level application form.
2. Completion of the General Distribution requirements for Education majors. Provisional admission may be granted if no more than three individual General Distribution courses remain to be taken, provided Freshman English has been completed.
3. Completion of a minimum of 60 semester hours.
4. An overall grade point average (GPA) of 2.0.
5. Students must submit a score from the American College Test (ACT) that was completed no longer than five years prior to their application. It is recommended that this test be taken not more than one year prior to the application deadline. Admission to the programs will be based upon the applicant's performance on either the ACT (minimum score of 17) or the SAT (minimum score of 835). Students who meet all other admission requirements but who do not achieve the ACT or SAT minimum test score may still be considered for admission as an exception.
6. Additional criteria established by each program. (See admission to Programs below).

**Admission to Programs**

Admission to some programs is based on additional selection criteria beyond the College requirements stated above. Some programs accept a limited number of students. Additionally, selected programs admit students only in specified semesters. Students should refer to the specific program description for additional admissions information. Information regarding admission requirements for the program(s) of your choice may be obtained from the Student Personnel Office, College of Education, USF.*

*Approval of these program admission criteria is pending.

**Admission Deadlines to the College**

The Physical Education program admits students only for Semester I of each year. The application deadline for Semester I is April 1 for this program.

**The Distributive Education Clubs of America (DECA)**

The College Chapter of DECA is an integral part of the Distributive Education Teacher Preparation Program at the University of South Florida and provides Distributive Education majors with leadership opportunities, social experience, learning activities and professional involvement. The participation in the many activities of Collegiate DECA is required of undergraduate majors and is encouraged for graduate students.

**Black Organization of Students in Education**

The Black Organization of Students in Education was organized Quarter III, 1978. A constitution was written and submitted for approval.BOSE stands provisional as a university organization until confirmation.

**Admission to Internship Experience**

The internship experience is observing and teaching in elementary, secondary, or exceptional schools. Time, sequence, and location of experience may vary among the programs. (Refer to specific program for further information.)

Special requirements for enrollment in the internship and seminar courses are:

1. Admission to the College of Education.
2. Completion of General Distribution requirements.
3. Completion of an application for internship before desired semester according to schedule below.
4. Completion of the professional education sequence and a minimum of two-thirds of specialization, varying with the program, and a minimum of 2.0 grade point average.
5. An overall 2.0 grade point average.
6. Successful completion of proficiency exams. Areas of examination vary with programs. See program for specific requirements.
7. Acceptance by a school approved by the College of Education and the Florida Department of Education.

Application for internship must be made prior to term in which experience is desired, except when the program has specific tracks and dates for applications to be submitted. The applications may be obtained in the Office of Clinical Education.

Applications for Semester I (Fall) are due the preceding March 1.
Applications for Semester II (Winter) are due the preceding September 15.

**Admission to Classes**

The control of entry to all classes on all campuses will rest with the department chairperson. Each department will establish and publish priorities for allowing College of Education, other university, and special students to enroll in classes.

Students who are registered in a class but fail to attend classes during the first week may be dropped from the class roll.

**College Requirements for Graduation**

A student to be certified by the College of Education as having completed its requirements must have earned 120 semester hours credit, including the last 30 credit hours on campus, with a minimum overall grade point average of 2.0. An average of 2.0 or better also must be made in the student's professional education sequence and in his/her teaching specialization courses. Satisfactory completion of the internship is also required. A student must also have completed the major requirements in an approved teaching program (which includes general preparation, teaching specialization, and
professional preparation). A minimum of 8 credits in professional courses in addition to internship and 12 credits in specialization courses must have been earned in residence. The student must complete a minimum of 30 hours after admittance to an upper level program.

Since 15 hours is considered a normal, full-time load, students are reminded that programs requiring more than 120 credit hours may require additional semesters for completion of the program.

**Specific Requirements**

A minimum of 120 credit hours including the following:

<table>
<thead>
<tr>
<th>General Distribution</th>
<th>40 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Education Core</td>
<td>32-49 credit hours</td>
</tr>
<tr>
<td>Teaching Specialization</td>
<td>27-49 credit hours</td>
</tr>
<tr>
<td>Program requirements</td>
<td>Check individual program descriptions for requirements beyond the College minimum.</td>
</tr>
</tbody>
</table>

As part of the 120 credit hours minimum requirement for graduation, students may include elective courses. These courses should be selected in consultation with a faculty adviser. The College of Education permits students to count, as part of the professional core or specialization requirement, a maximum of 15 hours which is part of the professional core or specialization requirement. However, a "D" grade earned for such work taken after the student has been admitted to the College will be accepted for credit.

**Department of Education Requirements for Teacher Certification**

College of Education programs are reviewed by the Florida Department of Education. Those programs meeting the requirements of Chapter 6A-5, Rules of the State Board of Education of Florida, are given “Approved Program” status. These rules are subject to rapid changes and programs must change accordingly to maintain their “approved” status. Program requirements listed in this catalog are those necessary for graduation. Students wishing to graduate and to be eligible for teacher certification must complete all requirements as listed on current program checklists maintained in the Student Personnel Office.

All graduates who apply for initial regular certification on or after July 1, 1980 will be required to pass the written teacher certification examination. Additional information on this examination is available in the Student Personnel Office.

**Programs Leading to the Baccalaureate Degree**

The College of Education has programs leading to the Bachelor of Arts degree in the following fields:

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education</td>
<td>Art &amp; Music Education</td>
<td>(ARE)</td>
</tr>
<tr>
<td>Botany Education</td>
<td>Science &amp; Health Education</td>
<td>(BOE)</td>
</tr>
<tr>
<td>Business &amp; Office Education</td>
<td>Adult &amp; Vocational Education</td>
<td>(BTE)</td>
</tr>
<tr>
<td>Chemistry Education</td>
<td>Science &amp; Health Education</td>
<td>(CHE)</td>
</tr>
<tr>
<td>Classics Education*</td>
<td>Social Science/Letters Education</td>
<td>(CLE)</td>
</tr>
<tr>
<td>Distributive and Marketing Education</td>
<td>Childhood and Language Arts Education</td>
<td>(DEC)</td>
</tr>
<tr>
<td>Elementary-Early Childhood Education</td>
<td>Childhood and Language Arts Education</td>
<td>(ECC)</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Social Science/Letters Education</td>
<td>(EEC)</td>
</tr>
<tr>
<td>English Education</td>
<td>Social Science/Letters Education</td>
<td>(EED)</td>
</tr>
<tr>
<td>Emotional Disturbance Education</td>
<td>Social Science/Letters Education</td>
<td>(EEF)</td>
</tr>
<tr>
<td>Foreign Language Education†</td>
<td>Science &amp; Health Education</td>
<td>(HES)</td>
</tr>
<tr>
<td>Health Education</td>
<td>Science &amp; Health Education</td>
<td>(HES)</td>
</tr>
<tr>
<td>Humanities Education</td>
<td>Social Science/Letters Education</td>
<td>(HUE)</td>
</tr>
<tr>
<td>Industrial-Technical Education</td>
<td>Social Science/Letters Education</td>
<td>(EVT)</td>
</tr>
<tr>
<td>Mass Communications-English Education</td>
<td>Mathematics Education</td>
<td>(MAE)</td>
</tr>
<tr>
<td>Mathematics Education</td>
<td>Exceptional Child Education</td>
<td>(MC1)</td>
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<tr>
<td>Mental Retardation Education</td>
<td>Art and Music Education</td>
<td>(MUE)</td>
</tr>
<tr>
<td>Music Education</td>
<td>Professional Physical Education</td>
<td>(PET)</td>
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<td>Physical Education</td>
<td>Science &amp; Health Education</td>
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<td>Physics Education</td>
<td>Social Science/Letters Education</td>
<td>(SCE)</td>
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<tr>
<td>Science Education</td>
<td>Social Science/Letters Education</td>
<td>(SSE)</td>
</tr>
<tr>
<td>Social Science Education</td>
<td>Exceptional Child Education</td>
<td>(ELD)</td>
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<tr>
<td>Specific Learning Disabilities Education</td>
<td>Speech Communication-English Education</td>
<td>(DED)</td>
</tr>
<tr>
<td>Zoology Education</td>
<td>Science &amp; Health Education</td>
<td>(ZOE)</td>
</tr>
</tbody>
</table>

See Departmental Section for specific program requirements.

*Latin-English Education or Latin-Foreign Language Education.
†In a single language, two foreign languages, or Foreign Language-English.

**Teacher Education Programs**

There are three distinct areas in the teacher educational program, and all teacher candidates must meet certain minimum requirements in each. The three areas and their requirements are as follows:

1. **General Distribution Requirements (40 cr. hrs.)**

   The five areas of General Distribution and the specific requirements are as follows:

   - **Area I** English Composition: Freshman English (ENC 0013 or 1102, and ENC 1135)
   - **Area II** Fine Arts and Humanities: Any course offered by the Department of American Studies, Art, Communication (excluding all LIN prefixes except LIN 2200, 3010, 3801), Dance, English (excluding ENC 0013, 1102, 1135, 1168, ESL 1385, REA 0105), Foreign Languages, Humanities, Liberal Studies, Music, Philosophy (excluding PHI 3100), Religious Studies, Theatre, a minimum of six hours from two different departments.

   **Area III** Mathematics and Quantitative Methods: MAE 3810, MAE 3811, MTG 3204 for any program requiring MAE 4310; a minimum of six hours of courses offered by the Department of Mathematics and/or any computer service course (COC, COP, CDA) and/or any of the following courses: Business and Economic Statistics (GEB 2111, 3121), Logic (PHI 3100), Social Science Statistics (STA 3122)
Area IV: Natural Sciences: A minimum of six hours of courses in Astronomy, Biology (including botany, microbiology and zoology), Chemistry, Geology, Physics and/or Introduction to Oceanography (OCE 3001).

Area V: Social and Behavioral Sciences: A minimum of 12 hours is required in AREA V as specified below:

I. Behavioral Science
a) For all programs PSY 2012 and SOC 2000

II. Social Science
a) For programs requiring SSE 4313, AMH 2010, 2020.

Courses required for a student's major program will not be counted in the total 40 hours although areas of general distribution requirements may be waived where appropriate. A student will be limited to 8 hours in a single department toward distribution requirements in any area. Students may not elect to take any of the above S/U.

2. Professional Education Core (35-45 credit hours)

The required courses in the professional education core are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 3214</td>
<td>Human Development and Learning</td>
<td>(3)</td>
</tr>
<tr>
<td>EDF 3604</td>
<td>Social Foundations of Education</td>
<td>(3)</td>
</tr>
<tr>
<td>EDF 3542</td>
<td>Philosophy of Education</td>
<td>(3)</td>
</tr>
<tr>
<td>EDG 4200</td>
<td>Curriculum &amp; Instruction</td>
<td>(3)</td>
</tr>
<tr>
<td>Methods Course(s)</td>
<td></td>
<td>(3-9)</td>
</tr>
<tr>
<td>Internship</td>
<td></td>
<td>(15-18)*</td>
</tr>
<tr>
<td>Reading Requirement</td>
<td></td>
<td>(2-6)</td>
</tr>
<tr>
<td>Educational Measurement Requirement</td>
<td></td>
<td>(2)</td>
</tr>
</tbody>
</table>

*Elementary & Early Childhood internships are 24 semester hours.

3. Teaching Specialization Preparation (27-49 credit hours)

Course requirements in the area of teaching specialization vary accordingly to subject field of specialization. These specialization requirements are listed with the programs that follow in the Departmental Section.

MASTER'S LEVEL DEGREE PROGRAMS

Admission

Candidates for admission to graduate study must present satisfactory evidence of:

1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score—1000 minimum.
2. Any additional requirements specified by the program.
3. Receive favorable recommendation from department chairperson.

Filing of Program

During the first term of graduate study the candidate for the master's degree must file a planned program of studies. This Graduate Planned Program is to be completed in consultation with the adviser. The completed report should be filed with the Coordinator of Graduate Advising in the College of Education.

Quality of Work

Candidates for the master's degree must maintain a 3.0 GPA. If at any time the student's GPA falls below the minimum, the student will be placed on probation. During the probationary status the student's academic progress will be reviewed to determine: 1) removal from probation, 2) continuation on probation, 3) drop from graduate program.

Master of Education Programs

ADMINISTRATION AND SUPERVISION

Requirements for the M.Ed. Degree (ESA):

This Master of Education (M.Ed.) degree is to prepare administrators and supervisors with organizational, management, and instructional leadership skills. Admission requirements include:

1. certification in a teaching field, 2) at least two years of successful teaching experience or Rank II certification in an instructional area,
3. current USF graduate admission requirements, 4) College of Education requirements for admission to graduate study. Successful completion of the program leads to the M.Ed. degree and Florida certification in Administration and Supervision.

CURRICULUM AND INSTRUCTION

Requirements for the M.ED. Degree (CUR):

This is a practitioner rather than a research degree. No specific research and thesis will be required. The objective of this program is to prepare classroom teachers in instructional leadership and teaching skills through graduate study in a selected variety of courses in curriculum, methods, supervision, learning principles, human interaction, and areas of specialization which may include courses in other colleges.

To be admitted to this program, the applicant must be certified and have two years of teaching experience. The degree requires at least 33 semester hours with 60 percent or more at the 6000 level.
Programs will consist of 11 semester hours of Process Core and will also contain EDG 6667, Analysis of Curriculum and Instruction. For all students the remainder of the (minimum) 8 semester hours of required concentration and (minimum) 12 semester hours in area of specialization will be determined by and with the student and the student's committee. Successful completion of the program will lead to the Master of Education degree. The Master of Education in Curriculum and Instruction is available in most curricula areas in which the M.A. is offered. See the Departmental section for more detailed descriptions.

Programs Leading to the Master of Arts Degree

Qualified persons may pursue graduate study in the following majors:

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>Adult and Vocational Education</td>
<td>(ADE)</td>
</tr>
<tr>
<td>Art Education</td>
<td>Art &amp; Music Education</td>
<td>(ARE)</td>
</tr>
<tr>
<td>Business and Office Education</td>
<td>Adult and Vocational Education</td>
<td>(BTE)</td>
</tr>
<tr>
<td>Distributive and Marketing Education</td>
<td>Adult and Vocational Education</td>
<td>(DEC)</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Childhood/Language Arts Education</td>
<td>(EDE)</td>
</tr>
<tr>
<td>Emotional Disturbance Education</td>
<td>Exception Child Education</td>
<td>(EED)</td>
</tr>
<tr>
<td>English Education</td>
<td>Social Science/Letters Education</td>
<td>(ENE)</td>
</tr>
<tr>
<td>Foreign Language Education</td>
<td>Social Science/Letters Education</td>
<td>(FLE)</td>
</tr>
<tr>
<td>Gifted Education</td>
<td>Exceptional Child Education</td>
<td>(EGI)</td>
</tr>
<tr>
<td>Guidance &amp; Counseling Education</td>
<td>Counselor Education</td>
<td>(EDG)</td>
</tr>
<tr>
<td>Humanities Education</td>
<td>Social Science/Letters Education</td>
<td>(HUE)</td>
</tr>
<tr>
<td>Industrial-Technical Education</td>
<td>Adult and Vocational Education</td>
<td>(EVT)</td>
</tr>
<tr>
<td>Library, Media and Information Studies</td>
<td>Library, Media and Information Studies</td>
<td>(LIS)</td>
</tr>
<tr>
<td>Mathematics Education</td>
<td>Mathematics Education</td>
<td>(MAE)</td>
</tr>
<tr>
<td>Mental Retardation</td>
<td>Exceptional Child Education</td>
<td>(EMR)</td>
</tr>
<tr>
<td>Music Education</td>
<td>Art &amp; Music Education</td>
<td>(MUE)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Professional Physical Education</td>
<td>(PET)</td>
</tr>
<tr>
<td>Reading Education</td>
<td>Reading Education</td>
<td>(RED)</td>
</tr>
</tbody>
</table>

School Psychology
Psychological and Social Foundations of Education (PSE)
Science Education (SCM)
Social Science/Letters Education (SSE)
Specific Learning Disabilities Education (ELD)
Speech Communication Education (SPH)

Junior College Teaching Educational Leadership
Biology (BIO90)
Business (BUS90)
Chemistry (CHM90)
Economics (ECN90)
Engineering (EGR90)
English (EGN90)
French (FRE90)
Geography (GPY90)
Geology (GLY90)
History (HTY90)
Mathematics (MTH90)
Physics (PHY90)
Political Science (POL90)
Sociology (SOC90)
Spanish (SPA90)
Speech Communication (SPE90)

See Departmental Section for specific program requirements

*French, German, or Spanish
†With concentrations in Biology, Chemistry, or Physics
‡Engineering bachelor's degree required.

Program Plans of Study

Plan I
Plan II
Plan I is a program of graduate studies designed for those with appropriate certification who desire to increase their competence in a subject specialization or receive professional preparation in one of the service areas of education.

A. Process Core (3-11 hours)
B. Current Trends Course in Teaching Specialization (3 hours)
C. Specialization (18 hours minimum)

Plan II is a program of graduate studies designed for the holder of a non-education baccalaureate degree who desires to meet initial certification requirements as part of a planned program leading to the Master of Arts degree. (This program is not available in the area of elementary education.)

A. Process Core (15 hours)
B. Current Trends Course in Teaching Specialization (3 hours)
C. Specialization (18 hours minimum)
D. Internship (10-12 hours)

Students will take a minimum of one Process Core (Foundations) course. Substitution for the remaining courses may occur upon the advice of the Degree Program and concurrence of the College Program Policy Committee.

Plan I

1. Process Core:
   a. EDF 6431
   b. EDF 6481
   c. EDF 6211 or EDF 6215
   d. EDF 6517 or EDF 6544 or EDF 6606

2. B. Current Trends Course in Teaching Specialization (3 hours)
3. C. Specialization (18 hours minimum)
   The areas of specialization beginning below are suggested programs of study. Individual programs will vary with background, experience, and specific interest.
teachers are required to complete this assignment over two semesters. Students should have completed the profession­al requirement and 2/3 of the requirements in the area of specialization at the graduate level or an equivalency (using hours taken in the field of specialization taken at the undergraduate level to complete the 2/3 requirement).

Plan III
Plan III is a program of graduate studies for holders of a non­education baccalaureate degree who do not wish to meet teacher certification requirements in the State of Florida. The primary difference in this plan from Plan II is that students will not be required to take EDF 5206 and EDF 6947.

ADVANCED GRADUATE EDUCATION

Goals
The College of Education is a professional school which offers advanced degree programs for a variety of specialized educational practitioners and for researchers. A major goal of the advanced graduate program is to contribute to the improvement of public schooling through the preparation of highly competent practitioners and preparation of researchers. All programs have as their central focus the development and the application of disciplined inquiry skills. Rigorous inquiry expands and improves the theoretical and informational bases upon which instructional and administrative practices are developed. From this orientation the following objectives are derived:

1. To foster disciplined and rigorous inquiry into educational practices, theories, and proposals.
   a. To create a vigorous community of scholars having complementary proficiencies in inquiry.
   b. To promote and to encourage conclusion-oriented inquiry to provide a base of verified concepts and theories for education.
   c. To promote and to encourage decision-oriented inquiry as a means for extending the validity of findings from conclusion-oriented investigation and to aid in the development of verifiably better practices and policies in education.
   d. To promote the development of alternatives to existing theories and practices. Such alternatives developed out of a non-educational system which is responsive rather than wedded to practices on “non-educational” grounds.

2. To conduct training programs which will
   a. Constitute training to the maintenance of the proficiency of the membership of the system through in-service training and consultation.
   b. Maintain the performance level in the systems and extend professional/personal opportunities by providing programs for personnel in teaching areas in and the areas of administration, supervision, other school services (guidance, school psychology, etc.), curriculum.
   c. Train personnel to conduct different types of inquiry so that the system is self-correcting.
   d. Produce personnel able to design training programs based on the results of both conclusion-oriented and decision-oriented inquiry so that school systems can be both self-sufficient and responsive.

3. To form a center that can assist educational clientele in the design of in-service training programs, in planning, in evaluation of projects, and in developing strategies for coping with other unanticipated problems related to schooling and education.

Programs

Ed.S. Program
The Education Specialist (Ed.S.) program offers specialization in Curriculum and Instruction with emphases in curricular areas such as Adult Education, Communication Education, Early Childhood Education, Exceptional Child Education, Guidance and Counseling Education, Library, Media, and Information Studies, Mathematics Education, Measurement and Evaluation, Reading and Language Arts Education, Science Education, and Vocational and Technical Education. The Ed.S. degree is also available in Educational Administration and Supervision and Educational Program Development. This degree consists of a minimum of 36 semester hours (includes 9 hours specialist project) beyond the master's degree and is more flexible in its requirements.

Candidates for admission to Ed.S. study must present satisfactory evidence of:

1. Undergraduate Grade Point Average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score-1000 minimum (Quantitative and Verbal), or a master’s degree.
2. Three letters of recommendation.
3. Favorable recommendation from program chairperson.
4. An earned master's degree.*
5. Any additional requirements specified by the program.

*School Psychology is an exception to this requirement

Ed.D. Program
The Doctor of Education Degree is available with specializations in Educational Administration/Supervision and Educational Program Development. The focus of this degree program is on the improvement of educational practice. Program content and method designed to improve practice shall be planned within the context of four basic components: 1) Specialization, 2) Foundations, 3) Research, and 4) Language/Computer Science. Although research skills are recognized as being the basis of any doctoral program, the Ed.D. is considered less a research than a practitioner degree.

A partial list of existing professional roles for whom the Doctor of Education is designed is as follows:

1. Central Administration
   a. Superintendent
   b. Assistant Superintendents:
      Finance
      Federal Programs
      Research
      Personnel
   c. Supervisors of Instruction:
      Guidance
      Research
      School Psychology
      Staff Development
   d. Supervisors of Instruction:
      Elementary and Secondary
      Reading
      Mathematics
      Social Studies
      English
      Art
      Adult/Vocational Education

A. Process Core (11 hours)
   a. EDF 6431
   b. EDF 6481
   c. EDF 6211 or EDF 6215
   d. EDF 6517 or EDF 6544 or EDF 6606

B. Current Trends Course in Teaching Specialization (3 hours)

C. Specialization (18 hours minimum)
   This is an individually planned graduate major in the teaching field or in an appropriate College of Education program for K-12 specialists.
Exceptional Child Education  
Physical Education  
Library/Media

2. Building Personnel  
a. Principals  
b. Assistant Principals: Administration  
c. Deans: Boys Girls  
d. Guidance Counselors  
e. Curriculum Specialist  
f. Learning Specialist  
g. Departmental heads or team leaders  
h. Teachers

3. Other Professional Roles  
a. Private School Personnel  
b. Junior College System Personnel  
c. Coordinators of special local and State Educational Programs such as Adult Education and Rehabilitation Education  
d. Personnel of municipal and county recreation programs, children's services programs, social welfare programs, and other community based organizations implementing informal education programs  
e. Teacher-educators in institutions of higher learning  
f. Business and Industry

Candidates for admission to Ed.D. study must present satisfactory evidence of:

1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; and GRE aptitude score—1000 minimum (Quantitative and Verbal)

2. Certification in the field of study in which the candidate is seeking the Ed.D.

3. A master’s degree from an accredited institution of higher learning

4. Three letters of recommendation

5. Favorable recommendations from the program coordinator

6. Any additional requirements specified by the program

Ed.D. Program Structure:

I. Major Area  
A. Specialization  
B. Dissertation  
II. Statistics/Measurement/Research/Design  
III. Foundations

Ph.D. Program

The Doctor of Philosophy degree is available in Education. Specialization is in Curriculum and Instruction with research emphasis on problems related to specific areas of curriculum such as Early Childhood Education, Exceptional Child Education, Mathematics Education, Reading and Language Arts Education, Science Education and Communication Education. In addition to the curriculum content emphases, there are also emphases in Measurement and Evaluation, Guidance and Counseling Education, and Adult, Vocational, and Technical Education within the Curriculum and Instruction Ph.D. program. For information on additional emphases within the Curriculum and Instruction specialization, contact the Director of Graduate Studies in the College of Education.

Candidates for admission to Ph.D. study must present satisfactory evidence of:

1. A grade point average of 3.0 (B) minimum on all work attempted while registered as an upper level student working for a baccalaureate degree and a GRE aptitude score of 1000 (Verbal and Quantitative.)

2. Three letters of recommendation

3. Favorable recommendation from program chairperson

4. An earned master’s degree

5. Any additional requirements specified by the program.

Ph.D. Program Structure

I. Major Area  
A. Specialization  
B. Cognate Area*  
C. Dissertation  
II. Statistics/Measurement/Research/Design  
III. Foundations

**Total

*
*Supporting courses outside area of specialization.

**Post master's semester hours.

COLLEGE OF EDUCATION DEPARTMENTS AND PROGRAMS

The College of Education is organized into 14 departments. Each department has one or more programs which are listed alphabetically and by degree level in the following departmental section.

Department of Adult and Vocational Education

The Adult and Vocational Education department at the University of South Florida offers degrees through the College of Education aimed at preparing teachers and leaders in the various fields of Vocational Education. Certification programs leading to the Bachelor of Arts (B.A.) degree are: Business and Office Education, Distributive and Marketing Education, and Industrial-Technical Education. Qualified persons may pursue graduate study through the Master of Arts (M.A.) degree in the following majors: Adult Education, Business and Office Education, Distributive and Marketing Education, and Industrial-Technical Education. The Master of Education (M.Ed.) degree is available for an individual who holds certification in Adult or Vocational Education including Home Economics and Agriculture Education, and who has completed required teaching experience. The degrees of Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.) are granted in recognition of high attainment in a specific field of knowledge.

ADULT EDUCATION

Requirements for the M.A. Degree (ADE):

1. In consultation with the graduate adviser, a program will be planned which will include a minimum of 32 credit hours. The process core requirements consist of 11 credit hours in:

EDF 6431  EDF 6481
EDF 6211 or EDF 6215

and one of the following:

EDF 6606, EDF 6517, or EDF 6544

Specialization requirements of 16 credit hours in Adult Education are designed to provide competencies in organization and administration, supervision, adult learning characteristics, curriculum development, program planning, methods of teaching, and research techniques as each of these relate to adult
education programs. Generally, specialization courses will be selected from the following, depending upon the individual's background of experience:

ADE 4360  ADE 5385  ADE 6387  EVT 6563
ADE 5160  ADE 6380  EVT 4065  EVT 6930
ADE 5161  EVT 5190

2. Requirements in a related area may include a concentration of courses in one of the following areas: psychology, sociology, guidance, administration, complementary basic, or a vocational field.

3. A thesis or review paper may be approved in lieu of certain course work with the permission of the graduate adviser.

### BUSINESS AND OFFICE EDUCATION

#### Requirements for the B.A. Degree (BTE):

The Business and Office Education program offers concentrations in Office Administration and Office Technology. Students should complete a program in the Specialization Area with a concentration in either Office Administration or Office Technology. Specific basic competencies in the specialization are required. Competency examinations should be scheduled as soon as possible after selecting business and office education as a major. This requirement applies to all transfer as well as lower level students. In the Professional Education and Teaching Specialization Areas, no course work lower than a "C" will be accepted. Students must earn a 2.5 overall grade point average in all course work.

Two semesters of full-time residency must be planned with an adviser and sequenced in the senior year. Special prerequisites are required for BTE 4360, BTE 4364, and BTE 4369.

**General Distribution (40 cr. hrs.):**

- **Recommended selections which are particularly appropriate to the specialization are:**
  - Area I - LIN 2200, MUT 1001
  - Area III - COC 3300
  - One of the following: GEB 2111, MAC 2242, or STA 3122
  - For Office Administration concentration: GEB 3121
  - Area V - ECP 1001, WST 2010

**Professional Education Requirements (39 cr. hrs.):**

- **EDF 3214**  EDG 4200  *BTE 4948  RED 4360
- **EDF 3604**  *BTE 4364  BTE 4936  EVT 4540
- *BTE 4360  BTE 4940  **EVT 4065
- **EDF 3542**

*These courses must be taken as a block in the semester immediately prior to the supervised teaching or business field experience.

**Specialization Requirements (47-48 cr. hrs.):**

**Office Administration**

- **Concentration**
  - Accounting (2 courses)
  - Economics (2 courses)
  - Typewriting Competencies (Theory + 50 CWPM)
  - Shorthand Theory Competency

**Office Technology**

- **Concentration**
  - Accounting (1 course)
  - Economics (1 course)
  - Typewriting Competencies (Theory + 70 CWPM)
  - Shorthand Competencies (Theory + 80 WPM)

**Elective(s)**

- **Needed for Both Concentrations**
  - Administrative Office
  - Administrative Office Management
  - Business Communications
  - Business Law
  - Business Machines

**Requirements for the M.A. Degree (BTE):**

In consultation with the graduate adviser, a program will be planned which will include a minimum of 32 credit hours at the graduate level. In addition, students entering the program who have not yet met competency requirements for business education certification will complete course work in any needed competency area. This degree may be completed with a thesis option.

1. Process core requirements include (11 semester hours):
   - EDF 6431 and EDF 6481
   - EDF 6211 or EDF 6215
2. A minimum of 16 credit hours in the specialization area of Business and Office Education is required. Specialization courses include:
   - BTE 5171  BTE 6386  EVT 6563
   - BTE 5245  BTE 6387  Thesis
   - BTE 6385  BTE 6944
3. Selected courses from which to choose in Vocational and Adult Education:
   - ADE 5385  EVT 5367  EVT 6386
   - ADE 6197  EVT 6300  EVT 6926
   - EDF 5190  EVT 6385  EVT 6930
4. Selected courses in one related area such as Guidance, Exceptional Child Education, Business Administration, Junior College. Administration or Supervision (3-8 semester hours).
5. Graduate instructional improvement courses are required as listed in individual student programs.

### DISTRIBUTIVE AND MARKETING EDUCATION

#### Requirements for the B.A. Degree (DEC):

- **Professional Education Core (32 credit hours):**
  - DEC 4362  DEC 4940  EDG 4200  EDF 3604
  - DEC 4382  EDF 3214  EVT 4540  or
  - DEC 4936  EDF 4430  RED 4360  EDF 3542

- **Specialization (34 credit hours):**
  - ACC 2001  DEC 4941  EVT 5366  MAR 3023
  - DEC 4174  EVT 4065  ECP 1001  MAR 3722

S electives in Education or Business Administration and Marketing as approved by Distributive and Marketing Education adviser to bring the specialization total to at least 34 hours.

Distributive and Marketing Education undergraduates are required to accumulate a total of five (5) hours of credit in DEC 4941—Supervised Field Experience. Students will enroll for a minimum of two (2) semester hours the first semester they enter the program and for at least one (1) semester hour each subsequent semester they are in attendance as a Distributive and Marketing Education major, not to exceed a total of five (5) hours. Students may not enroll in more than two (2) credit hours of field experience in any one semester. The five (5) credit hours of field experience will be used for individual and group assignments and projects to round out and broaden the vocational background of the student to properly fulfill certification requirements. Students will also be able to receive credit for participation in the required professional activities of the USF Collegiate Chapter of the Distributive Education Clubs of America, which is an integral part of the Distributive and Marketing Education teacher preparation curriculum.

#### Requirements for the M.A. Degree (DEC):

1. In consultation with the graduate adviser, a program will be planned which will include a minimum of 30 credit hours. Required courses are:
   - EDF 6431, and EDF 6481
   - EDF 6211 or EDF 6215

2. Appropriate College of Business Administration courses in
marketing, management, economics, finance, and accounting for Distributive Education teacher certification (15 credits maximum).

3. Specialization requirements of 11 credit hours in Distributive Education are designed to provide competencies in administration, supervision, curriculum development, program management, methods of teaching, and research techniques as each of these relate to distributive education programs. Generally, specialization courses will be selected from the following, depending upon the individual's background of experience:

- **ADE 5385 DEC 5185 EVT 5367 EVT 6386**
- **DEC 4382 DEC 6945 EVT 6300 EVT 6926**
- **DEC 4941 EVT 4065 EVT 6385 EVT 6930**
- **DEC 5175 EVT 5190**

4. Selected courses in a related area such as Business Administration, Administration, Supervision, Guidance, Exceptional Child Education (3-8 credit hours).

## INDUSTRIAL/TECHNICAL EDUCATION

### Requirements for the B.A. Degree (EVT):

Enrollment in the Industrial-Technical Education program is restricted to persons with employment experiences qualifying them to teach Industrial, Technical, or Health Occupations.

Special provision is made for students to satisfy four (4) of the required six (6) years of work experience in a specific occupation by completing an Associate of Science degree program in a technological specialty from one of the State Community Colleges or successfully completing an appropriate occupational competency exam.

Acceptability of work experience will be determined by the State Department of Education, Division of Certification, Tallahassee, Florida.

Students may validate up to 30 semester hours of credit through the Occupational Competency Testing Program.

In addition to the professional core requirements, students must complete 15 semester hours in Adult and Vocational Education as follows:

**Required:**

- EVT 4065
- EVT 4367

**Electives:** 9 hours selected with adviser approval from the following:

- ADE 5385
- EVT 5176
- EVT 5366
- EVT 4084C
- EVT 4061C
- EVT 5817
- EVT 4263C

In addition, students must meet the General Distribution Requirements of 40 credit hours.

### Requirements for the M.A. Degree (EVT):

**Plan I**—Before being admitted to the degree program, a prospective student must have met the work experience and professional preparation requirements for certification in Industrial, Technical, or Health occupations. In addition to the process core requirements of

- **EDF 6431, and EDF 6481**
- **EDF 6211, or EDF 6215,** and one of the following:
  - **EDF 6606, EDF 6517, or EDF 6544**

specialization requirements must include

- EVT 6948 and EVT 6930.

Courses totaling a minimum of 32 credit hours will be a part of the student's program which will be planned with the graduate adviser for industrial-technical education.

Related electives (1-11 credit hours). See areas of specialization listed above.

**Plan II** program in Industrial-Technical Education is designed primarily for non-certified teachers. The candidate is required to complete additional professional education courses

- **EDG 5206,** and **EDG 6947**

which are in excess of the normal Process Core requirements. A student will be advised of other courses which he must complete.

Master's degree candidates wishing to be certified must meet the state's minimum certification requirements in the area of specialization.

## Department of Art and Music Education

The Art and Music Education Department offers baccalaureate and graduate degree programs designed to meet certification requirements as outlined in the following program descriptions.

### ART EDUCATION

#### Requirements for the B.A. Degree (ARE):

At the time of application to upper level, each Art Education student must submit slides or portfolio to the head of the department. To assist transfer students in selection of courses, they must submit work prior to or during registration.

After completing studio requirements for state certification each student may elect to emphasize painting, sculpture, graphics, ceramics, or photography/cinematography for the remaining studio electives. Student must attain a minimum of a "C" grade in Art Education and Studio Art courses.

The following courses constitute a program of study:

**Art Education (16 Credit hours)**

- **ARE 3044 ARE 4260 ARE 4443**
- **ARE 3354 ARE 4440 ARE 4642**

In these courses students will have the opportunity to work at the elementary school and high school levels.

**Specialization (34 cr. hrs.)**

- **ART 2202C**
- **ART 2203C**
- **ART 2204C**
- **ART History Elective (4)**

**Plus the following:**

- **ARH 4450**
- **ART (Art History Elective) (4)**
- **Two hours from any Music, Dance, Theatre**

#### Requirements for the M.A. Degree (ARE):

In consultation with a graduate adviser, a student may develop a program in art education with a specialization in one of three areas:

- **a. Studio/new media**
- **b. Art Administration, Supervision & Curriculum Innovation**
- **c. Research Methods for Art Education**

A portfolio or slides of recent creative work must be submitted prior to admission into the program. The departmental requirements for all degree-seeking candidates are:

- **Art Education (9 credits: ARE 6262, ARE 6706, ARE 6844)**
- **Art Studio (8 credits minimum)**
- **Art History (4 credits minimum)**

The remainder of the credit hours, totaling a minimum of 36 may relate to one of the three areas of specialization. An innovative master's paper or project developed under the guidance of a faculty committee is required before graduation.

## MUSIC EDUCATION

### Requirements for the B.A. Degree (MUE):

All students seeking a degree in music education are required to take a placement examination in music theory-history, and to pass an audition in their respective performance area. Students must obtain the dates for these examinations from the Music Office; completion of the examinations is required before registration in music courses can be permitted.

Special requirements for all music education majors; successful completion of the piano proficiency requirement as defined by the music and music education faculties; participation in a major performing ensemble each semester the student is enrolled in applied
music; and the presentation of a one-half hour recital in the major performing medium during the senior year.

Students enrolled in the professional sequence (MUE 4050, MUE 4130, MUE 4134, MUE 4331, and MUE 4332) may have required pre-interning observations and assignments in addition to the class meetings.

Students are encouraged to attend on-campus musical events (major ensemble concerts, student and faculty recitals, and Artist Series concerts).

A. Instrumental Specialization (77 cr. hrs.)

Music Education courses (25 cr. hrs.)

| MUE 2420 | MUE 3414 | MUE 4314 |
| MUE 3411 | MUE 4050 | MUE 4332 |
| MUE 3413 | MUE 4130 | MUE 4480 |

*Elective for band emphasis

Music courses (58 cr. hrs.)

| MUE 1111 | MUT 1242 | MUE 2247 |
| MUE 1112 | MUT 2116 | MUG 3101 |
| MUL 2111 | MUL 2117 | MUH 3211 |
| MUL 2112 | MUL 2246 | MUH 3212 |
| MUL 1241 |
|

Applied Music (minimum 3 hrs. senior level)

Applied Music Secondary

(one each: woodwind, brass, string, percussion, voice)

Art, Dance, Theatre

(to be selected from at least 2 programs)

Performing Ensembles

(Piano proficiency requirement)

Graduating recital

B. Vocal Specialization (74 cr. hrs.)

Music Education courses (17 cr. hrs.)

| MUE 2420 | MUE 3414 | MUE 4314 |
| MUE 3411 | MUE 4050 | MUE 4331 |
| MUE 3413 |

*must be taken up to 2 hours

Music courses (57 cr. hrs.)

| MUT 1111 | MUT 1242 | MUT 2247 |
| MUT 1112 | MUT 2116 | MUG 3101 |
| MUL 2111 | MUL 2117 | MUH 3211 |
| MUL 2112 | MUL 2246 | MUH 3212 |
| MUL 1241 |

Applied Music (minimum 3 hrs. senior level)

Applied Music Secondary

(one each: clarinet, trumpet, violin, percussion)

Art, Dance, Theatre

(to be selected from at least 2 programs)

Department of Childhood/Language Arts Education

The Childhood/Language Arts Education department has the responsibility for the development and supervision of programs leading to a Bachelor of Arts degree in Elementary/Early Childhood Education and Elementary Education at the undergraduate level. At the graduate level, the department coordinates the M.A. degree in Elementary Education; Ed.S. and Ph.D. degrees in Curriculum and Instruction with emphasis in Early Childhood and Elementary Education; and the Ed.D. degree in Program Development with specialization in Elementary Education.

Elementary Education Certification Programs

Students may complete a program of studies to be eligible for certification in either Elementary or Elementary-Early Childhood Education. The program of studies includes both coursework and extensive field experiences in school settings to enable students to integrate theory with teaching practice. Concurrent with taking program courses, students are enrolled in a sequence of internships in which they work directly with children to acquire and demonstrate teaching competencies in school settings. Therefore, students electing to pursue either the Elementary or an Elementary-Early Childhood major must be prepared to spend time in schools with children as required in at least five semesters of their enrollment in the program.

Upon successful completion of the required courses and the associated internships, Elementary majors will be eligible to apply for certification grades one through six. Elementary-Early Childhood majors will be eligible to apply for certification for nursery school through 6th grade upon completing the requirements of this program.

Part-time students (students planning to take 7 hours or less per semester) must participate in a modified program schedule and plan to meet internship requirements associated with the programs. These requirements include being available to participate in the internships during regular school hours as specified in the modified program.

Students desiring to complete either of these certification programs on a part-time basis are advised to contact the Student Personnel Office in the College of Education for additional information.

Requirements for the M.A. Degree (MUE):

Plans in both instrumental and vocal music are offered. A placement examination is required of all new registrants in musical styles. Each candidate must meet the undergraduate level of piano proficiency before the semester in which he/she expects to graduate. Participation in ensembles is required for at least two semesters. Three plans are available to the candidate: 32 hours plus thesis, 34 hours plus recital, or 36 hours without thesis or recital.

- Vocal Music: 15 credits in music education including MUE 6780, MUE 6415, and MUE 6640; 6 credits in music theory-history-literature, and 4 credits in applied music.
- Instrumental Music: 15 credits in music education, including MUE 6080, MUE 6189, MUE 6640 and MUE 6780; 6 credits in music theory-history-literature, and 4 credits in applied music.
Internships

The Elementary and Elementary-Early Childhood preservice teacher education programs require all students to complete a sequence of internship courses beginning with the student's first semester of program enrollment. The sequence of internships for the Elementary and Elementary-Early Childhood Certification Programs is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>EDE 4941-Childhood Education</td>
<td>4</td>
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<tr>
<td></td>
<td>Internship Level I</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>EDE 4942-Childhood Education</td>
<td>4</td>
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<tr>
<td></td>
<td>Internship Level II</td>
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<tr>
<td>Second</td>
<td>EDE 4943-Childhood Education</td>
<td>2</td>
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<tr>
<td>IIIa only</td>
<td>EDE 4940-Internship</td>
<td>10</td>
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<tr>
<td></td>
<td>EDE 4936-Senior Seminar</td>
<td>2</td>
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<td>(Total 12 semester hours)</td>
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</tbody>
</table>

ELEMENTARY EDUCATION

Requirements for the B.A. Degree (EDE):

The major consists of 26 semester hours of elementary specialization courses as well as the 47 semester hours required in the Professional Core for a total of 73 hours required to complete the program. Included in the Professional Core for the Elementary Education major are the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EDF 3214</td>
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<tr>
<td>EDF 3604</td>
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<td>EDF 4200</td>
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<td>EDE 4301</td>
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<td>EDE 4941</td>
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<td>EDE 4943</td>
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<td>EDE 4940</td>
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<td>RED 4310</td>
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<td>RED 4515</td>
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<td>Measurement Courses</td>
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<td>ARE 4313</td>
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<td>LAE 4414</td>
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<td>MAE 4311</td>
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<tr>
<td>SCE 4310</td>
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<td>HLP 4460</td>
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<tr>
<td>MAE 4310</td>
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<td>MUE 4315</td>
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<tr>
<td>SSE 4314</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>47</td>
</tr>
</tbody>
</table>

Reading Requirements:

RED 4310
RED 4515

Measurement Requirements:

All students must complete a sequence of 3 one-credit hour courses in measurement and evaluation to be specified

TOTAL: 26 hours

In addition to the Professional Core, the student will complete the following elementary specialization courses:

ARE 4313
LAE 4414
MAE 4311
SCE 4310
HLP 4460
MAE 4310
MUE 4315
SSE 4314

TOTAL: 26 hours

Elementary Specialization: 73 hours

Students are advised that the Elementary Education specialization will require an enrollment of more than the traditional four semesters of the junior and senior years in order to complete the program specialization courses and the required sequence of internships.

Requirements for the M.A. Degree (EDE):

This program requires full certification as an elementary teacher for admission. Students pursuing the master's degree in elementary education are required to present credit in the following courses: EDE 6305, EDG 6935, RED 6116. A minimum of 33 hours is required. The student will choose from one of the following areas of emphasis:

A. Elementary Curriculum Emphasis: At least three courses must be selected from:
   ARE 6358
   LAE 6616
   SCE 6616
   SSE 6617
   LAE 6415
   MAE 6116
   Additional work is available through consent of the adviser as part of a planned program.

B. Language Arts Emphasis: The following are required:
   LAE 6301
   LAE 6415
   LAE 6616
   RED 6516

C. Supervision Emphasis: Required courses are:
   EDA 6061
   EDS 6050
   ED 6930

D. Early Childhood Emphasis: Prerequisites are EEC 4203, EEC 4706, or equivalent certification. Courses in the program include:
   EEC 5406
   EEC 5926
   EEC 6405
   EEC 5705
   EEC 6261

E. Elementary School Mathematics Emphasis: Individually planned emphasis to include four courses from the following:
   MAE 5636C
   MAE 6337
   MAE 6548
   MAE 6316
   MAE 6338
   MAE 6549
   Additional work in related areas may be planned with the adviser.

F. Social Studies Emphasis: SSE 6617 and any four courses from:
   SSE 6117
   SSE 6445
   SSE 6795
   SSE 6354
   SSE 6647
   SSE 6939

ELEMENTARY/EARLY CHILDHOOD EDUCATION

Requirements for the B.A. Degree (EEC):

Students interested in early childhood teaching, which includes children ages 3-8, should pursue a program leading to certification both in early childhood and elementary education (K-6). All students wishing to enter the Elementary/Early Childhood program must participate in the selective admissions process and satisfactorily complete the testing program described in the introduction to the Elementary Education Certification Programs. The major consists of an Elementary/Early Childhood Education specialization of 33 hours, as well as 47 hours of the Professional Core, for a total of 80 semester hours. The Elementary and Elementary/Early Childhood Education Professional Core are identical in sequence and content.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EDF 3214</td>
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<td>RED 4310</td>
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<td>SSE 4314</td>
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<tr>
<td>TOTAL</td>
<td>47</td>
</tr>
</tbody>
</table>

Reading Requirements:

RED 4310
RED 4515

Measurement Requirements:

Professional Core Total: 73 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE 4313</td>
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<tr>
<td>EEC 4203</td>
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<tr>
<td>EEC 4303</td>
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<td>EEC 4706</td>
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<td>SSE 4313</td>
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<tr>
<td>TOTAL</td>
<td>33</td>
</tr>
</tbody>
</table>

Total: 80 hours

TOTAL Elementary-Early Childhood: 80 hours
Students are advised that the Elementary-Early Childhood specialization will require an enrollment of more than the traditional four semesters of the junior and senior year in order to complete the program specialization courses and the required sequences of internships.

Requirements for the Ed.S. Degree:
The Childhood Education/ Language Arts Department offers the Education Specialist (Ed.S.) degree in Curriculum and Instruction with specialization in both Elementary Education and Early Childhood Education. Candidates for admission to Ed.S. study must meet general admission requirements stated in the catalog as well as those listed below:

1. Early Childhood Education
   a. Admission
      (1) Grade point average of 3.5 in post-baccalaureate work
      (2) Graduate Record Exam (GRE) score of 1000 on Aptitude
      (3) Three (3) years experience in programs for young children
   b. Program of Studies
      (1) Early Childhood Specialization and related courses 24 hours
      (2) Project 9 hours
      (3) Electives 3 hours
   c. Comprehensive Examination
      Candidates for the Ed.S. degree are required to demonstrate mastery in Early Childhood Education on the written and oral comprehensive examination.

2. Elementary Education
   a. Admission
      (1) Eligibility for certification in Elementary Education
      (2) Two or more years of successful work experience with children
      (3) Grade point average of 3.5 in post-baccalaureate work
      (4) One degree must be in Elementary Education
      (5) Be recommended for approval by the program faculty
   b. Program of Studies
      (1) Elementary Education Specialization and related courses 24 hours
      (2) Project 9 hours
      (3) Electives 3 hours
   Total 36 hours

Requirements for the Ed.D. Degree:
The Childhood Education/ Language Arts Department offers the Doctor of Education (Ed.D.) degree in Educational Program Development with specialization in Elementary Education. The degree is designed to provide educators with an opportunity to pursue further the study of a variety of academic areas and to become familiar with the formulation and evaluation of exemplary elementary curricula and programs.

a. Admission
   In addition to meeting the University and College admission requirement, the applicant must meet the following departmental requirements:
      (1) Have a Master's degree in Education from an accredited University or College with a GPA of 3.5 or better.
      (2) One degree must be in Elementary Education.
      (3) Have current Elementary certification.
      (4) Have two or more years successful work experience in programs for children and submit evidence to indicate that the applicant has a commitment to the area.
      (5) Be recommended for approval by the Elementary Education Advanced Graduate Faculty Committee.
      (6) Submit three letters of recommendation from persons knowledgeable about the candidate's professional competencies and accomplishments.

b. Program of Studies
   (1) Elementary Education Specialization 18 hours
   (2) Dissertation 18 hours
   (3) Foundations, Curriculum, and related areas 16 hours
   (4) Statistics, Measurement, and Research 11 hours
   Total 63 hours

Requirements for the Ph.D. Degree:
The Childhood Education/ Language Arts Department offers the Ph.D. degree in Curriculum and Instruction with specialization in both Elementary Education and Early Childhood Education. Candidates for admission to either specialization must meet general catalog requirements for admission to the Ph.D. degree as well as the additional requirements listed below:

1. Early Childhood Education
   a. Admission
      (1) Grade point average of 3.5 in post baccalaureate coursework.
      (2) Graduate Record Exam (GRE) score of 1100 on the Aptitude.
      (3) Minimum of three (3) years experience in programs for young children.
   b. Program of Studies
      (1) Early Childhood Education concentration 18 hours
      (2) Dissertation 17 hours
      (3) Cognate 10 hours
      (4) Measurement/Statistics 11 hours
      (5) Foundations 11 hours
   Total 67 hours

2. Elementary Education
   a. Admission
      (1) Eligibility for certification in Elementary Education.
      (2) Grade point average of 3.5 in post-baccalaureate work.
      (3) Recommendation of program faculty.
      (4) One degree must be in Elementary Education.
   b. Program of Studies
      (1) Foundations and Curriculum 11 hours
      (2) Statistics/Measurement/Research Design 11 hours
      (3) Elementary Specialization 18 hours
      (4) Dissertation 17 hours
      (5) Cognate area 10 hours
      (6) Language/Computer Science no course credit
   Total 67 semester hours

Department of Counselor Education

The Department of Counselor Education offers graduate programs leading to the Master of Arts (M.A.) degree in Guidance and Counseling, the Education Specialist (Ed.S.) degree in Curriculum and Instruction with specialization in Guidance and Counseling, and the Doctor of Philosophy (Ph.D.) degree in Curriculum and Instruction with specialization in Guidance and Counseling. The general purpose of these programs is to prepare students to become competent counseling professionals—practitioners, supervisors, educators, or researchers—in a variety of settings.

Students in this department represent a broad spectrum of undergraduate majors, of vocational experiences, of age levels, and of career aspirations. Some intend to work in educational institutions—public and private—at the elementary, secondary, or college level. Others wish to seek counseling careers in social and vocational agencies, in mental health or rehabilitation facilities, in drug and alcohol abuse treatment programs, in corporate and industrial settings, or in private practice.
GUIDANCE AND COUNSELING

Requirements for the M.A. Degree:

In addition to meeting the University and College requirements, applicants to the Guidance and Counseling program must present three letters of recommendation, a personal statement of professional goals, and must have an interview with a member of the Counselor Education faculty.

Applications for admission are processed each semester. The deadline for all requirements to be met is four weeks before the end of the semester preceding the term in which the applicant expects to begin the program. The applicant should contact the Counselor Education department to ascertain deadline dates, to obtain instructions regarding the letters of recommendation, and to arrange for an interview.

Plan I and Plan III

Plan I is for students who hold teaching certification. Plan III is for those who are not certified and who wish to earn a master's degree but are not interested in school certification.

A. Process Core Requirements (minimum of 11 hours):
   1. EDF 6431 or EDF 7437
   2. One of the following:
      EDF 5136 EDF 6213 EDF 6217
      EDF 6120 EDF 6215
   3. EDF 6354
   4. One additional Foundations course

B. Specialization Requirements:

   Elementary School Guidance Emphasis (27 hours):
   EGC 6005 EGC 6464 EGC 6830
   EGC 6225 EGC 6509 EGC 6935 (1 cr.)
   EGC 6305 EGC 6625

   Secondary and Adult Guidance Emphasis (28 hours):
   EGC 6005 EGC 6435 EGC 6835
   EGC 6225 EGC 6510 EGC 6935 (1 cr.)
   EGC 6305

   Six hours elective credit from the following courses:
   EGC 5101 EGC 6105 EGC 6905

Plan II

Plan II is for students who do not hold teaching certification and who desire certification as counselors in public schools:

A. Process Core Requirements (minimum of 11 hours):
   1. EDF 6431 or EDF 7437
   2. One of the following:
      EDF 5136 EDF 6213 EDF 6217
      EDF 6120 EDF 6215
   3. EDF 6354
   4. One of the following:
      EDF 6517 EDF 6544 EDF 6606

B. Specialization Requirements:

   (Same as Plan I without EGC 6830/EGC 6835)

C. Additional Requirements (13 hours):
   EGC 5206, EGC 6947, EGC 5948

The M.A. program in Guidance and Counseling has no full-time residency requirement. A student who is employed on a full-time basis is limited to six hours per semester. An exception is made only with permission of the student's academic adviser.

Requirements for the Ed.S. Degree:

The Education Specialist program in Curriculum and Instruction with specialization in Guidance and Counseling is designed to improve the skills and competencies of practicing counselors. The program comprises 33 semester hours and can be completed in two years by part-time students through evening course work. Students will be admitted once per year, at the beginning of the Fall semester. The application procedures must be completed by March 15. In addition to meeting the University and College requirements for admission to Ed.S. programs, applicants must meet the following departmental requirements:

1. A master's degree in Guidance and/or Counseling or a master's degree in another field with current state certification in Guidance. The following courses or their equivalents must be completed prior to admission: (1) Principles of Guidance or an overview course in a related field; (2) Appraisal Procedures; (3) Informational Service; (4) Counseling Theories; (5) Group Theories; (6) Practicum in Counseling.
2. One year post-master's degree experience as counselor in a professional setting.
3. Three letters of recommendation.
4. An interview with a member of the departmental faculty.
5. An audio-tape recording of a recent counseling session conducted by the applicant.
6. A personal statement submitted by the applicant on his/her professional background, interests, and goals.

Contact the departmental office for additional information on the application procedure.

The Ed.S. program (33 semester hours) includes the following courses:

A. Counselor Education (minimum of 15 hours):
   EGC 6105 EGC 7446 EGC 7935
   EGC 7437

B. Research (minimum of 12 hours):
   1. One of the following:
      EDF 6481
      EDF 7407
   2. Research Project/Thesis:
      EDC 6971 (9 hours)

C. Cognate Area/Minor (minimum of 6 hours):
   (to be determined jointly by student and adviser)

The Ed.S. program has no full-time residency requirement. The course work listed under Counselor Education (A) is to be taken in sequence. Other course work is to be planned in consultation with the student's academic adviser.

Requirements for the Ph.D. Degree:

The formal designation of this degree is Doctor of Philosophy in Curriculum and Instruction with specialization in Guidance and Counseling. The academic program is fully aimed at the area of specialization in counselor education. It is designed to provide advanced preparation for counselors, supervisors of counseling and guidance programs, counselor educators, and researchers in counseling and guidance. The program comprises 75 semester hours.

The Counselor Education department admits doctoral students once a year, at the beginning of the Fall semester. Since applications are carefully evaluated by the departmental admissions committee over a period of time, students are encouraged to apply early in the year and the entire application process must be completed by March 15. In addition to the University and College requirements for admission to Ph.D. programs, applicants have to meet the following departmental requirements:

1. A master's degree in guidance and/or counseling from an accredited institution or a master's degree in another field plus current state certification in guidance. The course work must have included the following prerequisites or their equivalents: (1) Principles of Guidance or an overview course in a related field; (2) Appraisal Procedures; (3) Informational Service; (4) Counseling Theories; (5) Group Theories; (6) Practicum in Counseling; (7) Comparative Guidance.
2. A minimum of one year of counseling experience gained in a professional setting after earning the master's degree.
3. A grade point average of 3.5 at the master's level in addition to a minimum of 1000 aptitude score (quantitative and verbal) on the GRE.
4. Three letters of recommendation from former employers, supervisors, or professors. The letters should address themselves to the applicant's personal characteristics, ability, and motivation for advanced graduate study, and professional leadership in the field of counseling and guidance.
5. Two personal interviews with faculty members of the
Counselor Education department to be arranged by appointment at the request of the student.
6. An audio-tape recording of a recent counseling session with a client from the applicant's current setting.
7. A personal statement submitted by the applicant relative to his/her professional background, interests, and goals. Both the evidence of professional commitment and the quality of writing competence will be critically evaluated.

The Ph.D. Program of Study:
A. Foundations: 11 semester hours
B. Statistics and Research: 11 semester hours
C. Counselor Education: 24 semester hours
Counseling Special Population Groups

Department of Educational Leadership

The Department of Educational Leadership prepares personnel for positions in Educational Administration/Supervision. The major purpose of these programs focuses on the improvement of practice. Program content in the specialization component of these degrees is founded in the functions of administration where relationships between tested practice and applied theory are stressed. Three degrees are offered in Educational Administration/Supervision: the degree of Master of Education (Plans I and III), the Education Specialist Degree, and the Doctor of Education Degree.

The Department also offers a Master of Arts degree in Junior College Teaching in cooperation with the other colleges in the University.

■ ADMINISTRATION AND SUPERVISION

Requirements for the M.Ed. Degree (ESA):

Admission
Application for admission to the program is made in the Office of Admissions. Admission requirements include:
1. Certification in a teaching field (except Plan III students).
2. At least two years of successful teaching experience (exception Plan III students).
3. Current requirements for admission to graduate study at U.S.F.
4. Current requirements for admission to graduate study by the College of Education.
5. Approval from the Department of Educational Leadership.

Program
The program consists of a minimum of 33 credit hours.

Typically, the students' program will consist of the following:
1. Process Core (6 credit hours)
   - EDF 6431 and one other Foundation course
2. Administration (16 credit hours)
   - EDA 6061
   - EDA 6931
   - EDA 6262
   - EDA 6106
   - EDA 6242
   - EDA 6945
   - EDA 6232
3. Supervision (8 credit hours)
   - EDS 6050
   - EDS 6239
4. Curriculum (8 credit hours)
   - EDG 5206
   - EDG 6251
   - EDM 6235
   - EDG 6667
   - EDE 6205
   - ESE 6215

Requirements for the Ed.S. and Ed.D. Degrees:

Admission
All candidates are initially admitted to the Ed.S. program. Admission to the Ed.S. program is based upon:
1. A minimum GRE of 1000, or a minimum Grade Point Average of 3.0 in the last two years of undergraduate study, or a master's Degree from an accredited institution.
2. Certification in Administration/Supervision.
3. Screening by the Leadership Department on the basis of criteria which includes:
   a. Bachelor's and Master's Grade Point Average
   b. Verbal and Quantitative GRE scores

Advanced Counseling: Theories and Practicum
Consultation and Supervision: Theories and Practicum
Advanced Seminar in Guidance and Counseling
Advanced Internship I
Advanced Internship II
D. Cognate Area/Minor: 11 semester hours
E. Dissertation: 18 semester hours

The minimum curricular requirements include: (a) at least two years of academic work beyond the master's degree (it usually takes longer); (b) at least one academic year of residency on the Tampa campus of the University of South Florida. Residency is to be defined as a minimum of two courses of not less than six hours of graduate work per semester.

Program
The major components of study in the Ed.S. and Ed.D. degree programs are:

I. Specialization in Educational Administration
   Supervision
   Required courses
   Electives
   Project/Dissertation

II. Foundations
    Social Foundations
    Psychological Foundations
    Curriculum

III. Measurement and Statistics
IV. Computer Science

These programs are organized on the cluster concept. Students are selected by cluster at designated times and block scheduled through the first thirty hours of instruction. Operationally, this means that groups of students enter their study programs jointly in geographically convenient locations. Whereas students are counselled individually, most course selections are made by component as a cluster in consultation with the Leadership Department.

Application for admission is initiated by completing a preliminary application form that can be obtained from the Leadership Department.

■ JUNIOR COLLEGE TEACHING PROGRAM

Requirements for the M.A. Degree:
Areas of specialization in the Junior College Program include:
- Biology
- Geology
- Business
- History
- Chemistry
- Mathematics
- English
- Physics
- Engineering
- Political Science
- Economics
- Sociology
- French
- Spanish
- Geography
- Speech Communication

*Business specialization requires, in addition, a minimum score of 475 on the GMAT plus a minimum of 3.0 GPA for the last two years of baccalaureate study.
**Engineering bachelor's degree required.

Admission
Because of the unique character of the Junior College Program, which integrally involves two colleges of the University, there are
admission and advisory regulations which go beyond those listed in the section dealing with Graduate Study.

Application for admission to the program is made in the Office of Admissions. Action on all applications is the joint responsibility of the two colleges. Admission to the program requires a minimum score of 1000 on the combined verbal and quantitative aptitude tests of the Graduate Record Examination.* Duplicate sets of the student's complete record will be on file in both offices, with the College of Education charged with the responsibility of making official recommendations for the granting of the degree to the Vice President for Academic Affairs and to the Registrar.

*Business specialization requires, in addition, a minimum score of 475 on the GMAT plus a minimum of 3.0 GPA for the last two years of baccalaureate study.

Program
Consists of a minimum of 30 credit hours, plus an internship of 6 hours.

1. Specialization
Typically, the student's program will include 24-30 credit hours of graduate work in a field of specialization. The specialization sequence to be completed will be worked out in consultation with a designated major field adviser. This "typical" program is based on the assumption that the student has an undergraduate background in his specialization area which is roughly equivalent to the pattern of the appropriate University of South Florida major. Students admitted without such preparation may be required to correct deficiencies. By the same token, the unusually well prepared student may be permitted to take fewer courses in his specialization area, substituting approved electives from other fields of study.

2. Professional Education
Typically, the student's program will include approximately 12 hours of graduate work in professional education, as in the example below. Additional hours may be required if the student's background is weak in relevant areas.

Programs any semester. Those entering in English and Mathematics. All students are required to take the basic Programs in the College of Education.

Requirements for the B.A. Degree (EEO):

The Department of Educational Measurement and Research provides core courses in educational measurement for the undergraduate programs in the College of Education. It also provides core courses in educational measurement, statistics, and research for the graduate and advanced graduate programs in the College of Education. A Ph.D. in Curriculum and Instruction with an emphasis in Measurement and Evaluation is also offered.

Department of Educational Measurement and Research

The Department of Educational Measurement and Research offers three tracks leading to certification in that specialization. They are based on the assumption that the student will be prepared student may be permitted to take fewer courses in his specialization area, substituting approved electives from other fields of study.

Department of Exceptional Child Education

The Exceptional Child Education Baccalaureate Level Degree Program offers students three tracks leading to certification in that specific area of emphasis.

Students are admitted to the Exceptional Child Education programs any semester. Those entering in Semester I find the optimum sequences of courses.

Students admitted to the Exceptional Child Education baccalaureate programs are required to demonstrate basic skills in English and Mathematics. All students are required to take the basic skills test during the first semester of enrollment in the program. Students who earn unsatisfactory scores on either test will be given an opportunity to undertake remediation, but must pass both tests by the end of the second semester of enrollment. Students who do not pass both tests by the end of the second semester of enrollment will not be permitted to continue.

Internship may be taken only after all other requirements have been satisfied.

■ EMOTIONAL DISTURBANCE

Requirements for the B.A. Degree (EED):

This course of study is designed to prepare students to become competent and Florida certified teachers in the two areas of (a) elementary education, (b) emotionally handicapped.

The planned program includes:

Specialization Requirements (45 credit hours)

<table>
<thead>
<tr>
<th>ARE 4313 (3)</th>
<th>EEX 4221 (3)</th>
<th>MUE 4315 (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EED 4011 (3)</td>
<td>HLP 4460 (3)</td>
<td>SCE 4310 (3)</td>
</tr>
<tr>
<td>EED 4321 (4)</td>
<td>LAE 4141 (3)</td>
<td>SPA 2001 (2)</td>
</tr>
<tr>
<td>EED 4941 (9)</td>
<td>MAE 4310 (3)</td>
<td>SSE 4313 (3)</td>
</tr>
<tr>
<td>EEX 3010 (3)</td>
<td></td>
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</tbody>
</table>

Requirements for the M.A. Degree (EED):

The purpose of this program is to train educators for emotionally disturbed children. Programs are available under both Plan I, for certified and experienced teachers, and Plan II, for those with a non-education baccalaureate degree.

■ GIFTED

Requirements for the M.A. Degree (EGI):

The Gifted Child Teacher Training program provides advanced training for experienced teachers to work with gifted and talented children and to work with other teachers on a consultant or teacher-leader basis. An inexperienced teacher-training program is also provided which is designed to prepare non-certified, liberal arts majors to work with classrooms of gifted children.

Emphasis is on the development of subject matter specialization and specific skills to:

1. identify the gifted,
2. make an individual diagnosis of cognitive and affective strengths and weaknesses, and
3. modify the educational program to develop the gifted child's potential.
Plan I—Through a plan I type of program an experienced, certified teacher can anticipate preparing for teacher-consultant roles in the area of the gifted in three semesters.

A minimum of 21 credit hours in the area of specialization is required. Included among the courses required are courses such as:

- EDE 5391
- EEX 7301
- EGI 5232
- EGI 6936
- EED 6201
- EGI 5051
- EGI 5942

Education courses to include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDF 6431</td>
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<tr>
<td>EDF 6211</td>
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<tr>
<td>EDF 6481</td>
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<td>EDF 6215</td>
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<td>EDF 6506</td>
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<td>EDF 6517</td>
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<tr>
<td>EDF 6544</td>
<td></td>
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</tbody>
</table>

An individually tailored liberal arts sequence of 8 semester hours is also provided in the gifted teacher training program.

Plan II—An individual with a non-education undergraduate major may prepare as a teacher-consultant of the gifted through Plan II.

The student will be expected to take a minimum of 21 semester hours in the area of specialization. In consultation with his adviser, he will choose from the following:

- EDE 5391
- EEX 6732
- EGI 5232
- EGI 6936
- EED 6201
- EGI 5051
- EGI 5942

An individual may meet certification by taking the process core courses, EDF 5206, and appropriate methods of teaching course, and completion of an internship in a liberal arts area.

# MENTAL RETARDATION

## Requirements for the B.A. Degree (EMR):

The planned program includes:

**Specialization Requirements (43 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 3228</td>
<td>(4)</td>
</tr>
<tr>
<td>EED 4011</td>
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<tr>
<td>EEX 3010</td>
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<tr>
<td>EEX 4221</td>
<td>(3)</td>
</tr>
<tr>
<td>ELD 4011</td>
<td>(3)</td>
</tr>
<tr>
<td>Elective</td>
<td>three credit hours agreed upon jointly by student and adviser</td>
</tr>
</tbody>
</table>

**Courses required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMR 3011</td>
<td>(3)</td>
</tr>
<tr>
<td>LAH 4460</td>
<td>(3)</td>
</tr>
<tr>
<td>ESI 6414</td>
<td>(3)</td>
</tr>
<tr>
<td>EAE 4310</td>
<td>(3)</td>
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<tr>
<td>SPA 2001</td>
<td>(2)</td>
</tr>
<tr>
<td>EMR 4321</td>
<td>(3)</td>
</tr>
</tbody>
</table>

## Requirements for the M.A. Degree (EMR):

This course of study is designed to prepare the student to become a more effective teacher or supervisor of teachers for the retarded.

It is highly recommended by the Mental Retardation Program that any student who is about to apply for Graduate work in the area of Mental Retardation contact that office for advising purposes before any courses are taken or application made for admission.

Plan I—Through a Plan I program, a certified elementary or exceptional child education teacher may satisfy the requirements for graduation within three semesters.

Education courses to include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDF 6431</td>
<td>or</td>
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<tr>
<td>EDF 6211</td>
<td>or</td>
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<tr>
<td>EDF 6481</td>
<td>or</td>
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<tr>
<td>EDF 6215</td>
<td>or</td>
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<tr>
<td>EDF 6517</td>
<td>or</td>
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<tr>
<td>EDF 6506</td>
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<tr>
<td>EDF 6517</td>
<td></td>
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<tr>
<td>EDF 6544</td>
<td></td>
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</tbody>
</table>

At least 21 hours are allocated to the area of specialization with an emphasis on Mental Retardation.

Basic Course Requirement: EEX 6936, or the equivalent.

**Courses required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 6217</td>
<td>EMR 6932</td>
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<tr>
<td>LAE 6415</td>
<td>LIS 6586</td>
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<td>EEX 6201</td>
<td>EMR 6934</td>
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<tr>
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<tr>
<td>EEX 6303</td>
<td>EEX 6934</td>
</tr>
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</table>

Two electives, chosen from the following (6):

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EEX 6511</td>
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<tr>
<td>EMR 5012</td>
<td>(3)</td>
</tr>
<tr>
<td>ELD 6141</td>
<td>(3)</td>
</tr>
<tr>
<td>EPH 5051</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Plan II—Process Core Requirements (12 hours)

At least 30 hours are allocated to the area of specialization with an emphasis on Mental Retardation.

**Prerequisites**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMR 3011</td>
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<tr>
<td>EMR 4321</td>
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<tr>
<td>MAE 4310</td>
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<tr>
<td>or</td>
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</tr>
<tr>
<td>EMR 4310</td>
<td></td>
</tr>
<tr>
<td>EVT 3063</td>
<td></td>
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<tr>
<td>RED 4310</td>
<td></td>
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<tr>
<td>or</td>
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<tr>
<td>EMR 4313</td>
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<td>PET 6645</td>
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</table>

**Basic Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EEX 6936</td>
<td>LAE 6415</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>equivalent</td>
<td>LIS 6586</td>
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**Courses required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 6217</td>
<td>or</td>
</tr>
<tr>
<td>EDF 6201</td>
<td></td>
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<tr>
<td>EED 6947</td>
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<td>EPH 6548</td>
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<tr>
<td>EED 6201</td>
<td>EEX 6201</td>
</tr>
<tr>
<td>EEX 6934</td>
<td>RED 6548</td>
</tr>
</tbody>
</table>

# SPECIFIC LEARNING DISABILITIES

## Requirements for the B.A. Degree (ELD):

The course of study is designed to prepare the student as a competent learning disabilities teacher.

The planned program includes:

**Specialization Requirements (47-50 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 3228</td>
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<tr>
<td>EED 4011</td>
<td>ELD 4944</td>
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<td>MAE 4310</td>
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</tr>
<tr>
<td>EEX 3010</td>
<td>EMR 3011</td>
</tr>
<tr>
<td>MAE 4545</td>
<td>EGI 3941</td>
</tr>
<tr>
<td>EEX 4221</td>
<td></td>
</tr>
</tbody>
</table>

## Requirements for the M.A. Degree (ELD):

The course of study is designed to prepare the student to become a more effective learning disabilities specialist.

**Plan I—Process Core Requirements (12 hours)**

At least 30 hours are allocated to the area of specialization with an emphasis on Specific Learning Disabilities.

Basic Course Requirement: EEX 6936, or equivalent.

**Courses required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 6217</td>
<td>EEX 6201</td>
</tr>
<tr>
<td>MAE 6549</td>
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<tr>
<td>or</td>
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<tr>
<td>EED 6201</td>
<td>ELD 6115</td>
</tr>
<tr>
<td>RED 6546</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ELD 6141</td>
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<tr>
<td>RED 6548</td>
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<tr>
<td>or</td>
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</tr>
<tr>
<td>EPH 5051</td>
<td>EEX 6934</td>
</tr>
<tr>
<td>LAE 6415</td>
<td>LIS 6586</td>
</tr>
</tbody>
</table>

**Plan II—Process Core requirements (12 hours)**

At least 33 hours are allocated to the area of specialization with an emphasis on Specific Learning Disabilities.

Prerequisites:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 4221</td>
<td>MAE 4545</td>
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<tr>
<td>RED 4515</td>
<td>SPA 2001</td>
</tr>
<tr>
<td>MAE 4310</td>
<td>RED 4310</td>
</tr>
</tbody>
</table>

**Basic Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 6936</td>
<td>LIS 6203</td>
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<tr>
<td>LAE 6415</td>
<td></td>
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<tr>
<td>or</td>
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</tr>
<tr>
<td>MAE 6548</td>
<td></td>
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</tbody>
</table>

**One Elective chosen from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE 4313</td>
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<tr>
<td>SCE 4310</td>
<td>SSE 4313</td>
</tr>
<tr>
<td>HLP 4460</td>
<td></td>
</tr>
</tbody>
</table>

# EXCEPTIONAL CHILD EDUCATION

## Requirements for the Ph.D. degree in Curriculum and Instruction with an emphasis in Exceptional Child Education

**Additional Requirements for Admission:**

A. Evidence of three years successful teaching experience below the college level with exceptional students.

B. A letter of recommendation to the Department Chairperson from the Department Selection Committee for admission of the student to the Ph.D. Program. The
Selection Committee shall operate under the following regulations: (1) the number of students admitted must match the available resources of the department necessary to maintain a quality program, (2) selection of those students must be competitive from among those applicants of that bi-annual selection period. Criteria for competition must be the following:
(a) ranking on GRE aptitude scores
(b) ranking on grade point averages, from accredited institutions, of the last half of the baccalaureate degree and all graduate work attempted

(c) ranking on the selection committee's evaluation scores of the candidates' effectiveness and motivation in their previous professional activities. Evidence for these evaluations will come from letters of recommendation, a written professional autobiography, and, if desired, an interview.
(d) equal weighting is to be given to each of these areas. Further information and clarification can be secured by contacting the Department Chairperson.

Department of Library, Media, and Information Studies

Goals and Objectives
The Library, Media, and Information Studies department prepares students to assume a wide variety of service and leadership roles in academic, public, school, and special libraries, and assists them to develop the professional attitudes necessary for their involvement in the social, intellectual, cultural, economic, and scientific interests of the community where they will work, regardless of the type of library in which they will be employed; encourages students and graduates to establish high standards of intellectual inquiry through scholarship and research; promotes the advancement of librarianship through research and publication; provides an intellectual environment in which the student may develop creative self-direction; impresses upon students the social significance of the First Amendment to the Constitution of the United States. The goals are supported by the following departmental

1. Providing a common core curriculum as well as specific learning experiences to enable students to meet the needs of groups they will serve in libraries.
2. Preparing students to apply the benefits of technology in the rapidly changing field of librarianship.
3. Establishing conditions and providing opportunities for students to make choices, solve problems, and arrive at appropriate judgments and decisions relating to their future roles as librarians and media specialists.
4. Teaching students to make maximum use of the resources and facilities of libraries in the development of programs to support the goals, interests, and needs of the clientele their libraries will serve.
5. Combining practical with theoretical knowledge through experiences.
6. Working cooperatively with students in organizing and conducting workshops, institutes, and symposia to provide new and/or continuing educational experiences.
7. Providing a system for the continuous evaluation of the total program of education for librarianship by students as well as faculty members and the restructuring of the program's curriculum when changes must be made to meet the needs of libraries.
8. Helping students to understand the concept that education is a continuing process.
9. Promoting professionalism among faculty and students by encouraging research and publication and participation in the activities of professional organizations.
10. Making students aware of the contributions of library and related organizations to librarianship and to library education.

Requirements for the M.A. Degree (LIS):
Criteria for admission and graduation include those general criteria specified by the College of Education for admission into master's level degree programs. In addition, the Library, Media, and Information Studies department asks for an interview with the program chairperson, the program's admission committee, or an individual designated by the chairperson. The department also requires that each applicant submit a typed written statement expressing personal reason(s) for wanting to pursue graduate study in librarianship. Graduation requirements include the completion of six core courses—LIS 5404, LIS 6520, LIS 6280, LIS 6608, LIS 6871, and LIS 6735. A final comprehensive exam is required of each student in conjunction with his/her adviser. The minimum length of a program is ordinarily 36 semester hours.

Requirements for the Ed.S. Degree:
The sixth year Ed.S. degree in Curriculum and Instruction with an emphasis in Library, Media, and Information Studies provides students with an opportunity to specialize in particular aspects of library, media, and information services in different types of libraries. In addition to requirements of the College of Education for admission to Ed.S. programs, the department requires that students have a master's degree from an ALA accredited program, an interview with a relevant professor in the department, and an application letter on file in the department. Graduation requirements are completion of a minimum of 36 hours of approved coursework including at least five hours in cognate courses outside this department, a minimum of nine hours for a thesis or project, and a final comprehensive exam.

Accreditation and Certification
The Library, Media, and Information Studies department master's degree program is fully accredited by the American Library Association. In addition, completion of the required program of studies for the school media librarianship specialization results in Florida certification as an Education Media Specialist. Students may also plan electives to meet the certification requirements of other states, if they wish to do so.

Additional Information
Even though degree-oriented undergraduate study is not offered by the department, the faculty will counsel those undergraduates interested in exploring the kind of program most appropriate as a basis for graduate study in librarianship at USF. Details concerning the graduate program, including information on the profession, are available from the chairperson, Library, Media, and Information Studies Department, University of South Florida, Tampa, Florida, 33620.

Department of Mathematics Education
The Department of Mathematics Education offers programs leading to the B.A. and M.A. degrees; and M.Ed., Ed.S., and Ph.D. degree in Curriculum and Instruction with an emphasis in Mathematics Education.
elementary, early childhood, and exceptional child education.

At the graduate level students may concentrate in either elementary, secondary, or K-12 programs. The master's programs are intended mainly to improve the skills of the classroom teacher and/or to prepare students for entry into advanced graduate programs. The advanced degree programs are designed to develop mathematics education leaders for a variety of positions such as mathematics supervisors, mathematics clinicians, researchers and university professors.

The Mathematics Education department has seven faculty members who are actively engaged in research, textbook writing, and/or curriculum development. Currently, advanced graduate students in mathematics education can engage in research, under faculty supervision, in such areas as problem solving, reading mathematics, diagnosis and prescription, development of skill and concept hierarchies, use of computing devices as instructional aids, the validation of specific teaching strategies, and others. The facilities include access to the IBM 3033N computer in the Computer Research Center, as well as small micro computers within the department, the Mathematics Education Clinic, and the Instructional Materials Center. Further, excellent opportunity exists for conducting applied research in elementary and secondary schools within the USF 15-county service area.

### MATHEMATICS EDUCATION

#### Requirements for the B.A. Degree (MAE):

This program is designed to prepare secondary school mathematics teachers.

**Admission Requirements:** The minimum requirements for acceptance into this program include the following: 2.5 overall grade point average and 2.5 grade point average in mathematics courses; completion of at least one calculus course.

**Course Requirements:** The typical program for prospective mathematics teachers consists of a minimum of 32 credit hours in mathematics above the 2000 level. The specialization requirements are:

- **CAP 4100**
- **MAC 3412**
- **MAE 3203**
- **MTG 4212**
- **MAC 3411**
- **MAC 3413**
- **MTH 3102**

Upper level mathematics electives (STA 3023 and MAS 4301) are strongly recommended.

Two special methods courses (MAE 4320 and MAE 4330) needed for certification are included in the professional education sequence.

The student has the option of completing an interdisciplinary Natural Science major with a concentration in mathematics. This requires a minimum of 16 credit hours in mathematics and a minimum of 16 credit hours in the College of Natural Sciences outside of mathematics. These latter 16 hours must be approved by the student's adviser and must include a minimum of two courses at the 3000 level or above.

Students must complete all major courses and all mathematics education courses with a grade of "C" or higher.

#### Requirements for the M.A. Degree (MAE):

**ELEMENTARY—**This M.A. degree is designed to improve the skills of the classroom teacher in teaching mathematics to elementary school youngsters.

**Admission Requirements:** The program requires full certification as an elementary teacher for admission in addition to the minimum Board of Regents requirements.

- Eight to ten semester hours in mathematics education selected from the following courses: CAP 4100, EDG 6931, ESE 6306, MAE 4885, MAE 5636, MAE 6136, MAE 6337, MAE 6338.
- Ten to fourteen semester hours in mathematics. Courses in mathematics will be selected based upon the student's background in mathematics.
- Three semester hours in graduate curriculum and instruction (EDG 6667).
- Eleven semester hours in foundations of education (Measurement, Research, Psychological and Socio-Economic, Historical or Philosophical).

**Comprehensive Examination:** The comprehensive examination will consist of a written examination covering the foundations of education, elementary education (general) and the mathematics emphasis.

**SECONDARY—**This M.A. in Mathematics Education is designed mainly for high school mathematics teachers. The degree requires a minimum of 34 semester hours with at least 18 hours in mathematics at the 5000 level or above.

**Admission Requirements:** In addition to the minimum Board of Regents requirements, candidates must have a strong background in mathematics. This program is offered under both plans I and II.

**Course Requirements:** This program requires a minimum of 34 semester hours. MA 4211, MA 4212, and any Mathematics courses from the 5000 and 6000 levels may be included in the planned program.

Education courses include:

- **EDF 6431**
- **EDF 6215**
- **EDF 6606**
- **EDF 6544**

**Comprehensive Examination:** The comprehensive examination will consist of a written and/or oral examination in the major area.

#### Requirements for the M.Ed. Degree in Curriculum and Instruction (CUR) with an emphasis in Mathematics Education:

The M. Ed. is a flexible degree program intended to improve the skills of the classroom teacher. The degree requires at least 34 semester hours with 60% or more at the 6000 level. The program will be planned on an individual basis by the student and an advisory committee.

**Admission Requirements:** In addition to the minimum Board of Regents requirements, prerequisites are two years of teaching experience and certification in mathematics.

**Course Requirements:**

1. Eight to ten semester hours in mathematics education selected from the following courses: CAP 4100, EDG 6931, ESE 6306, MAE 4885, MAE 5636, MAE 6136, MAE 6337, MAE 6338.
2. Ten to fourteen semester hours in mathematics. Courses in mathematics will be selected based upon the student's background in mathematics.
3. Three semester hours in graduate curriculum and instruction (EDG 6667).
4. Eleven semester hours in foundations of education (Measurement, Research, Psychological and Socio-Economic, Historical or Philosophical).

**Comprehensive Examination:** The comprehensive examination will consist of a written examination on foundations of education and curriculum and instruction and an oral examination on mathematics education.

#### Requirements for the Ed. S. Degree in Curriculum and Instruction with an emphasis in Mathematics Education:

The Ed.S. degree is designed to prepare specialists in mathematics education for classroom instruction or leadership and supervisory roles. The Ed.S. is a terminal degree and leads to Florida "Rank I-A Certification. The program requires a minimum of 36 hours beyond the master's degree including the development of a project under the direction of a major professor.

**Admission Requirements:** Candidates must present satisfactory evidence of:

1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score—1000 minimum.
2. Three letters of recommendation.
3. Favorable recommendation from program chairperson.
4. A master's degree with an emphasis in mathematics or mathematics education with a 3.25 GPA or equivalent.

**Course Requirements:**

1. A core of 12 semester hours consisting of EDF 7493 and 3
Department of Professional Physical Education

The Professional Physical Education program prepares teachers of physical education K-12.

Requirements for the B.A. Degree (PET):

A two-year program is offered at the junior and senior year level which provides a daily internship experience in the local schools for prospective physical education teachers. In order to be considered for program admission, all students must participate in a selective admissions procedure which includes an on-campus conference, as enrollment in this program is limited. During each of the two semesters of the junior year, students should be prepared to spend a minimum of six hours per week in an elementary school physical education situation in addition to their on-campus study. In the senior year students participate in full day teaching experiences at the secondary level.

After applying for admission to the University, all students must apply directly to the department on or before April 1. Direct requests to:

Chairperson
Professional Physical Education Program
College of Education

Department of Psychological and Social Foundations of Education

For the beginning graduate student, the entire program, including the master's and specialist degrees, consists of approximately 71 semester hours. For the student who has previously completed pertinent graduate training, the program may be shorter. These hours include thesis and a full-time internship, which is usually paid, for one academic year.

The curriculum has been carefully sequenced to assure the systematic development of the complex concepts and skills necessary for the competent practice of school psychology. The fine cooperation of several local departments of school psychological services provides almost continuous field experiences for our students. These experiences assure a strong reality orientation which complements formal conceptual development. Our program of studies is designed to meet all recognized national and state accreditation requirements, and our graduates are eligible for Florida Department of Education certification which is reciprocal with some 30 other states. We believe our curriculum would also make one eligible for certification in most states with which Florida does not have certification reciprocity.

Since the curriculum is carefully sequenced, the program requires full-time study for students without pertinent prior
graduate work. It is assumed that full-time study would allow time for an assistantship or part-time job of up to 20 hours per week. Persons with pertinent prior graduate work may pursue the program on a part-time basis to the extent that the prior graduate work is accepted as equivalent to part of the regular program.

The comprehensive practice of school psychology requires close interaction with several disciplines, and our program of studies is appropriately interdisciplinary. This curriculum is organized within Interdisciplinary Studies in Advanced Graduate Education, and policies are developed jointly by the College of Education and the Department of Psychology, College of Social and Behavioral Sciences. The emphasis of this innovative effort is on consultation oriented, interventive and preventive psychology in addition to advanced diagnostic and prescriptive procedures. The program faculty believes organized research data form the best available basis for the practice of school psychology, and they are further committed to the development of leadership and innovation within the profession.

The faculty is dedicated to producing highly trained psychologists through the use of positive techniques. This positive approach can be especially seen in the following policies and procedures:

1. Thorough admission procedures result in the selection of outstanding students. This makes possible a faculty commitment to do everything possible to guide each student to a high level of professional competence. This strategy opposes that of accepting large numbers of students with the assumption that some will "flunk out."
2. The curriculum is well organized and explicit so that the student is always aware of program expectations and of her/his progress in relation to these expectations.
3. The student body is kept small, resulting in greater student-faculty contact than would otherwise be possible.
4. Skills of practice are developed through a non-threatening apprenticeship network, established with local school systems. This model encourages the student to "assist" several professors and practicing school psychologists throughout her/his training. The notion here is to provide positive environments, containing rich feedback, in which competent psychological skills develop.
5. Thesis guidelines have been established for the purpose of reducing the anxiety and ambiguity so often associated with research efforts. The goal is to increase the probabilities that thesis research will be a positive experience while producing quality data with reasonable energy expenditure.

Continuing Education. Elements of the school psychology curriculum will be made available to qualified practicing school psychologists who wish to upgrade their knowledge and skills without necessarily working toward a degree. Other courses and workshops also will be developed for this purpose as the need arises, and a list of pertinent courses available from other departments will be maintained. The faculty will provide appropriate advising.

Curriculum. Except where equivalent courses are transferred into the program, the student must meet the following minimum requirements: Diagnosis and Prescription (10 semester hours); Behavioral/Preventive Consultation (10 semester hours); Developmental/Cultural Diversity (10 semester hours); Theoretical/Research Context (18 semester hours); Thesis and Internship.

Admissions. University and college admissions requirements may be found elsewhere in this catalog. Since more persons apply than we can accommodate, admission to the school psychology program is competitive. The student should apply directly to the Office of Graduate Admissions, University of South Florida, Tampa, Florida 33620. The school psychology program will request further information from the student upon notification that the application is on file. Admission is for summer and fall quarters of each year, and applications received by March 1 get priority attention. Each student accepted into the program will automatically be considered for financial aid. If separate application is necessary, forms will be forwarded to the student upon admission.

Further Information. Details of the program may be obtained by writing the Director of Graduate Studies in School Psychology, FAO 295, University of South Florida, Tampa, Florida 33620.

Department of Reading Education

The Reading Education department has four major functions. The first is our service to undergraduates and inservice teachers which includes training every undergraduate student in the college in the teaching of reading, aspects of classroom corrective reading, and the utilization of reading in the content areas.

The second area of endeavor is our degree programs which involve the continuing education of teachers at the M.A., Ed.S. and Ph.D. levels in Reading/Language Arts.

Our third function entails work in USF's 15-county responsibility area which includes Teacher Education Centers and Continuing Education. We work with the various public and private agencies and families, as well as the community at large.

The fourth area involves our relationship with the community through the Reading Center. The College of Education Reading Center offers diagnostic and remedial services to children and youth. Parents are given the opportunity to learn about reading and how to help their children. The Center provides training for students earning certification and/or degrees in reading. A large collection of diagnostic and remedial materials is housed in the Center.

READING EDUCATION

Requirements for the M.A. Degree (RED):

The master's degree in Reading Education is designed to prepare special reading teachers, reading clinicians, and supervisors-directors-coordinators of reading for school systems.

In addition to meeting the University and College requirements, applicants to the reading program must present three (3) letters of recommendation, and a personal statement of professional background, experience and goals. The Board of Regents requires that applicants to a graduate program have at least a 3.0 grade point average from their last two years of undergraduate work OR a minimum of 1000 on the GRE. A limited number of students can be admitted to the program who do not meet these minimum requirements. Applications for admission are processed once each semester. The deadline for all requirements to be met and all materials to be in the Reading Department office is usually 4-5 weeks before the semester ends. Applications are processed in the semester preceding the one in which the applicant expects to begin the program. The applicant should contact the Reading Department to ascertain the deadline dates for specific semesters and to obtain instructions regarding the transmission of letters of recommendation and statements of goals.

Education courses include:

Plan I—EDF 6431 and EDF 6481 and one of
EDF 6211 EDF 6544 EDF 5136
EDF 6215 or EDF 6120 EDE 6205
EDF 6606 EDF 5206 EDF 6213
EDF 6517

Plan II requires all four of the process core: EDF 6211, EDF 6431, EDF 6481, and EDF 6606.

Specialization in Reading Education shall include a minimum of 22 credit hours:
RED 6116 RED 6365 RED 6548 RED 6748
RED 6247 RED 6546 RED 6747 RED 6838

The third option is the option of writing a thesis which would substitute for some of the course work required in the previously described programs.

Students entering the program with an undergraduate major outside elementary education normally will be required to take RED 4310, RED 4515, and LAE 4414 before beginning the specialization sequence.

Electives must be chosen by conference with adviser.
Selective retention policies require that the student maintain a “B” average with no more than four hours of “C” work in the major area (Reading) courses and a total of no more than seven hours of “C” work in the program. If either of these criteria is not met, the student will be immediately dropped from the program. The student may then petition to the faculty to be reinstated. Reinstatement will occur when the student retakes one of the courses which a “C” was earned and earns an “A” in that course.

*Major area courses are RED 4310, RED 6116 and all Reading Education courses.

Requirements for the Ed.S. Degree in Curriculum and Instruction (CUR) with an emphasis in Reading/Language Arts Education:

The purpose of the Ed.S. with emphasis in Reading/Language Arts (R/LA) is to prepare in-school leaders in the field. Specific roles which graduates could fill would include directors of R/LA programs for school systems, clinical directors in private or public settings, or supervisors of R/LA curricula. The program is designed to provide experiences to acquire expertise in R/LA process, designing and evaluating R/LA instructional materials and teaching techniques, and the treatment of R/LA problems. A student may elect to acquire more depth in some of these areas than in others; however, a basic knowledge in all will be required. The Ed.S. involves course work, written comprehensives, and a project. The Ed.S. program is separate from the Ph.D. program and is planned as a terminal degree. Applicants should realize that Ed.S. course work is not necessarily applicable to the Ph.D. degree.

Admission

Requirements:

1. Meet the general requirements as specified in the current USF catalog.
2. Have certification in at least one related area of education.
3. Have at least one year of successful experience in a professional school role.
4. Have a master’s degree in education with a minimum of 10 graduate semester hours in R/LA or related disciplines. If this is not met, admission may be granted if the student is willing to lengthen the program to make up deficiencies.
5. Submit an official record of the GRE score which must total 1100, with at least 500 on the quantitative section.
6. Submit an official transcript of post-baccalaureate work showing at least a 3.5 grade point average.
7. Submit a statement of professional history and goals and three letters of recommendation to the Reading Department.
8. Be recommended for approval by the program faculty.

Exceptions:

A limited number of applicants to the program can be admitted to the program as exceptions to Requirements 5 and 6. In order to be considered for this exception, the candidate must have compensating qualifications which are documentable. Some examples of these qualifications might be:

1. Grade point average of 3.9 in post-baccalaureate work.
2. Scholarly publication.
3. Creative program development.
4. Designing of creative instructional methods or materials. Applicants from foreign countries will be appraised individually.

Ed.S. Program Structure:

- Specialization in R/LA
- Electives
- Project

Total 36 semester hours*

*All represent post-master's credit and are minimal requirements.

Requirements for the Ph.D. Degree in Curriculum and Instruction (CUR) with an emphasis in Reading/Language Arts Education:

The purpose of the Ph.D. with emphasis in Reading/Language Arts (R/LA) is to prepare leaders in the field. Specific roles which graduates could fill would include college and university faculty, directors of R/LA programs for school systems, or clinical directors in private or public settings. The program is designed to provide experiences to acquire expertise in research into R/LA process, designing and evaluating R/LA instructional materials and teaching techniques, university and college teaching, and the treatment of disabled learners (R/LA). A student may elect to acquire more depth in some of these areas than in others; however, a basic knowledge in all will be required. The Ph.D. involves course work, written comprehensives, and a dissertation.

Admission

Requirements:

1. Meet the general requirements as specified in the current USF catalog.
2. Have certification in at least one related area of education.
3. Have at least one year of successful experience in a professional school role.
4. Have a master’s degree in education with a minimum of 10 graduate semester hours in R/LA or related disciplines. If this is not met, admission may be granted if the student is willing to lengthen the program to make up deficiencies.
5. Submit an official record of the GRE score which must total 1100, with at least 500 on the quantitative section.
6. Submit an official transcript of post-baccalaureate work showing at least a 3.5 grade point average.
7. Submit a statement of professional history and goals and three letters of recommendation to the Reading Department.
8. Be recommended for approval by the program faculty.

Exceptions:

A limited number of applicants can be admitted to the program as exceptions to Requirements 5 and 6. In order to be considered for this exception, the candidate must have compensating qualifications which are documentable. Some examples of these qualifications might be:

1. Grade point average of 3.9 in post-baccalaureate work.
2. Scholarly publication.
3. Creative program development.
4. Designing of creative instructional methods or materials. Applicants from foreign countries will be appraised individually.

Program Structure:

Reading/Language Arts
Specialization R/LA
Cognate Area**
Dissertation
Statistics/Measurement/
Research Design
Foundations and Curriculum

Total 67 Minimum Semester Hours

*All represent post-master's credit and are minimal requirements
**Supporting courses outside major area.

College of Education
Department of Science and Health Education

Degree programs are available with majors both in Science Education and in Health Education. In Science Education, degree programs are offered at all levels—Baccalaureate (B.A.); Master's (M.A. and M.Ed.); Education Specialist (Ed.S.); and Doctoral (Ph.D.). In Health Education, an undergraduate (B.A.) program is offered. Descriptions of programs in both fields are provided on the following pages.

Due to course credit adjustments and changing program requirements, specific information in this section may be in error. Complete and accurate descriptions of program requirements are available from department advisors.

■ SCIENCE EDUCATION

Requirements for the Baccalaureate Programs (B.A. Degree):

Two baccalaureate degree programs are offered which are designed to prepare students for teaching secondary school science. In addition to College requirements, the minimum requirement for acceptance into either program is the completion of 16 semester hours of required science courses with no grade less than a "C".

A. Botany (BOE), Chemistry (CHE), Physics (PHE), Zoology (ZOE):

A student planning to teach science at the secondary level may complete the departmental major in the corresponding science area (in Botany, Chemistry, Physics, or Zoology). Requirements for these programs are listed in the catalog under the science departments of the College of Natural Sciences.

B. Science Education (SCE):

An alternate program is available in which the prospective teacher must meet the minimum requirements of an interdisciplinary major in the natural sciences. This requires a minimum of 24 credit hours in the discipline of major concentration and a minimum of 16 credit hours within the Natural Sciences and outside the concentration area. (Total program, 45 credit hours minimum.) Concentrations are available in biology, physics, and chemistry.

The student with either a departmental or interdisciplinary major must earn a grade of "C" or higher in all courses required in the program, both in the major concentration and in supporting courses of the major, including SCE 4330 (Science Methods) and two courses for diagnosing reading problems—RED 4360 and SCE 4305.

Requirements for the Master's Degrees:

A. Master of Arts (M.A.): An M.A. degree program is offered with a major in Science Education (SCE). Three plans are available. College admission and graduation requirements for all three plans are specified in the sections, Master's Level Degree Programs and Master of Arts Programs. In addition to College admission requirements, applicants must have a baccalaureate degree (or equivalent) in the area to be the specialization-Biology, Chemistry, or Physics. Specialization in each of these three disciplines is available in a cooperative program with the College of Natural Sciences. In each instance, before admission to the degree program, the student must satisfy the Biology, Physics, or Chemistry adviser that he has the competence to undertake the program. Education courses must include all courses required in College of Education M.A. Programs. Specialization shall consist of at least 18 credit hours, approved by the adviser in the discipline. Satisfactory completion of the program must be certified by both the College of Natural Sciences and the College of Education.

B. Master of Education (M.Ed.): An M.Ed. degree in Curriculum and Instruction (CUR) is offered with a concentration in Science Education. This concentration is designed to improve teaching competencies in Science for teachers who are certified in Science and who have successfully completed two years of teaching. In addition to the general college requirements, listed under Master of Education Programs, a concentration in Science Education requires courses in the following areas:

- Process Core (as required by College of Education)
- Science Methods (8-12) (and related education courses)
- Science (12-15 hours)
- Total (Minimum specified by College of Education)

Requirements for the Education Specialist Degree (Ed.S.):

An Ed.S. in Curriculum and Instruction with emphasis in Science Education is offered for those with a master's degree who wish to extend their knowledge and skills in Science Education. Admission requirements and the Program of Studies are described below.

A. Admission requirements.

1. Master's degree.
2. Either a minimum score of 1000 (Verbal plus Quantitative) on the Graduate Record Examination (GRE); OR a minimum grade point average of 3.0 (B) for the last two years of undergraduate study.
4. Two or more years teaching experience within grades K-14.
5. Minimum credits in Science:
   a. Major (Biology, Chemistry, Earth Science or Physics) 42 hours.
   b. Supporting Science disciplines—one full year of each of the other three Science disciplines (other than the major as listed in (a) above).

B. Program of Studies

Area Minimum Semester Hours

- Coursework (major and foundations) 27
- Project 9
- TOTAL 36

Requirements for the Doctor of Philosophy Degree (Ph.D.):

A Ph.D. degree program in Curriculum and Instruction with emphasis in Science Education is offered. It is designed for those with a master's degree who wish to prepare for leadership roles in Science Education. The program places emphasis on developing ability in education research. Science curriculum evaluation and development, conducting teacher-training programs, and decision-making as it pertains to Science Education. Admission and program requirements are listed below.

A. Admission Requirements.

1. Master's degree in Science Education or Science.
2. Full teacher certification within grades K-14.
3. Two or more years teaching experience within grades K-14.
4. A minimum score of 1000 on the Graduate Record Examination (GRE).
5. A minimum grade point average of 3.0 (B) for the last two years of undergraduate study.
6. Minimum credits in Science:
   a. Major (Biology, Chemistry, Earth Science or Physics) 42 hours.
   b. Supporting Science discipline—one full year of each of the other three Science disciplines (other than the major listed in (a) above).

B. Program of Studies

Area Minimum Semester Hours

- Major 17
- Science Education 10
- Science (Cognate) 18
- Dissertation 18
- Statistics/Measurement Research Design 11
- Foundations of Education 11
- Computer Language Competence Total Credits (Post Master's Hours) 67
C. Residency Requirements.
Minimum of three years beyond Bachelor's Degree, one year full-time residency.

HEALTH EDUCATION

Requirements for the B.A. Degree (HES):
The two-year Health Education program is designed to prepare health educators for the public schools or community health programs through combined course work and field work/internship in public schools and community health programs. This program is a competency based curriculum with an S (Satisfactory) / U (Unsatisfactory) grading system. Prerequisites for entering the program include admission to the College of Education, a survey course in health science (HES 2000 or equivalent), biology with laboratory, and an interview for program guidance.
The Health Education Selective Admissions Committee will base its admission decisions on the following:
1. Applicant's previous scholastic record and performance on the American College Test.
2. Interview for program guidance.
3. References (3).

Department of Social Science/Letters Education

The following programs are housed in the Department of Social Science/Letters:
- English Education
- Foreign Language Education
- Humanities Education
- Social Science Education
- Speech Communication Education

ENGLISH EDUCATION

The English Education Section of the Department of Social Science/Letters has as its primary undergraduate mission, the preparation of teachers of English for junior and senior high schools. (Teachers of middle school English ordinarily enroll in Elementary Education and acquire additional background in the English Education section.) The primary graduate missions of this section are to advance the skills of people already teaching English in the public schools and to train them for responsibilities in language arts leadership as department chairs, curriculum coordinators, and consultants in the public schools or as teacher and researchers of English methods in colleges.
The section offers the B.A. degree in both English Education and English-Mass Communications Education and the M.A. degree in English Education, the M.Ed. degree in Curriculum and Instruction with an emphasis in English Education, and the Ed.S. and Ph.D. degrees in Curriculum and Instruction with an emphasis in Communication Education. (The latter two degrees are interdisciplinary degrees offered in conjunction with other communication education specialties: Speech Communication, Drama Education, Foreign Language Education, Humanities Education, and Reading Education.

Requirements for the B.A. Degree (ENE):
The minimum requirement for acceptance into this program is a 2.5 grade point average. Graduation requirements: "C" grade or better in Methods Course.
Specialization Requirements (40-42 cr. hrs.)
- AMI 3010
- ENC 3466
- ENL 3030
- LIT 3150
- LIT 4370
- ORI 3000
- SCE 2023

Two additional 4000-level literature courses
One of the following:
- MMC 3000
- MMC 3700

4. Related work experience.
5. Written statements by student about reasons for wanting to become a Health Educator.
The following are courses required in the Health Education Program.

HES 2400  HES 3141  HES 4142  HES 4940L
HES 3122  HES 3300  HES 4143  HES 4943
HES 3123  HES 3730  HES 4722  HES 4944
HES 3140

The following courses are required in the Professional Education Core:
- EDF 3214
- EDF 3604
- RED 4360
- EDF 3642
- EDF 4200
- EDF 4940L

For students not seeking teacher certification, the following courses are deleted:
- EDF 3604
- EDF 4200
- RED 4360
- EDF 4305

The following courses are added for those not seeking teacher certification:
- HES 3244
- HES 3510
- HES 4276

Requirements for the M.A. Degree (ENE):

Plan I—Requirements for Admission: A bachelor's degree in English Education from a recognized institution, or Rank II certification in Secondary English from the State of Florida or other equivalent certification.
Course Sequence: Process Core (3-11 hours), English Education (3-11 hours), English courses (3-6 courses selected under advisement as preparation for terminal examination over a reading list including selected works from most periods of English and American literature; students may select one course each in linguistics and advanced composition for teachers), Education Electives (selected under advisement to bring the program to a total of at least 32 hours).
Plan II—Requirements for Admission: A bachelor's degree in English from a recognized Liberal Arts Institution of higher learning.
Course Sequence: Process Core (11 hours), Curriculum (3 hours), English Education (3-6 hours), English courses (12-18 hours selected as for Plan I, above), Internship (10-12 hours).
In addition, the State Department of Education requires a course in Reading in the content areas for certification or recertification.

Requirements for the B.A. Degree in Mass Communications-English Education (MCE):
The minimum requirement for acceptance into this program is a 2.5 grade point average.
Specialization Requirements (40 cr. hrs.)
Mass Communications (15 cr. hrs.)
- JOU 3100
- MMC 3000
- MMC 3700
- MMC 3000
- MMC 4800
- MMC 3156
- MMC 3700

Two of the following or one of the following plus a more advanced course in that area.
- ADV 3000
- FIL 4300
- JOU 3006
- MMC 3000
- PUR 3000
- RTV 3000
- VIC 3000
- VIC 3100
Two special methods courses LAE 4335 and LAE 4642 are included in the professional education sequence.

English (25 cr. hrs.)

AML 3010 LIN 4370 SPC 2023
ENL 3030 LIT 3150 LIN 3010
ENL 3041 or approved substitute

Two additional English courses in literature or one English literature course and ORI 3000.

FOREIGN LANGUAGE EDUCATION

Foreign Language Education offers programs leading to the B.A. degree and certification in the secondary area in the following languages: French, German, Italian, Latin, Portuguese, Russian, Spanish. The undergraduate program, when successfully completed, makes the graduates of these programs automatically eligible for teaching certification in the State of Florida.

Programs are offered leading to the M.A. degree in the secondary area in the following languages: French, German, Spanish. The master's programs are designed primarily to improve the skills of the person already certified in Foreign Language Education.

Combination programs leading to the B.A. degree and certification are offered in the following areas: Latin-English Education; Latin-Foreign Language Education; Foreign Language-English Education; Dual Foreign Language Education (any combination of two different foreign languages).

Requirements for the various degrees follow.

CLASSICS EDUCATION

Requirements for the B.A. Degree (CLE)

LATIN-ENGLISH EDUCATION

Specialization Requirements (45 credit hours.)

Latin (24 credit hours.)

Select at least two courses from the following:

CLA 3000 EIH 2102 EIH 3413
CLA 4100 EIH 3401 HIS 3930
CLA 4120 EIH 3402 PHP 4000
CLT 3370 EIH 3412 PHP 4010
EIH 2101

Select at least four additional upper level Latin Courses for the following:

LNW 4311 LNW 4381 LNW 4665
LNW 4312 LNW 4500 LNW 4675
LNW 4322 LNW 4501 LNW 4900
LNW 4361 LNW 4660 LNW 4930
LNW 4362

English (24 credit hours.)

ENC 3466 ENC 3486 LIN 4370
SPW 2023

Two of the following:

ENL 3010 ENL 3133 ENL 3401
ENL 3030 ENL 3320 ENL 3430
ENL 3041 ENL 3351 ENL 3441

One of the following:

AML 3010 AML 3107 AML 3111
AML 3102

One of the following:

ENG 3138 ENG 4744 LIT 3150
ENG 3156

LATIN-ForeIGN LANGUAGE EDUCATION:

Specialization Requirement (45 credit hours.)

Latin (24 credit hours.)

Select at least two courses from the following:

CLA 3000 EIH 2102 EIH 3413
CLA 4100 EIH 3401 HIS 3930
CLA 4120 EIH 3402 PHP 4000
CLT 3370 EIH 3412 PHP 4010
EIH 2101

Select at least four additional upper level Latin courses from the following:

LNW 4311 LNW 4381 LNW 4675
LNW 4312 LNW 4500 LNW 4900
LNW 4322 LNW 4501 LNW 4930
LNW 4361 LNW 4660 LNW 4665
LNW 4362

Foreign Language course requirements are 24 hours beyond intermediate courses including:

Conversation I and II
FRW 4100 GEW 4101 SPW 4100
FRW 4101 ITW 4100 SPW 4101
GEW 4100 ITW 4101

FOL 5752, FOW 5404, LIN 3010, LIN 3801, LIN 4377 may be among the selected courses to total 24 hours.

FOREIGN LANGUAGE EDUCATION

Requirements for the B.A. Degree (FLE):

FOREIGN LANGUAGE-ENGLISH EDUCATION:

Specialization Requirements (45 credit hours.)

English (24 credit hours.)

ENC 3466 LIN 4370 SPC 2023
or ENC 3486

At least one of the following:

ENL 3010 ENL 3133 ENL 3401
ENL 3030 ENL 3320 ENL 3430
ENL 3041 ENL 3351 ENL 3441

One of the following:

AML 3010 AML 3107 AML 3111
AML 3102

One of the following:

ENG 3138 ENG 4744 LIT 3150
ENG 3156

If an elective is needed, ORI 3000 is recommended.

Foreign Language requires a minimum of 24 credit hours beyond intermediate courses.

Course Requirements are:

Conversation I and II
FRW 4230 GEW 4101 SPW 4100
FRW 4300 ITW 4100 SPW 4101
GEW 4100 ITW 4101

Student and advisor will select the additional foreign language courses to total a minimum of 24 credit hours. FOL 5752, FOW 5405, LIN 3010, LIN 3801, and LIN 4377 may be among the selected courses.

Two special methods courses (FLE 4333 and LAE 4335) are included in the professional education sequence.

TWO FOREIGN LANGUAGE EDUCATION:

Specialization Requirements (42 credit hours.)

Beginning and intermediate foreign language requirements (or equivalents) must be completed. In the major language (French, German, Italian, Russian, or Spanish), the student must earn a minimum of 24 credit hours, and in the minor language 18 credit hours. The required upper level foreign language courses for the major language are:

Conversation I and II
FRW 4230 ITW 4100 SPN 5790*
FRW 4300 ITW 4101 or
GEW 4100 SPW 4100 SPW 4130
GEW 4101 SPW 4101

Plus additional selected hours in the major language to total 24 credit hours.

The minor language requirements in upper level foreign language courses are:

Conversation I and II
FRW 4230 GEW 4101 SPW 4100
FRW 4300 ITW 4100 SPW 4101
GEW 4100 ITW 4101
Plus additional selected hours in the minor language to total 18 credit hours.

*Spanish majors only.

**SINGLE FOREIGN LANGUAGE EDUCATION**

After consultation with a foreign language education adviser, the Dean may give permission for a student to elect a single foreign language major. A minimum of 30 credit hours beyond intermediate course requirements must be earned in the single foreign language. Among the 30 hours must be the following:

**French (30 credit hours):**
- FRE 3240
- FRE 4241
- FRW 4230
- FRE 3420
- FRE 4421
- FRW 4300

Plus additional selected hours of upper level courses to total 30 hours.*

**German (30 credit hours):**
- GER 3240
- GER 4241
- GEW 4100
- GER 3420
- GER 4421
- GEW 4101

Plus additional selected hours of upper level courses to total 30 hours.*

**Italian (30 credit hours):**
- ITA 3240
- ITA 4241
- ITW 4100
- ITA 3420
- ITA 4421
- ITW 4101

Plus additional selected hours of upper level courses to total 30 hours.*

**Russian (30 credit hours):**
- RUS 3400
- RUS 4001

Plus additional selected hours of upper level courses to total 30 hours.*

**Spanish (30 credit hours):**
- SPN 2240**
- SPN 4301
- SPW 4101
- SPN 3300
- SPW 4100
- or
- SPN 3241**
- SPW 4130

Plus additional selected hours of upper level courses to total 30 hours.*

*LIN 3010, LIN 3801, LIN 4377 may be used to satisfy selected course requirements of the foreign language.
**These courses will not count in major for students who are fluent in Spanish.

**Requirements for the M.A. Degree (FLE):**

**(FRENCH, GERMAN, SPANISH)**

Plan III is a program of graduate studies for holders of a non-education baccalaureate degree who do not wish to meet teacher certification requirements in the State of Florida. The primary difference in this plan from Plan II is that students will not be required to take EDG 5206, Curriculum & Instruction and EDG 6947, Internship.

**A. Process Core (11 hours):**
- EDF 6431 EDF 6211 or EDF 6481 and EDF 6517 EDF 6544 EDF 6606

**B. Current Trends Course in Teaching Specialization (3 hours):**

**C. Specialization (18 hours minimum):**
This is an individually planned graduate major in the teaching field or in an appropriate College of Education program for K-12 specialists.

The M.A. in Foreign Language Education requires 15 hours in Education courses:
- EDF 6431 EDF 6211 EDF 6606
- EDF 6481 EDF 6215 EDF 6517

In addition, Plan II requires an internship in the Foreign Language. A minimum of 18 hours are required in the Foreign Language courses on the 5000 and 6000 levels. However, depending upon the candidate's background and strengths. Foreign Language course requirements can go as high as 24 hours. Unless otherwise approved by adviser, at least 14 hours in French should be on the 6000 level; in Spanish at least 12 hours should be on the 6000 level.

**HUMANITIES EDUCATION**

The Humanities Education Program seeks to prepare secondary school humanities teachers who have extensive academic work in the humanities. B.A. and M.A. degree programs are available.

At the B.A. degree level, students develop teaching strategies, materials, and curricula to use in teaching the humanities to students in grades 7-12. Although emphasis is placed upon meeting the requirements of the State of Florida, students also are encouraged to gain sufficient experience to allow them to move on to other states as qualified humanities teachers. Whenever possible, students are encouraged to gain a second certification area to allow even greater professional mobility.

At the M.A. level, experienced humanities teachers are offered continued work in their professional area to expand their understanding of man's accomplishments and enlightenment. The degree also is available to individuals who wish to gain certification in the humanities but whose undergraduate degree was in another academic area. Students are expected to demonstrate research and writing abilities in relation to synthesizing information on man's accomplishments in the humanities. Having demonstrated this ability, they are expected to be able to show how the material may be taught to students in secondary schools and/or community colleges.

Although all graduates in Humanities Education are expected to demonstrate teaching abilities in the area, neither degree limits its products to teaching. The work in this area is considered to be a good general background for any profession which deals with human evaluation, perpetuation of man's accomplishments, and the production of creative or artistic products.

**Requirements for the B.A. Degree (HUE):**

The minimum requirement for acceptance into this program is a 2.5 grade point average. Graduation requirements: 2.5 GPA in major and "C" grade or better in Methods Course.

Specialization Requirements HUM 4813 and 28 credit hours from the following:
- HUM 4433, 4434
- HUM 4435, 4436
- HUM 4437, 4438
- HUM 5440, 4441
- HUM 4444, 4445
- HUM 4471, 4472
- HUM 4442, 4443

Also required a minimum of six credit hours in the creative or performing arts from the following areas: Theatre, Art, Music, Dance, and English. Academic work in these areas taken prior to entering the College of Education will be considered toward the satisfaction of this requirement.

Course work to meet Florida reading requirements is required. Majors are encouraged to gain certification in a second area.

**Requirements for the M.A. Degree (HUE):**

Plan I—**Requirements for admission:** A bachelor's degree in Humanities Education or a related area which included teacher certification; 1000 on the GRE and an academic average of B in the last two years of undergraduate work; approval of Humanities Education adviser.

Course Sequence: HUM 4813 (if not taken previously) EDF 6431 and EDF 6481; two courses from EDF 6211 or EDF 6215, EDF 6606, EDF 6517, EDF 6544 or other Education areas approved by the Humanities Education adviser; HUM 4870; HUM 6909; and four graduate courses from the Humanities Department, two of which may be at the 5000 level. Candidates must complete a comprehensive examination successfully, after completing written papers for the Humanities Department.

Plan II—**Requirements for admission:** A bachelor's degree in Humanities or a related subject area; 1000 on the GRE and an academic average of at least B in the last two years of undergraduate work; approval by the Humanities Education adviser. Any entrance
requirement waivers must be approved by both the Humanities Department and the Humanities Education adviser.

Course Sequence: HUM 4813 (if not taken previously) Process Core; HUM 4870; EDUC 4377; HUM 6909; EDUC 6947; and graduate courses from the Humanities Department, two of which may be at the 5000 level. Candidates must complete a comprehensive examination successfully, after completing written papers for the Humanities Department. The examination should be scheduled during a time when the candidate is not interning.

I. SOCIAL SCIENCE EDUCATION

The goals and objectives of the secondary Social Science program at the undergraduate level are designed to prepare students to meet Florida state certification requirements. In working toward state certification requirements, candidates for the undergraduate degree enroll in courses for the purpose of acquiring subject knowledge in the social sciences as well as knowledge and skills related to social science methodology and curriculum.

The Social Science program at the elementary level is for the purpose of providing candidates in elementary education with the knowledge and skills needed in developing a competent Social Science program at the elementary school level.

At the graduate level, students may elect to pursue an M.A. degree in secondary Social Science Education or an M.Ed. degree in Curriculum and Instruction with specialization in Social Science Education. The master's programs are intended mainly to improve the skills and knowledge of the classroom teacher.

Requirements for the B.A. Degree (SSE):

The College of Education provides a program of study which enables students to attain a degree in secondary social science education (7-12). To teach at the secondary level the minimum requirements of a social science education major must be met. All programs in the social science education major specify 40 credits or more in the social sciences. A teaching emphasis requires a minimum of 16 credits in one discipline within an approved specialization which will lead to certification in the broad area of social sciences. However, a student may concentrate his study in one of the separate subject areas (political science, history, geography, American history). Each program contains both required and elective courses which each student in consultation with his adviser will select.

Graduation requirements: 2.5 GPA in major and “C” grade or better in Methods Course.

Requirements for the M.A. Degree (SSE):

Advanced training for the purpose of becoming better teachers in grades 7-12. Plan I is for certified teachers, and Plan II for those with a social science baccalaureate degree but not certified to teach.

Plan I—For teachers who are certified to teach general secondary social studies or one of the separate subject areas.

Education courses include: EDF 6431, SSE 6636 and 6-9 hours of electives.

Each student in consultation with his adviser will select at the 5000 or 6000 level from courses offered in the College of Social and Behavioral Sciences. Three or more of these courses must be at the 6000 level.

Plan II—Students will complete all of the Plan I requirements, take SSE 4333, EDG 5206 and EDG 6947, plus any other social science courses which the Social Science Education department deems necessary for fulfilling minimum state certification requirements.

I. SPEECH COMMUNICATION EDUCATION

The program in Speech Communication Education offers B.A. and M.A. degree programs leading to secondary school certification in speech. It cooperates with other areas in the University that have graduate courses in human communication, to offer the Ph.D. degree in Curriculum and Instruction with an emphasis in Communication Education to qualified and experienced communication educators.

At the undergraduate level emphasis is placed upon preparing students with a liberal arts background to teach speech communication courses in grades 7-12. Although particular attention is devoted to the needs and requirements of Florida, a genuine effort is made to assist majors at all levels to gain a diversified background in communication skills that will allow easy national and international mobility among English speaking schools. Whenever possible, majors are encouraged to obtain the necessary courses and skills to permit them to be certified in more than one academic area.

The M.A. degree program in Speech Communication Education gives advanced in-service education to experienced teachers and also provides a route for liberal arts graduates with considerable college work in speech communication to attain an advanced degree and state certification in speech simultaneously. The M.A. program also offers opportunities to teachers of other secondary school subjects to gain certification in another academic area. Thus, prospective language arts supervisors and English or Language Arts Department chairpersons are encouraged to increase their competencies in areas not permitted in their undergraduate programs, in order to understand more of the areas they will be expected to supervise.

The Ph.D. degree in Curriculum and Instruction with an emphasis in Communication Education encourages highly qualified experienced teachers to pursue a program of research in several different areas of human communication. It requires a study of interrelationships among those various areas in theoretical and applied situations.

Although the primary emphasis of this program, at all degree levels, is the preparation and continued education of teachers, the program recognizes its graduates are suited to many other professions that require oral language facility. A degree in this program offers training in reasoning, human relations, group processes, aesthetics, research methodologies, and public presentations.

Requirements for the B.A. Degree in Speech Communication/Education (SED):

The minimum requirement for acceptance into this program is a 2.5 Grade Point Average. Graduation Requirements are a 2.5 GPA in the major and a “C” grade or better in Methods Course.

Specialization Requirements (44 credit hours)

Communication (24 credit hours)

COM 3003 LIN 2200 ORI 3000 SPC 2023

One of the following:

SPC 3441 SPC 3513

Two of the following:

SPC 3210 SPC 3441 SPC 3601 LIN 4600

SPC 3301 SPC 3513

At least two electives from:

COM 4120 ORI 4120 ORI 4310 SPC 3653

LIN 3010 ORI 4140 ORI 5145 SPC 4680

LIN 3801 ORI 4230 SPC 3633 THE 3080C

English (18 credit hours)

Two of the following:

ENL 3010 ENL 3133 ENL 3351 ENL 3430

ENL 3030 ENL 3320 ENL 3401 SPC 3441

ENL 3041

One of the following:

AML 3010 AML 3102 AML 3107 AML 3111

One of the following:

ENG 3138 ENG 3156 ENG 4744 LIT 3150

One of the following:

ENC 3466 ENC 3486

The following:

LIN 3010 (if not taken under communication above)

The following special methods courses are included in the professional education sequence:

LAE 4642 SED 4335 SED 4371 SED 4374 RED 4360