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.

Undergraduate students enrolled in the University are entitled to one copy of each issue of the USF Undergraduate 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 Viewbook or Graduate Catalog from the Admissions Office, SVC 1036, University of South Florida 33620-6900; telephone: 813-974-3350.

The University of South Florida is committed to the principles of equal education, equal access, and equal employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, or Vietnam or disabled veteran status 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.
Visiting The University

Prospective students and other interested persons are invited to visit the University campuses. Most University offices receive visitors from 9:00 a.m.-5:00 p.m., Monday through Friday.

Self-guided cassette tours of the Tampa campus are available at the Phyllis P. Marshall Center Information Desk.

Prospective freshmen are encouraged to attend USF PREVIEW. This program, held on the Tampa Campus, is designed to acquaint participants with USF admission, financial aid, housing, annual costs, academics and student life. USF PREVIEW information is available from the Office of Admissions in Tampa.

The Tampa Campus of the University is located on Fowler Avenue (State Road 582) approximately two miles east of Interstate 275 and Nebraska Avenue (U.S. Route 41) and seven miles north of Interstate 4 off I-75.

The other campuses of the University are located in the places noted below.

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, Lakeland, 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.

Academic Advising (for Undeclared and Undecided Students)
Academic Advising, SVC 2011
974-2645
974-2733
974-2331
974-2645
974-2733
974-2331

Academic Advising (for upperclassmen)
Arts & Sciences, SOC 102
974-2503
974-2458
974-2664
974-2660
974-2506
974-2674

Academic Services for Students with Disabilities
Coordinator, SVC 2043
974-4309 (voice) 974-9651 (TDD)

Adult and Transfer Student Services
Office of the Director, SVC 1001
974-6444
974-3350
974-4290
974-4289
974-2125
974-4058

Applications and Admissions
Office of Admissions, SVC 1036
974-2831
974-2896

Athletics (intercollegiate)
Director of Athletics, PED 214
974-2125
974-4058

Bachelor of Independent Studies Program
External Degree Program, HMS 443
974-2125
974-4058

Career Development
Counseling Center for Human Development, SVC 2124
974-2831
974-2896

Career Resource Center
Alumni Placement Services, SVC 2088
974-2717
974-2717
974-2717
974-2717

Cooperative Education Program, SVC 2086
974-2717
974-2717
974-2717
974-2717

Senior Placement Services, SVC 2060
974-2741
974-4644
974-2403
974-2403
974-2403
974-2403
974-2403
974-2403
974-4644

Student Employment, SVC 2088
974-2717
974-2717
974-2717
974-2717

College Level Examination Program (CLEP tests)
Office of Evaluation and Testing Services, SVC 2054
974-2741
974-4644
974-2403
974-2403
974-2403
974-2403
974-2403
974-2403
974-4644

Community College and Transfer Students
Adult and Transfer Student Services, SVC 1001
974-2831
974-2896

Continuing Education Courses and Conferences
School of Continuing Education, MGZ 144
974-2403
974-2403
974-2403
974-2403
974-2403
974-2403
974-2403
974-2403
974-4644

Division of Conferences and Institutes, MGZ 153
974-3433
974-3433
974-3433
974-3433
974-3433
974-3433
974-3433
974-3433
974-4644

English Language Institute, CPR 107
974-2831
974-2896
974-4700

Graduate Studies
Graduate School, FAO 126
974-2645

Health Services (Student)
Health Center, SHS 101
974-2331

Honors Program - University-wide
Office of the Director, CPR 273
974-3067

Housing: Campus Residence Halls
Office of Housing and Food Service, RAR 229
974-3410

Housing: Off-Campus
Student Government Office, CTR 202
974-3749

International Student and Scholar Services
Office of the Advisor, CTR 259
974-5402

Library Resources
Tampa Campus: Office of the Director of Libraries, LIB 207
(813) 974·2721
Fort Myers Campus: ECC-USF Learning Resources Center
(941) 486·9220
St. Petersburg Campus: Office of the University Librarian 893·9125
(813) 893·9123
Sarasota Campus: Office of the Librarian
(941) 359·4300
Lakeland Campus: PCC-USF Library
(941) 1297·1042

Minority Student Advising
Center for Academic Advising, SVC 2011
974-2645

Oral Interpretation
Office of the Director, SVC 1037
974·3060

PACE
MGZ 44
974·3218

Parking and Traffic Services
University Police Department, UPB 002
974·3990

Pre-Admission Advising for Prospective Freshmen, International, Mature, Minority, and Transfer Students
Office of Admissions, SVC 1036
974·3350

Reading Study Skills
Counseling Center for Human Development, SVC 2124
974·2831
974·2896

Records, Registration
Office of the Registrar, SVC 1034
974·2000

Speakers Bureau
Media Relations and Publications, ADM 264
974·4014

Student Affairs
Office of the Vice President, ADM 151
974·2151

Transcripts USF
Office of the Registrar, SVC 1034
974·2000

Tuition Waiver For Senior Citizens
Division of Lifelong Learning, MGZ 144
974·2403

Transfer (Undergraduate) Student Problems
Adult and Transfer Student Services, SVC 1137
974·4644

Undergraduate Education and Community College Relations
Office of the Dean, SVC 2002
974·4051

Veterans Services
Office of Veterans Services, SVC 2127
974·2291

UNIVERSITY OF SOUTH FLORIDA

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

Fort Myers Campus
College Parkway
Fort Myers, Florida 33919
Telephone: (941) 432-5500

St. Petersburg Campus
1450 Seventh Avenue South
St. Petersburg, Florida 33701
Telephone: (813) 863-9358

Sarasota Campus
5700 N. Tamiami Trail
Sarasota, Florida 34243-2197
Telephone: (941) 359-4200

Lakeland Campus
3433 Winter Lake Road
Lakeland, Florida 33803
Telephone: (813) 557-7000
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**ACADEMIC CALENDAR**

**FOR UNDERGRADUATE STUDENTS**

**FALL SEMESTER, 1996**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Friday</td>
<td>Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents.</td>
</tr>
<tr>
<td>June 3</td>
<td>Monday</td>
<td>Priority processing date for undergraduate and former students returning to apply for admission (except international applicants).</td>
</tr>
<tr>
<td>August 26</td>
<td>Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>August 30</td>
<td>Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees.</td>
</tr>
<tr>
<td>August 30</td>
<td>Friday</td>
<td>Last day to add courses.</td>
</tr>
<tr>
<td>August 30</td>
<td>Friday</td>
<td>Last day for late registration.</td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>Labor Day Holiday.</td>
</tr>
<tr>
<td>September 6</td>
<td>Friday</td>
<td>CLAST Registration Deadline.</td>
</tr>
<tr>
<td>September 14</td>
<td>Saturday</td>
<td>Rosh Hashanah.</td>
</tr>
<tr>
<td>September 20</td>
<td>Friday</td>
<td>Graduation Application Deadline.</td>
</tr>
<tr>
<td>September 23</td>
<td>Monday</td>
<td>Yom Kippur.</td>
</tr>
<tr>
<td>October 5</td>
<td>Saturday</td>
<td>CLAST Administration Day.</td>
</tr>
<tr>
<td>October 18</td>
<td>Friday</td>
<td>Honors Convocation (Classes cancelled 2:00-5:00 p.m.).</td>
</tr>
<tr>
<td>October 25</td>
<td>Friday</td>
<td>Last day to drop or withdraw from courses without academic penalty.</td>
</tr>
<tr>
<td>November 11</td>
<td>Monday</td>
<td>Veteran's Day Holiday.</td>
</tr>
<tr>
<td>November 28-29</td>
<td>Thursday-Friday</td>
<td>Thanksgiving Holidays.</td>
</tr>
<tr>
<td>December 6</td>
<td>Friday</td>
<td>Hanukkah.</td>
</tr>
<tr>
<td>December 10</td>
<td>Tuesday</td>
<td>Classes End.</td>
</tr>
<tr>
<td>December 11-17</td>
<td>Wednesday-Tuesday</td>
<td>Final Examination Week.</td>
</tr>
<tr>
<td>December 15</td>
<td>Sunday</td>
<td>Commencement (Tampa).</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER, 1997**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Thursday</td>
<td>Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents.</td>
</tr>
<tr>
<td>October 21</td>
<td>Monday</td>
<td>Priority processing date for undergraduate and former students returning to apply for admission (except international applicants).</td>
</tr>
<tr>
<td>January 6</td>
<td>Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>January 10</td>
<td>Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees.</td>
</tr>
<tr>
<td>January 10</td>
<td>Friday</td>
<td>Last day to add courses.</td>
</tr>
<tr>
<td>January 10</td>
<td>Friday</td>
<td>Last day for late registration.</td>
</tr>
<tr>
<td>January 10</td>
<td>Friday</td>
<td>Last day to pay fees.</td>
</tr>
<tr>
<td>January 17</td>
<td>Friday</td>
<td>CLAST Registration Deadline.</td>
</tr>
<tr>
<td>February 7</td>
<td>Friday</td>
<td>Graduation Application Deadline.</td>
</tr>
<tr>
<td>February 15</td>
<td>Saturday</td>
<td>CLAST Administration Day.</td>
</tr>
<tr>
<td>March 7</td>
<td>Friday</td>
<td>Last day to drop or withdraw from courses without academic penalty.</td>
</tr>
<tr>
<td>March 10-14</td>
<td>Monday-Friday</td>
<td>Spring Semester Break</td>
</tr>
<tr>
<td>April 23</td>
<td>Wednesday</td>
<td>Classes End.</td>
</tr>
<tr>
<td>April 24-30</td>
<td>Thursday-Wednesday</td>
<td>Final Examination Week.</td>
</tr>
<tr>
<td>May 3</td>
<td>Saturday</td>
<td>Commencement (Tampa).</td>
</tr>
<tr>
<td>May 2</td>
<td>Friday</td>
<td>Commencement (Sarasota).</td>
</tr>
<tr>
<td>May 4</td>
<td>Sunday</td>
<td>Commencement (St. Petersburg).</td>
</tr>
<tr>
<td>May 5</td>
<td>Monday</td>
<td>Commencement (P. Myers).</td>
</tr>
</tbody>
</table>
SUMMER TERM, 1997

SESSION A
(First Six-week Session)

January 2 Thursday Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents
March 3 Monday Priority processing date for undergraduate and former students returning to apply for admission (except for international applicants)
May 9 Friday CLAST Registration Deadline
May 12 Monday Classes begin
May 16 Friday Last day to withdraw/drop and receive full refund of registration fees
May 16 Friday Last day to add courses
May 16 Friday Last day for late registration
May 16 Friday Last day to pay fees
May 26 Monday Memorial Day Holiday
May 30 Friday Last day to drop or withdraw from courses without academic penalty
June 6 Friday Graduation Application Deadline
June 7 Saturday CLAST Administration Day
June 20 Friday Last day of classes
June 23-27 Monday-Friday Summer Break between Session A and Session B
August 9 Saturday Summer Commencement (Tampa)

SESSION B
(Second Six-week Session)

January 2 Tuesday Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents
March 3 Monday Priority processing date for undergraduate and former students returning to apply for admission (except for international applicants)
June 6 Friday Graduation Application Deadline
June 30 Monday Classes begin
July 4 Friday Independence Day Holiday
July 7 Friday Last day to withdraw/drop and receive full refund of registration fees
July 7 Friday Last day to add courses
July 7 Friday Last day for late registration
July 7 Friday Last day to pay fees
July 18 Friday Last day to drop or withdraw from courses without academic penalty
August 8 Friday Last day of classes
August 9 Saturday Summer Commencement (Tampa)

SESSION C
(Ten-week Session)

January 2 Thursday Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents
March 3 Monday Priority processing date for undergraduate and former students returning to apply for admission (except for international applicants)
May 9 Friday CLAST Registration Deadline
May 12 Monday Classes begin
May 16 Friday Last day to withdraw/drop and receive full refund of registration fees
May 16 Friday Last day to add courses
May 16 Friday Last day for late registration
May 16 Friday Last day to pay fees
May 26 Monday Memorial Day Holiday
June 6 Friday Graduation Application Deadline
June 7 Saturday CLAST Administration Day
June 20 Friday Last day to drop or withdraw from courses without academic penalty
July 4 Friday Independence Day Holiday
July 18 Friday Last day of classes
August 9 Saturday Summer Commencement (Tampa)
ACCREDITATION

USF was originally fully accredited in 1965 by the Southern Association of Colleges and Schools, the official accrediting agency for educational institutions in the South. The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees in the Baccalaureate, Master, Specialist and Doctoral levels, including the Doctor of Medicine.

DEGREES* OFFERED
AT THE UNIVERSITY

Undergraduate Degrees
Bachelor of Arts B.A.
Bachelor of Fine Arts B.F.A.
Bachelor of Independent Studies B.I.S.
Bachelor of Music B.M.
Bachelor of Science B.S.
Bachelor of Science in Chemical Engineering B.S.C.H.
Bachelor of Science in Civil Engineering B.S.C.E.
Bachelor of Science in Computer Engineering B.S.C.P.
Bachelor of Science in Computer Science B.S.C.S.
Bachelor of Science in Electrical Engineering B.S.E.E.
Bachelor of Science in Engineering B.S.E.
Bachelor of Science in Engineering Science B.S.E.S.
Bachelor of Science in Industrial Engineering B.S.I.E.
Bachelor of Science in Information Systems B.S.I.S.
Bachelor of Science in Mechanical Engineering B.S.M.E.
Bachelor of Social Work B.S.W.

Master of Health Administration M.H.A.
Master of Industrial Engineering M.I.E.
Master of Liberal Arts M.L.A.
Master of Mechanical Engineering M.M.E.
Master of Music M.M.
Master of Public Administration M.P.A.
Master of Public Health M.P.H.
Master of Science M.S.
Master of Science in Chemical Engineering M.S.C.H.
Master of Science in Civil Engineering M.S.C.E.
Master of Science in Computer Engineering M.S.C.P.
Master of Science in Computer Science M.S.C.S.
Master of Science in Electrical Engineering M.S.E.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 Information Systems M.S.I.S.
Master of Science in Mechanical Engineering M.S.M.E.
Master of Science in Public Health M.S.P.H.
Master of Social Work M.S.W.

Graduate Degrees
Master of Accountancy M.Acc.
Master of Architecture M.Arch.
Master of Arts M.A.
Master of Business Administration M.B.A.
Master of Chemical Engineering M.C.H.E.
Master of Civil Engineering M.C.E.
Master of Education M.Ed.
Master of Electrical Engineering M.E.E.
Master of Engineering M.E.
Master of Fine Arts M.F.A.

Advanced Graduate Degrees
Education Specialist Ed.S.
Doctor of Education Ed.D.
Doctor of Philosophy Ph.D.

Professional Degree
Doctor of Medicine M.D.

*See index for individual degree programs

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. Advisors, 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.
The University of South Florida is a multi-campus, comprehensive, research university strongly committed to the balanced pursuit of excellent teaching, significant research, and useful public service. The University generates and disseminates new insights, knowledge, and forms of expression; it prepares students for their personal lives, professional careers, and contributions to society; and it serves its external communities through the citizenship and expertise of its faculty, staff, students, and graduates.

The University of South Florida is committed to supporting and nurturing the free expression of ideas. It embraces the role of the university as a social critic and conscience and respects and defends the rights of faculty, staff, and students to speak out and act responsibly upon the social implications of their knowledge. The University values an intellectually excellent, culturally diverse academic community of faculty, staff, and students. The University strives to provide an educationally challenging and act responsibly upon the social implications of their knowledge, and gives them a rational understanding of the need to accept and appreciate differences among people and cultures as a foundation for national and global welfare.

The three traditional activities of teaching, research, and public service are the foundation of the University's mission. In the conduct and delivery of its programs, the University recognizes the special characteristics of its students and the opportunities provided by the location of its campuses in thriving metropolitan areas on Florida's gulf coast. The University gives particular consideration to programs and activities that can build on these advantages to achieve national and international distinction.

As an institution dedicated to excellent teaching, the University's fundamental objective is to evoke in its students a lifelong commitment to learning that enables them to become thoughtful, active, productive, and compassionate citizens. The University provides to all undergraduates a strong common curriculum in liberal education that balances the acquisition of general knowledge with the development of intellectual honesty, curiosity, creativity, and personal values and ethics that include a commitment to advancing the society in which they live. Specialization in the major areas builds upon this strong liberal education and prepares graduates to enter graduate school or to embark directly upon their life's work. Advanced studies at the graduate and professional level enable students to work with faculty at the forefront of their disciplines, to increase their depth of knowledge and personal achievement, and to contribute to the advancement of their professions and the larger society. The University has high expectations of its faculty as inspirational teachers and of its faculty and students as exemplary scholars.

As a comprehensive research university, the University is dedicated to the discovery of new knowledge, insights, and forms of expression through significant innovative research and other creative activity and to the preservation, organization, analysis, and synthesis of existing knowledge. As a leading publicly supported university, the University accomplishes its research mission by building on existing program strengths, by fostering effective, cross-disciplinary approaches, and by contributing to the resolution of social, cultural, economic, medical, and technological challenges facing metropolitan populations of our state and country within the international community of the 21st century.

As an institution serving the region, state, and nation, the University actively encourages the use of the expertise of its faculty, staff, and students for the advantage of the larger community—to provide intellectual, cultural, health-related, and social services; to contribute to lifelong learning opportunities; and to function as a catalyst for improvements within its immediate cultural, economic, and social context. USF has the assigned responsibility to provide continuing education for a 15-county area.

Within the mission of the total university, the Tampa campus plays the central role. It incorporates a comprehensive range of teaching, research, and service functions and provides essential academic leadership and administrative services for the University's multiple campuses. The missions of the regional campuses at St. Petersburg, Sarasota, Fort Myers, and Lakeland emphasize programs that respond to demonstrated regional needs for undergraduate upper level and master's level education. On a selective basis, regional campuses also undertake program initiatives involving special community interests and resources. The mission of New College at Sarasota is to provide a high quality, undergraduate, liberal arts education. The special strengths of all five campuses contribute to an integrated, diversified, and comprehensive university dedicated to educational quality and leadership.

OVERVIEW

Since its beginnings in the late 1950s as a single-campus undergraduate institution, the University of South Florida has become a comprehensive, multi-campus research university serving more than 36,000 headcount students in ten colleges on five campuses. USF is home to medical clinics and hospitals, a major mental health research institute, and four public broadcasting stations. The University employs more than 1,800 full-time faculty and generates over $85 million annually in sponsored research. Its endowment exceeds $52 million and includes 39 endowed chairs. USF faculty are making national contributions in their fields, and their commitment to quality education is central to the University's teaching, scholarship, and service mission.

Now the second largest of Florida's state universities, USF serves not only traditional-age, residential students but also adult students already in the workforce and seeking a first degree, professionals seeking to remain or become competitive by continuing their education through graduate study, community college transfer students, and senior citizens. A large percentage of adult students already in the workplace. The diverse student body requires a broad array of services and programs, delivered at times and in formats that accommodate the needs of all.

USF offers a wide variety of degree programs with both basic and applied orientations, including 77 baccalaureate, 87 master's, and 22 doctoral degrees, as well as the M.D. These degree programs are in the University's Division of Academic Affairs and are administered in one of 10 schools and colleges: Architecture, Arts & Sciences, Business Administration, Education, Engineering, Fine Arts, Medicine, Nursing, Public Health, and an honors college, New College of USF on the Sarasota campus. Specialized credit and non-credit programs are administered by the School of Continuing Education.

As an institution dedicated to excellent teaching, the University's fundamental goal is to evoke in its students a lifelong commitment to learning that enables them to become thoughtful, active, productive, and compassionate citizens. The University is committed to the concept of total student development—intellectual, social, physical, emotional and moral. A major institutional focus is on providing programs and services that reflect standards of quality that foster the development of independent, self-directed students to full potential.

This publication discusses the major undergraduate academic programs in the University that serve the people of Florida through the instruction of students, the advancement of knowledge, and community service.
GENERAL INFORMATION

USF AT TAMPA, FORT MYERS, SARASOTA, ST. PETERSBURG, LAKELAND

The University of South Florida's five campuses are within reach of more than 3 million people, roughly one quarter of the state's population -- in a 15-county area.

The USF academic programs offered in St. Petersburg, Sarasota, Fort Myers, and Lakeland are designed primarily to serve students of junior, senior, and graduate standing. Programs are offered at times that meet the special needs of students, many 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 Colleges of Arts and Sciences, Business Administration, Education, Engineering and Nursing.

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

Resident faculty and Student Affairs staff provide students at all campuses with social, vocational, and academic counseling.

TAMPA: The central campus in Tampa, located on a 1,748-acre tract of land 10 miles northeast of downtown Tampa, serves a three-county area of over 2 million people. This is the largest campus, designed to serve students from throughout the state, nation, and many foreign countries from their freshman year through graduate school.

Nine schools and colleges are located on this campus, including, on the undergraduate level, the colleges of Arts and Sciences, Business Administration, Education, Engineering, Fine Arts and Nursing.

The campus is home to three hospitals or institutions that work closely with the colleges of Medicine, Nursing, and Public Health: the Shriners' Hospital for Crippled Children, the H. Lee Moffitt Cancer Center and Research Institute, and the Tampa General Hospital Psychiatry Center. The University is also home to the Florida Mental Health Institute.

The Sun Dome, a multi-purpose facility with seating for 10,000, hosts an array of athletic contests, concerts, lectures, and programs.

The Phyllis P. Marshall Center, more so than any other campus facility, serves as a focal point for daily activity for students, faculty, alumni, guests, and visitors. The Phyllis P. Marshall Center houses a diversity of programs and services and a Special Events Center auditorium.

FORT MYERS: The Fort Myers campus serves more than 630,000 people in the five counties on Florida's southwest coast. The campus, which is located on a 55-acre site adjacent to Edison Community College (ECC) on College Parkway, just a few minutes from Interstate 75, was officially dedicated in November 1982.

The University of South Florida at Fort Myers serves students at the junior, senior and graduate levels. Twenty full and partial degree programs are offered in Arts and Sciences, Business Administration, Education and Nursing. In addition, elective courses are offered in a number of disciplines.

As a commuter campus, USF at Fort Myers has a varied student population. The campus draws from many age groups, ranging from transfer students who finish their first two years of college immediately after high school, to working professionals seeking advanced degrees and "non-degree" students who are taking courses to satisfy teacher certification requirements and other professional criteria.

The Division of Student Affairs helps extend the University experience to include cultural and recreational activities. The Student Government Association (SGA) represents student interests and sponsors events and programs which benefit the student body and the University. Students also are invited to participate in clubs and organizations which offer opportunities to meet other students with similar interests. The Barbara B. Mann Performing Arts Hall, owned jointly with ECC, offers a wide range of musical and theatrical productions.

SARASOTA: The Sarasota campus, which includes New College and is adjacent to the state-owned Ringling Museum, is located on the north edge of Sarasota about 10 miles south of Bradenton on U.S. Highway 41. The campus serves a population of more than 530,000 persons in a four-county area.

The University of South Florida at Sarasota is an educational and cultural center of local, state and national significance. Its mission embraces two distinct academic opportunities: New College of USF and the University Program. New College is a residential, highly selective and innovative liberal arts college.

The college encourages independent study and features small classes and tutorials. All students are four-year, full-time residential students. The University Program emphasizes junior, senior, and graduate courses and degrees in Arts and Sciences, Business, Education, Engineering and Nursing. They serve full- and part-time commuting students and the educational needs of professionals in Manatee, Sarasota, Hardee and De Soto counties.

The campus, which is one of the campuses or facilities housed on the Sarasota campus.

ST. PETERSBURG: The St. Petersburg campus is located on Bayboro Harbor in downtown St. Petersburg. This waterfront campus hosts colleges of Business, Education, Nursing and Arts and Sciences, and is nationally recognized for its graduate program in Marine Science. USF St. Petersburg also houses a Center for Ethics, the Knight Oceanographic Research Center, a 160,000-volume library, a fitness center and other student recreational facilities.

Noteworthy programs include a respected graduate program in journalism studies that emphasizes public journalism and ethics, and related writing components such as the Florida Suncoast Writers' Conference. The campus holds several endowed chairs whose scholars are in the fields of media ethics, ethics and marine science.

USF St. Petersburg serves junior, senior and graduate students, and is the only public university in Pinellas County, an area of 1 million people.

A 30-year-old campus is USF's largest regional branch and was the State University System's prototype for such campuses. The U.S. Geological Survey's Center for Coastal Geology, the Florida Institute of Oceanography and a branch of the Department of Environmental Protection are located here. A medical, research and cultural complex also surrounds the campus.

LAKELAND: The University of South Florida at Lakeland extends access to higher education into central portions of the state to serve more than 490,000 persons in the counties of Polk, Highlands and Hardee.

The Lakeland campus opened in January 1988 on a 135-acre site in a new and innovative facility built for the combined use of Polk Community College (PCC) and the University. The facility is located on State Road 540 on the southeast side of the city, which allows ease of access to residents of the surrounding counties.

PCC offers freshman and sophomore courses while USF provides junior, senior and graduate courses in selected academic disciplines.

USF at Lakeland is designed to provide not only traditional classroom instruction but also to take advantage of advanced educational technologies. Lakeland has television receiving
and transmitting classrooms and labs for individualized computer instruction. The television capabilities provide students access to outstanding faculty at USF through two-way video and audio communication. The computer labs allow students to work with personal computers and still have access to the main computing facility in Tampa, as well as from their homes.

Lakeland offers undergraduate courses in Business, Criminology, Education and Engineering. Graduate programs are offered in Education, Engineering, Criminology and Public Administration. The presence of the campus plays an important role in the attraction of new industries to the area—and the retention of existing businesses—by providing highly skilled professionals from the two institutions.

FACILITIES AND ATMOSPHERE

The facilities of the University, now including more than 200 major buildings, are currently valued at more than $300 million. The buildings are of similar modern architectural design and all are completely air conditioned. USF's Tampa campus has a variety of recreational facilities, including: a gymnasium that features a weight room and natatorium; a 400-meter track; two outdoor swimming pools; two tennis courts; six handball/roquetball courts; an 18-hole golf course; two parcourses, one for running and one for walking; one baseball and four softball fields; four outdoor basketball and volleyball courts; and the Sun Dome sports and recreation complex.

In St. Petersburg, students can enjoy an outdoor pool or take part in the waterfront program that features sailboats and canoes available for use.

In Sarasota, there is a 400-meter track and a new library, while the Fort Myers campus has the Barbara B. Mann Performing Arts Hall.

The campus atmosphere is informal. Students and faculty dress casually and enjoy an unusually close relationship. Some classes are even held outside to take advantage of the area's extraordinary climate (average annual temperature 72°F). Most buildings have open hallways, which blend colorful interiors with spacious exteriors, symbolically and architecturally suggesting the casual accessibility that has become a trademark.

UNIVERSITY POLICE

The University of South Florida Police Department, located at the intersection of Maple Drive and Fletcher Avenue, provides a full range of public safety services to the community 24 hours a day, seven days a week. All University police officers are commissioned law enforcement officers of the state of Florida.

Services provided include car patrol, foot patrol, criminal investigations and prosecution of all misdemeanors and felonies, traffic enforcement and accident investigation, special events management and crime prevention programs. The telephone number for on-campus emergencies (personal injuries, fires, crimes, in progress) is 911. CAMPUS BLUE LIGHT EMERGENCY PHONES REPORT DIRECTLY TO THE USF POLICE DEPARTMENT AND ARE EQUIPPED WITH AUTOMATIC LOCATION INDICATORS AND HAVE INSTRUCTIONS FOR THE HEARING AND SPEAKING IMPAIRED.

The telephone number for on-campus non-emergencies and business is 974-2628.

VICTIMS' ADVOCACY PROGRAM

The Victims' Advocacy Program is available to assist all USF students, faculty and/or staff who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date rape, acquaintance rape, stranger rape), and attempted sexual battery.

Police reports are strongly encouraged: however, reports are not required for information and referral assistance.

SERVICES

The USF Victim's Advocate will assist by providing information, support and guidance in the following ways:

1. Crisis Intervention.
2. Medical and counseling referrals.
3. Assistance as needed.

IMPORTANT NUMBERS

Services are available 24 hours a day, seven days a week.

USF POLICE EMERGENCY

USF VICTIM ADVOCATE

24-hr. CRISIS LINE

LOCATION

HILLSBOROUGH COUNTY CRISIS LINES

CRISES LINE

SEXUAL ABUSE LINE

EQUAL OPPORTUNITY POLICY

Discrimination on the basis of race, color, sex, marital status, religion, national origin, Vietnam or disabled veteran status, handicap, or age is prohibited by federal laws and University policy. Moreover, it is the goal of the University to create and maintain a work and study environment free of discrimination. Faculty, staff, and students must be aware that sexual harassment is sex discrimination, and is conduct that is prohibited at the University. Any applicant, student, or employee who believes that he or she has not been treated in accordance with the University’s Equal Opportunity Policy, may file a complaint with the Office of Equal Opportunity Affairs, ADM 274. The telephone number is 974-4373. It shall be prohibited for any employee of USF to discriminate or take retaliatory action against any 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 under the provisions of applicable law.

GUIDE TO RESOURCES FOR STUDENTS WITH DISABILITIES

All University programs, events, and services are open and available to persons with disabilities. The University of South Florida is committed to the principles of Equal Educational and Employment Opportunities without regard to disability.

Academic Assistance for student with disabilities: The Student Disability Services Office coordinates auxiliary learning aid assistance to eligible students with disabilities. Course related assistance and accommodations such as reader services, interpreters, alternate exam administration, notetakers, and adaptive equipment such as FM systems, large print computer access/Visualtek devices are available through this office. Students who require no direct academic assistance may qualify for priority registration upon supplying medical documentation of their disability. Students are encouraged to contact this office prior to enrollment to make arrangements for the planning of services.

Admissions: Students with disabilities apply under the same guidelines as other students. If students believe that their disability has had an impact on grades, course choice or standardized test scores for admission, they may request consideration of this in the admissions process.

Course Substitution: Students with disabilities requesting substitution of course work for General Education, foreign language requirements, or CLAST should contact the Coordinator of Student Disability Services. Students with declared majors requesting substitution of departmental graduation requirements will need to contact the chair of their department. In either case, students will be requested to submit documentation to support their request for an exception.
Disabled Parking: Students with state parking privileges need only supply their state card as documentation for eligibility for a USF disabled parking hangtag/sticker. Students without state privileges need medical documentation to be considered for on-campus disabled parking.

Housing: Accessible on-campus residence hall housing is available for students with special needs. Specific information is available through the Residence Hall Director's Office.

Students with disabilities are encouraged to participate fully in all University events, programs, and other campus activities. Information on whom to contact to request accommodation or assistance should be listed on program information and advertisements. If you are unable to secure the requested assistance or need additional help with accessibility contact the Equal Opportunity Office.

The following offices arrange academic accommodations and assistance for students with disabilities:

**Tampa Campus**
Coordinator of Student Disability Services
SVC 2043
(voice) 813-974-4309
(TDD) 813-974-5651

**Sarasota Campus**
Coordinator for Advising for Special Needs Students
PMD 223
813-359-4330

**Lakeland Campus**
Office of the Director for Academic Services
Building C, USF Offices
941-677-7000

**St. Petersburg Campus**
Office of the Director, Student Affairs
DAV 118
813-893-9162

**Ft. Myers Campus**
Office of Student Affairs
Howard Hall 118
941-432-5574
Admissions and Related Matters

University of South Florida - 1996/97 Undergraduate Catalog

Admission to the University of South Florida requires evidence of ability to handle academic work, capacity to think creatively, and strong motivation. The minimum admissions requirements are designed to help identify applicants whose academic work and background indicate potential for success at USF. However, satisfaction of minimum admissions requirements does not guarantee acceptance. The admission of new students at all levels is on a selective basis within curricular, space, and fiscal limitations. The selection process may include such factors as grades, test scores, pattern of courses completed, class rank, educational objectives, past conduct, school recommendations, personal recommendations, and personal records. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success.

The University encourages applications from qualified applicants of both sexes and from all cultural, racial, religious, ethnic, and age groups. In the admission process there is no discrimination on the basis of these factors or on the basis of handicap. Applicants who are black, Hispanic, Asian, American Indian, or members of any other ethnic or cultural minority, Vietnam-era veterans or above traditional college age and who do not meet minimum admissions requirements will be considered for admission when there is sufficient evidence to suggest ability to do satisfactory work at USF. These policies are further described under "Applying for Admission" and "Requirements for Admission."

The University supports equal educational opportunity for minority and disadvantaged students. Requests for waiver of the $20.00 application fee are considered by the Director of Admissions if payment of this fee creates severe financial hardship and serves as a deterrent to application.

Students are admitted to USF in accordance with the missions and goals of the University and with enrollment limitations established by the Board of Regents and the Florida Legislature. The University's enrollment plan establishes the priorities for admission. In order, these priorities are: (1) transfer students with A.A. degrees from Florida community/junior colleges or from other SUS institutions who have not attended another institution after earning the A.A. degree; (2) graduate students; (3) freshman students; (4) other transfer students with 60 or more hours; (5) transfer students with fewer than 60 hours. Within the categories above, Florida residents have first priority, followed by non-Florida students, and then international students living outside of the United States. Exceptions to these priorities may be made for applicants whose addition to the student body helps the University's aims and commitment to equal opportunity/affirmative action goals, academic excellence, and other special needs.

Applying for Admission

Obtaining an Application

As part of the State University System (SUS) of Florida, USF uses the common SUS Application Form for undergraduates. Applicants who are attending Florida high schools or Florida community/junior colleges may obtain the SUS Application Form in school guidance offices. The USF International Student Application for Admission, as well as the SUS Application, may be requested from the Office of Admissions, SVC 1036, USF, Tampa, FL 33620-6900. All of the application forms are also available on USF campuses in St. Petersburg, Sarasota, Fort Myers, and Lakeland. (When requesting an application, please indicate applicant category - freshman, undergraduate transfer, or international student.)

When to Apply

Applications for admission are accepted as early as 12 months before the requested entry date. Applications for admission and the $20.00 non-refundable application fee should be submitted by the priority date (see academic calendar) for the requested entry date or by the application deadline for the requested degree program (see specific program in this catalog), whichever is earlier. The priority date is normally about ten weeks prior to the first day of classes in each term. Applications for admission and application fees from international citizens must be received at least five months prior to the requested entry date. Applications submitted after the priority date will be accepted by processing for the requested term of entry cannot be guaranteed.

Who Should Apply

An application for admission must be submitted by all students who have not attended or are currently attending a SUS degree-seeking program within the last three terms. Former or continuing USF degree-seeking students must file another application for admission when applying for a second degree program, another level of study or readmission (see Readmission). Anyone who has previously been admitted and enrolled as a degree-seeking student and has paid an application fee will not be required to pay another fee.

The Director of Admissions may waive payment of the application fee for minority and disadvantaged applicants if the fee serves as a deterrent to application. In the case of confirmed financial hardship, the Director of Admissions will authorize Finance and Accounting to pay the fee for the applicants.

Changing Requested Term of Entry

Applicants may request consideration of admission for other terms that begin within 12 months of the originally requested term of entry without submitting a new application and fee. All requests for changes of entry dates must specify any college(s) attended or college work attempted that was not reflected on the original application and must be received by the appropriate published application deadline for the new term of entry or degree program specified, whichever is earlier. A new application and fee must be submitted when applicants wish to be considered for admission for a term that begins more than 12 months after the originally requested entry date.

An applicant who requests a new entry date must meet the admissions requirements in effect for the new term requested. Entry dates for some programs are limited to specified terms.

General Admission Policies

- All official transcripts, test scores, and any other required credentials must be received directly from the issuing agencies. It is the applicant's responsibility to initiate the request for credentials to the issuing agencies and to assure their receipt by the USF Office of Admissions in Tampa. However, SAT and ACT scores reflected on the high school transcript are considered official.

- All credentials and documents submitted become the property of USF. The originals or copies of the originals will not be returned to the applicant or forwarded to another institution, agency, or person.

- An applicant admitted on a provisional basis must submit the requested missing credentials, such as official final transcripts or test scores, which must substantiate eligibility for admission before a second registration will be permitted. Receipt of final official credentials which fail to substantiate eligibility will result in rescission of admission, reclassification to non-degree status, and denial of continued enrollment.

- Applicants who do not meet standard Board of Regents (nondegree admissions requirements may be admitted to the University on academic probation. Students admitted on probationary status must accumulate 30 semester credits and maintain a minimum cumulative 2.0 grade point average (GPA) each term enrolled with no single term GPA below a 1.0 GPA before the probationary status is removed. Advising is mandatory prior to registration. Failure to meet these conditions results in permanent academic dismissal from the University.

Failure to provide these credentials when requested may result in suspension or dismissal from the University.

Applicants who are attending Florida high schools or Florida community/junior colleges may obtain the SUS Application Form in school guidance offices. The USF International Student Application for Admission, as well as the SUS Application, may be requested from the Office of Admissions, SVC 1036, USF, Tampa, FL 33620-6900. All of the application forms are also available on USF campuses in St. Petersburg, Sarasota, Fort Myers, and Lakeland. (When requesting an application, please indicate applicant category - freshman, undergraduate transfer, or international student.)
- An undergraduate applicant who is denied admission may be eligible to appeal and will be advised of applicable appeal procedures by or on behalf of a student which contains false, fraudulent, or incomplete statements may result in denial of admission, further registration and/or degrees awarded.
- The University may refuse admission to a student whose record shows previous misconduct not in the best interest of citizens of the University community.
- All students entering the University with fewer than 60 semester hours of college level academic work are required to earn at least 9 semester hours during one or more Summer terms prior to graduation (see Summer enrollment requirements).
- All undergraduate transfer students admitted to USF must earn passing scores on all four sections of the College Level Academic Skills Test (CLAST) prior to receiving an A.A. or baccalaureate degree from the University. Transfer students entering USF with fewer than 45 transferable semester hours must take CLAST during the term in which 45 semester hours will be completed. Transfer students entering USF with 45 or more transferable semester hours must take CLAST in the first term it is offered after initial enrollment.
- Prior to beginning classes, all new undergraduate students and former students returning are required 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. 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 Fall Semester (August) at USF in Tampa are encouraged to participate in the Summer Orientation/Academic Advising/Registration program for new undergraduate students and parents. The orientation packet will automatically be mailed to admitted students beginning in April.

NOTE: Prior to registration for classes which meet on campus, all students less than 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. (See Immunization Policy.)
- Performance in courses taken as a non-degree-seeking (special) student will not qualify an applicant for admission as a degree-seeking student. Similarly, courses taken as a non-degree-seeking student will not be utilized in determining an applicant's grade point average for admissions purposes.
- A non-degree-seeking (special) student who has been dismissed from USF is not eligible for admission to USF as a degree-seeking student at the undergraduate level. If extenuating circumstances contributed to the academic dismissal and the student meets other admissions requirements, a request for waiver of this rule may be submitted to the Faculty Committee on Student Admissions. This rule does not apply to a student who has earned a degree from a nationally accredited institution subsequent to academic dismissal.
- Freshman and undergraduate transfer applicants denied admission to USF as degree-seeking students will not be permitted to enroll as non-degree-seeking (special) students.

Quota/Limited Access Programs
Undergraduates seeking entrance to quota/limited access degree programs must meet special program requirements in addition to requirements for admission to the University. While many quota/limited access programs admit students only at the junior level, some programs admit students for the freshman or sophomore years. The admission criteria and procedures for quota/limited access programs at USF furnish equal access to A.A. degree holders from Florida public community/junior colleges, A.A. degree transfer students from other SUS institutions, and USF students of equivalent status. Transfer applicants with 90 or more transferable semester hours who are seeking admission to quota/limited access programs must meet the grade point average requirement specified by the program to be eligible for admission to USF.
- USF, with approval of the Board of Regents and the Articulation Coordinating Committee, has established the following undergraduate programs as quota/limited access: Liberal Studies, Mass Communications, Social Work, and the B.A./M.A. Program in Mathematics in the College of Arts and Sciences; all degree programs in the College of Business Administration; all degree programs in the College of Education; all degree programs in the College of Engineering; all degree programs in the College of Nursing and New College. The admissions requirements for these degree programs may be found with other program information in appropriate sections of this catalog.

Minimum Requirements for Admission

Freshman Applicants
To be considered for admission, freshman applicants must submit an SUS Application for Admission, a non-refundable application fee of $20.00, an official high school transcript, official GED scores if applicable, SAT or ACT scores, and a TOEFL score if applicable.

Although USF has minimum freshman admissions requirements, meeting these minimum standards does not guarantee admission. Applicants selected for admission usually exceed the eligibility requirements.

However, USF also considers applicants who do not fully meet minimum requirements but who have important attributes, special talents or unique circumstances that may contribute to a representative and diverse student body. These freshman applicants are considered for admission by a faculty committee on the basis of other appropriate evidence of ability to do successful academic work at USF.

For purposes of admission, USF recomputes a high school grade point average (GPA) based on grades earned in all college preparatory academic courses. In recomputing a GPA, USF assigns additional weights to grades earned in honors and advanced placement courses.

The University normally requires a diploma from a Florida public or a regionally accredited high school or the state-approved General Education Development (GED) diploma. Students admitted under the Early Admission Programs are exempted from this requirement. Other minimum requirements are outlined below:

1. Freshman applicants must submit an official test score from the Scholastic Aptitude Test (SAT) or the American College Test (ACT).
2. For freshman applicants earning a high school diploma, the following college preparatory academic units (year-long courses or equivalents) normally offered in grades nine through twelve are required: four units of English (three of the four must incorporate substantial writing requirements); three units of mathematics (algebra I and above); three units of natural sciences (two of the three must incorporate substantial laboratory requirements); three units of social sciences (history, civics, political science, economics, sociology, psychology and geography); two units of the same foreign language; and four additional units of academic electives. Substitution for any high school unit requirement may be provided for applicants who are hearing impaired, visually impaired, dyslexic or who have a specific learning disability. Documentation of the disability and its relationship to the failure to satisfy the requirement should be submitted with the application for admission.
3. Freshman applicants must meet one of the following to be admitted in good standing:

- A.A. degree holders from Florida public community/junior colleges, A.A. degree transfer students from other SUS institutions, and USF students of equivalent status. Transfer applicants with 90 or more transferable semester hours who are seeking admission to quota/limited access programs must meet the grade point average requirement specified by the program to be eligible for admission to USF.
a. At least a "B" average (3.0 on a 4.0 scale), as computed by USF (an SAT or ACT score must be submitted but no minimum is required); b. A combination of high school GPA (as computed by USF) and admission test scores equivalent to a 2.5 (on a 4.0 scale) and an SAT I verbal and quantitative combined score of 1010 or a comparable composite score on the ACT as indicated in the Admissions Scale below:

**REQUIRED TEST SCORE**

<table>
<thead>
<tr>
<th>H.S. GPA</th>
<th>SAT</th>
<th>SAT I</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.9</td>
<td>860</td>
<td>970</td>
<td>20</td>
</tr>
<tr>
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<td>980</td>
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</tr>
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<td>2.7</td>
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<td>990</td>
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<tr>
<td>2.0</td>
<td>1050</td>
<td>1140</td>
<td>25</td>
</tr>
</tbody>
</table>

*SAT taken after 3/31/95*

c. A GED diploma with an overall percentile score of at least 60 for all five tests and a percentile score of at least 50 on each of the five tests and an SAT I verbal and quantitative combined score of 1010 or an ACT composite score of 21; d. Appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates potential for successful academic work at USF.

4. A first-time-in-college applicant whose native language is not English must present a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing. If otherwise qualified, applicants who present TOEFL scores between 550 and 580 may be considered for admission with the condition that they must take a specified sequence of English courses.

International citizens (non-resident aliens) must also comply with all requirements for admission of international applicants (next page).

5. First-time-in-college applicants seeking admission at the freshman level to a limited access degree program in Engineering must meet additional requirements specified by the program.

**Early Admission Applicants (Freshmen)**

USF provides an early admission program to meet the needs of highly capable, mature high school students. Under the early admission program these students may enter the university as regularly enrolled, degree-seeking students prior to graduation from high school. To be considered for early admission, an applicant must submit an SUS Application for Admission, a non-refundable application fee of $20.00, an official high school transcript, SAT or ACT scores, and a TOEFL score if applicable. The Supplemental Information for Early Admission Form (available from the Office of Admissions in Tampa), and a personal letter outlining reasons for seeking early admission are also required. While early admission applicants are evaluated on an individual basis, those admitted generally present at least a 3.5 high school grade point average (as computed by USF) and a combined score of at least 1300 on the SAT I or a composite score of at least 27 on the ACT. In addition, early admission applicants should be enrolled in a strong college-preparatory curriculum while in high school.

**Undergraduate Transfer Applicants**

Applicants with fewer than sixty transferable semester credits are considered lower-level transfers. Upper-level transfers are those with 60 or more transferable semester credits. The requirements for admission for both categories of transfer students are described below. Regardless of category, grade point averages (GPA) for purpose of admission will be computed based on grades earned in courses that are acceptable for transfer credit.

USF accepts transfer credits only from institutions that are accredited by one of the regional accrediting agencies/committees recognized by USF at the time the credits are earned (See Evaluation of Transfer Credit). All credits earned during the period of time a regionally accredited institution was in a "candidacy" status for accreditation are considered for transfer credit. Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full regional accreditation. For an applicant applying from a non-regionally accredited school, the admissions decision will be based on prior work at a regionally accredited institution.

US courses are repeated at different institutions.

Lower-Level Transfer applicants must meet the following minimum requirements to be admitted in good standing:

1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree-seeking student;
2. Have an overall "C" average (2.0 on a 4.0 scale) in all college-level courses acceptable for transfer credit to USF. (In the calculation of the GPA, incomplete grades are computed as failures and course "repeats" are not forgiven when the grades are repeated at different institutions);
3. Satisfy fully all freshman admissions standards as described in the previous section entitled "Freshman Applicants." (Meeting freshman admission standards is a critical requirement for undergraduate applicants with fewer than 60 transferable credits. Board of Regents rules and policies do not provide exceptions to the required requirements.);
4. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at the post-secondary level (as required by Florida Statute 240.233);
5. Present a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) if the applicant's native language is not English. The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing. If otherwise qualified, applicants who present TOEFL scores between 500 and 550 may be considered for admission on the condition that they must take a specified sequence of English courses.

International citizens (non-resident aliens) must also comply with all requirements for international applicants.

USF also considers applicants who do not fully meet the minimum requirements as stated in #1. and #2. above but who have important attributes, special talents, or unique circumstances that may contribute to a representative and diverse student body. These undergraduate transfer applicants are considered for admission by a faculty committee on the basis of appropriate evidence of ability to do successful academic work at USF. These applicants should also submit appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that supports potential for academic success at USF.
Upper-Level Transfer Applicants
(with 60 or more transferable semester credits)

To be considered for admission, transfer applicants with 60 or more semester credits must submit an SUS Application for Admission, a non-refundable application fee of $20.00, an official transcript from each previous college attended, and a TOEFL score if applicable.

Any transfer student with 90 or more semester hours who designates a desire for admission to a limited access undergraduate program must meet the overall admission GPA criteria of that program in order to be admitted to the University.

Applicants with Associate of Arts (A.A.) degrees from Florida public institutions will be admitted as juniors into the University within curricular, space and fiscal limitations. A.A. degree holders seeking admission to quota/limited access degree programs must also meet all requirements specified by the desired program. The admission of Florida community/junior college A.A. transfer students is governed by the Articulation Agreement between state universities and public community colleges in Florida.

Undergraduate transfer students who have not earned the A.A. degree from a Florida public institution or who have attended another college after receipt of the A.A. must meet the minimum requirements listed below to be admitted in good standing:

1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree-seeking student;
2. Have an overall "C" average (2.0 on a 4.0 scale) in all college-level courses acceptable for transfer credit to USF.
   (In calculation of the GPA, incomplete grades are computed as failures and course "repeats" are not forgiven when the courses are repeated at different institutions.)
3. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at a previous college or university (as required by Florida Statute 240.233). Students who entered a Florida public community/junior college prior to August 1, 1989 and maintain continuous enrollment until the time of their USF entry as degree-seeking students may be admitted without the required foreign language study;
4. Meet the minimum grade point average required by the program if entering a quota/limited access program and transferring 90 or more semester hours;
5. Present a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) if the applicant's native language is not English. TOEFL scores may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing. (The colleges of Business and Engineering normally require the TOEFL score regardless of prior educational background and/or degrees earned.) If otherwise qualified, applicants who present TOEFL scores between 500 and 550 may be considered for admission on the condition that they must take a specified sequence of English courses. International citizens [non-resident aliens] must also comply with all requirements for international applicants.

USF also considers applicants who do not fully meet the minimum requirements as stated in #1. and #2. above but who have important attributes, special talents or unique circumstances that may contribute to a representative and diverse student body. These undergraduate transfer applicants are considered for admission by a faculty committee on the basis of other appropriate evidence of ability to do successful academic work at USF. These applicants should also submit appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that indicates a potential for academic success at USF.

Evaluation of Transfer Credit

1. The receipt and evaluation of transfer credit is the responsibility of the Office of Admissions. The Office of Admissions 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. In some instances, exact course equivalents will also be determined by other colleges which offer the same or similar courses as part of their programs of study.

Transfer students should be prepared with personal copies of their transcripts of all past course work to discuss advisement and placement with the appropriate academic advisor and should contact the college of their major soon after registration so that an official evaluation may be completed.

2. USF will accept credits only from those institutions accredited by one of the regional accrediting agencies/committees* at the time the credits are earned. (See * below for agencies recognized by USF.) All credits earned during the period of time a regionally accredited institution was in a "candidacy" status for accreditation are considered for transfer credit. Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full accreditation.

3. USF reserves the right to deny credit for specific courses. USF does not award transfer credit from two-year institutions that is determined to be occupational or vocational in nature.

4. Associate of Arts (A.A.) degree holders from Florida public accredited institutions will be considered as having met USF general distribution requirements and are automatically awarded 60 semester hours of credit. A course-by-course transfer credit evaluation will be done for all out-of-state and private in-state A.A. degree holders.

5. Effective Fall Quarter 1975, all courses from a Florida Community College/University meeting the same State Common Course prefix and last three numbers as a USF course are automatically transferred and transfer students may not be required to repeat these courses, unless a college age-of-record policy is involved. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses such as dance, acting, vocal, and instrumental music.

6. At least 60 semester hours must be earned from a baccalaureate-granting institution regardless of credit hours transferred from a community/junior college unless the student has received prior approval for waiver of this policy from the college of his/her intended major. This policy does not affect approved articulated programs based on the A.S. degree. For information on the requirements for the specific articulated A.S. degree programs, consult the Office of Adult and Transfer Student Services.

7. Credit will not be awarded for GED tests.

8. 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.

9. The maximum credit for ROTC and military science courses will vary with each college. A student must confer with his/her college advisor to determine the acceptability for his/her major. This was effective Fall Quarter, 1975. ROTC and military science taken prior to Fall, 1975, are not acceptable for transfer credit.

10. A maximum of 45 semester hours of College Level Examination Program (subject and general examinations) credits can be accepted for transfer credit.

11. A maximum of 30 semester hours of extension, correspondence, and military service education credits can be applied toward a degree.

12. Grades earned in transferred courses are not computed in the student's USF GPA except for the purposes of admission to limited access programs, the awarding of honors at graduation, and class ranking of baccalaureate students.

13. International credentials must be evaluated by an independent evaluation service, with associated costs to be paid by the student.
14. A continuously-enrolled USF degree-seeking student must obtain prior written approval from the college of the student's major in order for courses taken at other regionally-accredited institutions to be applied to the USF degree program.


Graduate Applicants
Graduate applicants should refer to the USF Graduate Catalog.

International Applicants (non-resident aliens)
To be considered for admission, international applicants (non-resident aliens) must submit a USF International Student Application for Admission, a non-refundable application fee of $20.00 payable in U.S. dollars, a TOEFL score if applicable, a Statement of Financial Responsibility, undergraduate or graduate admissions test scores as specified for appropriate applicant category, transcripts showing subjects and grades from the first year work to the time of application, and a Visa Clearance Form (if currently in the U.S.). Transcripts in a language other than English must be accompanied by a certified English translation.

International credentials must be evaluated by an independent evaluation service, with associated costs to be paid by the student. Information about recommended and approved independent evaluators is available from the Office of Admissions.

An international applicant (non-resident alien) must meet all admission requirements for the appropriate applicant category (freshman, undergraduate transfer, graduate). Other minimum requirements are as follows:

1. An international applicant whose native language is not English must present a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). This requirement may be waived if the applicant has an A.A. degree from a Florida community/junior college or SUS institution. (The colleges of Engineering and Business normally require the TOEFL score regardless of prior educational background.) If otherwise qualified, applicants who present TOEFL scores between 500 and 550 may be considered for admission with the condition that they must take a specified sequence of English courses.

2. International applicants must be in good standing at the last institution attended.

3. International applicants must submit the USF Financial Statement substantiating availability of financial resources sufficient to cover all educational, maintenance, and personal expenses while attending USF, without financial assistance from the University.

4. International applicants seeking admission to limited access undergraduate degree programs must also meet all requirements specified by the program.

Transient Applicants
An undergraduate transient student is one who comes to the University from another regionally accredited institution and wishes to take courses at USF for one term only before returning to the parent institution. Transient students may enroll at USF as non-degree-seeking students. (See Non-Degree-Seeking Students.)

Honors Program
Superior students may avail themselves of Honors opportunities at USF. University Honors Program-Four Year is designed for first-time-in-college students. University Honors Program-Two Year is designed for transfer or upper-level students.

These exciting programs are grounded in the liberal arts tradition and intended for students regardless of major. The primary goals of University Honors are the development of critical thinking skills, an appreciation of the liberal arts tradition and the development of creative, independent thought. (See complete Program description in Academic Programs and Services.)

Potential University Honors Program-Four Year students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Students typically have 3.50 high school GPAs and 1270 SAT or 28 ACT scores. A number of scholarships are available for Honors students.

Potential University Honors Program-Two Year students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Potential Honors student typically have 3.50 college GPAs and 1270 SAT or 28 ACT scores. A number of scholarships are available for Honors students.

Departmental Honors Programs are available in selected departments that wish to offer Honors-level work for superior students majoring in their disciplines. Requirements vary according to department, but all require the completion of a Thesis. Student enrolled in both University and Departmental Honors are required to complete only one Thesis.

Admission to University Honors is determined by the University Honors Committee and the Director of Honors; admission to departmental Honors is determined by the individual department. Student who satisfactorily complete Honors and graduate with at least an overall GPA of 3.3 and a USF GPA of 3.3 shall be identified as Honors Program Graduates at Commencement as well as on their diplomas and transcripts.

St. Petersburg Campus Honors Program
The St. Petersburg Campus offers an interdisciplinary Campus Honors Program to superior students in all majors who have transferred to USF with or without an A.A. degree. The Campus Honors Committee and Director determine admission to the program. Applications should be submitted to the Director on the St. Petersburg Campus. (See complete Program description in Academic Programs and Services.)

Scholars' Community
The USF Scholars' Community is for students who have earned the distinction 'Florida Academic Scholar' and those admitted to the University Honors Program. Students in the Community who wish to participate in Honors should discuss this with the Director of Honors.

Students in the Community and in Honors have the option of living in Lambda Hall, the Honors residence on campus. Living in Lambda Hall gives students the opportunity to socialize and study with academic peers, enriching the college experience. The Lounge serves as a social hub for students. Organized social activities and social projects are carefully planned for students in the Community. Scholars' Community students are among the first to register each semester. Special advising and counseling are always available to students in the Community.

Other General Information

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 appropriate courses offered in the evening.

Opportunities for Accelerated Progress Toward Undergraduate Degrees
USF 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).
Non-Degree-Seeking Student

Non-degree-seeking student enrollment 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 all levels of 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 undergraduate degree-seeking students may only enroll as non-degree-seeking students 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 Office of the Registrar (Attention: Student Records Area) prior to registration.

Individuals enrolling as non-degree-seeking students who plan to make formal application to the University may not apply more than 14 semester hours toward an undergraduate degree.

Applicants denied admission to USF as degree-seeking undergraduates may not enroll as non-degree-seeking students. Performance in courses taken in this category will not qualify an applicant for admission as a degree-seeking student.

A non-degree-seeking student who has been denied admission to USF is also ineligible for admission to USF as a degree-seeking student at the undergraduate level. If extenuating circumstances contributed to the academic dismissal and the student meets other admissions requirements, a request for waiver of this rule may be submitted to the Faculty Committee on Student Admissions. This rule does not apply to a student who has earned a degree from a regionally accredited institution subsequent to academic dismissal.

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 cross-registration program. Non-degree-seeking students also are not eligible to live in University housing nor to receive financial aid. Non-degree-seeking students are subject to the academic probation and dismissal policy listed in this catalog. Non-degree-seeking students who are academically dismissed from the University may appeal to the Academic Regulations Committee (ARC) through the ARC representative for Academic Support and Achievement/Center for Academic Advising to return. 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 whether any special college requirements exist which must be met prior to enrolling.

NOTE: Prior to registration for classes which meet on campus, all students less than 40 years of age must submit accept.

able proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. (See Immunization Policy.)

Senior Citizen Tuition Waiver

Florida residents who are 60 years of age or older by the first day of a respective semester/term may enroll in certain undergraduate or graduate courses, on a space-available basis, without paying tuition. Academic credit is not awarded, examinations are not required, and grades are not given.

An orientation-registration session is held at the beginning of each semester for the Senior Citizen Tuition Waiver program. Information, registration forms, and advising for senior citizens are available at these sessions or by contacting the Division of Senior Programs for further details.

* See Florida residency requirements in this catalog.

Dual Enrollment (High School)

Dual enrollment in USF classes is open to academically qualified students currently enrolled in high school who are recommended by their guidance counselor or principal. The University has articulation agreements with Hillsborough, Polk, and Broward County school boards to allow high school students to enroll in classes at USF. Please contact your high school guidance counselor for more information or the Office of the Dean of Undergraduate Education, 2002, 4202 E. Fowler Avenue, Tampa, FL 33620-6920.

NOTE: Prior to registration for classes which meet on campus, all students less than 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. (See Immunization Policy.)

Readmission (Former Students Returning)

A former student returning (FSR) is any degree-seeking undergraduate student who has not earned his/her degree, who has not been enrolled at USF in any of the last three terms, and who wishes to re-enroll in the University. Former students returning must be readmitted to the University. In order to be considered for readmission, a former student should file a new Application for Admission with the Office of Admissions by the deadline indicated in the Academic Calendar for the term of requested re-entry. A new application fee is not required.

(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. Be in good standing and eligible to return to the last institution attended as a degree-seeking student;
3. Have achieved a GPA of at least 2.0 on a 4.0 scale on all college-level academic courses attempted at institution(s) attended since last enrolled at USF.

Students who have attended one or more institutions since their last enrollment must request official transcripts of all work attempted at the other institution(s) be sent to the USF Office of Admissions. Acceptability of transfer credits toward completion of USF degree programs will be determined by the college of the student's major.

Prior to registering for classes, former students returning who have been readmitted are required to participate in an orientation program on the USF campus where they will take all or the majority of their courses. Former students returning will receive orientation information after re-admission.

Transient students and non-degree-seeking students are not considered former students returning. These students who wish to enter as degree-seeking students must file an application with the Office of Admissions prior to the deadline listed in the Academic Calendar for the requested term of entry. Former USF students who have earned the baccalaureate degree at
USF or at another institution and who now wish to return to USF to earn another undergraduate degree must file an Undergraduate Application for Admission with the Office of Admissions. No application fee is required. A student may not work on a second undergraduate degree if he/she has been accepted into a graduate program.

**NOTE:** Prior to registration for classes which meet on campus, all students less than 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. (See Immunization Policy.)

**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 counseling offices. This manual, prepared and distributed by the USF Office of Undergraduate Education and 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.

**Articulation Agreement**

An articulation agreement, in effect since April 13, 1971 and later adopted by the Florida Legislature in statute form as Florida law, governs an effective and orderly transfer of Florida community college students into the State University System (SUS).

The agreement defines and establishes the Associate of Arts degree from a Florida public community/junior college as the basis for all articulation rights. Among these guarantees, the following are central to the transfer process:

**Admission into the State University System**

1. A.A. graduates will be granted admission to a university within the SUS, but not necessarily to the university or program of choice.
2. A.A. graduates will have the same opportunity to enroll in a university limited access program as the native university student.
3. Upon transferring to a state university, A.A. graduates will be awarded at least 60 credit hours towards the baccalaureate degree, exclusive of occupational courses and basic required physical education courses.
4. Credits that are part of the A.A. degree earned through articulated acceleration mechanisms, such as dual enrollment, International Baccalaureate, early admission, advanced placement and credit by exam, will be transferable to the state university.
5. As participants in the Statewide Course Numbering System, receiving institutions must accept all courses taken at the transfer institution if the courses at each institution have the same prefix and the same last three digits of the course number.
6. The university catalog in effect the year the A.A. degree student first enrolled at the community college will remain in effect for the student's entire program, provided the student maintains continuous enrollment as defined in that catalog.
7. Once a student has completed the general education core and this fact is noted on the transcript, regardless of whether or not an A.A. degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core. Included in these transfer guarantees is the right of appeal. Students may appeal to the university and to the Statewide Articulation Coordinating Committee. Students who have questions or want more information about the articulation agreement should contact the Office of Adult and Transfer Student Services.
FINANCIAL INFORMATION

Florida Residency For Tuition Purposes
This notice summarizes the provisions of 240.1201 Florida Statutes, BOR Rule 6C-7.05 and University Policy/Procedure concerning Florida Residency for tuition purposes.

In determining residency classification, students fall into one of two categories. They are either independent students (students not claimed on parent’s or legal guardian’s federal income tax statement or whose parents do not provide 50% or more of their support) or dependent students (students, regardless of age, who are claimed as dependents by parent or legal guardian on federal income tax statement or whose parents provide 50% or more of their support).

The law basically requires that a U.S. citizen/permanent resident alien/independent student’s or a dependent student’s parent/legal guardian has established and maintained a LEGAL Florida residence for at least twelve (12) months before the first day of classes of the term for which Florida residency status is sought.

USF is required to obtain documentation of 12 months’ legal residence before a student is classified as a Florida resident for tuition purposes. A student is required to request Florida residency in writing and submit supporting documents no later than the fifth day of classes in the term for which classification is sought.

The following is acceptable, nonconclusive evidence of the establishment of a legal residence in Florida. At least one such document must be dated/issued at least 12 months before the first day of classes of the term for which Florida residency is sought.

1. Proof of purchase of permanent home in Florida.
2. Declaration of Domicile.
3. Florida’s driver’s license.
4. Florida voter’s registration.
5. Florida vehicle registration.
7. Professional/occupational license in Florida.
8. Florida incorporation or other evidence of legal residence in Florida.

PLEASE NOTE: Rent receipts, leases, employment records, tax returns, school/college records are NOT evidence of establishing a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status.

In rare cases, the law allows some students (e.g., military, public school teachers, etc.) who do not meet the basic requirements to be classified as Florida residents for tuition purposes. For more information about exceptional categories, contact the Admissions Office, the Office of the Registrar, or the Office of the General Counsel.

Fees
The levels of the Activity and Service Fee, the Health Fee, and the Athletic fee are determined on each campus by a student fee committee appointed by the President of the University and the Student Government President. The committee includes USF faculty and students with the majority of the committee being students. The fees may be reviewed on a yearly basis.

The following fee schedule applies to all USF students with the exception of those in the Bachelor of Independent Studies, External Degree Program. For information on the BIS Program fees see paragraph 2b below.

Registration fees are assessed in accordance with Board of Regents rules. All fees are subject to change 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) $20.00

2. Tuition
Students will receive a schedule and fee statement at the time they register and each time they drop or add during the drop/add period. This fee statement must be presented when payment is made.

The student is responsible for paying fees in full by the appropriate due date stated in the particular terms "Schedule of Classes." Failure to do so may result in cancellation of the student’s registration. Fees paid by mail must be postmarked by the post office, not office meter stamped, on or before the fifth day of the term. Checks are payable to USF and must be submitted along with the top portion of the final schedule/fee statement.

To avoid a $50.00 late payment fee, all tuition fees must be paid or postmarked by the fifth day of classes. A student whose registration has been cancelled may request registration reinstatement through the fourth week of the term for the academic term. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full by cash, money order, or cashier's check before reinstatement will be affected.

a. 1996/97 Tuition Fee Structure
Tuition Fees are estimated only/subject to change. Tuition Fees are assessed by course level, not student classification.

<table>
<thead>
<tr>
<th>Campus/Course Level</th>
<th>Resident</th>
<th>Non-Resident*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tampa Campus:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0001-4999 Undergraduate</td>
<td>$62.55/hr</td>
<td>$225.46/hr</td>
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<tr>
<td>5000-Over Graduate</td>
<td>$114.47/hr</td>
<td>$366.99/hr</td>
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<tr>
<td><strong>Tampa OU &amp; Off Campus Credit Courses:</strong></td>
<td></td>
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<td>0001-4999 Undergraduate</td>
<td>$57.49/hr</td>
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<td>5000-Over Graduate</td>
<td>$109.41/hr</td>
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<td><strong>St. Petersburg Campus:</strong></td>
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<td>0001-4999 Undergraduate</td>
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<td><strong>St. Petersburg OU &amp; Off Campus Credit Courses:</strong></td>
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<td><strong>New College - Sarasota:</strong></td>
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<td><strong>Sarasota: OU &amp; Off Campus Credit Courses:</strong></td>
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<td>$51.70/hr</td>
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<td><strong>Lakeland: OU &amp; Off Campus Credit Courses:</strong></td>
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</tr>
<tr>
<td>5000-Over Graduate</td>
<td>$103.32/hr</td>
<td>$356.64/hr</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 term.
(2) A lab fee of $6.00 to $15.00 is charged on certain courses. Please consult your class schedule to locate the courses that require the fee and the amount of fee that applies to the course.
(3) 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.
(4) Cashier's Office Hours - Regular Registration - See regular registration dates and times in "Schedule of Classes." Remainder of term Monday through Friday, 9:00 a.m. through 3:00 p.m.
(5) Tuition fee payment should be mailed to: Division of Finance and Accounting University of South Florida 4202 Fowler Avenue, ADM 147 Tampa, Florida 33620-5800

b. Estimated Bachelor of Independent Studies Fees

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Resident</th>
<th>$20.00</th>
</tr>
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<tbody>
<tr>
<td>Independent Study</td>
<td>1st Study Area</td>
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<tr>
<td>Seminar</td>
<td>862.35</td>
<td>3,316.50</td>
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<tr>
<td>2nd Study Area</td>
<td>Independent Study</td>
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<tr>
<td>Seminar</td>
<td>862.35</td>
<td>3,316.50</td>
</tr>
<tr>
<td>3rd Study Area</td>
<td>Independent Study</td>
<td>862.35</td>
</tr>
<tr>
<td>Seminar</td>
<td>862.35</td>
<td>3,316.50</td>
</tr>
<tr>
<td>4th or Inter-area Study</td>
<td>1,724.70</td>
<td>6,627.00</td>
</tr>
<tr>
<td>Total*</td>
<td></td>
<td>$6,898.80</td>
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</tbody>
</table>

*Fees do not include books, on-campus seminars, housing or food service.

c. PACE Fees

Students enrolling in courses through the School of Continuing Education, PACE, normally pay registration costs directly to PACE, not to the Cashier's Office. PACE fees are usually slightly higher than Tampa Campus rates.

d. Off-Campus College of Education Courses

Students enrolling for off-campus (Continuing Education) courses will be assessed fees according to the fee structure "a" above. Continuing Education courses are designated by the "700 series" section number. The "Schedule of Classes," which is printed each semester, should be used as a reference for updated information.

3. Late Registration Fee

All students who initiate (i.e., those students who have not enrolled for any courses during early or regular registration) their registration during the late registration period will be automatically assessed a $100.00 late registration fee.

4. Financial Aid Disbursement

Financial aid checks are mailed to students local address, except for students with disbursement contingencies. Details are available in the Schedule of Classes each term. Financial aid recipients who don't qualify for temporary tuition deferments contracts must pay their tuition by the end of the second week of classes to avoid cancellation of their registration.

5. Cancellation for Non-Payment of Fees

Students not on an authorized deferred payment of fees and who have not paid their tuition fees in full by a specified day (per "Schedule of Classes") will have their registration for that cancelled. This means, specifically, that a student will receive no credit for any courses taken during that term.

6. Intern Certificate of Participation

Students who present Intern Certificates for payment of their tuition fees will have to pay an estimated $4.76 per hour charge for all credit hours taken during the term. By paying the estimated $4.76 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 term.

7. Staff/Staff Employee Waivers

Eligible USF and other State agency employees interested in enrolling for free university courses should obtain a State Fee Waiver Form from their respective Human Resources offices and complete it prior to registering. USF employees may obtain the State Fee Waiver Form from the designated fee waiver approving authority within each college/division, or from Human Resources, SVC 2172. The fee waiver is offered on a SPACE AVAILABLE BASIS ONLY and up to six credit hours per term. Fee Waivers for eligible USF employees can be approved by each college/division fee waiver approving authority, and do not have to be brought to Human Resources for approval. State employees using a fee waiver must register during the designated dates for each term (see current Schedule of Classes). If an employee registers prior to the designated dates, he/she will be responsible for payment of fees.

Courses exempt from the fee waiver include (but are not limited to): thesis, dissertation, directed individual study/research, internship, practicum, one-to-one music/theatre performance, cooperative education, Program for Adult Credit Education (PACE), Lifelong Learning, Continuing Education, correspondence, Distance and Technology Mediated Learning, and any other non-credit or one-to-one instruction courses.

The completed/approved fee waiver should be brought to the Cashier's Office, ADM 131, during the first week of classes. All hours in excess of six must be paid for at the regular rate by the fee payment deadline. Employees should contact the Registrar's Office to ensure compliance with admissions, enrollment, and Florida residency requirements.

8. Tuition Deferral for VA Students

Students receiving VA benefits who have applied in writing no later than the date specified in the "Schedule of Classes" for the deferral in Veterans Services have until a specified date (see Schedule of Classes) to pay tuition in full.

9. Florida Prepaid College Program

Students who are eligible to receive benefits under this plan are responsible for the local portion of fees. These fees are $17.81 per credit hour, including applicable lab fees. This fee must be paid or postmarked by the fifth day of the term to avoid being cancelled or charged the $50.00 Late Payment Fee.

10. Mailing Payments

To avoid cancellation of registration or a $50.00 Late Payment Fee, all fee payments must be postmarked, by the post office not office metered, by the applicable fee payment deadline listed in the Academic Calendar.

11. Returned Registration Checks

A student's current registration is subject to cancellation if the check presented in payment of those fees is returned to the University unpaid. Dishonored fee payment checks must be redeemed within 10 calendar days to avoid cancellation of a student's current registration. A $50.00 Late Payment Fee and a $15.00 administrative charge will be assessed on any registration check returned unpaid to the University.

12. 1995/96 Room Rent for Double Occupancy

Room rent is paid in accordance with information in the Student Housing Contract.

(2 Term Contract)

<table>
<thead>
<tr>
<th>Double Occupancy</th>
<th>Fall/Spring</th>
<th>Spring Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andros Per Term</td>
<td>$1,144/$944</td>
<td>$1,044</td>
</tr>
<tr>
<td>Argos Per Term</td>
<td>$1,144/$944</td>
<td>$1,044</td>
</tr>
<tr>
<td>Village Per Term</td>
<td>$1,154/$954</td>
<td>$1,133</td>
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</tbody>
</table>

13. Meal Plans 1996-97*

There are a variety of Meal Plan options to choose from: The Complete Plan...unlimited access at Crossroads Cafe and $350 flex dollars. Semester Price: $1,115**

The Convenience Plan...Any 100 meals at Crossroads and $350 flex dollars. Semester Price:$915**
Refund of Registration Fee Payment
Release of Registration Fee Liability

The following refunds, less deductions for unpaid debts to the University, are authorized. A Refund Request form must be completed and presented to Cash Collections, ADM Rm 106, in the Division of Finance and Accounting to initiate the refund process. A two-week waiting period is observed for each refund in the event a check is returned.

a. 100% of registration fees and tuition will be refunded if notice of withdrawal from the University is approved prior to the end of drop/add period and written documentation is received from the student.

b. 25% of registration fees and tuition paid less building and capital improvement fees, will be refunded if notice of withdrawal from all courses from the University is approved prior to the end of the fourth week of classes (summer term is prior to the end of the third week of classes) and written documentation is received from the student.

Fee Adjustment Request After Fifth Day of the Term

Effective January, 1989, USF approves a refund of 100% of the tuition and registration fees if a student withdraws or drops a course due to circumstances determined by the university to be exceptional and beyond the control of the student. Requests for fee adjustments must meet one of the conditions below to be considered.

a. 100% of registration fees and tuition will be refunded when a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student. Requests for fee adjustments must meet one of the conditions below to be considered:

1. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s).
2. Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased.

3. Involuntary call to active military duty.
4. A situation in which the university is in error as confirmed in writing by an appropriate University official.
5. Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by letter of explanation and appropriate documentation.

b. Students who receive financial aid and subsequently change their enrollment status which results in a refund in accordance with the University's financial aid programs in accordance with the Financial Aid Policy on Refunds and Repayments.

Payment of Accounts Due the University

Charges against students for loss or breakage of University equipment, books, fines and other charges are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript, diploma, or grades for any student whose account with the University is delinquent. Payments should be brought into the Cashier's Office in the Administration Building or mailed to Finance and Accounting, USF, Tampa, FL 33620 by the appropriate deadline.

Financial Aid

Grants, scholarships, low interest loans and federal work-study are all forms of financial aid. You apply for most financial aid by submitting the Free Application for Federal Student Aid (FAFSA). Since many programs are funded on a limited basis, it is to your advantage to apply early.

Detailed descriptions of the various forms of aid, the FAFSA and application information are available from the USF Office of Financial Aid. You may pick the information up from SVC 1102, the Office of Financial Aid, or you may call (813) 974-3730 and request the information.

Additionally, the Office of Financial Aid maintains a Scholarship Resource Center (SRC) within SVC 1102. SRC has two computer databases, information and materials for applying for a variety of scholarships. You may come to SRC 1102 and use this resource during regular office hours. Financial Aid counselors are available to provide assistance. You can also access FastWEB, a nationwide scholarship search, and USF scholarship information via the World Wide Web. The address is http://www.rmit.usf.edu/enroll/finaid/finaid.htm.

The Office of Financial Aid's web page also allows you to e-mail your financial aid counselor directly, offers a variety of financial aid information from USF and other resources, and "Breaking News" (updated daily) provides you with updates, changes and important details regarding the financial aid application process. If your aid is delayed past the tuition payment deadline, you may receive an automatic tuition deferment, which allows a later tuition payment deadline. Tuition deferment letters are mailed to qualifying students. Short term loans are also available for limited use. The deadline for a later tuition payment deadline. Tuition deferment letters are mailed to qualifying students. Short term loans are also available for limited use. The deadline for a later tuition payment deadline. Tuition deferment letters are mailed to qualifying students. Short term loans are also available for limited use.

Academic Scholarships

Academic scholarships are administered by a number of different offices within the University.

1. All financial aid applicants are automatically considered for scholarships administered through the Financial Aid Office if the applications are considered by the priority deadlines. The different priority deadlines are published each year in the Financial Aid Office Information Bulletin.

2. The Office of Admissions administers a variety of different scholarships for first-time-in-college students and transfer students. All students interested in academic and minority scholarships should contact the Admissions Office directly.

3. The individual colleges of the University (the College of Business, the College of Education, etc.) administer some scholarships directly through the Dean's Office in each college. New students (including new transfer students) are advised to contact the USF Admissions Office first, and then the individual colleges regarding scholarship opportunities. Inquiries regarding scholarships should be directed to the Scholarship Coordinator in the Office of Admissions.
Vehicle Registration and Fees

Motor Vehicles
Students may use properly registered motor vehicles on any University campus. Parking facilities are provided for resident and commuter students. All motor vehicles, motorcycles, and bicycles used on campus must be registered with the campus Parking Services Department. This applies to full-time or part-time, day or evening students. To register a vehicle, a valid staff, student, or employee identification card (which forms the basis for the type of tag to be issued) will be required. State vehicle registration, indicating owner of vehicle, must be shown to the clerk of the Parking Services Department on request. A booklet entitled "USF Traffic and Parking Regulations" will be issued to each student upon registering a motor vehicle. Current registration fees are published annually in the USF Traffic and Parking Regulations.

Yearly fees for students registering after the first term will be adjusted proportionally. Students may park in remote areas for a lesser fee. All annual decals expire on August 31 of the academic year.

Bicycles
There is no fee for registering bicycles. A booklet entitled "USF Bicycle Traffic and Parking Regulations" will be issued to each student registering a bicycle.

Disabled
All staff/students with physical disabilities which impede walking may apply to the Parking Services Department of the local campus for a disabled hangtag. Proof of disability such as a letter from the doctor is required. Persons will receive vehicle registration hangtags free of charge if they are wheelchair-bound, legally blind, hold a current State of Florida Disabled Parking Permit, or have military disability of 50% or greater with V.A. certificate or letter (disabilities, other than wheelchair-bound, will require proof of disability to receive hangtags free of charge). Other disabled registrants will pay the regular fee. Wheelchair-bound registrants are entitled to an exclusive disabled parking space. Other disabled registrants shall share spaces marked Disabled.

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

Special Services

Department of Veterans Affairs (VA) Benefits
USF is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel. VA benefits under public laws now in effect. All degree programs currently offered at USF are approved by the State Approving Agency.

Students who may be eligible for benefits are urged to contact Veterans Services for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office.

To be eligible for full-time VA benefits at USF, undergraduates and non-degree seeking (special) students must enroll for 12 or more semester hours, and degree seeking graduate students must enroll for 9 or more semester hours each normal academic term.

VA regulations require that students take only courses that are applicable to their degree program or other approved program and make satisfactory progress toward their degree. Students should consult the "Veterans Handbook for VA Students" (available at their local USF Veterans Services office) for information on various programs/services, and VA rules and regulations. Under no circumstances will the VA pay benefits to a student taking a course by audit. It is the student's responsibility to inquire concerning all VA rules and regulations and to report any change in status which affects his/her benefits. Veterans Services for information, procedures, and regulations. Under no circumstances will the VA pay benefits to a student taking a course by audit. It is the student's responsibility to inquire concerning all VA rules and regulations and to report any change in status which affects his/her benefits. The Handbook is published annually and is available in the Veterans Services office. The number is 1-800-827-1000.

*See "Resident Status," above
The University of South Florida (USF) is committed to the concept of total student development - intellectual, social, physical, emotional, and moral. The curricular, co-curricular, and extracurricular programs of the University are designed to achieve this end and are presented to offer USF students a wide variety of beliefs, opinions and ideas in an atmosphere of openness where all views may be aired. The programs and activities developed and implemented by the Student Affairs staff at USF are intended to improve the quality of life at the University and to meet the University's goal of total student development. The programs of the University are presented according to the guidelines established by the Florida Board of Regents (Section 6-C, Administrative Code of Florida).

Students who attend the University of South Florida are admitted to the University under guidelines as well as policies and procedures of the University. University officials, and in particular Office of the Vice President for Student Affairs is charged with interpreting the policies of the Board of Regents to students, their families, and others in the University community.

Division of Student Affairs

The Division of Student Affairs is composed of the areas of Enrollment Planning and Management, Academic Support and Achievement, and Student Life and Wellness. The Division is committed to creating a student-focused learning community distinguished by shared purpose, collaboration, open and timely communication, mutual respect, trust and inclusiveness. Student Affairs will provide leadership for a diverse University community, inspire the pursuit of academic excellence through collaborative learning and foster a caring environment that encourages the personal and professional development of students and those who serve them. In partnership with University faculty and staff and the community, the staff will reach beyond individual perspectives to develop lifelong learners who are broadly educated, ethical, open to differences, capable of critical thinking, and who share responsibility for enhancing the human condition. The achievement of this vision will contribute to making the University of South Florida the university of first choice.

Student Affairs staff provide new students and prospective students assistance in gaining information about the University before they arrive on campus during the admissions process. The staff also offers services to the students to help them cope more effectively with the many facets of college life that can affect students' academic work: financial aid, health service, individual and/or group counseling, alcohol/drug education, career planning, placement, procedures for redressing grievances, standards for students' conduct, due process in the event of disciplinary action, and advice and/or assistance in time of trouble. A variety of programs and services are offered by the Student Affairs staff to provide students opportunities to become involved in college life outside the classroom: orientation for new students, residence halls, student organizations and Phyllis P. Marshall Center programs and activities, student government, student publication, intramural and recreational sports, student health education/wellness programs, and events of special interest.

Division of Student Affairs Diversity Statement

The Division will develop a system that will create a learning community where each individual's primary identity is as a person whose worth and value are inherent. Individuals from diverse ethnic, racial, religious and social backgrounds will willingly interact frequently displaying attitudes and behaviors of respect, shared purpose, commitment to common welfare, mutual cooperation and support. In this community all persons will be judged on the content of their character and all individuals will have a voice.

ACADEMIC SUPPORT AND ACHIEVEMENT

Academic Support and Achievement operates under the auspices of the Division of Student Affairs and is responsible for providing academic and personal support to students. The units within Academic Support and Achievement focus on addressing the needs of first-time-in-college students and other students who are undecided about a major or who seek admission to limited access programs. Responsibilities also include the coordination of the University Experience course for freshmen as well as the development and monitoring of support programs and strategies to enhance the academic success of target populations, including students with disabilities, student athletes, students admitted under alternative admissions criteria, and other underrepresented groups.

Center for Academic Advising

The Center for Academic Advising is dedicated to promoting the successful achievement of students' academic goals through comprehensive advising services. The Center's primary responsibility is to provide academic advising to undergraduate students, with a special emphasis on the needs of students entering a university for the first time.

The following services are provided to these undergraduate students: advisement regarding academic policies and programs, assistance in the selection of a major, administration of special programs for at risk or underprepared student populations, and special advisement for minority students. The staff prepares students for entrance into all limited access majors (e.g., Education, Engineering, Business, Nursing, and Mass Communications), and evaluates and certifies all students seeking Associate of Arts certificates.

Student Disability Services

The Student Disability Services Office provides assistance to eligible university students to allow full participation in all academic courses and activities. Services such as readers and notetakers and adaptive equipment are provided through this office. Students are encouraged to contact the office prior to registering for classes to make arrangements for the planning of services.

USF has 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. (See page 10 for further information.)

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.

McNair Scholars Program

The Ronald E. McNair Post-Baccalaureate Scholars Program is designed to prepare economically disadvantaged and underrepresented (Hispanic, African American and Native American) juniors and seniors for doctoral programs. Special emphasis is placed on the recruitment of students with majors in math, engineering, science, public health, communications, humanities, medical sciences and English. However, other disciplines such as education, social sciences and fine arts are considered.

This program encourages graduate students by providing opportunities for academically talented junior and senior level undergraduate students to define their career goals, to engage in research and to develop the personal and professional skills and student/faculty mentor relationships critical to their success at the doctoral level. These students are awarded scholarship stipends when they participate in the Summer Research Institute and during their research internship in their senior year.

Opportunities to attend and present their research at national
and regional conferences are also provided. The criteria for this very competitive scholars program are as follows: 2.8 minimum cumulative GPA, declared major, a minimum of 45 earned credit hours, current enrollment at USF at the junior or senior level, US citizenship, and a completed McNair application with faculty recommendations.

Project Thrust
Project Thrust is a university-wide retention program designed to assist Black undergraduate students at USF in completing their baccalaureate education. Assigned to four of the undergraduate colleges, this retention program specifically aids students who have declared majors. The major role of Project Thrust advisors is to provide students with immediate and long-term assistance necessary to ensure the successful completion of programs within the respective colleges. Throughout the year, Project Thrust provides advising and counseling, tutorial services, and free test preparation workshops.

Personal Excellence Program
Project Thrust's Personal Excellence Program (PEP) provides academic counseling, personal support, social and cultural enrichment programs to all Black first-time-in-college students at the University of South Florida. Throughout the academic year, the program uses strategies and specialized activities to strengthen students' academic skills, improve their ability to function in the campus environment and enhance their self-esteem.

The Personal Excellence Program provides a summer program for students who might not meet all of the University's admissions criteria but have the potential to succeed in college. The program helps to ease the transition from high school to college, establishes a strong academic foundation during the summer term, and exposes students to the full range of university resources and facilities. In the program, students receive a comprehensive summer orientation, individualized academic advising for the Fall Semester, course credit toward graduation, and strategies for surviving the demands of college life.

Student Academic Support System
The Student Academic Support System (SASS) is the State University System computer assisted advising system which enhances undergraduate education. The report produced by this system is available to each undergraduate student through the student advisor, advising office or SUNLINK office and matches the student's academic record against the requirements of the student's degree program. The central SASS office maintains the data and trains appropriate college personnel.

Student Support Services Program
Student Support Services (SSS) is a federally funded retention program designed to provide academic and personal support to alternatively admitted first generation, low income, and physically disabled students. The program provides an opportunity for students who may not meet all admission criteria but whose high school records and test scores indicate the potential to succeed in college.

Students who participate receive personal, academic, career, financial, and tutorial assistance. Special instruction is provided in the areas of English composition, reading, and study skills.

SSS provides a summer program to ease the transition from high school to college, establish a strong academic foundation during the summer semester, and expose students to university resources and facilities. Students receive a comprehensive summer orientation, individualized academic advising, course credit toward graduation and college survival skills.

SSS participants have an opportunity to join the SSS Club which serves as a common unit for students to exchange academic information, plan cultural activities, meet former SSS participants, and conduct fund-raising activities.

ENROLLMENT PLANNING AND MANAGEMENT
The staff of the division of Enrollment Planning and Management strives to provide convenient and effective services to assist students with admissions to the University, orientation to the campus and semesterly services regarding registration, financial aid, scholarships, student employment and grade reporting. Experimental learning, career planning and job placement are vital services to assist students with their career development, degree progress and future employment.

Admissions
The Office of Admissions assists prospective students with securing information about USF. The office is responsible for processing applications for admission for undergraduate, graduate and former students returning. Admissions also reviews transfer credit taken at other regionally accredited institutions for determination of transferability. The Office of Admissions is located in the Student Services Building (SVC) 1036, 813/974-3350. Admission services are also available at all regional campuses.

Adult and Transfer Student Services
In August 1994 the Office of Adult and Transfer Student Services (ATSS) was established to help adult and transfer students feel a valued part of the University Community through advising, advocacy, and centralized services and programs. Services and programs for women—students, faculty and staff—are a special component of ATSS offerings. ATSS staff are responsible for recruiting community college transfers to USF and for sponsoring activities that support transfer and adult students once they enroll. The ATSS Office is located on the Tampa Campus in Room 1001 of the Student Services Building (SVC), 813/974-6444 with business hours from 8:00 a.m. to 8:00 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 9:00 a.m. to 1:00 p.m. on Saturday.

Career Resource Center
The Career Resource Center (CRC) assists students in making the transition from academic life to professional employment. A staff of experienced career specialists are available to help students plan, refine and implement their career goals and job search plan. The CRC also provides information on employment opportunities and creates venues for students to network and interview with local, state and national employers.

The Career Resource Center, located in the Student Services Building, room 2088, is open Monday - Friday from 8:00 am to 5:00 pm. The telephone number is 813-974-2171. Services include:

Individual Career Advising
Appointments may be scheduled with career specialists, who provide assistance in resume/cover letter preparation and critiques, interview strategies, skills identification, self directed job search techniques, networking tips and strategies for tapping into the hidden job market.

Career Development & Job Search Workshops
Workshops, on such topics as resume writing, skills identification, interview techniques, government employment, job search strategies, networking and participating in on-campus interviews, are conducted by the CRC staff each semester.

Part-time Student Employment
Part-time employment provides students an opportunity to earn money while developing employability skills. Vacancies, updated daily, include Federal Work Study, on-campus and off-campus part-time jobs and temporary off-campus opportunities.
Internships

Internship opportunities provide valuable, career-related work experience and a chance to affirm the choice of a career field. All majors are eligible for an internship position.

Cooperative Education (Co-op)

Co-op is a planned and supervised program which integrates practical work experience with a student's academic program. Students may choose an Alternating or Parallel work plan. The Alternating Plan permits students to alternate full-time semesters of work with full-time semesters of study. The Parallel Plan allows students to take classes half a day and work half a day. Participation requires a minimum of 2.5 GPA, completion of 60 credit hours, a minimum (or more) of 21-24 hours before graduation and participation in a mandatory orientation.

On-Campus interviews

Each semester, local, state and national recruiters, from business, industry, health care, finance, entertainment, government, education and non-profit organizations visit campus to interview USF students for employment. Students from all majors, and within 3 semesters of graduation, may participate in on-campus interviews. Participation requires attendance at an On-Campus Recruitment Orientation and submission of a completed 1st Place Electronic Resume Disk, which may be obtained from CRC.

Candidate Resume Referral

Throughout the year employers, who do not conduct on-campus interviews for full-time professional employees, contact the CRC to request resumes of USF students. Upon an employer's request, the CRC electronic database is queried and matching resumes are faxed to the employer. Approximately 11,000 organizations receive USF student resumes each year.

Full-time Professional Employment Vacancies

In addition to the On-Campus Interviews and Candidate Resume Referral, the Career Resource Center also houses local, state and national full-time job vacancies from education, health care, government, business, communication, finance, entertainment, industry, etc. Full-time employment opportunities, updated on a daily basis, are available in Job Vacancy Notebooks, a computerized electronic job database and a telephone JobLine.

Career/Networking Fairs

Each semester, employers participate in various Career/Networking Fairs. These events provide a common ground for the student and employer to network and discuss employment/career opportunities. CRC's Career/Networking Fairs include: Fall and Spring Career Expo, Graduate and Professional Day, Part-time Job Fair, Teacher Career Fair and a Statewide Career Fair.

Employer Information and Videotape Library

The CRC Library maintains current information regarding employer information, in both print and video form. Videos and printed reference materials are also available on resume writing, job search strategies and interview techniques.

Financial Aid

Financial aid counselors and advisors are available to answer questions by telephone and in person.

In addition to providing information and applications for programs directly administered by USF, the Office of Financial Aid maintains a Scholarship Resource Center with information and resource materials about other sources of financial aid. The Office of Financial Aid is located in the Student Services Building (SVC) 1102, 813/974-4700. The Office of Financial Aid can also be contacted through e-mail: finaid@uflc02.ccr.usf.edu. Financial aid services are also provided on all regional campuses.

Orientation

The Orientation Office is responsible for preparing all new undergraduate students and former USF undergraduate students returning for their academic careers at USF. The Orientation program is designed to provide a general orientation about the policies, procedures and services of USF, to provide academic briefings and advising and to assist these students with registration. All new undergraduate students and former students returning who need to be readmitted must attend an orientation program prior to the semester's enrollment.

The Orientation Office provides information tents during the first week of classes, daily campus tours and informational and educational programs throughout the first semester for new students. These programs are designed to assist new undergraduate students with the transition to USF. The Orientation Office is located in the Student Services Building (SVC) 1037, 813/974-3060. Orientation services are also provided on all regional campuses.

Office of the Registrar

Virtually every USF student is a consumer of services provided by the Registrar's Office. Registrar's staff publish and distribute the University Schedule of Classes, coordinate registration activities and services and mail grade reports to students every term. When students need transcripts or require certification of enrollment status, the Registrar's Office is the place to go. Registrar's staff act on student requests for reclassification of residency and process changes of name and student ID number. The Registrar's Office also makes available forms to petition the Academic Regulations Committee (ARC), to request fee adjustments or late registration fee waivers, and a posting of grade forgeries.

The Registrar's Office supports the Student Use Network (SUN) to provide information and services to students via touchtone telephone (SunDial) and computer terminal (SunLink). With their self-declared personal identification numbers (PIN), students can register and drop/add, in addition to getting their grades by telephone. From any computer terminal connected to the University mainframe, students can update their local and permanent addresses, review their USF and transfer credits, get their registration appointment times and see any administrative holds on their registrations, browse the latest version of the University Schedule of Classes, verify their current or future term schedules (with up-to-date meeting information), and view their grades for any term. Student information and services are continually being added to SunDial and SunLink.

The Registrar's Office is located on the Tampa Campus in the Student Services Building (SVC) 1034, 813/974-2000. Records and Registration Offices are also located on every regional campus.

STUDENT LIFE AND WELLNESS

Student Life and Wellness is a subdivision of the Division of Student Affairs. This subdivision is committed to promoting a diverse community characterized by collaboration, open communication, and values that affirm the worth of individuals. Through shared purpose, critical thinking, and life-long learning, the staff will create a wellness-enhancing environment conducive to student development and academic achievement. The staff will strive to provide leadership that develops caring...
citizens who value individual differences, the pursuit of excellence and shared responsibility for enhancing the human condition.

The subdivision of Student Life and Wellness consists of the following Departments:

- **Residence Life**
- **Student Health Services**
- **Counseling Center**
- **Phyllis P. Marshall Center**
- **Campus Recreation**
- **Student Publications**
- **International Students Center**
- **Student Government**
- **Judicial Services**
- **Student Relations**

**Counseling Center for Human Development**

The Counseling Center is a comprehensive, student-oriented facility providing services in educational skill enhancement, career development, and mental health to the USF community. The Center offers individual treatment on a time-limited basis and makes referrals to in-house therapy groups or to community settings for appropriate management of problems requiring longer-term care. All services preserve the confidentiality of students.

The **Career Counseling Service** is designed to assist students in career and life planning. Major emphasis is given to the development of realistic educational and career goals through greater self-understanding, reality-based decision-making, and effective problem-solving. Services include intake evaluation; assessment of abilities, interests, and other relevant characteristics; individual and group counseling; informational services; and consultation. In addition, SIGI PLUS, FOCUS, and CAREER FINDER, computerized career information and guidance support systems, are available to assist students in the process of self-assessment and career exploration. A Career Information Library containing current occupational resources is available for student use.

The **Personal Counseling Service** is designed to enhance the social-emotional adjustment of students who are experiencing stresses that interfere with personal growth and adjustment to university life. Professional counselors seek to enable the student to develop a clear sense of identity, establish autonomy, discover strengths and potential, and become a more insightful, self-directing person. Services, aimed at early detection of potential mental health problems, are as follows: intake evaluation and disposition, crisis intervention, psychological assessment, time-limited individual psychotherapy, couples therapy, personal growth groups, and both time-limited and ongoing psychotherapy groups. Adjunctive services include psychiatric consultation, anxiety management, and skill-enhancement workshops.

The **Reading and Learning Program** seeks to provide students with reading skills and learning strategies necessary for academic success in higher education. Diagnostic services include determining an individual's functioning in reading comprehension and study skills. Additionally, two courses are offered for credit. Advanced Reading and Learning Strategies within Academic Disciplines. Students may request individual sessions focused on the application of learning strategies to academic course work. Each semester a variety of workshops focus on reading and study skill topics, as well as CLAST reading workshops for those students preparing for the CLAST test.

**Testing and Assessment Services** enhance the effectiveness of counseling by providing objective information about students. Tests of abilities, aptitudes, career interests, personality, reading comprehension, study skills, and other complex psychological attributes are maintained in the Center. Additionally, the Learning Disabilities Testing Program receives referrals from the Office of Disabled Student Services and identifies students with specific learning disabilities.

The **Outreach Program** aims at understanding the needs of the University community and developing programs to meet those needs. Structured groups and workshops are provided for students and staff as methods of primary prevention and education. Through a monthly newsletter, columns in the student newspaper, posters, advertisements, and presentations to student organizations and other groups, Center staff provide information about a wide range of mental health and psychosocial issues that concern students.

Specialized programs include the **Center for Alcohol and Substance Abuse (CASA)** and **Vocational Rehabilitation Services**. CASA focuses on research, prevention, and treatment with regard to alcohol and other drug use/abuse. Vocational Rehabilitation services are available for qualifying students and include vocational evaluation, vocational and personal counseling and guidance, coordination of services, training assistance, provision of books and supplies, and treatment.

For more information, call 974-2831 or stop by SVC (Student Service Center) 2124. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday (except University holidays).

**Veterans Services** provides specialized services and programs to veterans, eligible dependents, active duty personnel, and members of the Selected Reserve. The staff assists students with their use of Department of Veterans Affairs (VA) Educational Benefits, and serves as information and referral resource. Veterans Services was established to act as a liaison, whenever possible, between the VA students and the VA or various USF offices in order to help resolve problems. Veterans Services is the point where students submit all paperwork concerning VA Educational Benefits. Programs to help students financially include VA Work-Study Program, VA Deferment of Fees, Advance Payment Program and VA Tutorial Assistance. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday (except University holidays). Under special circumstances, it is possible to call to arrange for an after-hours appointment.

For further information, contact the staff in SVC 2127, or call 974-2291.

**Student Health Services**

Student Health Services (SHS) provides primary health care and health education services to all registered students.

The SHS staff is comprised of licensed general practice M.D.s, registered nurses, an advanced registered nurse practitioner, a board certified physician's assistant, licensed practical nurses and assistants, licensed laboratory technologists, certified health educators, a registered dietitian and administrative personnel.

SHS strives at all times to provide the best possible treatments of care for the university student community.

**Location and Hours**

SHS is located east of the Phyllis P. Marshall Center and north of the Student Services Building. Hours are Monday through Friday 8:00 a.m. to 5:30 p.m. (hours may vary on holidays and semester breaks). SHS is closed on weekends.

**Emergency Services**

During hours of operation, SHS does not provide emergency services. If students require emergency services or medical attention after hours, two nearby facilities are the University Community Hospital (971-6000) on Fletcher Avenue (north of campus) and the Doctor's Walk-In Clinic (977-2777) on Bruce B. Downs Boulevard (west of campus).

**Eligibility and Fees**

SHS provides services to any registered student with a validated student ID card. USF students are assessed a health fee that is included in their tuition each semester. Students taking a semester off or who graduated the previous semester...
may elect to pay a health fee at SHS entitling them to the same benefits as any student who is currently registered.

The Health Fee entitles students to:
- Unlimited visits to the clinic nurse or general M.D.s if ill or injured
- The use of SHS specialty clinics at a reduced cost. Specialty clinics include: Gynecology Clinic, Dermatology Clinic, and Antigen Clinic
- Reduced cost for laboratory tests
- Immunization for measles/rubella can be administered for a nominal fee.
- Access to the Health Education Department. Students may participate in a wide variety of health education and nutrition programs and services at no cost or a reduced fee. Some popular programs include: "Freedom From Smoking" Clinics, Healthy Choices Nutrition Program, REACH Peer Education and the Wellness Resource Center (WRC). Printed materials and videos are also available. Call 974-4936.

Prescriptions
Although SHS does not operate a pharmacy, we do maintain an inventory of frequently prescribed medications, as well as some brands of birth control pills. If the medication prescribed is not available in our inventory, a prescription will be written which can be filled at any local pharmacy. When receiving the prescription, inquire about the local pharmacies which may give discounts to USF students.

Health Insurance
If you do not have health insurance, we recommend you obtain some form of coverage. USF Student Government offers a student health insurance policy for a nominal fee. Applications are available in the Marshall Center, Room 203. For more information, contact the insurance representative at 974-5407.

Health Care
SHS provides screening and evaluations by nurses, examinations by general practice physicians, laboratory work and antigen, dermatology, and gynecology specialty clinics. Student Health Services does act as a day infirmary, but does not provide x-ray, dental, or optometry services. Referrals are available to private facilities which provide these services.

Specialty Clinics
Dermatology - The on-staff dermatologist provides professional advice, diagnoses, and treatment of skin disorders. These may include irritations, allergies, cancer, acne, or infections such as herpes simplex, warts, and fungi.
Antigen - If you require allergy shots, SHS can store and administer your injections. Complete written instructions must be submitted by the prescribing physician for antigen therapy to be approved by SHS's medical director.
Gynecology - SHS full-service gynecology clinic provides comprehensive well woman's care. The Gyn. team includes registered nurses, and a female board certified physician's assistant who specializes in women's health. Services include: annual pap and pelvic examinations, STD testing, diagnosing and treating special problems. Evaluation including colposcopy is available at an affordable price. Birth Control and pregnancy testing also available. Referral available for pertinent woman's health issues.

Health Education Programs
Student Health Services Health Education Department, staffed by professional health educators and a registered dietitian, offers students a variety of health and wellness programs. Counseling is provided for groups and individuals. The following describes some of our most popular programs. All are free and offered upon request, unless otherwise stated.

Cardiopulmonary Resuscitation (CPR) Certification - Adult and community certification are conducted once each semester, and by request for groups. Upon successful completion of this course, participants become certified by the American Red Cross. Participants are required to preregister and purchase the CPR manual.

"Freedom From Smoking" - Offered once each semester, this six-week program, sponsored by the American Lung Association, is designed to help participants "kick" the smoking habit. There is a fee and preregistration is required.

Healthy Choices Nutrition Program - A weight management program designed to help participants develop healthier lifestyles. Preregistration is required.

Wellness Resource Center (WRC) - Wellness is best defined as an approach to achieving positive levels of physical, psychological, and spiritual well-being. Targeting all the dimensions of "wellness", the Wellness Resource Center provides a variety of services to assist the community. WRC is located in the Phyllis P. Marshall Center, Room 150. Call 974-5133 for more information.

Responsible Education and Action for College Health (REACH) - Reach utilizes innovative, non-threatening, educational activities to bring HIV/AIDS and other Sexually Transmitted Diseases, alcohol and Birth Control education to students through their peers.

Wellness Committee - The Wellness Committee consist of USF students committed to promoting health and wellness with programs and activities including an Annual Health & Wellness Week.

SUS Immunization Requirement
As of Fall Semester, 1986, as a prerequisite to registration, the State University System requires all students UNDER THE AGE OF 40 to present documented proof of IMMUNITY against RUBELLA (German Measles). In addition, those students born after 1956 are required to present documented proof of IMMUNITY against MEASLES (Rubeola). According to the Florida Department of Health and Rehabilitative Services, acceptable proof of immunity is as follows:

MEASLES: Students are considered immune to Measles (Rubeola) only if they have documentation as follows:
1. Medical documentation (evidence) of TWO (2) DOSES received at least 30 days apart of live Measles (Rubeola) vaccine received at 12 months of age or older and administered in 1968 or later or,
2. Copy of laboratory serologic proof of Rubeola immune status (Rubeola Titer) or,
3. A written statement by a physician on his stationery which specifies the date seen and states that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101 degrees Fahrenheit or greater, a cough, AND conjunctivitis, and, in the physician's opinion, is diagnosed to have had the 10 day measles (Rubeola).

RUBELLA: Students are considered immune to Rubella only if they have documentation as follows:
1. Medical documentation (evidence) of the live Rubella (German Measles) vaccination received at 12 months of age or older and administered in 1968 or later or,
2. Copy of laboratory serologic proof of Rubella immune status (Rubella Titer) or

PLEASE NOTE: ALL FEMALES SHOULD BE AWARE THAT THEY SHOULD NOT BE VACCINATED IF THERE IS ANY POSSIBILITY OF PREGNANCY.

- Temporary Medical exemptions must be submitted by the attending physician and must include reason for exemption and duration of exemption.
- For religious exemption applications, contact Student Health Services.
- For off-campus term exemptions, contact Registrar 974-2000.

- VACCINATIONS AND BLOOD TITERS AVAILABLE AT STUDENT HEALTH SERVICES.
USF Student Health Services, 4202 East Fowler Avenue, SHS 100, Tampa, FL 33620-6750, (813) 974-2331, FAX (813) 974-5888.
International Student and Scholar Services (ISSS)

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

ISSS at USF (located in the Phyllis Marshall Center) is the main administrative and counseling office for approximately 1100 international students at the university. The ISSS has four main functions: 1) Administrative: the ISSS has many administrative duties including the issuance and maintenance of visa documentation for internationals on campus; 2) Counseling: the staff of the ISSS is trained and experienced in cross-cultural counseling and is able to advise students in the areas of immigration, adjustment to life in the U.S., as well as personal and student issues; 3) Programming: the ISSS develops and implements programs designed to assist international students in their adjustment to life at USF, and these programs include orientation, tax seminars, immigration workshops, and cultural programs; and 4) Community Service: the ISSS is the focal point of community service activity related to assisting international students and scholars, for example the Conversational English Program and the American Mentors Program.

ISSS services also include letters of enrollment and expenses, insurance advising, and numerous social activities (parties, cultural events, International Festival). The ISSS has written information concerning Tampa area activities, transportation and housing, tourist attractions, and Florida driver's licenses.

SUS Health Insurance Requirement for International Students

The Board of Regents of the State University System of Florida requires that all international students have medical insurance in order to register for classes at USF. The Florida State University Systems International Student Health Insurance Requirement is as follows:

At no foreign student in F-1, F-2, J-1, or J-2 non-immigrant status shall be permitted to register, or to continue enrollment without demonstrating that (s)he has adequate medical coverage for illness or accidental injury. An appropriate health insurance policy must have the following elements present:

1. 52 weeks continuous coverage
2. Basic benefits: room, board, hospital services, physician fees, surgeon fees, ambulance, out-patient services and out-patient fees paid at 80% of usual, customary, and reasonable (UCR) charge after deductible is met.
3. In-patient mental health care: 50% of UCR charges with a thirty (30) day cap.
4. Out-patient mental health care: 50% of UCR charges with a $10.00 cap.
5. Maternity benefits: treated as any other medical condition
6. In-patient/Out-patient prescription medication
7. Repatriation: $7,500.00 coverage to return remains to the home country in the event of death.
8. Medical evacuation: $10,000.00 coverage to permit patient to be returned to home country for medical treatment.
9. Exclusion period for pre-existing conditions: six months.
10. Deductible: $50.00 per illness/accident if treatment is given at USF Student Health Services; $100.00 per illness/accident if treatment is given elsewhere.
11. Aggregate cap: $200,000.00 per illness/accident.
13. Coverage must be paid in U.S. dollars.

Students must show proof of appropriate health insurance coverage before registration. An insurance policy is available which is recommended by the ISSS at USF.

Residence Hall Living

The Residence Hall program is an integral part of the total educational experience offered to USF students. Professional staff members and Resident Assistants strive to serve our mission to provide students with intellectual and social experiences in a conveniently located residence hall community supported by a concerned and informed staff to promote a safe, secure, and healthy living-learning environment where individual differences are appreciated and respected.

Whether considering the convenient location, the availability of resources and amenities, or the student-oriented personnel associated with the Residence Hall program at USF, campus living has a lot to offer! Every enrolled degree-seeking student is eligible to live on-campus. A student desiring to live in the Residence Halls is encouraged to apply for housing immediately upon receiving his/her official acceptance letter from USF.

Florida Prepaid College Program participants with a Prepaid Dormitory Contract should note the Prepaid Dormitory Contract number in the space allotted on the Application for Housing Contract.

On-Campus Housing Facilities

Student housing facilities on the Tampa campus are clustered in three centers of community activity - the Argos, Andros, and Village Complexes. Each area provides a core of services for its residents including a central service desk, mail delivery, laundry facilities, snack facilities, and swimming pool. Although the complexes provide the same basic services, they represent distinctly different options in campus living.

The Argos Complex offers traditional student residential living. Gamma houses women and Beta houses men. The traditional living arrangement in these halls provides room accommodations designed for both sleeping and studying. 40-50 residents of a double occupancy living unit or 20-25 residents of a single occupancy living unit share common bath facilities which are cleaned on a regular basis by the hall's housekeeping staff. Each hall also offers laundry and snack machines.

The Andros Complex consists of nine smaller halls with suite arrangements. Delta, Epsilon, Kappa, and the 1st and 2nd floor of Mu (West Wing) house women while Iota, the 1st and 2nd floor of Mu (East Wing), Theta, Eta, and Zeta house men. Lambda Hall houses both men and women and is available exclusively to those students who have been accepted into the University Honors Program. Mu Hall is designated as an International Hall. The suites in Delta, Iota, Kappa, Lambda, and Mu are double occupancy designed to accommodate eight residents: two sharing a bedroom, four sharing a study area, and eight sharing bath facilities. The suites in Epsilon, Eta, Zeta, Theta, and Mu 3rd floor are single occupancy accommodating four residents: one per bedroom and four sharing bath facilities.

The housekeeping staff cleans study areas and bath facilities on a regular basis. The five suites on each living unit also share a small kitchenette/lounge and laundry facility.

The Village Complex consists of 30 individual one story buildings, each containing 10 double occupancy efficiency apartments. These facilities are reserved for students who have attained junior, senior, or graduate class standing or have reached 25 years of age. Each fully carpeted apartment has its own private entry and is furnished with a bed, desk, wardrobe, and bookcase for each resident. A refrigerator, cooking facilities, bathroom facilities, and individually controlled apartment heating and air-conditioning units are also provided. Within the Village Complex, the residents have access to a swimming pool, snack machines, laundromat, and a wooded picnic/barbecue area.

All student housing is air-conditioned. Most rooms are carpeted, and all rooms are furnished with a bed, desk, chair, and dresser, closet, and bookshelf for each resident. All rooms provide basic telephone service and cable TV with a movie channel. Nearby USF dormitory facilities are conveniently located in the Argos and Andros Complexes. Nearby swimming pools as well as basketball, tennis and racquetball courts, await students.
seeking leisure-time recreation. In addition, students have the opportunity to become involved in planning activities for their hall council and the Hall council's location.

For more information, contact the Residence Hall Assignment Office at 813-974-4310. The Residence Hall Assignment Office is open Monday through Friday from 9:00 a.m. to 5:00 p.m.

Off-Campus Housing

The Off Campus Housing Office, located in the Marshall Center, maintains lists of university-area apartments, homes, condos, and other rental properties available to the public. In addition, the agency accepts roommate and rental property listings from private individuals who do not discriminate because of race, color, or national origin. The office is open throughout the year.

Phyllis P. Marshall Center

The Phyllis P. Marshall Center, more so than any other campus facility, serves as a focal point of daily activity for students, faculty, administration, alumni, guests and visitors. Located at the heart of campus at the apex of Cedar Drive, it is the community center of the University, providing a multitude of services and programs. The Marshall Center seeks to add another dimension to the educational experience by providing an environment for informal association outside the classroom.

The Marshall Center was designed with the extracurricular life of the student in mind, to provide a sense of central place and identity for the USF student. It is the place to meet new friends, engage in lively discussions, or take advantage of valuable services designed to improve the quality of life of the USF student. In addition, it is the goal of the Marshall Center to provide meeting space for faculty, alumni and staff, to provide recreational and informational services to the public and to foster a spirit of enthusiasm and community at USF.

The Marshall Center houses a diversity of programs and services: food services, organizational offices, meeting rooms, a Craft Shop, Game Room, study lounges, a travel service, and much more.

The Information Desk, located in the first level lobby, serves as the information center for student activities in the Center and the University. Services available through the Information Desk are discount and other ticket information.

The weekly Elm Street Flea Market is coordinated every Wednesday by the Marshall Center. The Market offers vendors, food and a social atmosphere for students. Other Marshall Center services include a stamp machine and library bookdrop.

Special Events Center

The Special Events Center adds a special dimension of entertainment to the USF Campus. With spacious stage and orchestra areas, auditorium-style seating, exceptional acoustics and high quality lighting equipment, this center is ideal for a wide variety of programs. The 1950-seat center hosts concerts, cultural events, lecture series, musical and theatrical performances, as well as all types of special events, and is also available for private functions. The Special Events Center is connected to the Marshall Center by a Skyway over Cedar Drive.

Student Government

Student Government (SG) is made up of three branches: the Executive (President, Vice President, Cabinet officers and agencies), Legislative (Student Senate) and Judiciary (Student Supreme Court) in which membership is open to any registered student. Student-wide elections occur in April each year. Student Government represents all student interests in programs, plans, policies, and procedures of the University and secures student representation to University governance. The SG office oversees the Activity and Service Fee Fund, which is allocated to student organizations and supports several services which SG offers. SG's agencies include SAFE Team, Computer Services, Sobberide, Student Information Services, and the Homecoming Steering committee. Student Government will assist students with any type of grievance by acting as a liaison between students and University administration. To find out more information, please contact the Student Government Office in the University Center, room 203 or call 974-2401.

Student Organizations

The Office of Student Activities on the second floor of the Marshall Center provides advising and activities for students to experience growth outside the classroom setting. This office is an outlet for students to learn emotionally, intellectually, and physically while participating within a group. Services are provided to more than 270 student organizations. Traditional USF activities such as Honors Week, Greek Week, and Student Organizations Showcase are coordinated through this office. The Student Organization Advisory Board (SOAB), an all-student committee, is made up of students representing the various organizations and serves as a resource to all organizations in regard to their programs, problems and general welfare. The Campus Activities Board (CAB) is a unique programming organization. Made up entirely of student volunteers, the CAB offers students the opportunity to participate in planning and implementing a variety of programs for the University while developing valuable skills in marketing, budgeting, and program planning. Professional advisors are also available to counsel students for their programming needs.

Clubs and Other Organizations

The clubs, councils, and organizations formed by students represent a wide variety of interests. With over 270 student organizations, the Tampa campus of USF has groups organized for all types of activities.

New organizations are continually being formed. Professional staff members are available to assist individuals forming an organization, and to advise registered groups. For a current list of all organizations, or information on forming a group, contact the Office of Student Activities, located on the second floor of the Marshall Center.
Academic

Academic organizations have grown and will continue to grow as the needs of students studying in each of the academic disciplines increase. These groups include Aficana Studies Club, Anthropology Club, Association of Computing Machinery, Association of Library and Information Science, Association of Marketing Students, Association of Medical Science Graduate Students, Association of Minority Communicators, Colloquia for Literature and Linguistics, Economics Club, Engineering Transition Society, Geography Club, Geology Club, Graduate Business Association, Marine and Life Science Consortium, Mathematical Association Student Chapter, Microbiology Club, Minority Organization of Students in Education, National Student Speech Language Association, Minority Organization of Students in Education, Phi Mu Alpha Sinfonia, Religious Studies Community Forum, Sigma Alpha Iota, Social Sciences Education Club, Student Council for Exceptional Children, Student Finance Association, and University Psychology Association.

Councils

Various councils exist on the Tampa campus. Several of these councils unite organizations or people with similar purposes. Others represent specific colleges at USF and coordinate academic, honorary, and professional organizations within their colleges. Councils present on campus include Architecture College Council, Argos Events Council, Arts and Sciences Student Council, Black Panhellenic Council, Black Student Union, Business College Council, College of Education Student Council, College of Medicine Student Council, Cooperative Education Advisory Council, Council of Honor Societies, Engineering College Council, Graduate Student Association, Honoring Student Council, Interfraternity Council, Latino Student Council, Organization of Student Representatives, Panhellenic Council, and Public Health Student Association.

Greek

There are currently 20 national fraternities and 11 national sororities on the Tampa campus. These organizations provide a variety of social, educational, service, and recreational programs for their members. Support for these programs is coordinated through the Interfraternity Council, Panhellenic Council, and Black Panhellenic Council with the advice of faculty and staff members.

Eleven membership is open to any student through a program called Rush. Rush serves as an introduction to Greek life, allowing students to meet members of fraternities and sororities in formal and informal settings. Interfraternity Council Rush is held the first week of school in both the Fall and Spring semesters. Black Panhellenic rush varies among each chapter. Panhellenic holds formal Rush the week prior to Fall Semester.

The sororities include Alpha Delta Pi, Alpha Kappa Alpha, Alpha Omicron Pi, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Sigma Theta, Kappa Delta, Gamma Rho, Sigma Tau, and Sigma Lambda Gamma.

The fraternities include Alpha Epsilon Pi, Alpha Phi Alpha, Alpha Tau Omega, Beta Theta Pi, Chi Phi, Kappa Alpha Psi, Kappa Sigma, Lambda Chi Alpha, Phi Delta Theta, Pi Kappa Alpha, Omega Psi Phi, Sigma Alpha Epsilon, Sigma Mu Alpha, Sigma Chi, Sigma Lambda Beta, Sigma Nu, Sigma Phi Epsilon, Sigma Tau Gamma, and Zeta Beta Tau.

The Greek recognition society is the National Order of Omega.

Honor Societies

Honor societies recognize outstanding students for their scholastic or service achievements. Membership in honor organizations is usually by invitation. Honor organizations include Alpha Epsilon Delta, Alpha Phi Sigma, Alpha Pi Mu, Arts and Science Honors Society, Beta Alpha Psi, Chi Epsilon, Gamma Theta Upsilon, Golden Key, Kappa Delta Pi, Mortar Board, Order of Omega, Phi Eta Sigma, Phi Kappa Phi, Phi Sigma Iota, Pi Alpha Alpha, Pi Gamma Mu, Pi Sigma Alpha, Psi Chi, and Tau Beta Pi.

International

International student organizations help meet the needs of international students and to increase the awareness of the University and the community about international students. International organizations include Association of Filipino Students, Caribbean Cultural Exchange, Chinese International Cultural Exchange Club, Chinese Students Association, Italian Club, Friendship Association of Chinese Students and Scholars, German Club, Hellenic Student Association, International Festival Planning Committee, Korean Student Association, Latin American Student Association, Muslim Students Association, National Students Support Council for Africa, Odin Associates, Persian Cultural Society, Spic Macay, Students of India Association, Turkish Students Association, and Vietnamese Student Association.

Political

Organizations for political and social change include College Republicans, College Democrats, Conservative Society, and Youth for Gramm.

Professional

The professional societies at USF focus their groups on profession oriented needs and interests of students. They include Accountants National Black Association, Advertising Club, American Chemical Society, American College of Health Care Executives, American Criminal Justice Association, American Institute of Aeronautics and Astronautics, American Institute of Chemical Engineers, American Medical Association, American Medical Student Association, American Medical Women's Association, American Society of Civil Engineers, American Society of Mechanical Engineers, Association of Students for Public Administration, Black Graduate and Professional Student Organization, College Music Educators Conference, College of Nursing Student Council, Delta Sigma Pi, Family Practice Student Organization, Florida Engineering Society, Florida Medical Association, Graduate International Business Board, IEEE Computer Society, Institute of Electrical and Electronics Engineers, Institute of Industrial Engineers, Legal Brief, Mathematics Education Club, Management Information Systems Society, Minority Preprofessional and Sciences Society, Pi Mu Epsilon, Pre-Dental Society, Pre-Nursing Society, Semper Fi Club, Campus Advance for Christ, Campus Bible Fellowship, Catholic Student Union, Chi Alpha, Dynamis, Fellowship of Christian Students, Friends of Israel Gospel Ministry, International Fellowship, Intervarsity Christian Fellowship, Latter Day Saints Student Association, New Generation Campus Ministry, Pagan Allied Network, Students of Biblical Research, Winner's Circle, Young Israel Jewish Student Union, and Young Life Leadership.

Service/Resource

The many service/resource organizations at USF provide volunteer services and functions for the University and Tampa Bay area. The service/resource organizations offer aid and
The Campus Recreation Program is designed to provide opportunities for participation in a wide variety of sports and recreational activities for the entire University community.

The Campus Recreation Department offers five distinct divisions: informal recreation, outdoor recreation, intramurals, fitness/noncredit instruction, and sports clubs. The informal recreation division administers all recreational facilities. The division assists groups in reservations and ensures availability of recreational facilities for informal, drop-in use. Facilities include indoor and outdoor pools, gymnasium, weight room/activity rooms, tennis courts, racquetball courts, intramural fields, and jogging trail. Injuries occurring in any of the Campus Recreation programs are not covered by the University or the Campus Recreation Office.

Through the fitness/noncredit instruction division, students have the opportunity to take a wide variety of noncredit classes ranging from aerobics to scuba. Also, the new Campus Recreation Center offers the opportunity to work out in a state-of-the-art weight room as well as participate in racquetball on six new 4-wall courts.

The Outdoor Recreation Division offers students the opportunity to become involved in adventure trips (sailing, hiking, canoeing, skiing, etc.) as participants or as group leaders. The division also administers a fully equipped outdoor rental center and resource center. In addition, the division is responsible for the USF Riverfront Park, a complete riverfront recreational site located on the Hillsborough River.

The Intramural program offers competitive and recreational tournaments in a variety of sports and recreational activities. The activities represent a broad selection of sports, varying from those of a noncompetitive type and include individual, team, and aquatic sports.

The sports clubs program supports student-organized groups ranging from aerobics to yoga. The sports clubs provide for instruction, recreation, and competition in various sports activities.

Information about any of the above activities can be found at the USF Campus Recreation Center, located directly northeast of the Sun Dome, or by calling 974-3177.

**STANDARDS AND DISCIPLINE**

Just as the University maintains high standards of academic performance, the members of the University community 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 for the academic and personal freedom within the University community.

Self-discipline and sensitivity to the rights and interests of others are the principal elements of University discipline. The University reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community.

Disciplinary procedures are followed when a student fails to exercise his/her responsibility in an acceptable manner or commits an offense as outlined in the student handbook. The University disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information in one's own behalf, to seek counsel in one's own best interest, and the right of appeal. Students are entitled to participate in the development of standards of conduct supporting their interests in the purpose of the University. The University Judicial procedures are described in the student handbook.

Students have often asked for advice on standards of dress and personal appearance. The University does not have a formal dress code but campus attire is expected to be appropriate for the activity in which the individual is engaged.

**Grievance Procedure**

In order to assure students the right to redress of grievances, the Office of Student Relations is responsible for a grievance procedure involving non-academic matters. Any student may file a question, complaint, or statement of grievance in the Office of Student Relations, in person or in writing. A course of action or other answer will be given by the Associate Dean for Student Relations, as soon as possible. For academic grievances, the student should see the college dean in which the cause for the grievance occurred.
OTHER STUDENT SERVICES

Intercollegiate Athletics

USF fields 18 intercollegiate sports for men and women, all at the NCAA Division I level. Men may compete in basketball, football, soccer, cross country, indoor and outdoor track, golf and tennis. On the women's side are basketball, softball, tennis, golf, cross country, indoor and outdoor track, soccer and volleyball.

The school became a charter member of Conference USA in 1995. The athletic facilities at USF are also second to none. The Sun Dome, opened for the 1980-81 basketball season, is undoubtedly one of the most unique and dynamic multipurpose facilities in the Southeast. Lighted stadiums for the school's softball, baseball, soccer, and track team provides pleasant conditions for both the athletes and the spectators. The school also has a 16-18 hole championship golf course, and varsity tennis courts.

University Bookstores

The on campus bookstores are owned and operated by the University of South Florida and are a self-supporting auxiliary. The primary function is to extend services to the students, faculty and staff of the university as well as alumni and visitors. The University Bookstore and Office Stores are the major stores on the Tampa Campus. A Health Sciences Bookstore (MDC 1021) is located near the USF Medical Center Complex and the St. Petersburg Campus Bookstore (Coquina Hall 101) services the Bayboro Campus. VISA and MasterCard are accepted at all stores (except Office Stores). The USF Card may also be used for purchases in the Tampa University Bookstore. Visit our Web site at http://www.ps.usf.edu

University Bookstore - The USF Bookstore is located off West Holly Drive, just west of the USF water tower. This facility offers a wide variety of merchandise, including: all course-required supplies and textbooks for students in all colleges; a complete selection of writing instruments, paper, binders, and other supplies; calculators; the most recent fashions in college clothing; class rings; imprinted souvenirs and gifts; and, novelty items. In addition, Macintosh and IBM computers as well as the most popular software applications are available at greatly reduced educational pricing available only to USF students, faculty and staff members.

The Textbook Department offers new and used textbooks, study guides and workbooks and some reference books. Personnel are available to assist finding and/or ordering course texts. A continuous Buyback program offers a source for the selling of used textbooks.

The General Book Department features study aids, technical and professional books, test preparation guides, and the latest in trade books. "Books in Print" CD-ROM is utilized for ordering special titles. Sale books and gift items are also regularly stocked.

The USF Bookstore is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. During the beginning of each term, the store has extended hours and additional registers open to provide the fastest service possible. Ample parking is available.

Office Stores - Office Stores, located to the north of the USF Bookstore parking lot, provides office supplies to campus offices and student organizations. Purchases by campus departments with account numbers are made by completing a Uniform Charge Document form signed by the accountable officer. These charges are billed monthly through the central billing system. A delivery service to campus addresses is available and special items not normally stocked may be ordered through office supply catalogs.

Health Sciences Bookstore - Located in the Medical Center (MDC 1021), the Health Sciences Bookstore offers medical textbooks. Supply items, greeting cards, clothing, candy and other items are also provided. The Health Sciences Bookstore is open Monday through Friday from 8:00 a.m. to 4:55 p.m.

St. Petersburg Bookstore - The USF Bookstore at the St. Petersburg campus is located in Coquina Hall 101 and offers textbooks for St. Petersburg classes, general books, clothing, school supplies and a variety of general merchandise items. Store hours are from 9:00 a.m. to 6:00 p.m. Monday through Thursday and Friday from 9:00 a.m. to 5:00 p.m.

University Dining Services

Campus Dining...

Be part of the scene. Dining Services at USF is managed by the Marriott Corporation. Marriott is the leader in the industry providing services at over 500 colleges and universities around the country. Here at USF, we have a tremendous variety of exciting dining options to meet the needs of today's college students.

Crossroads Cafe' (Andros Center)
"Crossroads" is our traditional "all you care to eat" restaurant serving lunch and dinner, Monday through Friday and brunch on Sunday and features an exciting blend of several food concepts.

Subway
Two locations on campus, Cooper Cafe' and the Argos Food Court. The Place...Where fresh is the taste.

Pizza Hut Express
Located in the Argos Food Court...Makin' it great!!

Taco Bell Express
"Run for the border" to the Tampa Room located in the Phyllis P. Marshall Center.

FireHouse Grill
Three convenient locations on campus...College of Business, The Tampa Room (Marshall Center) and the Argos Food Court.

Burgers, chicken sandwiches, fries and a whole lot more.

Sub Connection
Located in the Tampa Room (Marshall Center). Make the "connection" for your favorite sub sandwiches.

Rocky's Pizza
Located in the Tampa Room (Marshall Center). Fresh dough pizza served by the slice.

Sweet Sensations
Located in the Marshall Center lobby. We have a wide array of baked goods and snacks to satisfy your sweet tooth. Try our delicious gourmet coffee.

Express
A daily variety of specialty salads for the health conscious. Express selections are available in the Tampa Room, the Argos Food Court, and the snack bars in the College of Business, College of Engineering and the Library.

The Corner Grocery
Just run out of laundry soap? Got the munchies? The Corner Grocery has it all. Located in the Argos Center next to the Argos Food Court.
Weight Watchers
The same Weight Watchers items you can get in the grocery store. Now available in the Tampa Room (Marshall Center).

Francesco's
Delicious Italian cuisine on the fourth floor of the Phyllis P. Marshall Center. Stop by for lunch and check out the view.

Whether you are a resident student or you commute, there are choices to meet your needs. For more information, stop by the Dining Services office located in the Argos Center or call (813) 974-4385. See our homepage, http://www.ps.usf.edu/dining

Food and vending contract services are managed by the Division of Auxiliary Services.

USFCard
The USFCard is the official I.D. card of the University of South Florida. University policies require that all student, faculty and staff members carry the USFCard while on campus. Students may be denied services if they do not have one. The USFCard may also be used to make purchases from on-campus copiers, snack and vending machines equipped with card readers. Value can be added to the vend stripe at Cash-to-card machines located around campus and at most coin/card copiers in the Library. This eliminates the need to carry coins and even saves money. If a student has an account with the USF Federal Credit Union, the USFCard can be used as an ATM card. The USFCard can also serve as a campusMCI calling card. For additional information: http://www.ps.usf.edu/
ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA - 1996/97 UNDERGRADUATE CATALOG

The Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of the Registrar about general questions concerning academic policies and procedures of 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.

Academic Regulations and Information

Semester System

USF operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See academic calendar for appropriate dates.

Academic Load

The maximum load of an undergraduate student is 18 hours (Fall & Spring semesters) and 14 hours (Summer Term) unless approval is received from the dean or an authorized representative of the student's college. Students classified as Undecided must receive approval from the Center for Academic Advising. In the Fall or Spring Semester 12 hours is the minimum load for a student to be considered as full-time.

FULL-TIME UNDERGRADUATE STUDENT DEFINITION FOR SUMMER TERM

Sessions "A" & "B" (6 weeks)

For: Academic purposes

6 hours or more each session

Students must enroll for 12 hours (undergraduate) in any combination of Sessions "A", "B", and "C".

Session "C" (10 weeks)

For: Academic purposes

9 hours or more

Students must enroll for 12 hours (undergraduate) in any combination of Sessions "A", "B", and "C".

Students receiving Veterans' Administration benefits should confirm their Summer Term enrollment with the Office of Veterans' Services or Veterans' Coordinator.

Undergraduates may not enroll in 6000-level courses or higher without approval of the college department in which the course is offered.

Availability of Courses

USF does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses, for example, may be offered only in alternate semesters or years, or even less frequently if there is little demand.

Transfer of Credit To USF

USF will accept credits only from those institutions accredited by one of the accrediting agencies/commissions recognized by USF. However, USF reserves the right to deny credit for specific courses. The receipt and evaluation of total transfer credit are the responsibility of the Office of Admissions. The college of the student's major will determine which courses are applicable toward a specific degree and will assign equivalent courses (see Evaluation of Transfer of Credit under Admissions and Related Matters).

USF subscribes fully to all of the provisions of the statewide Articulation Agreement (Rule 6A-10.024) and strongly recommends that students complete the associate of arts degree, or in certain pre-approved areas the associate of science degree, before transferring. Special details for students who do not plan to complete the associate degree requirements are available from the Office of Admissions. Also, all transfer students should refer to other entries about undergraduate transfers in the Admissions section of this catalog.

Former Student Returning

The Office of Admissions will evaluate the acceptability of transfer credits taken at regionally-accredited institutions since last enrolled at USF. The college of the student's major will determine which courses are applicable for his/her major. In some instances, exact course equivalents will also be determined by other colleges which offer the same or similar course(s) as a part of their programs of study.

Continuously Enrolled Degree-Seeking Student

The Office of Admissions will determine the acceptability of transfer credits taken at regionally-accredited institutions while enrolled at USF as a continuing, degree-seeking student. However, PRIOR WRITTEN APPROVAL MUST BE OBTAINED from the college of the student's major if these credits are not to be applicable to the USF degree program. A properly-executed Transient Student Form or Cross Enrollment Form should be used for this purpose.

Registration for Admitted Degree-Seeking Students

Continuing degree-seeking students register by appointment for their next semester's courses during the preceding term, either in person or by telephone. Appointment times and instructions for all registration periods are published in the Schedule of Classes for the appropriate semester.

Prior to initial registration, all newly admitted undergraduate students and readmitted former undergraduate students returning are required to participate in an orientation/academic advising program on the USF campus where they will take all or the majority of courses. Newly admitted students and readmitted former students returning receive Orientation/Advising/Registration instructions from the USF Office of Orientation.

Registered students may make schedule adjustments in the regular registration period during the preceding term or in the drop/add period during the first week of classes. (Deadline information is available in the Academic Calendar.)

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A $100.00 late registration fee is charged during this week. (See the section on fees for additional information and the appropriate term's Schedule of Classes for dates.) To avoid cancellation of registration, fees are due and payable for all registered courses by the end of the first day of classes (end of drop/add period). (See Academic Calendar for dates.)

NOTE: Prior to registration for classes which meet on campus, all students who will be less than 40 years of age at the beginning of the term must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. (See Immunization Policy.)

Academic Advising for Admitted Undergraduate Students

USF 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. For students who have been admitted to the University, an academic advising office is maintained in each of the six colleges offering baccalaureate degrees as well as in the Center for Academic Advising. This latter office serves also as an initial point of contact for non-admitted, prospective, and/or non-degree seeking students who need information about the University's academic structure. Students are cautioned that admission to the University does not imply admission to all the programs and courses offered by the individual colleges; this is especially true with respect to colleges with limited access programs. Colleges such as Business, Education, Engineering, and Nursing have been designated as limited access colleges
and require completion of certain prerequisites before a student may declare a major in one of them. It is important that students check the college section of the catalog for advising and admission requirements. Students planning to enter a limited access program should be aware that their admission by the college may be denied or delayed and should be prepared with alternative plans of action.

Lower-level transfer students (entering the University with fewer than 60 semester hours) and upper-level transfer students (entering with 60 or more semester hours) who do not meet the requirements of a limited access major are assigned initially to the Center for Academic Advising for advising. In the case of non-limited access colleges, students may declare a major by completing a form in the appropriate college advising office, usually during one of the orientations required by the University. Students who do not wish to declare a major or who cannot meet the necessary prerequisites of a limited access major are advised by the Center for Academic Advising. Upper-level transfer students (entering the University with 60 semester hours or more) who meet the admission requirements of a major are assigned to the college of that major for advising. A student must declare a major no later than the end of the junior year (90 semester hours).

It is necessary that all students determine their appropriate college and attend the appropriate University-mandated Orientation Program. The purpose of this initial contact is to assign an academic advisor and to provide the advising information which assists it in collecting and maintaining the necessary records to assure the student's proper progress toward education goals. Transfer students should bring an unofficial or student copy of their transcript(s) at the time of orientation.

All students are encouraged to establish an advising relationship with a college or the Center for Academic Advising and periodically visit their advisors to keep abreast of any policy, procedural, or curriculum changes which may affect them. In fact, some colleges require advisor approval of student programs each semester.

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.

**Course Attendance at First Class Meeting**

This policy has been put into effect so that USF may effectively utilize classroom space and to insure that all students have maximum opportunity to enroll in classes where demand exceeds availability of seats.

All students are required to attend the first class meeting of undergraduate courses for which they registered prior to the first day of the term. Names of students who register prior to the first day of the term are printed on the first class roll for each course section. The first class roll is used by professors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department prior to the first class meeting to request waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes will not be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor. To avoid fee liability and academic penalty, the student is responsible for insuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.

This policy is not applicable to courses in the following categories: Bachelor of Independent Studies (BIS), Programs for Adult Credit Education Program (PACE), Open University (TV), FEEDS Program, Off-Campus Term (OCT), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed research, special study, individual research, thesis, dissertation, internship, practicums, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.

**Add/Drop Policy**

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 Schedule of Classes for detailed instructions and dates.

**Drops**

A student may drop a course(s) during the regular registration and drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

Effective Fall, 1996 a student may also drop a course(s) between the second and fourth week of the semester (except for Summer Sessions see Class Schedule for dates), with the following limitations: From 0-59 cumulative semester hours (classification "1" and "2") the student is limited to three drops; from 60 cumulative semester hours (classification "3" and "4") to end of the undergraduate degree a student is limited to three drops. Students classified as "5" are limited to three drops. Non-degree seeking students (special students) are treated as lower-level undergraduate students and are limited to only three drops while they are classified as either non-degree or degree-seeking lower-level students. [Regardless of student classification, courses at the 5000 level or above are not counted as part of this drop limitation policy] Additional drops above these numbers will result in an automatic "F" ("U") grade. Registration fees must be paid for all class roll classes after the first week, and the academic record will reflect a "W" grade for the dropped course(s) that are within the limitations of this policy. Courses dropped after the nine week deadline (see Academic Calendar for date) will result in an automatic "F" grade. Students may not continue to attend classes once they are dropped.

Appeals for additional drops will be made to the Academic Regulations Committee representative in the appropriate college or Undergraduate Studies. Further appeal is to the Academic Regulations Committee.

Total withdrawals from the University are not counted as part of the drop limitation policy.

**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 an audit and his/her presence in the classroom is as a listener. A student must register to audit courses during the late registration period. (No audit registrations are processed during the regular registration periods.) Fees for audit are the same as for full enrollment for credit except out-of-state tuition is not charged. See University Schedule of Classes for detailed instructions and dates.

**Cancellation Before First Class Day**

Students may cancel their registration by notifying the Office of the Registrar 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 and Accounting.

**Withdrawal**

A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals until the ninth week of classes. Students withdrawing after the ninth week of classes in the Fall and Spring Semesters are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for the Summer sessions are listed in the Academic Calendar and are published in the Schedule of Classes for the Summer Term. Students who withdraw may not continue to attend classes.
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.

Transcript Information
NOTE: Effective February 1, 1996, there is a $5.00 per copy charge for transcripts.

Transcripts of a student's USF academic record may be requested by the student through the Office of the Registrar. 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 the Registrar. By law, the request must include the student's signature and date. In order for transcripts to be issued, the student must have no financial obligations to the University. Transcripts are normally mailed/ready for pick-up within two working days after the request is received. USF Transcript Request forms are available in the following offices: Tampa Campus Registrar's Office, regional campuses' Records & Registration offices, and all campuses' Cashier's offices.

Letter requests must include: (1) date of request and student's current address; (2) student ID number and full name; (3) name and complete address of recipient; and (4) number of copies needed and the student's signature. If grades for the current term are needed, clarify indicate that the transcript request is to be held for grades to be entered.

To order transcripts by mail, send payment (check or money order only) and Request Form or letter to:
Transcript Clerk, Registrar's Office
USF - SVC 1034
4202 E. Fowler Avenue
Tampa, FL 33620-6950

To order transcript in person, hand-carry payment (check, money order or cash) and Request Form or letter to a USF Cashier's Office at any of the following Campus locations:
Tampa - ADM 131
St. Petersburg - Davis Hall, Rm. 129
Sarasota - Lobby, Building D
Lakeland (Drop Box) - Bldg. E, Rm. 2127

Transcript request forms are available in these locations. Students may complete the request process in one stop at the cashier's offices.

College Level Academic Skills Test
The College Level Academic Skills Test (CLAST) is a part of Florida's system of educational accountability. CLAST is a state-mandated achievement test that measures attainment of communication and mathematics skills expected of students completing their sophomore year in college. These skills were identified by the faculties of community colleges and state universities and adopted by the State Board of Education. A student must pass the CLAST to receive an Associate of Arts or a baccalaureate degree from any Florida public institution.

Students who have already earned a baccalaureate degree from a regionally-accredited institution are exempt from the CLAST requirement at USF.

The State Board of Education has established minimum CLAST score standards for the awarding of the Associate of Arts degree and for the Bachelor's degree from October 1, 1992 as follows: Reading, 295; English Language Skills, 295; Mathematics, 295; and Essay, 6.

CLAST may be taken by undergraduate, degree-seeking students who have earned 18 semester hours or the equivalent and who apply to take the test on or before the deadline established for registration. Students at USF are required to take the CLAST by the time they complete 45 semester hours. First-time-in-college and lower-level transfer students are encouraged to take the CLAST as early as possible.

Students must take the CLAST the first semester they are enrolled as degree-seeking students if they have already exceeded the 45 hours from previous institutions.

If one or more subtests of the CLAST have not been passed by the time a student has reached 70 semester hours, the student may not register for classes until he/she has scheduled to take a remedial course or workshop covering the content of the failed subtest and has registered for CLAST. A student is required to participate in remediation for only one failed subtest per term. Classes may be withdrawn for failure to attend the scheduled remediation.

If the student has completed 96 semester hours and has not passed all four subtests, he/she will be allowed to register only for preparatory courses until he/she has successfully completed CLAST.

Please Note: Several options for meeting the CLAST requirement are available. The Board of Education Rule governing this policy had not been adopted at the time of this printing. Refer to the Office of Evaluation and Testing, SVC 2054, for the current policies on CLAST.

Courses to Satisfy Rule 6A-10.030 ("Gordon Rule")
Prior to receiving an Associate of Arts degree from a public community college or university or a Bachelor's degree from a public university, a student shall complete successfully the following:

1. Twelve semester hours of English courses in which a student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least 5000 words. Six semester hours of mathematics coursework at the level of college algebra or above. For the purpose of this rule, applied logic, statistics, and other such computation coursework, which may not be placed within a mathematics department, may be used to fulfill 3 hours of the 6 hours required by this section. In order to receive credit for fulfillment of 6A-10.030, students must receive a grade of "C" or higher in each course (no "S" grades). In order to follow the specifics of 6A-10.030, USF has designated the following courses in which the student may demonstrate the writing and mathematical skills as set forth in this rule.

Communication (12 semester hours)
COLLEGE (Department)
Course Prefix, Number, and Title Semester Hours
ARCHITECTURE
ARC 4784 The City 3

ARTS & SCIENCES
(Africana Studies)
AFS 2000 Introduction to the Black Experience in Africa and Its Diaspora 3

American Studies
AMS 3001 America at the Turn of the Century 4
AMS 3260 American Culture 1830-1860 3
AMS 3370 Southern Women: Myth and Reality 3

Anthropology
ANT 4172 Historical Archaeology 3
ANT 4226 Anthropology of Art 3
ANT 4231 Folklore 3
ANT 4241 Magic and Religion 3
ANT 4340 The Caribbean 3
ANT 4432 The Individual and Culture 3
ANT 4620 Language and Culture 3
ANT 4750 Language and Social Interaction 3
ANT 4835 Rethinking Anthropology 3

Chemistry
CHM 4070 Historical Perspectives in Chemistry 3

(Classics)
CLT 3101 Greek Literature in Translation 3
CLT 3102 Roman Literature in Translation 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 3150</td>
<td>Religion and the Meaning of Life</td>
<td>3</td>
</tr>
<tr>
<td>REL 3155</td>
<td>Life After Death</td>
<td>3</td>
</tr>
<tr>
<td>REL 3170</td>
<td>Religion, Ethics &amp; Society through Film</td>
<td>4</td>
</tr>
<tr>
<td>REL 3367</td>
<td>Islam in the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>REL 3550</td>
<td>Roman Catholicism</td>
<td>3</td>
</tr>
<tr>
<td>REL 3600</td>
<td>Introduction to Judaism</td>
<td>3</td>
</tr>
<tr>
<td>REL 3602</td>
<td>Classics of Judaism</td>
<td>3</td>
</tr>
<tr>
<td>REL 3700</td>
<td>Introduction to Islam</td>
<td>3</td>
</tr>
<tr>
<td>REL 4113</td>
<td>The Hero and Religion</td>
<td>4</td>
</tr>
<tr>
<td>REL 4171</td>
<td>Contemporary Christian Ethics</td>
<td>3</td>
</tr>
<tr>
<td>REL 4221</td>
<td>Who Wrote the Bible</td>
<td>4</td>
</tr>
<tr>
<td>REL 4260</td>
<td>Literature by American Women of Color</td>
<td>3</td>
</tr>
<tr>
<td>REL 4263</td>
<td>Third World Women Writers</td>
<td>3</td>
</tr>
<tr>
<td>REL 4310</td>
<td>Feminism in America</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4001</td>
<td>Literature in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4414</td>
<td>Literature in Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 4464</td>
<td>Adolescent Literature</td>
<td>3</td>
</tr>
<tr>
<td>POT 4109</td>
<td>Politics and Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIS 4936</td>
<td>Pro-Seminar in History</td>
<td>4</td>
</tr>
<tr>
<td>HUM 4931</td>
<td>Seminar in Humanities</td>
<td>4</td>
</tr>
<tr>
<td>LIN 3801</td>
<td>Language and Meaning</td>
<td>3</td>
</tr>
<tr>
<td>RUS 3500</td>
<td>Russian Civilization</td>
<td>3</td>
</tr>
<tr>
<td>RUT 3110</td>
<td>Russian Classics in English</td>
<td>3</td>
</tr>
<tr>
<td>RUT 3111</td>
<td>20th Century Russian Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>PHH 3000</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHH 4600</td>
<td>Contemporary Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHH 4700</td>
<td>American Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 3700</td>
<td>Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHI 4300</td>
<td>Theory of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>PHI 4320</td>
<td>Philosophy of Mind</td>
<td>3</td>
</tr>
<tr>
<td>PHY 4800</td>
<td>Aesthetics</td>
<td>3</td>
</tr>
<tr>
<td>PHM 3100</td>
<td>Social Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 4322</td>
<td>Ancient &amp; Medieval Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 4340</td>
<td>Contemporary Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHP 3786</td>
<td>Existentialism</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4000</td>
<td>Plato</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4010</td>
<td>Aristotle</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4740</td>
<td>The Rationalists</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4745</td>
<td>Empiricism</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4784</td>
<td>Analytical Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4788</td>
<td>Philosophy of Marxism</td>
<td>3</td>
</tr>
<tr>
<td>PHY 4031</td>
<td>Great Themes in Physics</td>
<td>3</td>
</tr>
<tr>
<td>REL 2300</td>
<td>Introduction to World Religions</td>
<td>4</td>
</tr>
<tr>
<td>REL 2500</td>
<td>History of Christianity</td>
<td>3</td>
</tr>
<tr>
<td>REL 3114</td>
<td>Comedy, Tragedy, and Religion</td>
<td>3</td>
</tr>
<tr>
<td>REL 3145</td>
<td>Women and Religion</td>
<td>3</td>
</tr>
<tr>
<td>REL 3146</td>
<td>The Religious Quest in Contemporary Films</td>
<td>4</td>
</tr>
<tr>
<td>ARH 3001</td>
<td>Introduction to Art (excluding OU sections)</td>
<td>4</td>
</tr>
<tr>
<td>ARH 4710</td>
<td>History of Photography</td>
<td>4</td>
</tr>
<tr>
<td>ARH 4796</td>
<td>Critical Studies in Art History</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2001</td>
<td>Film: The Language of Vision</td>
<td>4</td>
</tr>
<tr>
<td>FIL 3510</td>
<td>World Cinema</td>
<td>4</td>
</tr>
<tr>
<td>DAN 2100</td>
<td>Introduction to Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN 4111</td>
<td>Survey History of Dance</td>
<td>3</td>
</tr>
<tr>
<td>IDS 3663</td>
<td>Critical Issues Affecting the Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUL 2111</td>
<td>Introduction to Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>THE 3090C</td>
<td>Modern Theatre Practice</td>
<td>4</td>
</tr>
<tr>
<td>THE 4180</td>
<td>Theatre Origins</td>
<td>4</td>
</tr>
<tr>
<td>THE 4320</td>
<td>Theatre of Myth and Ritual</td>
<td>3</td>
</tr>
<tr>
<td>THE 4330</td>
<td>Shakespeare for the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THE 4360</td>
<td>The 19th Century Theatre Revolution</td>
<td>3</td>
</tr>
<tr>
<td>THE 4401</td>
<td>O'Neil and After</td>
<td>3</td>
</tr>
</tbody>
</table>
**ACADEMIC POLICIES AND PROCEDURES**

**THE 4442** The Comedy of the Classic and Neoclassic State 3

**THE 4562** Contemporary Performance Theory 4

**NURSING**

**NUR 4840** An Interdisciplinary Perspective on HIV Disease 3

All the above courses will require 6,000 written words per course. IDH courses will fulfill the writing requirement for all University Honor students only.

**Computation (6 semester hours)**

At least 6 hours must be at the level of college algebra or above, with at least 3 hours from the Mathematics Department. Any course offered by the Mathematics Department may be used. Three hours may be taken from outside the Mathematics Department but must be taken from the following list of courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 3060 Introduction to Computers and Programming in Basic</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2100 Introduction to Formal Logic</td>
<td>3</td>
</tr>
<tr>
<td>QMB 2150 Business and Economics Statistics</td>
<td>3</td>
</tr>
<tr>
<td>STA 3023 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>STA 3122 Social Sciences Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

For students under the General Distribution Requirements, CGS 2000 Computers in Business I (3 semester hours) may also count toward fulfilling the computation requirement but will not count toward Area I.

**Grades, Scholarship Requirements, and Review Procedures**

The University is interested in each student making reasonable progress towards his/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 toward 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 and is ineligible to re-enroll, it may be in his/her best interest to re-evaluate his/her educational goals with an academic advisor 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/she has gained adequate maturity and motivation, he/she may petition the Academic Regulations Committee for permission to re-enroll. See "Academic Regulations Committee," for information on petitioning.

**Grading System**

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

- **F** Failure
- **FF** Failure/academic dishonesty
- **I** Incomplete
- **IF** Incomplete grade changed to Failure
- **IU** Incomplete grade changed to Unsatisfactory
- **M** No grade submitted by instructor
- **MF** Missing grade changed to Failure
- **MU** Missing grade changed to Unsatisfactory
- **N** Audit
- **R** Repeated course
- **S** Satisfactory
- **T** Course repeated, not included in GPA
- **U** Unsatisfactory
- **W** Withdrawal from course without penalty
- **Z** Indicates continuing registration.

**Grade Point Average**

The University has a four-point system of grading used in computing grade point averages (A = 4, 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 USF. 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. Credit hours for courses with grades of I, U, M, MU, N, S, U, W, Z, and grades which are preceded by a "T" are subtracted from the total hours attempted before the GPA is calculated.

Credit hours for repeated USF coursework will be awarded only once per course unless the course is a university-approved repeatable course. "D" and "F" grades, however, for repeated USF coursework will be counted in the computation of the student's GPA as many times as those courses for that course are recorded. If a student originally earns a "C" or higher in a course that may not be repeated for additional credit and earns a "C" or higher on a subsequent enrollment the new grade is not computed in the USF GPA unless the forgivable policy is being applied.

"I" Grade Policy

An "I" grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It 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 GPA 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, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IP" or "IU," whichever is appropriate. Whether or not the student is in residence, any change to "IP" grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course 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.

"M" Grade Policy

An "M" is automatically assigned as a default grade when the instructor does not submit any grade for an undergraduate student. (Undergraduate rules also apply to non-degree-seeking students.) Until removed, the "M" is not computed in the GPA. The time limit for removing the "M" may not exceed one academic semester (whether or not the student is enrolled) and/or graduation, whichever comes first. "M" grades that are not removed by the end of the next semester/term will be changed to "MF" or "MU," whichever is appropriate. Whether or not the student is enrolled, any change to "MF" grades will be computed in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed.

**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 catalog. 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. Courses to satisfy 6A.10.30 (Gordon Rule) may not be taken on an S/U basis.
4. Courses to satisfy USF's B.A. foreign language requirement may not be taken on an S/U basis.
5. 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/she 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 grade, 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."
   c. "S" and "U" grades are not computed in the student's GPA.

Grade Forgiveness Policy
USF's 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). A course that is repeated and the repeat grade is "F" will have both grades calculated into the GPA. 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 the Registrar.

Any undergraduate or non-degree seeking student who wishes to implement grade forgiveness must:
1. Complete a "Grade Forgiveness Request Form" (available in the Office of the Registrar) 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 "T" to indicate that the course has subsequently been repeated and the original grade is not computed in the GPA. The repeated course will be annotated with "R" to indicate repeat course.
   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 students have been awarded a bachelor's degree from USF, they may not repeat a course and be forgiven the original grade, taken prior to graduation.

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

Good Standing
USF students will be considered in Good Standing if they are currently enrolled or eligible to return to USF.

Academic Record
The student's academic record shall not be changed after the student has graduated.

Academic Probation and Academic Dismissal for Undergraduate Students

NOTE: This policy is under revision. Students should check with the academic advising office in their college, the Center for Academic Advising for undeclared majors, or the Office of the Dean of Undergraduate Education and Community Relations for the latest information regarding Academic Probation and Academic Dismissal.

The first time the academic record of an undergraduate or non-degree-seeking student falls below a cumulative 2.0 grade point average (GPA) (USF grades only) after any term, he/she will be placed on Academic Probation (AP) (see notes below). If the cumulative USF GPA is not raised to 2.0 or higher at the end of the next semester of attendance, that student will be automatically dismissed for one semester (TAD). No petition will be required in order for the student to return to school after one semester out, but in order to be processed for registration, the student must have the approval of an academic program representative, college coordinator of advising, or the designee. A student may utilize the temporary academic dismissal (TAD) policy only once. Upon returning to school, a student has two terms to raise the cumulative USF GPA up to 2.0, but must make at least a 2.0 GPA the first term after returning. A student academically dismissed a second time is permanently dismissed from the University (PAD).

NOTE:
1. Students admitted on probationary status must accumulate 30 semester credits and maintain a minimum cumulative 2.0 GPA each term enrolled with no single term GPA below a 1.0 GPA before the probationary status is removed. Advising is mandatory prior to registration. Undergraduate Education shall monitor credentials of students in this status and assist advisors with appropriate information when needed. Not meeting these conditions would result in the student's being permanently dismissed from the University.
2. Any undergraduate or non-degree-seeking student whose cumulative GPA falls below 1.0 after completing an accumulated twelve or more USF semester-graded (A-F) hours will be permanently dismissed for academic reasons at the end of the semester in which it occurs. Students are strongly encouraged to confer with their academic advisors to explore ways of improving academic performance. Any student who withdraws after the fifth day of classes while on Academic Probation who has been placed on Conditional Registration by the Academic Regulations Committee will be Academically Dismissed.

Any student who receives only "I," "S," or "U" grades while on Academic Probation will be Academically Dismissed. Exception: Any student who is on work training or Cooperative
Students admitted under academic amnesty who do not enroll must reapply for any future term. To be admitted to a limited access program, students who have received academic amnesty must meet the admission criteria for that program.

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 USF, students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

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 canceled.

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 GPA.

OC Unclassified Non-degree-seeking seeking
1F Freshman 0 through 29 semester hours passed
2S Sophomore 30 through 59 semester hours passed
3J Junior 60 through 89 semester hours passed
4R Senior 90 or more semester hours passed; however, no baccalaureate degree earned here or elsewhere
5B Baccalaureate degree-holder working on a second undergraduate program or degree
6M Graduate student admitted to Master's Degree Program
6A Graduate student admitted to Specialist Degree Program
6D Graduate student admitted to a Doctoral Degree Program
7A Professional Program (M.D.) or Post-Doctoral Status

Admission to a College

All newly-admitted students must be advised initially by an academic advisor. All undecided students are assigned to the Center for Academic Advising 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. New transfer students who have completed 90 or more hours may remain undeclared for a maximum of two terms following initial USF entry.

Change of Major

All undergraduate students desiring to change their major should consult the Advising Office in the old and new college(s) of their interest.

Administrative Holds

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she 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 administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the 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 the Registrar.
Final Examinations

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. USF 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.

Testing in General. 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, the course objectives.

The instructor who wishes to maintain 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 USF that all students facing an examination (of any type) shall have equal advance notice of the form and content of the examination.

Comprehensive Final Examinations: The last 6 days of the Fall and Spring semesters shall be set aside for final examinations. Any comprehensive final examination must be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. Take-home final examinations, papers, projects, papers, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time during the spring semester. The period of 4 hours shall be allotted for each final examination. If a student has a direct conflict of scheduled 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 degree-seeking undergraduate students for high academic performance during the previous academic year. To be eligible to participate in the Honors Convocation, an undergraduate student must meet the following criteria:

- 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 GPA of 3.5 or above for all completed hours, a minimum of 24 USF graded (A-F) hours, and no incomplete (I) grades.

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 meet the following criteria:

- 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 GPA of 3.5 or above for all completed hours, a minimum of 24 USF graded (A-F) hours, and no incomplete (I) grades.

Student Academic Grievance Procedures

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 undergraduate college 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.

Academic Dishonesty And Disruption Of Academic Process

Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule.

Plagiarism

Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or the unauthorized borrowing of original ideas from a published text. On written papers for which the student employs information gathered from books, articles, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism, also, consists of passing off as one's own segments or the total of another person's work.

1. Examples of proper citation (footnote format) are as follows:
2. Examples of proper citation (in body of text):
   a. Shaw (1972) states that the root of the word comes from the Latin word meaning "kidnapping." [Paraphrasing; complete information about source will be cited in a section at the close of the text.]
   b. Shaw (1972) was correct when he stated that "kidnapping," from a Latin word meaning "kidnapping," ranges from inept paraphrasing to outright theft. [Quotation; complete information about source will be cited in a section at the close of the text.]

3. The following are examples of plagiarism because sources are not cited and appropriate quotation marks are not used:
   a. Plagiarism, from a Latin word meaning "kidnapping," ranges from inept paraphrasing to outright theft.
   b. Plagiarism comes from a Latin word meaning "kidnapping" and ranges from paraphrasing to theft.
   c. Plagiarism ranges as one's own; (e) stealing, borrowing, or disseminating tests, answer keys or other examination material except as officially authorized, research papers, creative papers, speeches, etc. (f) Stealing or copying of computer programs and presenting them as one's own. Such stealing includes the use of another student's program, as obtained from the magnetic media or interactive terminals or from cards, print or other media.

PUNISHMENT GUIDELINES:

Punishments for disruption of academic process will depend on the seriousness of the offense and will range from a private verbal reprimand to dismissal from class with a final grade of "W", if the student is passing the course, shown on the student record. If the student is not passing, a grade of "FF" will be shown on the student record.

Procedures for Handling Student Violations Involving Alleged Academic Dishonesty/And Disruption Of Academic Process

Alleged violations of academic dishonesty or alleged disruptions of academic process will be handled initially by the instructor, who will discuss the incident with the student. It must be noted that the Faculty Senate considers the traditional relationship between student and faculty member as the primary means of settling disputes that may arise. If the instructor observes the alleged dishonesty occurring during an examination, he/she should, with discretion, notify the student of the fact before the student leaves the examination. In all cases, the faculty member must attempt to schedule a meeting with the student to discuss the alleged dishonesty or disruptions.

After the discussion, if the student and instructor have reached a mutual agreement as to the solution, the instructor shall file a statement with the chairperson of the department or equivalent, e.g., campus dean, responsible for the course outlining the facts of the incident and the agreed-upon solution signed by both the instructor and student. A copy of this statement shall be given to the student. If no solution is reached, the matter should be referred to the chairperson of the department or the equivalent, e.g., campus dean, for attempt at resolution. If no resolution is reached, the matter should be referred to the dean of the college for attempt at resolution. If no solution is reached, the dean shall appoint a student/faculty committee consisting of an equal number of students and faculty to hear the two sides of the incident and to advise the dean regarding the disposition of the case.

Academic Committee Pre-Hearing Procedure. Within a reasonable time following the failure of the student/instructor/dean meetings to bring about a solution, and in no event later than three (3) months after such failure, the dean shall cause formal charges to be filed with the appointed academic committee. The charged student shall be provided a written notice of charges, in sufficient detail to prepare for the hearing, no less than three (3) days before the hearing, except in cases of emergency as specified below.
Hearings

Emergency Hearings. An expedited emergency hearing may be held before an academic administrator appointed by the dean or by the appointed academic committee in cases which involve the safety, health or welfare of any student or staff member.

Non-Emergency Hearing before the Academic Committee

General Principles

Burden of Proof. The burden of proof shall be on the complainant. The standard of proof for decision shall be "substantial evidence," that is, whether it is reasonable to conclude from the evidence submitted that the student did commit the violations for which he/she has been charged and shall not be the strict criminal law standard of proof beyond a reasonable doubt.

Record. The proceedings of all hearings shall be recorded.

Inspection of Evidence. The student may inspect the evidence which will be presented against him/her.

Present Evidence. The student may present evidence on his/her own behalf.

Question Witnesses. The student may hear and question adverse witnesses.

Self-Incrimination. The student shall not be forced to present testimony which would be self-incriminating.

Advisor. The student may have an advisor of his/her choice present, however, the role of such a person is as an advisor to the student only. The advisor may speak to and consult with the student but may not serve as the student's advocate, question witnesses or otherwise participate in the proceedings.

Decision Based on Evidence. The decision of the academic committee or appointed academic administrator shall be based solely on the evidence presented at the hearing.

Decision in Writing. The decision of the academic committee or appointed academic administrator, including findings of fact and a determination of penalty or sanction if any, shall be presented to the student in writing within a reasonable period of time following the hearing.

Enrollment Status. The student's enrollment status will remain unchanged pending final decision, except in cases of emergency, as described above. If the issue remains open at the end of the semester, the instructor shall give the student an "I" grade in the course until all issues are resolved.

Closed Hearings. All hearings shall be closed unless specifically requested otherwise in writing by the charged student prior to the hearing.

Failure to Appear. If a student against whom charges have been made fails to appear, the academic committee or academic administrator, including findings of fact and a determination of penalty or sanction if any, shall be presented to the student in writing within a reasonable period of time following the hearing.

Hearing on Appeal. The charged student may appeal the decision of the academic committee or appointed academic administrator within thirty (30) working days of decision to the Dean of Undergraduate Education or the Dean of the Graduate School, whichever is appropriate. The record of the initial hearing may be considered on appeal and the student is entitled to access the record when appealing. The decision of the Dean of Instructional Quality or the Dean of the Graduate School is final.

Liberal Arts Requirements

Beginning in the Summer, 1994, the General Education Requirements were replaced with the Liberal Arts Requirements. All new students and Former Students Returning are required to take 45 semester hours to satisfy the complete liberal arts requirements. Thirty-six (36) semester hours will satisfy the general education course requirements and 9 semester hours will satisfy the exit requirements. These requirements are distributed as follows:

General Education Requirements*  Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>Quantitative Methods</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6</td>
</tr>
</tbody>
</table>

Social Sciences  3
Historical Perspectives  6
Fine Arts  3
African, Latin American, Middle Eastern or Asian Perspectives  3

Exit Requirements*

Major Works and Major Issues  6
Literature and Writing  3

*Courses may be certified in more than one area, but students may use each course in only one (1) area.

Courses in the liberal arts requirements should incorporate the following components whenever they are relevant to the specific discipline: the learning skills of conceptual thinking, analytical thinking, creative thinking, written expression, oral expression, and the dimensions of values and ethics, international perspectives, environmental perspectives, race and ethnicity, and gender. When warranted by the subject matter, each course must incorporate consideration of at least one of the dimensions and one of the thinking skills to meet the liberal arts course requirements.

Departments should ensure that courses proposed for the liberal arts have sufficient depth and breadth. These courses will share the substantive rigor and intellectual challenge of courses offered for major credit, with the specific feature of offering an integrative perspective of the discipline and its relationship to academia as a whole. Additionally, such courses will encourage majors to interact with students from other disciplinary backgrounds.

Whenever possible, courses will encourage creativity and discipline in the written and oral uses of language. The writing experience for students will emphasize the qualitative aspects of developing writing skills. Writing requirements will entail substantive feedback for students rather than merely the correction of spelling and punctuation. The goal is to include a writing component in all appropriate liberal arts course requirements, even if this component is not equivalent to the Gordon Rule requirement. Courses will also encourage the development of oral expression skills. Students should be given opportunities to improve the ability to express ideas orally, and to listen and comprehend with the ear and eye attuned to both verbal and non-verbal forms of communication. Oral skills can be enhanced by employing active learning techniques such as student presentations, instructor-student dialogues, debates, and discussion groups.

It is essential that the information about the dimensions of values and ethics, international perspectives, environmental perspectives, race and ethnicity, and gender be integrated, whenever possible, throughout courses included in the new requirements, rather than provided as a separate set of lectures or activities. While a particular course may emphasize only one or two of these themes, the liberal arts requirement in its entirety will have a significant portion of its course content devoted to these dimensions. This requirement may necessitate a revision of the ways in which many courses are taught. The University is committed to supporting faculty as they prepare to teach these new aspects of the curriculum. Opportunities for faculty workshops will be made available through the Center for Teaching Enhancement.

A student's liberal arts education will continue throughout the college years and not be limited to a relatively small number of required courses in the first two years of college. Exit requirements will provide students with an opportunity during their junior and senior years at USF to integrate their knowledge within the context of liberal arts. Courses that satisfy the exit requirements will, where appropriate, incorporate considerations of values and ethics; international and environmental perspectives; race and ethnicity; and gender. By their junior and senior years, students will have a foundation in liberal arts and be better able to reflect upon ethical issues in a constructive way.
In the major works and major issues courses, students will build upon the principles, concepts, and knowledge acquired in lower-division courses. The major works strengthen their knowledge of disciplines related to their majors or careers or to develop depth and/or breadth in areas of interest that are not necessarily related to their majors.

The literature and writing requirement is intended to provide an opportunity for students to continue their liberal arts education by allowing students to read significant literature of the world and write at least 6,000 words.

All exit requirement courses will be seminar-size courses in which enrollment will be targeted at approximately 20 to 25 students. These courses will be taught by regular faculty.

**GENERAL EDUCATION COURSE REQUIREMENTS**

**36 Semester Hours**

**English Composition:** This requirement consists of a minimum of six (6) semester hours of approved course work in English Composition. Students may satisfy this requirement during the second semester freshman level of composition in the following ways: by earning a letter grade of "C" or better at USF or another institution, by obtaining a sufficient score on the CLEP Freshman English test, or by receiving AP English credit. With the exception of the CLEP test, these courses will also allow students to meet a portion of their State of Florida rule 6A-10.30 Gordon Rule requirements. To satisfy the Gordon Rule, students must earn a letter grade of "C" or better in these courses.

**Quantitative Methods:** Competence in a minimum of six (6) semester hours of approved mathematics coursework at the level of college algebra or higher is required. These courses should include both a practical component, providing students with an appreciation of how course content relates to their everyday experiences; and a historical component, providing students with an understanding of the application of the material to other disciplines. At least three (3) semester hours must be taken in a mathematics department. The remaining hours may be taken in any approved mathematics, statistics, or logic courses that include both a practical and historical component as previously described.

**Natural Sciences:** Students should successfully complete a minimum of six (6) semester hours of approved coursework in the natural sciences. Students are encouraged to enroll in courses with a laboratory component. It is a goal that all students have at least one science course with a laboratory; however, facilities and personnel resources prohibit that requirement at this time. Courses may be interdisciplinary. The courses may deal with the content, theories, history, presuppositions, and methods of the discipline. They will include demonstrations and address problems, ambiguities, and different perspectives in the discipline. These courses will also provide students with an appreciation of how the discipline fits within the natural sciences and relates to their own lives and the broader human experience.

**Social Sciences:** Students must successfully complete a minimum of six (6) semester hours of approved coursework in the social sciences; the courses may be interdisciplinary and need not be sequential. Courses in the social sciences shall include those disciplines considered to be social sciences in that they deal theoretically and empirically with individuals and their relationships to each other and to society. Courses must deal with the content, theories, history, presuppositions, and methods of the discipline. They should also address problems, ambiguities, and different perspectives in the discipline. These courses will provide students with an appreciation of how the discipline fits within the social sciences and relates to their own lives and the broader human experience.

**Historical Perspectives:** A minimum of six (6) semester hours of approved coursework in artistic, cultural, economic, intellectual, religious, social, and/or political history is required. At least three (3) semester hours will be in the history of Western Civilization. Courses are not limited to those in the discipline of history; however, the courses will have a historical perspective in that they provide students with a sense of the evolution of societies and peoples, including analysis of their history. A sense of chronology is necessary in these courses, but not sufficient. A historical perspective also entails analyses of various elements, such as the intellectual, cultural, artistic, economic, social, political, and religious characteristics of societies and peoples.

**Fine Arts:** Students are required to successfully complete a minimum of three (3) semester hours of approved coursework in the fine arts. Courses in the fine arts shall involve those disciplines considered to be fine arts in that they deal theoretically and experientially with the aesthetic dimensions of individuals and groups. Courses will concern the creative experience that takes into account the perspectives of both the artist and the public. They may be interdisciplinary and must involve the content, theories, history, presuppositions, and methods of the fine arts. They will address problems, ambiguities, and different perspectives in the disciplines of fine arts. These courses will also provide students with an appreciation of how the disciplines fit within fine arts and relate to their everyday experiences.

**African, Latin American, Middle Eastern, or Asian Perspectives:** Students will take a minimum of three (3) semester hours of approved coursework in one of the above listed geographical areas. Course content may include social, political, and economic as well as artistic, cultural, and intellectual subject matter. The material will be presented within a geographical, chronological, and/or humanities background and will necessarily be selective.

All courses listed are certified as meeting the General Education requirement as of April 25, 1996. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

**GENERAL EDUCATION REQUIREMENT**

**ENGLISH COMPOSITION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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**ACADEMIC POLICIES AND PROCEDURES**

**UNIVERSITY OF SOUTH FLORIDA - 1996/97 UNDERGRADUATE CATALOG**
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Major Works and Major Issues courses must offer the opportunity for integration of content. These courses will have a liberal arts content and, when appropriate, will contain in-depth discussions of values and ethics, international and environmental perspectives, race and ethnicity, and gender. Courses may be interdisciplinary and may be team taught. This will provide students with an opportunity to explore, in-depth and on an interdisciplinary basis, major topics that are important but outside of the major field of study.

**Literature and Writing:** In addition, students will take three (3) semester hours of approved exit requirement coursework in literature and writing. These courses will allow students to read significant literature of the world and write at least 6,000 words. Significance of the literature will be determined by the department offering the course. The 6,000-word requirement meets Gordon Rule requirements and is for students who may wish to satisfy some of this requirement with upper-level courses. The writing requirement may be satisfied with assignments that include, for instance, revision and rewriting, and process writing. This requirement may be satisfied through comparative literature courses. These literature courses need not be limited to the English Department. The course may be taken within the major if appropriate. The courses will focus on the dimensions of values and ethics, international and environmental perspectives, race and ethnicity, and gender.

All students must achieve an overall average of "C" (2.0 GPA) in the lower level requirements and a grade of "C" or better in each of the exit requirement courses. Students will take at least one of the Major Works and Major Issues courses outside their discipline(s). This course may be taken for S/U credit with the consent of the instructor. Only courses numbered 3000 or above may be used to satisfy the exit requirements. Exit requirements must be taken at USF.

Although post-secondary foreign language courses may not be required for all graduates, students are encouraged to become competent in at least one foreign language. Foreign language study enriches the command of English, enlarges cultural perspective, and enhances learning skills.

All courses listed are certified as meeting the Exit requirement as of April 25, 1996. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

**EXIT REQUIREMENTS (9 Semester Hours)**

**Major Works and Major Issues:** A portion of the exit requirements consists of a minimum of six (6) semester hours of approved coursework concerning major works and major issues. Courses will focus on major issues, documents, or works, and will allow students to read primary texts. These courses may allow students to delve into topics on an interdisciplinary basis. Students will be encouraged to write enough to fulfill Gordon Rule requirements. At least one of the Major Works and Major Issues courses will be taken outside the student’s major discipline(s) and may, with the consent of the instructor, be taken for S/U credit. The major works and major issues of the discipline will be decided by the department offering the course. For purposes of this document, the term "discipline" refers to the following fields: business, education, engineering, fine arts, health sciences, letters, natural sciences, and social sciences.

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**EXIT REQUIREMENTS (9 Semester Hours)**

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**LITERATURE AND WRITING**

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**Freshman English Requirement**

All first-time-in-college students are required to take Freshman English (a sequential two-semester course of study) 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 the CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1102 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are high demand and it is possible that registration space will not always be available.

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 should attempt CLEP during their first nine (9) weeks. During this semester, they should not enroll in ENC 1101. If a student either fails or doesn't attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally 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 or those with appropriate AP English credit.

**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 advisors or the Office of Evaluation and Testing.

Graduation Requirements

Baccalaureate Degree

University Requirements

In compliance with Florida Senate Bill 2330, the University of South Florida has reduced undergraduate degree programs to 120 hours. Exceptions to this have been approved by the Florida Board of Regents and are noted in this catalog.

The State Department of Education is charged with the development and coordination of a common course designation and numbering system for community colleges and the State University System which will improve program planning, increase communication among community colleges and universities, and facilitate the transfer of students. As part of this effort, changes will be made system-wide in course prerequisites, course levels, etc. These changes are not reflected in this catalog and will be implemented during the academic year.

Students should check with their academic advising office in their college or regional campus, the Center for Academic Advising for undeclared majors, or the Office of the Dean of Undergraduate Education and Community College Relations for current information.

University minimum requirements for graduation consist of the following: earn a minimum of 120 semester hours with an overall 2.0 GPA; including a 2.0 GPA in all courses attempted at USF; a transfer student must have a GPA of 2.0 or higher when combined with all work attempted at other institutions; satisfactorily complete CLAST and the writing and computation course requirements of 6A-10.30; earn a minimum of 40 semester hours of upper-level work (courses numbered 3000 and above); complete Liberal Arts requirements; complete residency requirement; complete program requirements as determined by the college; and be recommended for graduation by the dean of the appropriate college. The requirements must be met by every student upon whom a degree is conferred. The total number of semester hours needed to complete the baccalaureate degree depends upon the academic major field of study. No grades may be changed following graduation.

In addition, at least 60 semester hours must be earned from a baccalaureate granting institution regardless of credit hours transferred from a Community/Junior College unless the student has received prior approval for waiver of this policy from the Academic Regulations Committee. This policy does not affect approved articulation programs based on the A.S. degree. For information regarding such programs consult the Office of Community College Relations.

All students entering USF with fewer 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 to the individual. (See Summer Enrollment Requirement below.)

Summer Enrollment Requirement

As stated above, effective September 1, 1976, all students entering USF with fewer 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 in the Office of the Registrar. After submission of the form to the Office of the Registrar, 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.

Foreign Language

Graduation Requirement for B.A. Students

In addition to the foreign language entrance requirement (as required by FS 240.233) all students applying for a Bachelor of Arts degree from USF must demonstrate competency in a foreign language. To demonstrate this competency, students may take either two semesters of a beginning college-level foreign language or one semester of a higher-level course and earn a letter grade of "C" (no "S" grades) or above in the appropriate level course or demonstrate equivalent competency by passing an examination. Languages should be selected from among the ones listed below:

Classical Languages

Greek (Ancient)    Hebrew (Classical)

Greek (New Testament)    Latin

Modern Languages

Arabic    Hebrew (Modern) Portuguese
Chinese    Italian    Russian
French    Japanese    Spanish
German    Polish    Yoruba
Greek (Modern)

American Sign Language

Approval needed by the student's program/department major.

Students electing to take the examination in French, German, Italian, Portuguese, Russian, or Spanish should apply to the Director of the Division of Modern Languages and Linguistics. Students taking the examination in Ancient or Modern Greek or in Latin should apply to the Director of Classics. Students taking the examination in New Testament Greek or in Hebrew should apply to the Chairperson of Religious Studies. Students utilizing American Sign Language should apply to the Chairperson of Communication Sciences and Disorders.

Foreign Language Placement

Students with two or more years of study in a foreign language in high school, or with postsecondary course(s) in foreign language, or with evidence of specific foreign language may not enroll for credit in courses in that language without first taking a placement examination administered by the Division of Modern Languages and Linguistics. Should the placement examination indicate that remedial work is required (1120-1121), the student will be allowed to enroll with the understanding that the grade eventually earned will be either an "S" or "U."

Under no circumstances will a student who places above the first year level or who passes a higher-level course be allowed to register for or receive credit for a lower-level course in that specific language. Students to whom this regulation applies should inquire of the Division of Modern Languages and Linguistics for the placement examination.

Academic Residence

Candidates for graduation must have completed at least 30 hours of the last 60 hours of their undergraduate credit in USF 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 advisors) while on their training periods, and students taking correspondence work from the University of Florida. CLEP credit does not count toward academic residency.
Academic Major

USF offers curricula leading to the baccalaureate degree in the following fields. The degree is indicated in parentheses after each major code. For clarification, the following terms are defined:

Specialization: Those courses required to give the student academic concentration and baccalaureate identification such as Mathematics, Accounting, Psychology, etc.

Supporting or Related: These courses may be prerequisites to the specialization courses, or they may support specialized courses by giving preparation or breadth to the area of specialization. These courses are often referred to as college or program core courses.

Program Electives: These are usually a broad band of courses offered by the college offering the major to further enrich the student in the general academic field of the major.

College of Arts and Sciences:

- Africana Studies (AFS) (B.A.)
- American Studies (AMS) (B.A.)
- Anthropology (ANT) (B.A.)
- Biology (BIO) (B.S.)
- Chemistry (CHM) (B.A.)
- Chemistry (CHS) (B.S.)
- Chemistry (5-Year Program) (CBM) (B.A.)
- Classics (Interdisciplinary Classics) (ICL) (B.A.)
- Classics (Latin) (CLL) (B.A.)
- Classics (Latin-Greek) (CLS) (B.A.)
- Clinical Chemistry (CHC) (B.S.)
- Communication (SPE) (B.A.)
- Criminology (CCJ) (B.A.)
- Economics (ECN) (B.A.)
- English (B.A.)
- Literature (ENG) (B.A.)
- Creative Writing-Fiction (CWF) (B.A.)
- Creative Writing-Poetry (CWP) (B.A.)
- Professional-Technical Writing (CWT) (B.A.)
- Environmental Science and Policy (ESP) (B.A.)
- French (FRE) (B.A.)
- Geography (GPP) (B.A.)
- Geology (GLY) (B.A.)
- Geology (GLS) (B.S.)
- German (GER) (B.A.)
- Gerontology (GEY) (B.A.)
- Gerontology (GES) (B.S.)
- History (HTY) (B.A.)
- Humanities (HUM) (B.A.)
- Interdisciplinary Social Science (ISS) (B.A.)
  - American Sign Language (ISA) (B.A.)
  - Speech-Language/Hearing Science (ISH) (B.A.)
  - Urban Studies (ISU) (B.A.)
  - Interpreter Training (ISI) (B.A.)
- Interdisciplinary Studies (BIS) (B.I.S.)
- International Studies (INT) (B.A.)
- Italian (ITA) (B.A.)
- Liberal Studies (ALA) (B.A.)
- Mass Communications (B.A.)
  - Advertising (ADV) (B.A.)
  - Broadcasting News (NWS)
  - Broadcasting - Program & Production (PGM) (B.A.)
  - Journalism - Magazine (MAG) (B.A.)
  - Journalism - News Editorial (JOU) (B.A.)
  - Public Relations (PUR) (B.A.)
- Mathematics (MTH) (B.A.)
- Medical Technology (MET) (B.S.)
- Microbiology (MIC) (B.S.)
- Natural Sciences Interdisciplinary
  - Biology (INB) (B.A.)
  - Chemistry (INC) (B.A.)
  - Geology (ING) (B.A.)
  - Mathematics (INM) (B.A.)
  - Physics (INP) (B.A.)
- Philosophy (PHI) (B.A.)
- Physics (PHY) (B.A.)
- Physics (PHS) (B.S.)
- Political Science (POL) (B.A.)
- Psychology (PSY) (B.A.)
- Religious Studies (REL) (B.A.)
- Russian (RUS) (B.A.)
- Social Work (SOK) (B.S.W.)
- Sociology (SOC) (B.A.)
- Spanish (SPA) (B.A.)
- Women's Studies (WST) (B.A.)

College of Business Administration (B.A./B.S. option):

- Accounting (ACC)
- Economics (ECN)
- Finance (FIN)
- General Business Administration (GBA)
- Management Information Systems (ISM)
- Management (MAN)
- Marketing (MKT)

College of Education (B.A./B.S. option):

- Art Education (ARED)
- Business and Office Education (BOTE)
- Distributive Education (DECD)
- Early Childhood (ECD)
- Elementary Education (EEDE)
- English Education (ENED)
- Special Education
  - Elementary Education (EDEE)
  - Secondary Education (SESE)
  - Exceptional Education (EEED)
  - Physical Education (PEDE)
  - Speech/Language/Deaf (SLDE)
- Foreign Language Education (FLS) (B.A.)
  - French (FLF)
  - German (FLG)
  - Italian (FLI)
  - Russian (FLR)
  - Spanish (FLS)
- Industrial-Technical Education (EVT)
- International Business Education (IBED)
- Music Education
  - General (MEC)
  - Instrumental (MEI)
  - Vocal (MEV)
- Physical Education
  - Elementary (PTE)
  - Secondary (PTS)
  - Wellness (PTW)
- Science Education
  - Biology (NSB)
  - Chemistry (NSC)
  - Physics (NSP)
- Social Science Education (SSE)

College of Engineering:

- Chemical Engineering (ECH) (B.S.C.H.)
- Civil Engineering (ECE) (B.S.C.E.)
- Computer Engineering (ECP) (B.S.C.P.)
- Computer Science (ECC) (B.S.C.S.)
- Electrical Engineering (EE) (B.S.E.E.)
- Engineering (EGU) (B.S.E.)
- Engineering Science (EGS) (B.S.E.S.)
- Industrial Engineering (EIE) (B.S.I.E.)
- Information Systems (EIF) (B.S.I.S.)
- Mechanical Engineering (EME) (B.S.M.E.)

College of Fine Arts (B.A.) (B.F.A.) (B.M.):

- Art (ART) (B.A.)
- Art History (ARH) (B.A.)
- Dance (DAN) (B.A.)
- Music (MUS) (B.M.)
- Theatre (TAR/TFA) (B.A./B.F.A.)
College of Nursing (B.S.):
- Nursing (NUR)
- Nursing (NRN)

Academic Minor
In addition to major programs, many departments offer an academic minor that requires approximately one-half the upper-level 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. A minimum of 8 semester hours of credit used to satisfy the requirements of a minor must be from USF courses.
2. A student desiring a minor must have a major in a different major.
3. USF coursework for a minor must have a GPA of at least 2.0.
4. Only an undergraduate degree-seeking student at USF is eligible for a minor.
5. 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 undergraduate coursework at the University and applying for the certification.

USF offers curricula leading to an academic minor in the following fields:

College of Arts and Sciences:
- Africana Studies - Option I or II
- African Studies
- American Studies
- Anthropology
- Communication
- Criminology
- Economics
- English: English and American Literature
- English: Professional-Technical Writing
- English: Creative Writing
- French
- Geography
- Geology
- German
- Gerontology
- Greek
- History
- Humanities
- Interdisciplinary Classics
- International Studies
- Italian
- Latin
- Linguistics
- Manual Communications
- Mathematics
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Russian
- Sociology
- Spanish
- Women's Studies
- Women's Studies: Women of Color

College of Business Administration:
- Economics
- Management
- Management Information Systems

College of Fine Arts:
- Art

Student's Choice of Catalog
In order to graduate from USF, each degree-seeking student must meet all of the graduation requirements specified in the USF catalog of his/her choice. A degree-seeking 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 USF, “continuous enrollment” is defined as enrolling as a degree-seeking student at least one term each 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 matter, course offering, etc., appropriate substitutions will be determined by the chairperson of the department or program of the student's major.

USF’s 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 advisor 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 of 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 USF may receive two baccalaureate degrees provided he/she meets University graduation requirements for both degrees. In addition to the minimum 120 semester hours that apply toward the first degree and include at least 60 semester hours from a baccalaureate institution, the student must also earn at least a minimum of 30 semester hours in on-campus USF undergraduate courses that will apply toward the second degree. The student must also meet the requirements of the college awarding the degree and the residency requirements.
Second Baccalaureate Degree  
(Transfer Students)

A student already graduated from an accredited four-year institution must earn a minimum of an additional 30 semester hours of USF undergraduate courses to apply toward his/her second baccalaureate degree. Students must also meet the University's regular graduation requirements, including the 9 semester hours of Exit Requirements, as well as 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 advisor in the five-year program and an advisor in the baccalaureate-level program and with the approval of the program(s), 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 Arts and Sciences (see College of Arts and Sciences).

Application for Graduation

In order to graduate, a student must submit an application for the bachelor's degree, graduate degree, or associate of arts certificate to the Office of the Registrar. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term.

The application for the bachelor's degree is available from the student's college advising office. The application for a graduate degree is available from the Office of the Registrar. The application for an associate degree is available from the Center for Academic Advising in Academic Support and Achievement.

The application must first be certified (signed or stamped in the section, "Office Use Only") by the student's college (Center for Academic Advising for the A.A. degree). The college retains one copy, and the student must submit the remaining copy to the Office of the Registrar prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college or to the Center for Academic Advising in Undergraduate Studies.

It is the student's responsibility to clear all "I" grades (incomplete) in courses required for graduation and to provide official transcripts of all transfer courses earned for graduation at least 3 weeks prior to the end of the term in which he/she expects to graduate.

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;
2. Apply for the minor on the "Application for Degree," listing both the minor and college responsible for the minor on the application; and
3. Have no "I" grade in required courses.

Honors at Graduation

A baccalaureate candidate must first have an overall GPA for all work attempted at USF on the standard grading scale of 3.500 or higher to be considered for honors. In addition, transfer students and USF students who have post-secondary work elsewhere to be eligible for honors must have a GPA of 3.500 or higher when combined with all work attempted at other institutions (including developmental classes). The forgiveness policy at USF or other institutions will not be applicable in computing the GPA for honors nor are plus/minus grades awarded at other institutions.

Candidates with a GPA of 3.500 or below 3.710 shall receive a diploma designation of "cum laude" (with honor).

Candidates with a GPA of 3.710 but below 3.900 shall receive a diploma designation of "magna cum laude" (with higher honor).

Candidates with a GPA of 3.900 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 (Tampa) are held three times a year: Fall, Spring, and Summer.

To receive information regarding the Commencement ceremonies, students must submit an application to graduate. Information regarding the ceremony will be mailed to the student according to the term in which they should participate. If information is not received, the student should contact the Office of the Registrar. Graduate students (master's, education specialist, and doctorate) will not participate in commencement exercises until all requirements for such degrees have been fulfilled.

Certification Requirements

Associate of Arts

Upon the student's successful completion of the minimum requirements for the Associate of Arts Certificate the University will present the student who has properly made application with an appropriate certificate.

1. To receive the Associate of Arts, the student must complete 60 semester hours of university credit, at least twenty of the last thirty semester hours must be completed in residence at the USF; the minimum grade point average must be 2.0 based on work attempted at the USF; in addition, a transfer student must have a GPA of 2.0 or higher when combined with transfer work accepted and evaluated by the USF Office of Admissions; and the General Education Requirements of USF must be satisfied.

2. A student who has completed 21 semester hours towards the Associate of Arts and 60 semester hours of university credit may apply for the Associate of Arts Certificate.

3. The Associate of Arts certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.

4. Final processing for the Associate of Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate of Arts Certificate.

5. Any incomplete grades shown on the permanent record of an Associate of Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.
6. The General Education Requirements will be based on the approved University policy in effect in the catalog year the student chooses according to the University policy regarding the choice of catalog. The consideration of whether or not General Education Requirements are met will be made without consideration of the student's choice of major at the time he/she applies.

7. Residence credit will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. Where the grades from these institutions, except those earned through the University of Florida Correspondence Division, are recorded on the permanent record at USF, and included in the grade point average calculation, they will also be counted in the student's grade point average as work attempted at USF for the Associate of Arts Certificate.

8. An applicant who has not been enrolled at USF for three semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.

9. In approving any application for the Associate of Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student’s enrollment without regard for the student’s declared major. Student must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.

10. All USF colleges with undergraduate programs will accept the Associate of Arts from USF. That is, the student will be placed at least, at the junior level and will be considered to have met the University’s General Education Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the college of the student's major. Similarly, any special requirements for a student's professional certification (e.g., Education and Engineering) are not necessarily met by the Associate of Arts certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.

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

12. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate of Arts certificate prior to the completion of 90 semester hours.
Special Academic Programs

USF/Florida Public Community College Cross Enrollment

Some undergraduate students may find it advantageous to cross enroll at a Florida public community college while attending USF. Procedures to permit this type of registration are available during specified times printed in the University Class Schedule. 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 advisor. The grade point average will not transfer to USF. See a USF college advisor for detailed registration instructions and course approval.

Transient Students

USF degree-seeking students who wish to enroll at another regionally-accredited institution MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. The transient student/cross enrollment form should be used for this purpose.

College Level Examination Program (CLEP)

USF grants credit for general 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 and community colleges 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. 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:
   - Test Courses
   - English Composition with Essay
   - ENC 1101 and ENC 1102
   - Mathematics
   - MAC 2102 and MGF 2202

2. Transfer students from SUS or Division of Community College institutions must have scores or CLEP credit posted on their transcripts to receive CLEP credit at USF. Transfer students from non-SUS or non-Division of Community College institutions must have scores which meet the State Board of Education minimum score standards posted on official transcripts. The receiving college will determine, based upon guidelines, the applicability of these credits to the student’s degree requirements.

3. 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.

4. CLEP Examinations (General or Subject) for English do not satisfy the writing requirements for SBE 6A–10.30, although they do provide credit for the appropriate English courses.

5. CLEP General/Subject Examinations in mathematics, calculus, college algebra, trigonometry may satisfy the semester hours of mathematics required (College Algebra or above) for SBE 6A–10.30.

6. CLEP credit does not count toward academic residency.

Advanced Placement Credit Program

USF 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 or 5. No credit is allowed for scores of 1 or 2. Additional information is available in the Office of Evaluation and Testing.

Independent Study

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 may 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.

College Reach-Out Program

College Reach-Out is an academic program designed for low-income and educationally disadvantaged junior and senior high school students, who have the academic potential for success in a postsecondary institution, and plan to pursue an education beyond high school.

The focus of the program is to prepare students to meet higher education requirements established for admission to colleges and universities. Tutoring services are provided to enhance students’ academic skills.

The program is structured to provide counseling in personal, social, academic, educational, and career opportunities. Academic requirements are listed:

1. Family income must meet federal and state guidelines.
2. Students must have completed the 8th grade.
3. Students must have a 2.0 grade average in English, mathematics, history, and science.
4. Students must attend schools in Hillsborough County.

Applications should be forwarded to the College Reach-Out Program, FAO 181, USF. Information may be obtained by calling (813) 974-3713.

Enrollment in Evening Courses

Evening courses at USF are part of the regular academic program; they are offered at times convenient to people who are employed or have a 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.

State University System, External Degree Program Bachelor of Independent Studies (BIS)

The Bachelor of Independent Studies Program is available through participating state universities in Florida. The universities currently involved are the Florida International University, Florida State University, the University of Florida, the University of North Florida, and the University of South Florida.

Founded in 1968, the external degree program is for adults who find it difficult to attend regular university classes because of career or family commitments. The BIS student proceeds at his/her own pace and, for the most part, in his/her own setting. The exception is the summer seminars which require periodic, short-term campus residence.

The administration office for the Program is located on USF’s Tampa Campus. For detailed information, see the College of Arts and Sciences.

State University System Correspondence Courses

The State University System of Florida (SUS) offers over 125 university-credit courses by correspondence, incorporating courses from academic departments at USF, FSU, and UF. The University of Florida Department of Independent Study by Correspondence administers all correspondence instruction for Florida’s State University System (SUS). Florida’s program of
Independent Study by Correspondence offers well over 150 courses by computer, fax or regular mail to people in Florida, the United States and foreign countries. These courses are grouped into two categories: college credit, continuing Professional education, and high school credit. For a FREE brochure, please contact: Department of Independent Study, 2209 NW 13th St., Suite D, Gainesville, FL 32609-3409; PHONE: (352) 392-1711; FAX: (352) 392-6950; E-Mail: Learn@negvm.nerdc.ufl.edu

Free course catalogs may be obtained by visiting the USF Office of Continuing Education, writing to the Department of Independent Study by Correspondence (2209 NW 13th Street, Suite D, Gainesville, FL 32609-3498), or calling toll-free 1-800-392-4218.

USF considers independent study by correspondence as resident credit. Grades are not transferable. Exception: grades for courses taken by Cooperative Education students while on a training period are transferred and will be used in computing the USF GPA.

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 federal guidelines.
2. Applicant should be a potential first-generation college student.
3. Student must have completed the 9th grade and presently be enrolled in the 10th or 11th grade in an accredited high school.
4. GPA must be 2.0 ("C") or above in basic pre-college courses.
5. Attend weekly scheduled tutorial sessions.
6. Attend six-week summer residential component on the USF Tampa Campus.

Applications should be forwarded to Director, Project Upward Bound, USF.

International Student Exchange Program (ISEP)

USF maintains cooperating programs for the exchange of undergraduate students with various universities in England, France, Scotland, Australia, Israel, Sweden, Japan, Korea and Canada. These exchanges are provided through the International Student Exchange Program (ISEP). Because new schools are continuously added to the ISEP, an updated listing of exchange universities is available from the ISEP office.

It is much less expensive to attend a foreign university on exchange than it would be on one's own. Costs approximate those at USF. Decisions about covered charges and services are based upon cooperating contractual agreements. There is a deposit of $250.00 for international exchange, which is refunded only if a qualified applicant cannot be placed. While on exchange, students are considered to be enrolled full-time for all purposes including financial aid. Duration of exchange can be a full year or one semester depending on the specific exchange agreement.

A minimum 2.5 (3.0 for some institutions) cumulative GPA is required for exchange. It is recommended, though not required, that students exchange during the sophomore or junior years. Courses and grades earned on exchange are accepted and entered into the USF record (transcript) and grades earned on exchange are entered into the USF GPA.

Students who wish to exchange in the Fall are advised to apply by March 1. Students wishing to exchange in the Spring are advised to apply by September 15. The number of placements is limited, so early application is desirable. The date of application (as well as year in college, scholastic record, etc.) carries considerable weight in situations where demand exceeds supply. The ISEP office maintains a library of materials about the universities cooperating with USF.

Study Abroad Programs

USF students are eligible, if they meet the specific academic requirements, for enrollment in a wide variety of study abroad programs sponsored by the SUS of Florida as well as by many other U.S. colleges and universities, national educational organizations, and foreign institutions of higher learning.

* The following overseas study programs are administered by USF through the auspices of the Overseas Study Programs Office of the International Affairs Center (located in CPR 468).
* One, two, or three-month study in Paris and in Tours, France.
* In-class study of the French language in cooperation with the Alliance Francaise. In conjunction with this language study, an intensive program in French culture is offered during the month of July. The latter program consists of readings, lectures, and on-site visits in Paris combined with day-long excursions to important historical locations in the provinces.
* A four-week summer program of Italian language and culture located at Perugia, Italy in conjunction with the International University for Foreigners.
* A four-week summer program of study of Spanish language and culture in Madrid, Spain.
* A year-round program in San Jose, Costa Rica in collaboration with the Forester International Institute. This flexible program of study of Spanish offers intensive courses from two weeks to three months.
* A summer program in Mexico. This program, offered in collaboration with the University of the Americas in Cholula, Mexico, provides participants with an opportunity to study Mexican culture and society and to visit many archeological sites.
* A four-week summer program of Greek language and culture in Northern Greece.
* A summer program in photography or cinematography conducted in Paris, France. (Class alternates each year.)
* A three-week to eight-week summer program in German language and culture in Berlin.
* A six-week summer program in Russian language and culture in Moscow.
* A fall semester program centered in Madrid, Spain in conjunction with the Europa Studies Center.
* A two, three, or four-week international summer school program at Cambridge University.

New study abroad opportunities are added each year. In addition to residential programs, USF offers a variety of short-term study-tour programs managed by the Overseas Study Programs Office (CPR 468).

These programs include an intensive study on the Tampa campus prior to the travel segment. Recent programs have focused on Africa, the Caribbean, South American, France, Ireland, and Scotland.

The programs described in this section are approved study-abroad programs and all carry USF credits.

The University of South Florida also offers reciprocal exchange programs for students in the following countries: Australia, Brazil, China, Costa Rica, England (10 universities), Estonia, France (6 universities), Israel, Italy, Japan, Korea, Mexico (4 universities), the Netherlands, Russia, Scotland, Spain, Sweden, Venezuela, and Wales.

A sampling of residential or study-travel programs offered by other universities in the SUS follows:
- Administered by Florida A & M University: study and exchange programs to Haiti, Jamaica and Sri Lanka.
- Administered by Florida Atlantic University: study and exchange programs to Australia, China, Denmark, Finland, Lithuania, Poland, and Russia.
- Administered by Florida International University: study and exchange programs to the Bahamas, the Czech Republic, France, Germany, Mexico, and Sweden.
- Administered by Florida State University: study and exchange
programs to Australia, Barbados, Costa Rica, Eastern Europe, Italy, Korea, and Switzerland.
*Administered by the University of Central Florida: study and exchange programs to Austria, Canada, Chile, China, Korea, Russia, and South Korea. Services include studio scheduling, publication of course offerings, on-site registration and advisement, materials distribution, tape duplication and distribution, and site director training.
*Administered by the University of Florida: study and exchange programs to Denmark, England, Finland, Germany, Greece, Italy, Japan, Mexico, Sweden, Taiwan and Venezuela.
*Administered by the University of North Florida: study and exchange programs to the Czech Republic, England, France and Ireland.
*Administered by the University of West Florida: study and exchange programs to Austria, Canada, Costa Rica, Germany, Israel, Japan, Norway and Taiwan.

Students who plan to participate in study abroad programs should consult their departmental advisors to determine whether the course of study they plan to pursue will be acceptable for meeting degree requirements.

Information about these and other programs, as well as advising on study abroad, may be obtained from the Overseas Information Library and the Overseas Study Programs Office in CPR 107, 974-4214; e-mail: jhale@lang.usf.edu.

Florida College Exchange Program

Through an exchange agreement, students of USF, with the approval of their advisors, may elect courses at nearby Florida Colleges. Credits taken at eligible institutions are transferable to USF and counted as elective credit toward graduation. Students from Florida College have a similar transfer arrangement.

Costs for students under these cross 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.

Florida College students enjoy full privileges of the statewide articulation agreement and of USF transfer student policies, such as academic salvage and full acceptance of the Associate of Arts degree.

Academic Services and Support

Distance and Technology Mediated Learning

The Division of Distance and Technology Mediated Learning provides the support for the distance delivery and technology enhancement of instruction and serves various instructional and non-instructional needs of the University.

Academic Productions supports the video production and recording needs of the University by providing in-house classroom studio facilities. These studios are part of the University's distance learning network which enables the delivery of courses, teleconferences, and meetings to remote campuses, industrial and corporate sites, and other agencies throughout the State. Academic Productions can also produce instructional, informational, and promotional videos and multi-image slide shows for faculty, staff, and student organizations.

Academic Support Services provides coordination and assistance in the delivery of courses to off-campus sites. Services include studio scheduling, publication of course offerings, on-site registration and advisement, materials distribution, tape duplication and distribution, and site director training.

Academic Support Services acts as a conduit between and among the various campuses and remote sites.

Campus AV Instructional Services provides equipment such as TV receivers/monitors, video projectors, video equipment, Florida Production units, 16mm projectors, filmstrip projectors, slide projectors, etc., for classroom use, on-campus events and other functions. Audiovisual Services also provides simple and complex public address systems, recording and dubbing services, and maintenance of audio and video equipment.

The Film/Video Distribution's collection contains instructional and informational videotapes and films that are available for utilization in scheduled USF courses at no charge; for rental to external agencies or non-academic internal utilization; and for preview in the Film/Video Distribution Office located on the Tampa campus. Reference and research services for films not in the USF collection are also provided.

The Graphic Design Department provides a full range of graphic design applications including brochures, flyers, transparencies, charts, graphs, signs, video animation, computer-generated slides, and displays. Graphic designers provide solutions to meet communication design needs for instructional, informational, and promotional activities of the University.

The Media Supplies and Services Department provides comprehensive assistance in the selection, design, production and utilization of a varied range of instructional and presentation materials and tools. Services include overhead transparencies, signs, drymounting, matting, laminating, framing, punch/ bind and poster size enlargements. AV materials, such as microphones, patch cords, projection lamps, overhead transparencies, surge protectors, audio and video cassettes, splicing tapes, and more are available for purchase.

Teleconferences. USF teleconference facilities allow faculty, staff, students, and the business community access to pertinent information presented by renowned experts in their field. Using one-way video and two-way audio live, satellite-transmitted, interactive programs, conferences, and discussions from anywhere in the world. Viewers, in remote sites who share educational and professional information across distance and space by electronic technology. USF's satellite receiving dish allows reception of both KU and C band teleconferences, as well as re-transmission from the Tampa campus to selected receive-sites within the University's five-county transmission area. The Office of Teleconferences also provides full coordination services for uplink capability. Complete teleconference program planning, coordination and administrative services, including marketing and promotion, registration, program materials, fiscal management, and evaluation are available.

Open University (O.U.)

The Open University (O.U.) brings USF credit courses to students via television and radio. Broadcast on WUSF-TV, Channel 16 in the Tampa, St. Petersburg, Sarasota, and Lakeland areas and on WSSF-TV, Channel 30 in the Fort Myers area. O.U. is ideal for the working person, a parent with small children, a student who is unable to get into an on-campus course, or anyone with a desire to learn. Most programs are broadcast twice, at times convenient for students.

Many O.U. courses are General Distribution and/or major requirements and may be used as elective credit for most degree programs. Some O.U. courses also may be used by Florida teachers to extend their teaching certificates.

Students should check with their departments for clarification.

THERE IS NO MANDATORY FIRST DAY CLASS ATTENDANCE POLICY FOR MOST O.U. COURSES UNLESS INDICATED. This means that, while you are not responsible for attending a "first class" for most O.U. courses (other than those scheduled and listed on your syllabus), you will NOT BE AUTOMATICALLY DROPPED from an O.U. course. The ONLY way you may drop an Open University course is to fill out a drop/ add form and turn it in to the Office of the Registrar.

All O.U. credit courses require some combination of quizzes, papers, special projects, etc., and students receive a letter grade or exam in some courses, to take a satisfactory/unsatisfactory option. Registration dates/times coincide with the University's registration schedule. Both degree-seeking and non degree-seeking students may register for the Open University telecourses at the Tampa, St. Petersburg, Sarasota, Fort Myers, or Lakeland campuses. Students registering by phone must get the course syllabus from the O.U. Office before classes begin. Students registering at the Tampa Campus (not by phone) must have a permit stamp from the O.U. Office before registering.

The O.U. office, like all departments at USF, is unable to give course grades or assignment grades over the phone. With
the Reference area. Reference services worldwide, and periodicals are cataloged and arranged on open shelves using the Library of Congress Classification System. Books may be checked out with renewal privileges; periodicals may not be checked out.

Library User Information Service (LUIS), the online catalog, may be searched by author, title, subject, and keyword to identify the library's holdings. LUIS contains records for the USF libraries, all nine SUS libraries in Florida, online catalogs worldwide, and serves as a gateway to over 50 periodical and full-text databases. Terminals located in various USF libraries provide access to the online catalog. Remote access to the same catalog is also possible through any campus terminal linked to the USF mainframe or via dial-in procedures.

Regional Exchange Center (REC) service can obtain materials from other USF campus libraries upon request. Thus, students and faculty have access to resources beyond the on-site collections at each campus. REC forms are available at reference and circulation service desks.


Tampa Campus Library

Central to the philosophy of the Tampa Campus Library is the view that the people it serves are equally as important as the books on its shelves. Students are encouraged to become familiar with the collection, to master the techniques of using it, and to achieve a familiarity with information resources that will carry over into later life.

The Tampa Campus Library contains a collection of more than 900,000 volumes, 4,500 periodicals and 2 million microforms of all types to support a broad range and depth of faculty and student research, as well as personal knowledge and cultural advancement.

Reference Collection: The Reference collection is located on the first floor, with service provided at the Reference desk. Reference librarians assist students and faculty in using all types of information sources: print, media, microform, computer, CD-ROM, on-line. Reference librarians offer computer searches of on-line databases to students and faculty on a cost recovery basis. Some of these same databases may be searched at no cost by using the LUIS catalog or CD-ROM databases in the Reference area. Reference librarians provide classroom presentations in two state-of-the-art computer labs and teach LIS 2001 Information Resources and Library Research.

CALL/USF, the library's information service to the community, offers document delivery to USF users. There is a fee for CALL/USF service.

Periodicals Collection: The Periodicals Collection is on the second floor. In addition to more than 4,500 periodicals, the library has selected newspapers from Florida, from major cities in the U.S., and from some foreign countries. A large collection of materials is available in microformat, also located on the second floor. These unique research collections provide access to many important sources otherwise only accessible at other libraries. The library has both a microfiche reproduction service and self-service photocopying equipment.

Government Documents: The Library serves as a selective depository for U.S. and Florida Government publications and acquires United Nations committee reports on microfiche. These documents are augmented by the acquisition of selected publications of other public agencies. The Government Documents Department houses these collections and is located on the basement level. Topical displays of documents are featured frequently in the department. The Government Documents unit is also a U.S. patent depository library.

Special Collections: The fourth floor Special Collections Department houses the library's rare books, maps, documents, manuscripts, and the University Archives. With more than 1 million items, the Department contains a number of nationally significant research resources, including the papers of Florida's governors, congressmen, and other key leaders. Other important collections include the nationally recognized Children's Book Collection, the NationsBank Black Sheet Music Collection, and the extensive holdings of mutual aid societies and immigrant history materials. These rich resource items are in closed stacks, but with assistance are available at the Special Collections service desk.

Access Services (Circulation, Interlibrary Loan, Reserve, and REC: Regional Exchange Center): The Access Services' Circulation and Reserve and REC: Regional Exchange Center are located on the first floor. The Reserve collection, containing books and articles "reserved" at faculty request for use of a particular class, is available at the Reserve service desk. Circulating books that are shelved on the third through fifth floors may be checked out at the service desk. The Library uses an automated circulation system which facilitates easy and quick check out of books. A statement of the Library's circulation policy is available at the Access Services desk on the first floor.

University Media Center and Lab: The University Media Center (UMC) provides media materials for instruction, research, and curriculum support. Videocassettes, sound recordings, slides, transparencies, kits, and other audio-visual formats as well as music scores are available for loan. The UMC Audio-Visual Lab provides equipment to utilize all media in the collection, including large projection screen multimedia classrooms. The UMC houses video lectures supporting distance learning programs, including the Open University, Engineering FEEDS, and the Instructional Television Fixed Service (ITFS).


ACADEMIC COMPUTING

Academic Computing provides services in direct support of instruction and research. Support for USF's "corporate" computing, including all aspects of student records, is provided by Information Technologies. All USF students are provided with computing accounts, email and Internet access upon request. Contact the appropriate college support group or Academic Computing.

Systems and Facilities

There are several locations on campus where small computers are maintained in open access labs. These labs may also provide access to the second tier computing facilities and the Internet. Second-tier facilities include a variety of UNIX servers operated by the College and Academic Computing. In many cases the individual Colleges have support groups. Students and faculty should regard these groups as their PRIMARY resources for computing information. When no local group is available or when the general academic facilities are involved, Academic Computing may provide assistance.

Programming Languages

Compilers for the usual range of applications are available on a variety of machines across campus. Guidance is available concerning access to the compilers, but we are not able to provide programming assistance. There are some exceptions to this. For numerically intense applications, the mathematical
packages, and certain statistical programming languages, help is available.

Applications Software
For second tier computing, the principle applications available deal with mathematics, statistics and database activities. Support is available in each of those categories. In the PC area, support is available for a variety of common office applications and free classes are provided for many of these. See the www site for details and registration or contact Academic Computing.

User Services
There are service groups within many of the Colleges and units. Users are encouraged to seek help from these groups first, because of the intimate knowledge of local systems. For IBM 3090 problems, or those associated with USF's corporate or student record activities, call Information Technologies. Users with problems associated with Novell networks should also seek help from Information Technologies if no local help is available. In general, faculty and student users may seek help from Academic Computing if no local help is available. The exceptions are for problems dealing with student records and administrative computing, supported by Information Technologies.

INFORMATION TECHNOLOGIES/CFRDC
USF is the host institution for a large scale computer facility designated as the Central Florida Regional Data Center (CFRDC). This facility operates as a computing utility within the SUS and provides instructional, research, and administrative computing support for the University and numerous other agencies. CFRDC is a division within Information Technologies (IT) and it's support staff consists of Computer Operations, Voice Network Operations, and Technical Support. Computing accounts are established through the IT Financial Services group.

Central site computing equipment located in the Student Services Building on the Tampa campus includes an IBM 3090-400E processor with a vector facility supporting tape and disk storage subsystems, laser and impact printers, providing MVS VM operating system environments, in addition to a UNIX platform, and large NT and Network file and print servers. CFRDC manages and operates the campus-wide Backbone Network providing access to research facilities on campus and the world via SURANET and BITNET. PC's and workstations are available at various locations on campus. In addition, remote access workstations are located at the St. Petersburg, Sarasota, Lakeland, and Fort Myers campuses. Terminals, microcomputers, printers, and other associated equipment are also maintained in "open use" areas to enable students, faculty, and staff access to the network and central site processing support. These remote open use areas may vary in their scheduled hours of operation but, generally speaking, each provides significant amounts of access, normally seven days a week.

PUBLIC BROADCASTING
WUSF-TV (Channel 16, Tampa) is a noncommercial educational television station serving the communities of the Tampa Bay region as an important outreach arm of the University. It provides high-quality educational, instructional, informational, cultural, and public affairs television programming and services to viewers in the greater Tampa/St. Petersburg/Sarasota area including Polk, Pasco, and Hernando Counties, as well as USF faculty, staff, students, and other educational agencies. The station is a member of the Public Broadcasting Service (PBS), Southern Educational Communications Association (SECA), Florida Public Television Service Inc. (FPTS), American Public Television Station Inc. (APTS), and WUSF-TV16 is a charter member of the Program Resources Group Inc. (PRG).

WUSF(FM) 89.7 MHz (Tampa/St. Petersburg) and WUSF(FM) 90.1 MHz (Fort Myers/Naples) are member supported noncommercial public radio stations serving USF and Florida Gulf Coast University and their campuses and surrounding communities with 24 hours a day of classical music, jazz, educational, and news and information programming. The stations are members of National Public Radio (NPR), American Public Radio (APR), Florida Public Broadcasting Service Inc. (FPBS), and Florida Public Radio (FPR). Together, the two stations are known as ConText 90 and serve a region that includes 1/3 of the population of Florida. WUSF operates the WUSF program service under an agreement with Florida Gulf Coast University.

The WUSF and WSFP Radio Reading Service (RRS) broadcast daily readings of newspapers, magazines, and other materials from Tampa, Sarasota, and Fort Myers for the print and physically disabled. More than 300 volunteers provide material on a 24-hour schedule. RRS airs on sub-carrier frequencies of WUSF-FM and WSFP (FM); qualified listeners receive the programming on special crystal-tuned receivers, loaned from the RRS. The Service also provides the University community with ADA-required cassette recordings of print material for use by print-handicapped persons.

INSTITUTE ON BLACK LIFE
As an outgrowth of the University of South Florida's concern for and commitment to cultural diversity, the Institute on Black Life was established in the Fall of 1986, under the Office of the Provost, to serve as a bridge between USF and the global community. The main purpose of the Institute on Black Life is to serve as a vehicle to utilize the research expertise of faculty, students, and staff to identify and assist in the needs for research, training, and program development that will enhance the economic, educational, social, political and religious life of the community. The Institute on Black Life provides support and encouragement for African-American and other minority student, faculty, and staff through scholarships, fellowships, research grants, conferences, and program development. The Institute accomplishes its mission through three major components: research, development, and University/community service.

The Institute on Black Life maintains a highly professional applied research program. Faculty from various disciplines conduct research in the areas of cultural diversity and other issues critical to the quality of life.

Funding to support research projects is sought through contracts, grants and private foundations. This support assists in either the initiation of new projects or in providing resources to faculty and student research that is already in progress. The Institute holds workshops, seminars, and conferences to discuss the findings of its research projects.

The Development component links the Institute with the private sector to establish support for students through scholarships, fellowships, book funds, and program development. The Institute on Black Life seeks funds from private foundations, corporations, and community organizations to assist in recruiting and retaining minority students.

The Institute develops community enhancement programs concerned with minority issues. These programs include a Speaker's Bureau, lectures, workshops, seminars, forums and conferences. These programs are offered in conjunction with civic, non-profit organizations, local government agencies, and businesses/corporations.

Center for African Diaspora
In November 1992, The Institute on Black Life initiated an agreement between the University of South Florida and the International Center for Bantu Civilizations (CICIBA) in Libreville, Gabon (Africa); thus becoming the first American university to officially affiliate with CICIBA. The Center for African Diaspora was established within the Institute on Black Life as an outgrowth of the CICIBA agreement. The Center is a major part of the Institute on Black Life's commitment and ongoing efforts to combine and provide more focus on African issues and activities. The mission of the Center is to promote research and
OFFICE OF RESEARCH

Creative research and scholarly activities are essential aspects of the undergraduate educational experience at USF. The promotion and administration of such is the responsibility of the Office of Research and its Divisions, which provide services that enable USF faculty, staff, and students at all academic levels to be competitive in a dynamic research environment. The Office of Research administers both sponsored and non-sponsored activities and projects that include institutional research projects, research contracts and grants, patents and copyrights, federal and state research compliance regulations, USF's own internal award programs, economic development initiatives, public-private partnerships, participation on the local research and development authority, research park development, technology transfer, and research activities of affiliated hospitals and research institutions.

From developing a grant proposal to filing a patent to removing biohazardous waste from laboratories, the Research staff are trained professionals committed to meeting the needs of USF researchers. In turn, the dedication of USF undergraduate as well as graduate students and faculty researchers has contributed to the phenomenal growth in research that USF has experienced over the past ten years. In 1994/95, USF received over $104 million in research funding—quite a feat when compared to the $22 million received just 10 years ago.

USF faculty, students, and staff are active in the search for new knowledge and consistently demonstrate their concern about the world in which they live. With the support of private and public agencies, they contribute to our knowledge about the world by asking and answering questions, by finding and solving many of the problems facing contemporary society. Many contributions evolve from basic research; others, from practical applications of new knowledge. Other projects made specialized training available to public officials, to organizations working for social betterment, to religious and educational institutions, and to business and manufacturing organizations. Through sponsored and non-sponsored activities, USF faculty, students, and staff make significant contributions to the University's instructional programs. Additional information about services and programs are available on the World Wide Web (http://www.research.usf.edu/).

FLORIDA MENTAL HEALTH INSTITUTE

The Florida Mental Health Institute's (FMHI) mission is to strengthen activities in mental health and mental health services in the State of Florida by providing research, training, and education on mental health services (Florida Statute 240.514).

The Institute's programs are conducted by four departments: Aging and Mental Health, Child and Family Studies, Community Mental Health, and Mental Health Law and Policy. The Institute conducts a broad range of applied research, training, and dissemination related to the planning, development, delivery, and evaluation of public mental health services. FMHI's training and consultation activities are provided for a variety of audiences including mental health and health care professionals, the Florida legislature, administrators, policy makers, planners, consumers, students, and the public.

FMHI provides continuing education opportunities for mental health and health professionals. FMHI is approved to provide continuing education credits for the following professional organizations: American Psychological Association, Florida Department of Professional Regulation, Florida Board of Nursing, and the Certification Board of Addiction Professionals of Florida. FMHI also provides continuing education credits to professional groups as physicians and attorneys through organizations such as the USF Continuing Medical Education Office and the Florida Bar Association.

FMHI offers undergraduate and graduate students field placements, internships, research assistantships, volunteer, and part-time employment opportunities. Students may earn academic credit for clinical placements, internships, tutorials, or independent research performed at the Institute in conjunction with USF courses. FMHI faculty teach course offerings in degree-granting programs in cooperation with other USF colleges.

FMHI's pre-doctoral internship program for psychologists is approved by the American Psychological Association. Undergraduate and graduate students participate in FMHI's Multicultural Mental Health Training Program designed to attract minority students to the mental health field.

SCHOOL OF CONTINUING EDUCATION

Division of Special Programs

The Division of Special Programs (DSP) is an academic division of the School of Continuing Education for the conduct of credit courses for non-traditional students. PACE (Program for Adult Credit Education) is the primary administrative unit for DSP; administrative support is also provided to Overseas Study and MERIT (Multilingual Educational Resources, Information and Training).

DSP/PACE is an administrative unit for the non-traditional delivery of both undergraduate and graduate classes. Methods of delivery include, but are not limited to: off-campus classes offered with instructors coming to the site, concentrated format classes, weekend classes on campus, and electronic transmission of regular USF classes to remote sites.

PACE provides administrative support for departments and colleges within the University as they meet the community's professional educational needs, e.g. licensure, certification, or other professional credit continuing education. The Division also works with area businesses, school boards, and organizations to offer credit courses to their employees, often by contract with a sponsor. Through its "Forum USF" program, PACE serves as an academic outreach into business, educational and community organizations.

The Division also administers MERIT, a program to meet the needs of public school boards and their employees for training in working with Limited English Proficient students.

All courses delivered by PACE are listed in the USF undergraduate or graduate catalog and are taught by USF instructors. Students participate in PACE programs, similar to how they would in the University's regular programs, but not at off-campus locations) as payment for course fees.

The Division exists as a means for the University to respond quickly and flexibly to the credit needs of the USF service area for credit courses that cannot be conducted through the University's usual offerings. Consequently, the Division is receptive to adding new programs to its activities.

For details on any of these programs, contact the Division of Special Programs, University of South Florida, 4202 E. Fowler Ave., MS# 144, Tampa, Florida 33620-6610; e-mail: pace@conted01.conted.usf.edu.

Overseas Study

The Overseas Study Office coordinates the vast majority of the University's overseas study programs. Study abroad consists of two major types: (1) residential programs at noted international colleges and universities or accredited language institutes, and (2) tours of a country or region that are preceded by several weeks of classroom study.
Residential programs up to a semester in length are sponsored by USF in France and Costa Rica. Other overseas study locations are available to USF students through cooperative programs. Residential programs in the Summer of less than a full semester are conducted by USF in Cambridge, England; Perugia, Italy; Madrid, Spain; Berlin, Germany; Moscow, Russia, and Athens, Greece.

The typical study tour consists of lectures of a specific academic topic by USF faculty in advance and while overseas. All tours are led by USF faculty with experience and academic expertise in the country(s) toured. Destinations previously toured include Africa, Australia, China, Egypt, Great Britain, Israel, Russia, and South America.

All residential and study tour programs are open to the general public as well as USF students; all programs include an academic course that may be taken on a credit or audit basis. The Overseas Study Office is a cooperative program between the International Affairs Center and the School of Continuing Education.

For details on overseas programs, contact the Overseas Study Office, 4202 E. Fowler Avenue - CPR 107, USF, Tampa FL 33620-5550.

Division of Lifelong Learning

The Division of Lifelong Learning offers courses, services, and programs designed to meet the personal improvement, career, and cultural needs of individuals. Courses are non-credit and include special interest, certificate programs, computer skills, professional development and test preparation. Various non-credit educational programs (workshops, seminars, short courses, etc.) are scheduled throughout the year by the colleges of the University and the School's Division of Lifelong Learning, making it possible for the University to serve greater numbers of people at all ages 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 awarded to participants who successfully complete programs that are sponsored by the School of Continuing Education and approved by an academic unit. Transcripts indicating awarded CEUs are available on written 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. Distinguished faculty members from USF and other institutions of higher education, and national and international resource persons serve as lecturers, 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 Florida Center for Writers, a joint project of the Department of English and the Division of Lifelong Learning at USF, was established to foster an appreciation of literature and to help writers of all levels master their craft. The Center sponsors the annual Florida Suncoast Writer's Conference and Florida Suncoast Writers' April Workshop, ongoing classes in writing, the publication of Sunscripts: Writing from the Florida Suncoast Conference and Workshop, and various lectures and readings.

Mediation Institute

The USF Mediation Institute provides Florida Supreme Court approved courses used for certification in family and circuit civil mediation. In addition, the Mediation Institute provides educational programs that incorporate conflict resolution skills in parenting classes for divorcing families; juvenile dependency mediation; orientation materials for mediators; parties; advanced mediation training; and assistance in developing training programs in emerging areas of conflict resolution through mediation.

For further information, contact the USF Mediation Institute, USF School of Continuing Education, 4202 E. Fowler Avenue, Tampa, FL 33620-6600.

Community Music Division

The USF Community Music Division is a full-service community music school and a member of the National Guild of Community Schools of the Arts. Utilizing facilities of the School of Music, the Division also uses music facilities in selected area schools and brings quality music instruction to various neighborhoods. The Division provides non-credit instruction for children and adults in both private and group settings. The school year is divided into two semesters of fourteen weeks each plus a summer session. Programs range from pre-school music classes through adult private instruction.

Dedicated to providing the highest quality musical instruction, the Division has a talented teaching staff comprised of musicians active as both teachers and performers. These include Florida Orchestra members in addition to leading community-based music teachers and free-lance musicians.

Division of Conferences and Institutes

The Division of Conferences and Institutes develops and coordinates short-term programs (conferences, institutes, seminars and short courses) consistent with the needs of specific groups and organizations to broaden their professional competencies. This division uses the academic and administrative units of the University as well as organizations such as business and industrial firms, government agencies, schools, professional organizations, and other interest groups.

Organizations that require only management support during the conference itself, as well as those that require a full complement of services, can be accommodated by the Division. Professional program coordinators provide assistance with conducting needs assessments, technical program design, program budget development, instructional resources, brochure preparation, logistics, registration, recording of Continuing Education Units, on-site program management, program evaluation, and certificates.

For details, contact the Division of Conferences and Institutes, USF, 4202 E. Fowler Avenue, Tampa, FL 33620-6600, telephone 813-974-5731, fax 813-974-5421; e-mail laura@conted.usf.edu.

Division of Senior Programs

The Division of Senior Programs initiates and coordinates programs for adults over age 55. More than 300 of these programs are planned in conjunction with seniors who play an active volunteer role in facets of the programs. Programs include:

Senior Citizen Tuition Waiver Program: Florida residents who are 60 years of age or older by the first day of a respective semester may take certain undergraduate or graduate courses on a space available basis without paying tuition. Academic credit is not awarded, examinations are not required, and grades are not given. An orientation-registration is held at the beginning of each semester. Peer advisors are available for advising.

SeniorNet: An international, non-profit organization, SeniorNet is for seniors age 55 and over who are interested in learning to use computers. Members who join SeniorNet share and exchange knowledge and interest with members through an online network. Members may take courses taught by senior volunteers with extensive computer experience. Courses and fees are described in information sent to seniors who ask to be on a SeniorNet mailing list.

Learning in Retirement Institute: As an outgrowth of Elderhostel, the Learning in Retirement Institute builds on the motivation and experiences of adults in retirement as they continue learning, expanding their horizons and enhancing their personal development. Learners develop intellectually stimulating educational programming within an organizational structure which distinguishes the Institute as an educational
community of older learners. Learners must be members of the Institute and pay fees for study groups each semester. Membership information, study groups and study group leaders are described in information available to seniors who request inclusion on the LIR mailing list.

Other programs and courses are offered each term. For details on all Senior Programs, contact Division of Senior Programs, USF, 4202 East Fowler Avenue, MGY 153, Tampa, FL 33620-6600; e-mail lee@conted01.conted.usf.edu.

The English Language Institute - College of Arts and Sciences

The English Language Institute offers intensive English as a Second Language (ESL) to non-native speakers of English. Students are given a placement test upon registering for the program. This test determines the proficiency level into which the student is placed, ranging from elementary, low-intermediate, high-intermediate, to advanced pre-university ESL.

Students attend non-credit classes 25 hours a week. The curriculum includes training in English pronunciation, listening comprehension, spoken English, grammar drills, reading comprehension, and composition skills. Students who complete Advanced ESL usually score above 500 on the Test of English as a Foreign Language (TOEFL).

The English Language Institute is authorized to issue the Certificate of Eligibility (f-20) to students who require a Student Visa (F-1) and who meet criteria set forth by the United States Immigration and Naturalization Service.

The cost of the program is $2,485.00 per semester. There is an additional non-refundable $50.00 application fee.

For complete details, contact the English Language Institute, USF, Tampa, FL 33620, or call (813) 974-3433; fax (813) 974-2769.

Professional Development Center - College of Business Administration

The Professional Development Center extends the resources of the College of Business Administration to public and private sector managers through a wide variety of conferences, seminars, workshops, and short courses. The Center also offers specially tailored or custom designed in-house programs on virtually any business-related topic.

Programs are conducted by instructors drawn from the University, government, business, and professional firms who, by combining experience with knowledge, bring both the theoretical and practical into the classroom.

Additional information about the Center and its programs may be obtained by writing to the Professional Development Center, College of Business Administration, USF, Tampa, FL 33620 or by calling (813) 974-4264.

UNDERGRADUATE EDUCATION AND COMMUNITY COLLEGE RELATIONS

The Dean of Undergraduate Education is in overall responsibility to enhance the quality of the learning experience in undergraduate programs across all colleges and campuses of the University. The Dean is committed to providing vision and leadership in undergraduate education and to serving the needs of all undergraduate students including those with non-traditional and diverse backgrounds. The Dean serves as the Director of Community College Relations and as such is charged with promoting collaborative relationships and enhancing the articulation between USF and Florida's community colleges. The Dean is responsible for negotiating articulation agreements with community colleges and area school boards.

The Dean of Undergraduate Education also is the University Student Ombudsman. The function of the Student Ombudsman is to handle student appeals concerning access to courses and credit granted by the student's degree. Students who wish to make an appeal should contact the Office of the Dean of Undergraduate Education. Dr. Stuart Silverman, Interim Dean of Undergraduate Education is the Ombudsman at the time this Bulletin was written. A permanent dean is to be appointed prior to Fall Semester, 1996. Please contact the Office of the Dean of Undergraduate Education at SVC 2002, 974-4051 for further information.

The Dean supervises several units and undergraduate academic programs that are not the purview of a single school or college; administers undergraduate student academic appeal processes and waiver policies; acts on recommendations from the Undergraduate Council, the Academic Regulations Committee, the Council on Academic Advising, and the Faculty Committee on Student Admissions; and handles articulation agreements with the community colleges and the area high schools.

The offices of Evaluation and Testing, International Student Exchange Program, Off-Campus Term Program, University Honors Program, Air Force ROTC Program, and Army ROTC Program are part of Undergraduate Education and Community College Relations.

Air Force ROTC

The Air Force Reserve Officers Training Corps (AFROTC) curriculum includes 12-16 course hours of instruction by active duty Air Force officers over a two- to four-year period. A student who completes the AFROTC program will receive an Air Force commission as a second lieutenant and is guaranteed a position in the active duty Air Force at a starting salary of approximately $28,000 per year.

AFROTC is offered as either a two- or four-year program. The four-year program normally requires a student to successfully complete all degree requirements for a award of a bachelor's degree, 16 course hours of AFROTC classes, a mathematical reasoning course, and a four-week field training encampment between his/her sophomore and junior years. The two-year program gives students who do not enroll in AFROTC during their freshman and sophomore years the opportunity of taking AFROTC. Students should apply for the two-year program by December of the sophomore year. The student attends a six-week field training encampment in the summer prior to program entry. Upon entering the program, the students then complete all undergraduate degree requirements, a mathematics reasoning course (if not already completed), and 12 credit hours of AFROTC courses.

ROTC students take a 1.5 hour non-credit leadership laboratory in addition to the academic classes. Students wear the Air Force uniform during these periods and are taught customs and courtesies of the Air Force. Leadership Laboratory is open to students who are members of the Reserve Officer Training Corps (ROTC) and are eligible to pursue a commission as determined by the Director of Community College Relations.

AFROTC 4, 3, and 2-year scholarships are available for eligible applicants. These scholarships pay all tuition, fees, books, and a $150 per month tax-free stipend. In addition to the program requirements, scholarship recipients must also complete an English composition course. Non-scholarship students in the final two years of the program are eligible for the Professional Officer Course Incentive (POCI) and the monthly $150 tax-free stipend. Qualified POCI students receive up to $2,000 a year which covers tuition, fees, and books. Those interested in more information about scholarship criteria should contact the AFROTC Department.

Students interested in enrolling in the four-year or two-year programs can begin registration procedures through the ROTC office in HAMS 111 or by registering for the appropriate "AFR" course through university registration. Veterans, active duty personnel, and graduate students are encouraged to inquire about special accelerated programs designed for them. The AFROTC phone number is (813) 974-3367.

Army ROTC (Reserve Officers' Training Corps)

The Department of Military Science for Army Reserve Officers Training Corps (ROTC) was established to select and prepare students to serve as officers in the Regular and Reserve components of the United States Army. The curriculum is
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designed to develop the students' leadership potential, as well as improve the students' planning, organizing, and managerial skills.

Army ROTC training is divided into two phases: The first two years constitute the Basic Course; the last two, the Advanced Course. The Department offers both a four- and a two-year program, each leading to a commission as a second lieutenant in the United States Army. The four-year program requires completion of the Basic Course, a six-week field training course, and the Advance Course. The two-year course allows academic juniors to enter the Advanced Course and to be commissioned as a second lieutenant in two years. Students with prior active military service or previous training at military schools may exempt some or all of the Basic Course. Students with questions concerning the various options should contact the Professor of Military Science for more information. Army ROTC training is offered to both men and women students and provides free uniforms and textbooks. Enrollment is open to qualified students at all levels, including graduate students. Offerings are published each semester.

Scholarships are awarded on a competitive basis in engineering, nursing, physical science, business, social science and other fields. The scholarship pays for tuition, books, lab fees, and certain other academic expenses.

All Advanced Course and scholarship students receive $150.00 per month for subsistence. This is in addition to the pay of approximately $700.00 which the students receive while attending the six-week field training course at the Summer Advanced Camp.

Adventure training at the Airborne School, Air Assault School, and the Northern Warfare School is available to both Basic and Advanced Course students during semester breaks. Adventure training is also available during the academic year. Other training includes survival skills, hand to hand combat, rappelling, escape and evasion, orienteering, etc.

Basic Course: The Basic Course consists of four semesters of classroom instruction of one hour each week. Students incur no military commitment by participating in the Basic Course. Any prior military service, Reserve or National Guard Basic training, or other ROTC training may qualify for full or partial completion of the Basic Course.

Advanced Course: The Advanced Course is designed to prepare the student who desires to be a Professional Army Officer for duty, either Reserve, National Guard, or Active Army. The training consists of four semesters of classroom instruction of three hours each week, lab, field training exercises, and a six-week training phase at summer Advanced Camp.

Requirements for an AROTC Commission: Students who desire to earn a commission as a second lieutenant in the United States Army must meet the following requirements: four semesters of the ROTC Advanced Course, successfully complete the Professional Military Education Courses (written communication skills, human behavior, computer literacy, math reasoning, and military history), attend Advanced Camp, maintain and graduate with a minimum of a 2.0 GPA, pass the Army Physical Readiness Test and meet the height and weight, and other requirements of the United States Army.

Evaluation and Testing

The Office of Evaluation and Testing serves four principal functions.

1. Admissions, Academic and Placement 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, CPT, CLAST, GRE, MCAT, and LSAT.

2. Scanning and Scoring Services: Analysis and advisory services are offered to aid in construction and validation of tests used in classes. Survey design and data analysis are available for research purposes. Test scoring and analysis by machine are provided. This office also coordinates the student assessment of instruction process.

3. Credit-By-Examination: The College-Level Examination Program (CLEP) is administered through this office. Information on other programs such as the Advanced Placement Test (AP) is available.

4. College Level Academic Skills Test (CLAST): This office, in addition to administering the CLAST, implements many of the rules and policies of the College Level Academic Skills Program (CLASP).

University Honors Program

Superior students may avail themselves of Honors opportunities at USF. University Honors Program-Four Year is designed for first-time-in-college students. University Honors Program-Two Year is designed for transfer or upper-level students.

To be considered for admission to the University Honors Program-Four Year students must satisfy USF Liberal Arts and Exit Requirements by completing the core Honors courses and the English, Math and foreign language requirement. Enrolling in University Honors-Four Year does not increase academic work-load or the number of credits needed to graduate.

Potential University Honors Program-Four Year students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Students typically have 3.50 high school GPAs and 1270 SAT or 28 ACT scores. A number of scholarships are available for Honors students.

University Honors Program-Two Year students take four Honors courses that include: inquiry into major works and major issues of the liberal arts tradition; an appreciation of the liberal arts tradition and the development of critical thinking skills, an appreciation of the liberal arts tradition and the development of creative, independent thought.

Students in the Four Year Program take nine honors courses that examine the nature of human knowledge, ethics, interdisciplinary approaches to the sciences, social sciences, arts and humanities, multiculturalism, and major works and major issues. A Senior Thesis is the culmination of the Honors experience. (Course descriptions appear later in the catalog.) Students also complete six semester hours of English, six semester hours of Mathematics, and four to eight hours of foreign language. Honors students may satisfy the English and Math requirements through AP, IB, or CLEP University Honors Program-Four Year students satisfy USF Liberal Arts and Exit Requirements by completing the core Honors courses and the English, Math and foreign language requirement. Enrolling in University Honors-Four Year does not increase academic work-load or the number of credits needed to graduate.

Potential University Honors Program-Four Year students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Students typically have 3.50 high school GPAs and 1270 SAT or 28 ACT scores. A number of scholarships are available for Honors students.

Departmental Honors Programs are available in selected departments that wish to offer Honors-level work for superior students majoring in their disciplines. Requirements vary according to department, but all require the completion of a Thesis. Students enrolled in both University and Departmental Honors are required to complete only one Thesis.

Admission to University Honors is determined by the University Honors Committee and the Director of Honors; admission to Departmental Honors is determined by the individual department. Student who satisfactorily complete Honors and graduate with at least an overall GPA of 3.3 and a USF GPA of 3.3 shall be identified as Honors Program Graduates at Commencement as well as on their diplomas and transcripts.
St. Petersburg Campus Honors Program

The St. Petersburg Campus offers an interdisciplinary Campus Honors Program to superior students in all majors who have transferred to USF with or without an A.A. degree. The Campus Honors Committee and Director determine admission to the program. Applications should be submitted to the Director. Students will participate in two Honors Seminars and complete either an Honors Project or Honors Thesis. The nine (9) hours of Campus Honors Program courses satisfy the Liberal Arts Exit Requirements. Scholarships are available to those admitted to the program.

International Student Exchange Program (ISEP)

Undergraduate Education maintains cooperating programs for the exchange of undergraduate students with various universities in England, France, Scotland, Australia, Israel, Sweden, Japan, Korea and Canada. These exchanges are provided through the International Student Exchange Program (ISEP). Because new schools are continuously added to the ISEP, an updated listing of exchange universities is available from the ISEP office. (See previous information in this section regarding ISEP.)

Off-Campus Term Program

The Off-Campus Term (OCT) Program offers a program of experience-study in which 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, internship projects, or other personalized projects all off campus and all for academic credit anywhere in Florida, the U.S., or the world.

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 toward general education and elective requirements. Credit may be earned in the major field of study in some cases.

The OCT Program has a variety of course projects designed specifically for implementation 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) intercultural studies, (3) law and society, (4) contemporary health problems, (5) volunteers and society, (6) international relations, (7) and internship/volunteer work project. Participation in the OCT Program for a total of 9 hours during a Summer term or terms satisfies the summer enrollment 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 GPA 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.
Toward a Sciences if it was earned as part of an Associate of Arts degree with transfer credit for MAT 1033.

For more information call 974-6957 and ask for CASPER Relief (CASPER) for freshmen. The College of Arts and Sciences offers three undergraduate degrees: Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work. A minimum of 120 semester hours credit (124 semester hours for Mass Communications) with an overall average of 2.0 or better in all work completed at the University of South Florida must be attained in order to earn the undergraduate degree. The Bachelor of Independent Studies is an external degree program in which the student proceeds at his/her own pace.

Theessencesofeducation are the foundation upon which the lives of our students are built, and the basis from which personal growth occurs. The College of Arts and Sciences takes as its goal a melding of the natural, humanistic and social philosophies into a comprehensive whole that encourages the development of new ideas and new approaches to the understanding of our universe.

The education provided by the disciplines of the Arts and Sciences is the foundation upon which the lives of our students are built, and the basis from which personal growth occurs. The College of Arts and Sciences takes as its goal a melding of the natural, humanistic and social philosophies into a comprehensive whole that encourages the development of new ideas and new approaches to the understanding of our universe.

Admission to the College of Arts and Sciences is open to students who have been accepted to the University of South Florida and who declare a major in a particular field. Liberal Studies, Mass Communications, and Social Work are limited access degree programs and have additional requirements listed under Programs and Curricula.

Undergraduate students must submit a formal application for admission into the College. This usually occurs during Orientation and Advising for New Students. This application is also available in the Arts and Sciences’ Office of Academic Affairs (SOC 102) for continuing students. Following admission, students are counseled by an academic adviser in their major field. Students preparing for a science or mathematics career must plan their courses carefully because of the sequential nature of the science curricula, and students seeking entrance into a professional school or the medical technology internship program require specialized counseling. Therefore, immediate application for admission into the College is strongly recommended.

Information on admission criteria, departments, majors, programs, counseling and other services of the College may be obtained from the Office of Academic Affairs (SOC 102), College of Arts and Sciences, University of South Florida, Tampa, Florida 33620.

CASPER

The College of Arts and Sciences Program for Emergency Relief (CASPER) is the ombudsperson program in the college for freshmen. The College of Arts and Sciences CASPER staff is dedicated to assisting freshmen in the college to overcoming academic and personal problems which might contribute to leaving USF during the first year. CASPER also sponsors an informal event for freshmen and faculty in the college to allow time for faculty-student interaction in a non-academic setting. For more information call 974-6957 and ask for CASPER.

Transfer credits for MAT 1033 will only be acceptable toward a bachelor's degree in the College of Arts and Sciences if it was earned as part of an Associate of Arts degree awarded by a public community college in the State of Florida or is part of a Florida public community college transcript which explicitly indicates that general education or general distribution requirements have been met.

Students enrolled in the College of Arts and Sciences must receive prior approval to take courses at another institution to apply toward a degree at USF. However, the College of Arts and Sciences does not permit students to count credits earned at another institution toward a degree from USF while on temporary or permanent academic dismissal from USF.

GENERAL REQUIREMENTS FOR DEGREES

The College of Arts and Sciences offers three undergraduate degrees: Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work. A minimum of 120 semester hours credit (124 semester hours for Mass Communications) with an overall average of 2.0 or better in all work completed at the University of South Florida must be attained in order to earn the undergraduate degree. The Bachelor of Independent Studies is an external degree program in which the student proceeds at his/her own pace.

IT IS YOUR RESPONSIBILITY TO MEET GRADUATION REQUIREMENTS.

1. You must complete at least 120 accepted semester hours with an overall gpa of 2.000. Mass Communications requires 124 hours for the 1987-88 catalog and after.
2. You must have an overall major gpa of 2.000. Note: in Mass Communications you must have a 2.500 gpa in major courses in the 1989 catalog or after, Social Work requires a 2.75 major gpa.
3. You must complete the Foreign Language Entrance Requirement if you entered USF fall semester, 1987 or later. If you are pursuing a B.A. degree, you must complete the Foreign Language Exit Requirement.
4. If you first enrolled in a college in January, 1983 or after, you must satisfy State Rule 6A-10.30 (Gordon Rule) concerning computation and communications. Transfer students who enter the University of South Florida with 60 or more semester hours from a regionally accredited institution are considered to have met the communications portion of the Gordon Rule.
5. You must satisfy General Education Requirements.
6. You must satisfy Exit Requirements (9)
7. You must satisfy EXIT REQUIREMENTS (9)
8. Six (6) hours credit in English Composition
9. Six (6) hours credit in Quantitative Methods
10. Six (6) hours credit in Natural Sciences
11. Six (6) hours credit in Social Sciences
12. Six (6) hours credit in Historical Perspectives
13. Three (3) hours credit in Fine Arts
14. Three (3) hours credit in African, Latin American, Middle Eastern, or Asian Perspectives
15. General Education Requirements (36)
16. Elective Physical Education is limited to 2 semester hours.
17. ROTC is limited to 9 semester hours.
18. Maximum of 20 hours of S/U option; none in major courses.
19. The Audit option is available only during the first 5 days of classes; none permitted later.
20. You must complete at least 9 semester hours during summer term if you entered USF with fewer than 60 semester hours.
21. "D" grades are not acceptable in the major and supporting sciences for all natural sciences majors. "D" grades are not acceptable for the major area in Communication Sciences and Disorders, Psychology, Social Work, Sociology, Mass Communications, English, History, Humanities, and Communication. Only one "D" is allowed in the major for Criminology. (Important! All grades including "D"s and "F"s are used to calculate all Arts and Sciences major gpa.)
22. You must satisfy all major course requirements.
13. You must complete a minimum of 40 hours of upper-level courses (numbered 3000 or above). Most of the major hours fit here. Lower-level course work from 2-year or 4-year schools, though equivalent to a 3000-level course at USF, does not meet this requirement.

14. You must complete 60 semester hours at a bachelor degree-granting college or university. Thirty (30) of the last 60 semester hours must be completed at USF to fulfill the residency requirement. Biology, Chemistry, Geology, and Mathematics majors must complete a minimum of 30 hours of course work in natural sciences courses at USF with letter grades. Physics majors must complete a minimum of 12 credits of physics courses at USF applicable to the Physics major. There must be a minimum of 80 hours (90 for Mass Communications) outside of your major department for all majors in arts and letters and social sciences.

15. You must take and pass the CLAST (College Level Academic Skills Test) exam the semester in which you achieve or pass 45 semester hours or in your first term as an upper level transfer student. Only students with a baccalaureate degree or who have a previous exemption do not have to take the test. If not passed by 70 hours, remediation will be required. You may still take other courses. If not passed by 96 hours, contact the Office of Evaluation and Testing for further information regarding course work.

16. A maximum of 14 hours of non-degree seeking hours (special student classification) will count for graduation.

17. All USF degree seeking and non-degree seeking students are bound by the drop policy. From the second through the ninth week of classes (time period is different in summer-check class schedule) and between 0-59 semester hours, 3 drops are allowed and between 60 semester hours and graduation 3 more drops are allowed. Students classified as normally and transfer students also allowed 3 drops. Additional drops above these numbers result in an automatic "F" grade. Drops within the first 5 days of classes are not considered. Students can drop classes by telephone or by submitting a drop form to the Registrar's Office. Total withdrawal from all classes in a term is not considered toward the drop limitation. After the ninth week or for additional drops students must petition the Academic Regulations Committee (ARC).

18. Students must be in attendance the first day each class meets for all classes registered before classes begin. Failure to attend will result in an automatic drop from the class. Do not use this policy as a way to drop classes. Students can drop classes by telephone. Mandatory First Day Attendance policy is not in effect for any classes for which registration occurs during the first week. Open University courses and certain other categories of courses as indicated in the Schedule of Classes must be dropped with a drop slip or by telephone.

19. Students are allowed to repeat a course in which a B, C, D or F has been earned and have only the second grade of A, B, C, or D count in the gpa by submitting a Grade Forgiveness Form. A maximum of 3 grade forgiveness are allowed and grade forgiveness may be used for a course only once. Note: Both the original and repeated courses must be taken at USF. All grades (transfer and USF) are considered for honors.

20. Students are in good academic standing unless the grade point average falls below a 2.000 for USF courses. (Transfer grades are not considered.) The first semester the gpa falls below a 2.000 students are placed on academic probation (AP). If the gpa is not raised to a 2.000 the next term of enrollment, students are temporarily dismissed and may enroll after one term. Students in this category (TAD) upon returning to USF must achieve a 2.000 in courses taken during the term and raise the USF gpa to a 2.000 after 2 terms. Failure to achieve a 2.000 after 2 terms will result in a permanent dismissal (PAD). A gpa below 1.000 with 12 or more total hours attempted at USF will result in an immediate permanent dismissal. Students who have documentation to support readmission may petition the Academic Regulations Committee.

21. Courses taken at another institution while a USF student must be approved in advance (Transient Student/Cross Enrollment Form). No credit will be given for courses taken at another institution while on dismissal from USF.

Turn in your graduation application to SOC 102 during the 1st to the 4th week of the semester in which you plan to graduate. Applications are not accepted late.

The Departmental Minor

In order to help students develop some concentration in elective work taken in conjunction with their chosen major, the College of Arts and Sciences offers minors in the following departments/programs: Africana Studies, American Studies, Anthropology, Classics, Communication, Communication Sciences and Disorders, Criminology, Economics, English, Foreign Languages, Geography, Geology, Gerontology, History, Humanities (Interdisciplinary Studies, Linguistics, Mass Communications), Philosophy, Political Science, Psychology, Religious Studies, Sociology, and Women's Studies. In general, these require half as many hours as are required for the major. There are certain restrictions that apply to students earning a minor: (a) students who major and minor in the social sciences and arts and letters may not use courses in the major for the minor or for general distribution requirements; and (b) ISS majors may not earn a minor in any of the social and behavioral sciences incorporated in their contracts. In some departments, S/U grades within the minor curriculum are not countable. Specific requirements for the different minors appear under the departmental summaries listed under Programs and Curricula.

S/U Grades

In the College of Arts and Sciences some courses have S/U grading as an option. S/U contracts must be negotiated in writing within the first three (3) weeks of the term. A maximum of 20 hours of optional S/U credits may be counted towards the 120 hours (124 hours for Mass Communications) needed for the degrees. None of the 20 credits may be taken in the student's major unless S/U is the only grading option. Freshman English may not be taken S/U.

PROGRAMS LEADING TO THE BACCALAUREATE DEGREE

The departments and programs in the College of Arts and Sciences are Africana Studies, American Studies, Anthropology, Biology, Chemistry, Classics, Communication, Communication Sciences and Disorders, Criminology, Economics, English, Environmental Science and Policy, Geography, Geology, Gerontology, Government & International Affairs, History, Humanities, Independent Studies, Interdisciplinary Social Sciences; International Studies, Liberal Studies, Library and Information Science, Marine Sciences, Mass Communications, Mathematics, Medical Technology, Modern Languages and Linguistics, Philosophy, Physics, Political Science, Psychology, Public Administration, Rehabilitation Counseling, Religious Studies, Social Work, Sociology, and Women's Studies. The College of Arts and Sciences offers a major in 36 fields as described in the following pages. In addition to the departmental majors, interdisciplinary majors are offered. Economics offers two majors, one in the College of Arts and Sciences and the other in the College of Business Administration.

Bachelor of Arts

Africana Studies (AFS)
American Studies (AMS)
Anthropology (ANT)
Biology (NSB)
Chemistry (CHM) (NSC)*
Classics - Latin (CLL) - housed in Division of Languages and Linguistics
Classics - Latin/Greek (CLS) - housed in Division of Languages and Linguistics
Communication (SPE)
Criminology (CCJ)
Economics (ECN)
English (ENG)
French (FRE)
Geography (GYP)
Geology (GLY)
German (GER)
Gerontology (GEY)
History (HTY)
Humanities (HUM)
Interdisciplinary Classics (ICL) - housed in Division of Languages and Linguistics
Interdisciplinary Natural Sciences:
  Biology: (INS)
  Chemistry (INC)
  Clinical Laboratory Sciences (INL)
  Geology (ING)
  Mathematics (INM)
  Physics (INP)
Interdisciplinary Social Sciences (ISS)
  Communication Sciences and Disorders
  Speech-Language-Hearing Concentration (ISH)
  American Sign Language Concentration (ISA)
  Educational Interpreter Concentration (ISI)
International Studies (INT) - housed in Government & International Affairs
Italian (ITA)
Liberal Studies (ALA)
Mass Communications (COM)
Mathematics (MTH, MAE*)
Medical Technology (MET)
Philosophy (PHI)
Physics (NSP*, PHY)
Political Science (POL) - housed in Government & International Affairs
Psychology (PSY)
Religious Studies (REL)
Russian (RUS)
Sociology (SOC)
Social Science Education (SSE)*
Spanish (SPA)
Women's Studies (WST)

Bachelor of Science Degree
Biological (BIO)
Chemistry (CHS)
Clinical Chemistry (CHG)
Environmental Science and Policy (ESP)
Geology (GLY)
Gerontology (GES)
Microbiology (MIC) - housed in Biology
Physics (PHS)

Bachelor of Social Work Degree (B.S.W.)
Social Work (SOK)

Bachelor of Independent Studies (B.I.S.)
Independent Studies (BIS)

*Offered jointly with the College of Education.

Honors Programs
Faculty and selected students in the college participate in the University Honors Program. In addition, the College of Arts and Sciences offers undergraduate honors programs in Anthropology, Biology, Classics, Communication, English, Geology, History, Mathematics, Philosophy, Political Science, and Psychology. Students interested in one of these honors programs should consult the appropriate department for further information.

CERTIFICATES OF CONCENTRATION
Certificate Programs

The Certificate of Concentration is a short-term program for students who are interested in taking a series of courses in a selected area of Arts and Sciences, but are not necessarily interested in a degree. A minimum of 16 hours of approved course work are required. Students working for a Certificate of Concentration register as special rather than as degree-seeking students. For more information, contact the Coordinators of Advising in the College office.

Certificate in Latin American and Caribbean Studies

The College of Arts and Sciences offers a Certificate in Latin American Studies for students who wish to gain an intensive multi-disciplinary understanding of this important area.

The Certificate in Latin American and Caribbean Studies is designed for the student who wants to learn more about the region and have that knowledge formally recognized in his or her academic record.

The Certificate is granted to a person who takes a minimum of 15 semester hours of courses about Latin America and the Caribbean plus at least 3 hours of relevant foreign language credit. One course must be taken in each of four areas: 1) Anthropology, 2) Geography/Government & International Affairs, 3) History, and 4) Art/Humanities/Literature. A fifth course can be taken from a listing of other courses or from one of the four core areas. Students must take at least one of the indicated surveys (*). If ANT 4162 and ANT 4163 are both taken, they will also count as the required survey.

Students must also either demonstrate proficiency in a Latin American or Caribbean language other than English or have completed at least two semesters in that language (e.g., Spanish I and II, and/or Spanish III and IV). It is very strongly recommended that students who already know Spanish learn Portuguese or another Latin American or Caribbean language.

Study abroad programs are encouraged and will be credited toward the Certificate.

The following courses fulfill the certificate requirement. However, these should be considered as a partial list only. The student is strongly encouraged to consult with the advisor of the Certificate Program about current course offerings.

1) Anthropology
   ANT 4162 South American Archaeology**
   ANT 4163 Mesoamerican Archaeology**
   ANT 4340 The Caribbean
   ANT 4324 Mexico and Central America
   ANT 4495 Methods in Cultural Research***

2) Geography/Government & International Affairs
   GEA 3300 Geography of Middle America
   GEA 3400 Geography of Latin America*
   CPO 4930 Latin American Politics*
   LAS 3002 Latin America*
   INR 4931 Americas (TV)*
   INR 4931 Latin America through Film
   CPO 5934 Selected Topics: Latin America

3) History
   LAH 2734 Latin American History in Film
   LAH 3130 Colonial Latin America
   LAH 3200 Modern Latin America*
   LAH 3430 History of Mexico
   LAH 3470 History of the Caribbean
   LAH 3480 History of Cuba
   LAH 3930 US/Latin American Relations
Certificate in Russian Studies

The College of Arts and Sciences offers a Certificate in Russian Studies for students who wish to gain an intensive multidisciplinary understanding of this important area. A minimum of 23 to 26 semester hours is required of all students seeking such a certificate, and will be distributed in the following manner:

Language-Linguistics-Literature.
Twelve hours from the following courses, 8 of which must be in language:
- LIN 4930 Selected Topics in Linguistics (Russian or another Slavic language (1-3)
- RUS 2200 Russian III (4)
- RUS 2201 Russian IV (4)
- RUS 3270 Conversation I (4)
- RUS 3500 Russian Civilization (3)
- RUS 4241 Conversation II (4)
- RUT 3110 Russian Classics in Translation (3)
- RUT 3111 Twentieth Century Russian Literature in Translation (3)
- RUS 2270 Overseas Study (1-6)
- RUS 3470 Overseas Study (1-5)
- RUS 4471 Overseas Study (1-6)

History-Political Science-Economics.
Six to eight hours from the following courses:
- CPO 3002 Introduction to Comparative Politics (4)
- ECO 4323 Marxist Political Economy (3)
- EUH 3571 Russian History to 1865 (4)
- EUH 3572 Russian History from 1865 to Present (4)

International Studies-Geography-Philosophy.
Six to eight hours from the following courses:
- EUS 3022 Russia (3)
- GEA 3554 Geography of the USSR (4)
- INR 5086 Issues in International Relations (3)
- INR 3018 World Ideologies (3)

INR 3770 Comparative Military Systems (3)
PHP 4788 The Philosophy of Marxism (3)
INR 4900 Directed Readings (1-4)*
INR 4910 Directed Research (1-4)*
INR 3955 Overseas Study (1-6)*
INR 4931 Selected Topics (1-4)*
*When topic is defined as Russian or directly related area.

Other courses may be substituted for those listed above upon approval of the Russian Studies coordinator.

Certificate in Asian Studies

Requirements for the Certificate in Asian Studies:
The certificate in Asian Studies is designed for majors in any field who wish to gain a broad knowledge of a world area that is of unique importance. Requirements are as follows:
1. 18 semester hours from the courses listed below.
2. At least two courses must be from Group A and at least two courses must be from Group B. (Other relevant courses may be substituted with the approval of the program advisor.)
3. Students must declare their intention to be awarded the certificate by notifying the program advisor at least one full semester prior to graduation.
4. Students who fail to achieve a cumulative 2.5 GPA or higher in the program will be denied the certificate.

Courses credited toward the Asian Studies Certificate:

Group A -
Art:
- ARH 4530 (4) ARH 4796 (4)
Humannities:
- HUM 3271 (4) HUM 3273 (4) HUM 4402 (4)
Languages:
- CHI 1120 (4) CHI 1121 (4) JPN 1120 (4)
Religion:
- REL 3330 (3) REL 4343 (4) REL 3350 (3)
- REL 4333 (4) REL 4344 (4)

Group B -
Geography:
- GEA 3703 (4)
History:
- ASH 3501 (4) ASH 3404 (4)
Int'l Studies:
- ASN 3012 (3) ASN 3014 (3) ISS 3930 (1-4)
Political Science:
- CPO 4930 (3) CPÖ 5934 (3) INR 5086 (3)

Special Non-Degree Program

The HUMAN SERVICES courses are designed for students interested in careers in the human sciences and services, and may be taken in conjunction with any major or by special students. These courses are coordinated by the Department of Gerontology, and the courses are listed as:
- HUS 3001 HUS 4020 HUS 4100

HEALTH PROFESSIONS

The University of South Florida is an excellent location to prepare for a health profession. The Veterans Administration Hospital, University of South Florida Medical Center, Shriner's Hospital for Crippled Children, H. Lee Moffitt Cancer Center and Research Institute, University of South Florida Mental Health Institute, and University Community Hospital are within walking distance of the campus and offer students excellent opportunities for observation, research, and experience.

The College of Arts and Sciences offers programs designed to prepare students for admission to professional schools of medicine, osteopathic medicine, dentistry, optometry, podiatric medicine, and veterinary medicine. Usually
these professions require four years of preprofessional preparation followed by four years of training in a professional school. A few well prepared students with exceptional qualifications may be admitted to some professional schools as early as the completion of the junior year of preprofessional work. The preprofessional programs do not meet requirements for a degree, but students should plan to also complete a degree while at USF because, while not specifying a major, professional schools prefer students with a bachelor's degree. Most preprofessional students major in the sciences because of their interests in the health sciences, and because of the considerable overlap between the preprofessional curriculum and the degree requirements for majors in the biology and chemistry departments. Entrance into all professional schools or programs is competitive, and students should begin establishing a record of excellence with the first semester at USF. Furthermore, it is essential that students pursue courses developing a sense of understanding of cultural and humane values and basic social problems.

The College of Arts and Sciences provides academic advising in the Health Professions Advising Office. The office maintains a library of current catalogs and books on admission requirements for professional schools and is an important resource center for preprofessional students. Students considering one of the health professions should contact the College of Arts and Sciences during the first semester at USF to declare their interest in a health professions program. Students are then assigned to the Health Professions Advising Office for curriculum planning, and each semester the office provides students with updated academic records. At the time of application to professional schools, students are provided information about admission tests and the application process, and they are assisted in the process of obtaining faculty evaluations.

Pre-dental - Pre-medical - Pre-podiatry Program

This program is designed to prepare students for admission to professional schools of dentistry, medicine, osteopathic medicine, and podiatric medicine. All of these professional schools have in common the following course requirements, which should be completed by the end of the junior year, the usual time of application:

**Biology:**
- BSC 2011C (4)
- BSC 2010C (4)

**Chemistry:**
- CHM 2041 (3)
- CHM 2045L (1)
- CHM 2046 (3)
- CHM 2046L (1)

**Physics:**
- PHY 3053 (3)
- PHY 3053L (1)
- PHY 3054 (3)
- PHY 3054L (1)

In addition to these requirements it is generally expected that preprofessional students will complete two semesters of English and mathematics appropriate for their degree. Some schools require calculus and some require a course in biochemistry. CLEP credit usually is not acceptable to professional schools.

The following courses are recommended by some professional schools:

**Biology:**
- MCB 3030C (4)
- ZOO 4603 (4)
- ZOO 4753C (4)
- PCB 3063 (3)
- PCB 4723C (4)
- PCB 3023C (4)
- PCB 5235 (3)

**Chemistry:**
- BCH 3023 (3)
- CHM 3401 (3)
- CHM 3400 (3)

An early admission program has been established in affiliation with the University of Florida College of Dentistry, which would allow students to be admitted to dental school after three years at the University of South Florida, completing a baccalaureate degree and dental school in a total of seven years. In order to be eligible for early admission to the College of Dentistry, a high school student must be accepted by the University of South Florida and must meet the following requirements: overall high school gpa of no less than 3.4, as computed by the University of Florida; total SAT of no less than 1200, or ACT of no less than 28, or EACT of no less than 29; high school science gpa of no less than 3.0 with courses completed in both biology and chemistry; apply during the senior year of high school and be approved for admission by the College of Dentistry Admissions Committee following a formal interview. Following admission into the joint program, final acceptance to the College of Dentistry is contingent upon the student completing all required courses; earning a gpa of no less than 3.2 for all courses attempted and no less than 3.0 for courses in biology, chemistry, physics, and mathematics; and completing the Dental Admissions Test with a score of no less than 15 on each section of the test. It is also possible for students to apply for early admission during the freshman and sophomore years at the University of South Florida. Additional information is available in the Health Professions Advising Office.

Pre-optometry Program

Optometry schools differ somewhat in requirements, but all optometry schools require at least two years of pre-optometry studies, and most schools require the following courses:

**Biology:**
- BSC 2011C (4)
- BSC 2010C (4)
- MCB 3030C (4)

**Chemistry:**
- CHM 2041 (3)
- CHM 2045L (1)
- CHM 2046L (1)
- CHM 2210 (2)
- CHM 2211 (4)

**Mathematics:**
- MAC 3233 (4)
- STA 3023 (4) or STA 3122 (3)

**Physics:**
- PHY 3053 (3)
- PHY 3053L (1)
- PHY 3054 (3)
- PHY 3054L (1)

The following additional courses are required by regional schools: MAC 3234, BCH 3023, PCB 4723C, PSY 304, a psychology elective, and 8 hours of social sciences. Some schools also recommend or require ZOO 3713C, and one school also requires human anatomy and physiology with lab.

A joint program between USF and Nova-Southeastern University of the Health Sciences College of Optometry (SEUCO) allows students to complete both a baccalaureate degree and doctor of optometry degree in a seven-year program. Freshmen may apply for the joint program by applying for admission to USF and also applying for admission to SEUCO. To be eligible for admission, students must meet all admissions requirements for USF, and in addition must have an SAT minimum score of 1100, an ACT minimum of 26 or an EACT minimum of 27, a minimum high school GPA of 3.3; three years of high school science including biology and chemistry; and high school mathematics through algebra and trigonometry. Once admitted to the program students must earn a minimum GPA of 3.0 each term and satisfactorily complete all required courses and the Optometry Admissions Test. Students must be Florida residents by the time they enter SEUCO.

Pre-veterinary Medicine Program

The pre-veterinary medicine program meets admission requirements of the University of Florida College of Veterinary Medicine, the only veterinary school in the state. Admission into veterinary school is highly selective, and to be competitive students should obtain experience working with animals, preferably through employment with a veterinarian. Pre-veterinary students should complete a degree in the major of their choice while including the following entrance requirements:
B.A. Degree for Medical and Dental Students

Early admission to professional school is exceptional with today's competitive applicant pool; however, some students may be admitted prior to completion of the bachelor's degree through special programs such as those described above or the University Honors Program.

Students who are admitted to an approved U.S. medical or dental school after completing their junior year at the University of South Florida may be awarded the B.A. degree in Interdisciplinary Natural Sciences from the College of Arts and Sciences subject to the following conditions:

1. Transfer of a minimum of 30 semester hours in science courses from an approved medical or dental school.
2. Fulfillment of the following minimum requirements in attendance at the University of South Florida:
   a. 90 hours with at least a "C" average (2.00).
   b. Completion of a minimum of 24 hours in the department of major concentration and a minimum of 16 hours in supporting courses in sciences outside the department of major concentration. The 24 hours in the department of major concentration must be in courses applicable to a major in that department. The 16 hours in supporting courses must also be taken in courses applicable to a major in that department and must include a minimum of two courses at the 3000 level or above. At least a "C" must be earned in each course in both major concentration and supporting courses.
3. Credit in the following courses:
   Biology:
   BSC 2011C (4) or BSC 2010C (4)
   Chemistry:
   CHM 2041 (3) or CHM 2045L (1) or CHM 2046 (3)
   CHM 2046L (1) or CHM 3210 (4) or CHM 3210L (2)
   CHM 3211 (4) or CHM 3211L (2) or BCH 3023 (3)
   Physics:
   PHY 3053 (3) or PHY 3053L (1) or PHY 3054 (3) or PHY 3054L (1)
   4. A minimum of 20 credits from the following courses:
   Biology:
   PCB 3063 (3) or ZOO 4603 (4) or MCB 3030C (4)
   PCB 3023C (4) or ZOO 3713C (4) or ZOO 4753C (4)
   PCB 4723C (4) or PCB 5235 (3)
   NOTE: Students in the University Honors Program who are admitted early to USF's College of Medicine will complete Physiology at the College of Medicine in the Spring of the junior year and will receive 6 semester hours of credit for PCB 4723C listed above.

PROGRAMS AND CURRICULA

AFRICANA STUDIES (AFA)

Africana Studies is a liberal arts program which offers both a major and a minor. This program provides all students with the opportunity (1) to study the history, culture and lived experiences of people of African descent in the United States, Africa, the Caribbean, and elsewhere; (2) to study the influence of Africa and people of African descent on world and U.S. thought, culture, and politics; (3) to study the social construction and consequences of race and racism; (4) to develop needed critical thinking skills to address the often narrow and
Eurocentric bias in the current knowledge base; and (5) to examine their personal experiences, prejudices, and possible contributions in a multi-racial, multi-cultural society.

Students who major or minor in Africana Studies have the option of emphasizing African-American Studies (including the Caribbean), African Studies, or both. Admission to the Africana Studies major or minor is open to all students who have been duly admitted to the University of South Florida.

**Requirements for the Major in Africana Studies**

The major in Africana Studies consists of a minimum of 36 hours. Students may choose an area of emphasis in African-American Studies, African Studies, or Africana Studies (both). The requirements for the majors are as follows:

**Required Core Courses for all areas (15 cr. hours):**
- AFA 2000 (3)
- AFA 3200 (3)
- AMH 3572 (3)
- AFA 3100 (3)

**Required Electives (select 21 cr. hours):**
- African-American Studies (suggested)
  - AFA 4331 (3)
  - ANT 4340 (3)
  - PUP 3313 (3)
  - AFA 4335 (3)
  - AML 3700 (3)
  - HUM 2420 (3)
  - AMS 3700 (3)
  - PHM 4120 (3)
  - AFA 4931 (1-3)
- African Studies (suggested)
  - AFS 2250 (3)
  - CPO 4244 (3)
  - INR 4254 (3)
  - AFA 4150 (3)
  - INR 4254 (3)
  - PHI 4073 (3)
  - AFA 4204 (3)
  - HUM 2420 (3)
  - AFA 4931 (1-3)
- Africana Studies (suggested)
  - AFA 4331 (3)
  - ANT 4340 (3)
  - PHI 4073 (3)
  - AFA 4335 (3)
  - CPO 4204 (3)
  - PHM 4120 (3)
  - AFS 2250 (3)
  - CPO 4244 (3)
  - PUP 3313 (3)
  - AMS 3271 (3)
  - HUM 2420 (3)
  - AFA 4931 (1-3)

**Requirements for the Minor in Africana Studies**

The minor in Africana Studies requires a minimum of 18 credit hours. As in the major, students may choose an area of emphasis in African-American Studies, African Studies, or Africana Studies (both). The requirements for the minor are as follows:

**Africana Studies (Minimum of 18 hours):**
- Required Core Courses (select 9 cr. hours)
  - AFA 2000 (3)
  - AFH 3100 (3) or AFA 3200 (3)
  - AMH 3571 (3) or AMH 3572 (3)
- Required Electives (select 9 cr. hours)
  - AFA 4150 (3)
  - AML 3271 (3)
  - INR 4254 (3)
  - AFA 4335 (3)
  - ANT 4340 (3)
  - PHI 4074 (3)
  - AMS 3700 (3)
  - CPO 4204 (3)
  - PUP 3313 (3)
  - AML 3271 (3)
  - HUM 3420 (3)

**African-American Studies (Minimum of 18 hours):**
- Required Core Courses (9 cr. hours)
  - AFA 2000 (3)
  - AMH 3571 (3)
  - AMH 3572 (3)
- Required Electives (select 9 cr. hours)
  - AFA 4150 (3)
  - AML 3271 (3)
  - PHM 4120 (3)
  - AMS 3271 (3)
  - AMS 3700 (3)
  - AMH 3610 (3)
  - AFA 4931 (1-3)
  - CPO 4204 (3)
  - HUM 3420 (3)

**African Studies (Minimum of 18 hours):**
- Required Core Courses (select 9 cr. hours)
  - AFH 3100 (3)
  - CPO 4204 (3)
  - INR 4254 (3)
- Required Electives (select 9 cr. hours)
  - AFA 4150 (3)
  - CPO 4244 (3)
  - INR 4254 (3)
  - AFA 4931 (1-3)

**AMERICAN STUDIES**
(See Humanities and American Studies)

**ANTHROPOLOGY (ANT)**

Anthropology aims at comprehending people as biological and social beings. It is concerned with all forms of people through time and space. One consequence of this broad-ranging view is the presence within anthropology of four branches: physical anthropology, archaeology, cultural anthropology, and linguistics. Exposure to anthropological information and the cross-cultural perspective produces heightened sensitivity in the student to the world about him/her. This helps the student to adopt an intellectual posture of disciplined skepticism with respect to any scheme which purports to define and account for regularities in human life.

In 1986 the department instituted an honors program to provide its best students with an opportunity to engage in a significant academic experience. Outstanding seniors may participate in a year-long course of study and original research in an area of their choosing under the guidance of a faculty mentor.

Students majoring in other fields may find anthropology coursework an exciting and valuable supplement to their primary academic interest. A minor in anthropology has been developed with this purpose in mind. The minor program is structured to allow the student maximum flexibility in course selection within a broadly defined progression of anthropological concerns. Thus, the student is able to tailor a minor in anthropology to best suit special wants and needs in the context of an overall curriculum.

The Center for Applied Anthropology is concerned with applying anthropological knowledge, theory, method, and perspectives to problems of contemporary society. Illustrative areas of activity include human services needs assessment, program planning and evaluation, social and environmental impact assessment, and public policy analysis.

**Requirements for the Major in Anthropology**

The major in Anthropology consists of a minimum of 33 credit hours. ANT 2000 is prerequisite to all subsequent courses. ANT 3100, ANT 3410, ANT 3511 and ANT 3610 are required as intermediate level training in the main subdivisions of the field, and ANT 4034 and ANT 4935 complete the specific requirements. Majors are required to complete a minimum of 12 hours of 4000-level elective coursework, including courses from at least three of the four subfield areas shown below.

**Archaeology**
- ANT 4153 (3)
- ANT 4180 (4)
- ANT 4124 (4)
- ANT 4162 (3)
- ANT 4181 (4)
- ANT 4158 (4)
- ANT 4172 (3)
- ANT 4163 (3)

**Physical Anthropology**
- ANT 4552 (3)
- ANT 4583 (3)
- ANT 4587 (3)

**Anthropological Linguistics**
- ANT 4620 (3)
- ANT 4750 (3)

**Cultural Anthropology**
- ANT 4226 (3)
- ANT 4312 (3)
- ANT 4442 (3)
- ANT 4231 (3)
- ANT 4316 (3)
- ANT 4462 (3)
- ANT 4241 (3)
- ANT 4324 (3)
- ANT 4496 (3)
- ANT 4302 (3)
- ANT 4340 (3)
- ANT 4705 (3)
- ANT 4305 (3)
- ANT 4432 (3)
- MUH 4054 (3)

Anthropology majors are urged to become competent readers and speakers of a relevant foreign language, to acquire communicative and quantitative skills appropriate to their interests, and to achieve at least a minimal level of computer literacy. Exceptions to course prerequisites require the consent of the instructor. Required Core Courses (21 cr. hrs.)
- ANT 2000 (3)
- ANT 3511 (3)
- ANT 4034 (3)
- ANT 3100 (3)
- ANT 3610 (3)
- ANT 4935 (3)
- ANT 3410 (3)

**Requirements for the Minor in Anthropology**

The minor in Anthropology consists of a minimum of 18 credit hours with a "C" average (2.0), distributed among three areas. Students will normally progress through these areas in the order listed below, selecting courses prerequisite or otherwise appropriate to courses desired in subsequent areas.
Concerning this pattern must be approved by the department's undergraduate advisor. Students are urged to consult with the major and minor student advisors to create the most beneficial specific set of courses.

1. 2000-level required core course (3 cr. hrs.)
   - ANT 2000 (3)

2. 2000-level subject field courses (3-6 cr. hrs.)
   - ANT 3100 (3)
   - ANT 3511 (3)
   - ANT 3410 (3)
   - ANT 3610 (3)

3. 4000-level elective courses (9-12 cr. hrs.) (as described above)

Requirements for the Anthropology Honors Program:

The purpose of the Honors Program is to provide outstanding Anthropology undergraduates with advanced, individually tailored training in areas of anthropology of interest to them. The program, operating independently of the major itself, involves a year of coursework and research culminating in the writing of an Honors thesis. Students in the second semester of their junior year, prior to completion of 90 semester hours, may apply to the program, which begins in the Fall semester. Admission is competitive, based on the student's overall academic record (minimal 3.0 GPA overall, 3.5 GPA for USF anthropology course work) and a letter of recommendation from a member of the Department of Anthropology. Successful completion of the program requires maintenance of a 3.0 overall and a 3.5 major GPA levels, completion of ANT 4932 (4) (Honors Seminar) with a grade of "B" or better, completion of ANT 4970 (3) (Honors Thesis) with a grade of "S" and completion of all other requirements for graduation. See the Anthropology Department Undergraduate Advisor for further information and application forms.

BACHELOR OF INDEPENDENT STUDIES (BIS)

The Bachelor of Independent Studies (BIS) Program is the State University System External Degree Program. The University currently involved are the Florida State University, the University of Florida, the University of North Florida, and the University of South Florida. The administrative office for the statewide program is located at USF in Tampa.

Founded in 1968, the external degree program is for adults who find it difficult to attend regular university classes because of career or family commitments. The BIS student proceeds at his/ her own pace and, for the most part, in his/her own setting. The exception is the summer seminars which require periodic, short-term campus residence.

Curriculum

The curriculum consists of four study areas: the Humanities, Natural Sciences, Social Sciences and Inter-area Study. The first three areas of study are completed through a tutorial and a resident seminar. While the seminar is of short duration, the tutorial for each area requires a longer commitment of time. The student may begin in any of the first three study areas and is encouraged to start in his/her area of strength.

Tutorials

The tutorial or guided independent study is predominantly print intensive, with core and suggested readings drawn from the BIS Guidance Handbook. In the Humanities tutorial, for example, the student reads across the disciplines of the Humanities Study Area which include Language, Literature, Philosophy, Art, Drama, and Architecture. Selected works are reviewed within the framework of historical periods. Tutorial objectives include knowledge of the basic principles of each of the genres and periods, the ability to visualize relationships between the disciplines, grasp of the nomenclature of the disciplines, and the capacity to apply basic concepts to current issues. The student is responsible for systematic interaction with the faculty mentor who directs the reading process and evaluates the student's progress.

In the Natural Sciences tutorial, the BIS learner studies Science -- Science for the non-scientist. Emphasis is placed on the interrelationships of the disciplines of Science. Topics illustrative of this interdisciplinary approach to Sciences include Mathematics, Physics, Biology, Astronomy, Geology, Ecology, History, and Philosophy of Science, and the impact of Science on Technology. As is the case with other tutorials the learning objectives involve concepts, nomenclature, cross-disciplinary insights, and application of concepts/ methods to current issues.

In the Social Sciences tutorial, the student reads selected core and supplementary readings and completes written projects in each of the basic disciplines of the Social Science Study Area. These include Anthropology, Economics, Geography, History, Political Science, Psychology, Women's Studies, and Sociology. Tutorial objectives include knowledge of the basic concepts and principles of each discipline, familiarity with major social science research techniques, understanding of the relationships among the different disciplines, and the ability to apply disciplinary or interdisciplinary concepts or models to current issues.

Following each tutorial, the student completes a comprehensive examination in order to demonstrate that a satisfactory level of proficiency has been attained in the independent study component of a particular area. The exam may be taken on or off campus. A major research paper is also undertaken in each of the tutorials. It is normally done at the end of a tutorial.

Seminars

Students are required to attend two-week seminars on the USF campus. There is a seminar for each of the first three study areas (Humanities, Natural Sciences, and Social Sciences). Each seminar represents a period of intensive residential learning under the direction of a team of faculty members. Seminar faculty teams identify the subject matter and activities of each seminar. Humanities seminars, for example, are often theme-oriented but the focus is on interdisciplinary concerns. A number of historical periods may be approached through discussion of art, music, literature, and architecture. In a Natural Sciences seminar, the focus is on an interdisciplinary approach to learning about Science. Social Sciences seminar faculty focus on the knowledge gained in the tutorial with an emphasis on synthesis, extension, and application of this learning to selected topics such as energy, patterns of human behavior, and human rights.

Seminar activities also vary with the study area. A visit to a museum or art gallery goes with a Humanities Seminar. In Science, laboratory experiences and field trips are utilized to show students the ways of Science and to allow them to experience the excitement of discovery. Many of the activities described in a Social Sciences seminar syllabus are used in other seminars as well, i.e., lectures by faculty team members or guest lecturers, presenting work to group members, group discussion, library research, learning journals, and a research paper.

Students in all seminars may be asked to read materials related to the seminar theme prior to the seminar and to complete written assignments after the completion of the two-week seminar period. Seminars meet for two consecutive six-day weeks and activities take up a full day. Further study and assignments occupy the evening hours.

Undergraduate Thesis

The fourth study area or Inter-area Study calls for a synthesis of the first three study areas via the preparation and defense of an undergraduate thesis. The student begins the Anthropology Inter-area Seminar reading leading to the completion of an undergraduate thesis prospectus under the direction of a primary advisor. Following approval of the prospectus by a
Admission Procedures
Applicants must qualify for admission to the University of South Florida and for admission to the B.I.S. 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. BIS applicants typically welcome the challenge of liberal studies and the rigor of independent study. BIS students pay regular USF tuition for undergraduate students.

Mechanisms for Recognizing Prior Learning
Program policy allows for recognition of prior learning. Applicants, for example, who demonstrate sufficient competence may waive up to a maximum of two areas of guided independent study. Applications for waivers are processed after pre-enrollment procedures have been completed.

Individuals with an A.A. degree from a State of Florida community or junior college, 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. In other words, those with an appropriate associate's degree complete two substantive study areas involving two tutorials and two seminars. The two study areas (Social Sciences & Natural Sciences or Humanities & Social Sciences or Natural Sciences & Humanities) are stipulated by the BIS Committee. The BIS Committee normally picks the two areas in which a student has the least background.

The Program is academically responsible to the Dean of the College of Arts and Sciences. The BIS Committee is advisory to the Provost.

For further information, contact the State University System, External Degree Program, Bachelor of Independent Studies (BIS) located at HMSC 443, University of South Florida, Tampa, Florida 33620-8400. Telephone: 813-974-4058. E-mail: bis@luna.cas.usf.edu

BIOLOGY (BIO/MIC)
Two specific Bachelor of Science degrees, Biology and Microbiology, are available for students interested in the biological sciences. The B.S. in Biology allows seniors to concentrate in such areas as Ecology, Cell & Molecular Biology, Physiology, and Marine Biology. The degree is preparatory for careers in such areas as teaching, agriculture, medicine, dentistry, conservation, and biotechnology, or for post-baccalaureate study in the various life sciences. The B.S. in Microbiology provides students with the broad range of courses necessary to qualify for certification by the National Registry of Microbiologists, American Society of Microbiology, and employment in microbiology and related fields.

In addition to a set of courses in biology, students must have a thorough preparation in other areas of natural sciences to be competitive for jobs or for further study beyond the baccalaureate. A modern biology curriculum is built on a foundation of mathematics, chemistry and physics. Students should study the requirements listed below and then make maximum use of the vigorous advising program maintained by the Department in structuring their programs. See the Undergraduate Program Assistant for further details of advising.

Requirements for the Biology B.S. Major (BIO)
1. Department of Biology Courses - minimum 40 credit hours
   a. BSC 2010, BSC 2010L, BSC 2011, BSC 2011L
   b. PCB 3023, PCB 3043, and PCB 3063
   c. ONE of the following: PCB 3023L, PCB 3043L, or PCB 3063L
   d. ONE of the following (with laboratory): BOT 3373, MCB 3030, ZOC 3023, ZOC 3713, ZOO 4603, or ZOO 4753
   e. ONE of the following (with laboratory): BOT 4503, MCB 4404, or PCB 4723
   f. The remaining credit hours to meet the minimum requirements must come from among structured departmental courses that are applicable to the major and BCH 3023. At least eight (8) of these credit hours must be at the 4000 level or higher. A maximum of four (4) credit hours of Undergraduate Research (BSC 4910) or Biology Honors Thesis (BSC 4970) may be applied.

2. Supporting Courses in the Natural Sciences - minimum 34 credit hours
   a. CHM 2041, CHM 2045L, CHM 2046, and CHM 2046L
   b. CHM 3210, CHM 3210L, CHM 3211, and CHM 3211L
   c. MAC 3233 and MAC 3234 OR MAC 3281 and MAC 3282 OR MAC 3311 and MAC 3312 OR MAC 3233 and STA 3023
   d. PHY 3048, PHY 3048L, PHY 3049, and PHY 3049L OR PHY 3053, PHY 3053L, PHY 3054, and PHY 3054L

3. Liberal Arts Courses - minimum 45 credit hours
4. Free Elective Courses needed to complete 120 credit hours.

Requirements for the Microbiology B.S. Major (MIC)
1. Department of Biology Courses - minimum 42 credit hours
   a. BSC 2010, BSC 2010L, BSC 2011, BSC 2011L
   b. PCB 3023, PCB 3023L, PCB 3043, and PCB 3063
   c. MCB 3030, MCB 4115, MCB 4404, and MCB 4404L
   d. Ten (10) hours from the following list: BOT 4434, MCB 4502, MCB 4652, MCB 4934, MCB 5206, MCB 5815, PCB 5235, ZOC 5235, BCH 3023L

2. Supporting Courses in the Natural Sciences - minimum 37 credit hours
   a. CHM 2041, CHM 2045L, CHM 2046, and CHM 2046L
   b. CHM 3210, CHM 3210L, CHM 3211, and CHM 3211L
   c. MAC 3233 and MAC 3234 OR MAC 3281 and MAC 3282 OR MAC 3311 and MAC 3312 OR MAC 3233 and STA 3023
   d. PHY 3048, PHY 3048L, PHY 3049, and PHY 3049L OR PHY 3053, PHY 3053L, PHY 3054, and PHY 3054L
   e. BCH 3023

3. Liberal Arts Courses - minimum 45 credit hours
4. Free Elective Courses needed to complete 120 credit hours.

Minimum Grade for Majors
A student must receive a "C" grade or better in all Department of Biology courses and Supporting Courses in the Natural Sciences, except if they are used as Free Elective courses. This specification applies to both USF and transfer courses. D and F grades earned in attempting to satisfy major requirements will be used in calculating the GPA, except if they are removed by grade forgiveness.

Biological Honors Program
The Honors Program provides a greater depth and breadth of knowledge to outstanding biology students, provides them an intense research training opportunity, and encourages them to pursue very high academic standards. In addition to satisfying requirements for the Biology or Microbiology degree, successful completion of the program requires a GPA of 3.5 in Department of Biology coursework, an overall GPA of 3.0 in USF coursework, and successful completion of BSC 4931, BSC 4932, and BSC 4402L. The culmination of the Honors Program is the completion and defense of an honors thesis. Invitation to participate in the Program is extended during the spring semester of each academic year. Criteria for selection include, but are not limited to, freshman/sophomore
status; A/B in science courses at USF, including BSC 2010; and recommendation from BSC 2010L laboratory instructor. See the Honors Program Coordinator for further details of the program.

**CHEMISTRY (CHS/CHM/CHC)**

The Department of Chemistry offers three degrees at the baccalaureate level, Bachelor of Arts degree in Chemistry, Bachelor of Science degree in Chemistry, and Bachelor of Science degree in Clinical Chemistry, and two degrees at the graduate level, Master of Science and Doctor of Philosophy, each with specialization in the areas of analytical chemistry, biochemistry, inorganic chemistry, organic chemistry, and physical chemistry. In addition, a Master of Arts degree in Chemistry is offered as part of a carefully integrated accelerated B.A.-M.A. program. The chemistry faculty is comprised of 22 full-time faculty members, all of whom hold the Ph.D. degree. A comparable number of teaching assistants, generally graduate students enrolled in the Ph.D. program, serve as instructors in the laboratories. The combination of a large and strong faculty with a wide variety of courses and electives provides students with programs of study which can be tailored to fit individual needs while maintaining a sound background in all general aspects of chemistry.

The Bachelor of Science degree in Chemistry (CHS) is a rigorous program which supplies the foundation in chemistry required for both the student who begins a chemical vocation immediately upon graduation as well as the one who pursues advanced study in chemistry or related areas. In accord with this goal the curriculum for the B.S. degree meets the requirements for degree certification by the American Chemical Society.

The Bachelor of Science degree in Clinical Chemistry (CHC) offered by the Department of Chemistry, one of only a few such programs in the country, is specifically designed to train those for this new and growing field of the medical profession; however, the strong scientific background and specific technical expertise provided by this program also afford the student an excellent preparation for graduate study in clinical chemistry, biochemistry, or medicine. This degree also meets American Chemical Society requirements. Interested students should see the Coordinator of the Clinical Chemistry Program in the Department of Chemistry for further information.

The Bachelor of Arts degree (CHM) provides a course of study designed for the student who does not intend to become a professional chemist but whose career goals require a thorough understanding of chemistry. Inherent in this program is an attitude of flexibility which permits tailoring of a course of study to the student's own educational objectives. As such it offers considerable advantages to pre-professional students planning careers in medicine and the other health-related fields and an excellent preparation for primary and secondary school teachers of chemistry or physical science. The B.A. student whose goals change in the direction of graduate work in chemistry should supplement this curriculum by addition and/or substitution of a selection of advanced courses from the B.S. program.

The combined Bachelor of Arts-Master of Arts program is a carefully integrated, accelerated course of study and research in which an exceptionally able student can earn both degrees within five years from entry as a freshman or three from entry as a junior college transfer. The B.A. coursework is augmented, and research is undertaken continuously from the junior year onwards, so that the student who elects to exit from the program at the bachelor's level, to enter medical school, for example, can depart with a degree which meets requirements for American Chemical Society certification and with an unusually strong research background. For the student who continues into the graduate year, the M.A. program allows considerable freedom of choice among the available chemistry courses, so that the student's own preference within chemistry may be cultivated with unusual intensity. Research and coursework proceed without interruption, there being no additional admission requirements or diagnostic examinations, and the graduate degree is earned by the end of the summer of the graduate year. Upon completion of the program, the student is exceptionally well placed to continue to professional school or to further graduate work leading to the doctorate degree.

**Requirements for the Majors in Chemistry**

A grade of C or better is required in each chemistry course and each supporting course specified for a chemistry degree. All courses in a chemistry program must be taken with letter grade (A, B, C, D, F,) except those courses which are graded S/U only. (D and F grades earned in attempting to satisfy chemistry major requirements will be used in calculating the major GPA.)

1. **B.A. CHEMISTRY (CHM)**

   Chemistry Courses (41 cr. hrs.)
   - CHM 2041 (3)  CHM 3210 (4)  CHM 3120C (4)
   - CHM 2045L (1) CHM 3210L (2)  CHM 3400 (3)
   - CHM 2046 (3)  CHM 3211 (4)  CHM 3401 (3)
   - CHM 2046L (1) CHM 3211L (2)  CHM3402L (1)
   - CHM 3610C (4)

   Chemistry electives (3000 level or above; may include not more than one hour of CHM 4970) (6)

   Supporting Courses (22-24 cr. hrs.)
   - MAC 3311 (4) or MAC 3281 (3)
   - MAC 3312 (4) or MAC 3282 (3)
   - PHY 3053 (3)  PHY 3054 (3)
   - PHY 3053L (1)  PHY 3054L (1)
   - Electives (must be acceptable for credit towards a natural science major) (8)

2. **B.S. CHEMISTRY (CHS)**

   Chemistry Courses (52 cr. hrs.)
   - CHM 2041 (3)  CHM 3210 (4)  CHM 4410 (3)
   - CHM 2045L (1) CHM 3210L (2)  CHM 4411 (3)
   - CHM 2046 (3)  CHM 3211 (4)  CHM 4412 (3)
   - CHM 2046L (1) CHM 3211L (2)  CHM 4130C (4)
   - CHM 3210C (4)  CHM 4060 (1)  CHM 4131C (4)
   - CHM 3610C (4)  BCH 3023 (3)  CHM 4610 (3)

   Supporting Courses (20-23 cr. hrs.)
   - MAC 3281 (3)  MAC 3311 (4)
   - MAC 3282 (3) or MAC 3312 (4)
   - MAC 3283 (3)  MAC 3313 (4)
   - PHY 3048 (3)  PHY 3049 (3)
   - PHY 3048L (1)  PHY 3049L (1)

   A natural science or engineering elective (3000-4000 level except PHY 3020) (3)

3. **B.S. CLINICAL CHEMISTRY (CHC)**

   Chemistry Courses (49-59 cr. hrs.)
   - CHM 2041 (3)  CHM 3210 (4)  CHM 4410 (3)
   - CHM 2045L (1) CHM 3210L (2)  CHM 4412 (3)
   - CHM 2046 (3)  CHM 3211 (4)  CHS 4300 (3)
   - CHM 2046L (1) CHM 3211L (2)  CHS 4301L (2)
   - CHS 3212G (4)  CHM 3211 (5)  CHS 4302 (2-12)
   - BCH 3023 (3)  BCH 3023L (2)  CHS 4310C (4)

   Supporting Courses (37-40 cr. hrs.)
   - BSC 2010C (4)  MCB 3030C (4)  ZOO 2010C (4)
   - PHY 4744C (4)  CBS 3060 (3)
   - MAC 3281 (3)  MAC 3311 (4)
   - MAC 3282 (3) or MAC 3312 (4)
   - MAC 3283 (3) or MAC 3313 (4)
   - BSC 3092 (5) or PCB 4723C (4)
   - PHY 3053 (3)  PHY 3048 (3)
   - PHY 3053L (1) or PHY 3048L (1)
   - PHY 3054 (3)  PHY 3049 (3)
   - PHY 3054L (1) or PHY 3049L (1)

The required sequence of Chemistry courses should be started immediately in the freshman year and the mathematics and physics requirements should be completed before the junior year so that CHM 3400 (B.A. degree) or CHM 4410 (B.S. degree) can be commenced by that time. CHM 4410 is a prerequisite to other advanced courses required for the B.S.
degree in chemistry. CHM 4060 also is a prerequisite to several BS degree courses.

3. Liberal Arts Requirement. The student is required to complete the University's Liberal Arts Requirement.

4. Free Electives: Courses over and above the required courses should be taken to complete a 120-hour program.

In choosing elective courses students are urged to consider additional advanced courses in physics and mathematics as well as courses in the closely allied sciences such as biology and geology. Additional courses in computer programming, economics, management, engineering statistics, writing, and other applied disciplines are strongly recommended to strengthen the degree for subsequent professional employment.

Biochemistry/Biotechnology Concentration:
Both the B.A. and B.S. degrees in Chemistry provide a strong foundation for more specific preparation in Biochemistry and Biotechnology, both of which are key components of modern biomedical research and industry. B.A. and B.S. majors should complete BCH 3023, BCH 3023L and BCH 4034 in addition to the required chemistry courses listed above. Electives should include BSC 2010C, PCB 3023C and MCB 3030C. Additional useful courses to consider include PCB 5235, PCB 5525, ECH 5746 AND ECH 5747.

Environmental Concentration:
Chemical science is a core component of environmental science both in the analysis of environmental conditions and in the solution of environmental problems. B.A. and B.S. chemistry majors wishing to concentrate on environmental concerns should complete BCH 2011C and 2010C, GLY 2010 and 2010L, and EVR 2001 and 2001L. Electives that should be considered include GLY 4822, GLY 5246, STA 3023 and EVR 4910.

Transfer Credit:
It is strongly recommended that students transferring from community/junior colleges to the University of South Florida complete whole sequences of chemistry courses, such as general and organic chemistry, before the transfer. Even though courses may carry the same common course number, topics may vary sufficiently from school to school to leave the transfer student ill-prepared to proceed within a sequence.

Teacher Education Programs:
For information concerning the degree programs for secondary school teachers, see College of Education section this Catalog and junior college teachers, see USF Graduate Catalog.

Requirements for the Combined BA-MA Program Admission
Regular admission to the program will normally occur towards the end of the sophomore year or early in the junior year, or at transfer from junior college. Students who have completed not less than ten semester credit hours of chemistry courses, and have maintained a "B" average in chemistry courses and overall, may apply. Applications will be considered individually and applicants may be called for interview. Provisional admission may be granted to incoming freshmen whose academic background and performance indicate the likelihood of their meeting the regular requirements in due course. It should be noted that, in view of the heavy research component and orientation of the program, and the limitations of faculty and individual faculty time available for research direction, admission to the program is in no way automatic upon meeting minimum requirements.

Course Requirements
Undergraduate: The B.A. coursework curriculum (q.v.) is augmented as follows:

1. CHM 4410, 4412, and 4130C (or CHS 4310C) replace CHM 3400, 3401 and 3402C.
2. Chemistry coursework (excluding research) total 42 rather than 41.

Graduate: Not less than 20 credit hours of formal, regularly scheduled chemistry graduate courses, including not less than two of the five core courses (BCH 5065, CHM 5225, CHM 5425, CHM 5621, CHM 6150). At least 10 of the credit hours must be at the 6000 level. The core course requirement may be waived in part or entirely by recommendation of the supervisory committee on the basis of past work, performance on a test, or substitution of more comprehensive and advanced courses.

Research and Thesis
CHM 4970 (12) CHM 6973 and CHM 6971 (10)
To satisfy the research credit hour requirements and to produce results suitable for publication in a refereed scientific journal, it will be necessary for the student to be enrolled during the summers of his junior, senior and graduate years. Continuation of the program will require the presentation and formal defense of a research thesis for the master's degree.

Supervision and Promotion
A supervisory committee consisting of two faculty members will be appointed for each student admitted to the program. A carefully planned individual timetable will be worked out and progress will be monitored each semester. Continuation from the senior year into the graduate year will be contingent upon the maintenance of the "B" average in chemistry and overall, and upon satisfactory recommendation by the student's research director. Diagnostic and qualifying examinations will not be required of students in this program. The supervisory committee during the graduate year will consist of three faculty members, including the research director.

COMMUNICATION (SPE)
Both a major and a minor are available in Communication. Communication study focuses on the unity of theory and practice in human communication, and is aimed at helping students apply their knowledge of communication within their personal and professional lives. Both programs allow students the opportunity to develop a program correlation with their personal and professional goals, and the department encourages students to tailor communication study to meet their own interests. Superior students are encouraged to pursue the Honors Program in Communication.

Requirements for the Major in Communication:
A major in communication requires a minimum of 36 credit hours from departmental offerings. A final grade of "D" within a departmental course will not be counted toward a Communication major. Courses may not be taken S/U where a grade option exists. The requirements for the Communication major are:

I. Prerequisites (3 hours)
This course is a prerequisite for declaring the communication major.
SPC 2023 Public Speaking (3)

II. Core Distribution Requirements (12 hours)
Students must take each of these four courses as early as possible in the major. These courses are prerequisites for taking many of the more advanced courses in the respective areas.
COM 2000 Introduction to Communication (3)
ORI 3000 Introduction to Communication as Performance (3)
SPC 3301 Interpersonal Communication (3)
SPC 2541 Persuasion (3)
III. Area of Concentration (9 hours)

Students must take a minimum of nine hours in one of the three areas of concentration.

Performance Communication

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<td>ORI 3950</td>
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<td>ORI 4140</td>
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Interpersonal and Organizational Communication

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<td>COM 3120</td>
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Public and Cultural Communication

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<td>SPC 3653</td>
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<td>SPC 4632</td>
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IV. Departmental Electives (12) hours

Students must take twelve additional hours of elective coursework in the Department of Communication at the 3000-level or higher, which must include at least six hours from outside the student's "area of concentration."

Communication Honors Program

The Honors Program in Communication provides an opportunity for exceptional undergraduate students in Communication to work closely with a faculty member in an intensive research experience. Each Honors student is required to complete and defend an undergraduate Honors Thesis. Application to the program ordinarily occurs during the second semester of the junior year or prior to completion of 90 semester hours. Admission to the program is based on the student's overall academic record, performance in communication courses, and recommendations of faculty. To be admitted to the program, a student should have at least a 3.5 GPA in all communication courses and a 3.0 cumulative GPA. Students are required to complete 3 hours of Honors Reading and 3 hours of Honors Thesis. Students interested in the Honors Program should consult the department for further information about admission and program requirements.

Requirements for the Minor in Communication

The minor in Communication is available to students pursuing any other major at USF. The minor in Communication requires a minimum of 18 hours of departmental coursework, including:

- SPC 2023 Public Speaking (3)
- COM 2000 Introduction to Communication (3)

The other 12 hours may be selected from among departmental offerings and must include a minimum of 6 hours at the 3000-level or higher. A grade of "D" or "F" will not be counted toward a Communication minor. Courses may not be taken S/U where a grade option exists.

COMMUNICATION SCIENCES AND DISORDERS (ISH, ISA, ISI)

Undergraduate concentrations in the Communication Sciences and Disorders are available through the program of Interdisciplinary Social Sciences (ISS). Concentrations in Speech-Language-Hearing Science, American Sign Language, and Educational Interpreter Training lead to the B.A. degree. The undergraduate concentration in Speech-Language-Hearing Science (ISH) provides preprofessional study for Master's level preparation as a Speech-Language Pathologist, Audiologist, or Deaf Educator. The American Sign Language (ISA) concentration focuses on the study of deaf culture through the development of communicative proficiency in ASL and prepares individuals to work with the deaf in a variety of social service agencies. The Educational Interpreter Training (ISI) concentration prepares students to work in educational settings working with students who require assistance with educational skills due to their hearing impairment or deafness. Students interested in these concentrations should contact the department of Communication Sciences and Disorders regarding academic advising. The department also offers the Master's of Science (M.S.) degree in Speech-Language Pathology, Audiology, and Deaf Education, as well as a Ph.D. specialization in Speech-Language-Hearing Science through the department of Psychology (Experimental Psychology). The department offers a 5-year M.S. course of study combining undergraduate with graduate courses; however, enrollment into this program is currently not available.

Concentrations in Communication Sciences and Disorders (ISH)

A. General Information

All undergraduates seeking enrollment in this concentration must be in good academic standing as undergraduate students at the University of South Florida. Prior to beginning coursework in the junior year in the concentration, most students should complete general academic distribution requirements, successfully pass the CLAST, and have achieved 60 semester hours of coursework. Students with advising concerns relative to their first 60 semester hours are encouraged to meet with undergraduate departmental advisors since required and recommended courses for admission into the ISH or ISA concentration will also meet other university requirements.

B. Prerequisites for Admission

1. Required Courses
   - BSC 2011 or ANT 3511 or an equivalent life science;
   - Recommended Courses
     - LIN 3010 or LIN 3801 or CGS 3060
     - Courses in this category should be completed with a minimum grade of "C."

C. Other Requirements for the ISH Degree (min. 9 cr. hrs.)

1. Required Courses (6-7 cr. hrs.)
   - STA 3122 (3) or PSY 3213 (4) and ISS 3010 (3)
2. Additional Courses (3 cr. hrs.)
   - SYG 2000 or ANT 2000 or equivalent

D. Speech-Language-Hearing Concentration (ISH) (min. 39 cr. hrs.)

Coursework is sequenced for the ISH concentration in Speech-Language-Hearing Science. All students must complete study in basic knowledge of the communication sciences and in basic knowledge of communication disorders. Upon admission to the concentration, each student will be assigned an advisor to provide guidance in academic planning.

The course of study includes:

- SPA 3002 (3) SPA 3112 (3) SPA 4222 (3)
- SPA 3004 (3) SPA 3110 (3) SPA 4363 (3)
- SPA 3011 (3) SPA 4050 (3) SPA 4562 (3)
- SPA 3030 (3) SPA 4201 (3)
- SPA 3101 (3) SPA 4210 (3)
- SPA 3380 (3) and SPA 3380L (1) (Recommended)

Students interested in teacher certification in deaf education must complete required education courses in addition to all ISS requirements listed under Sections B and C. Effective July, 1989, the academic requirement for employment in the public school system for Speech-Language Pathologists is the Master's degree.

E. American Sign Language Concentration (ISA) (min. 30 cr. hrs.)

The ISA concentration seeks to educate students to communicate with the deaf and to apply this knowledge in work settings where knowledge of the deaf culture is essential for the provision of social services. This ISA concentration is not intended to prepare interpreters for the deaf although exceptionally proficient students may qualify as interpreters. This concentration also does not qualify students for admission into the M.S. programs in Speech-Language Pathology or Clinical and Rehabilitative Audiology, or Deaf Education. Those students choosing to become teachers of the deaf must pursue the ISH concentration in Speech-Language-Hearing.
Science and obtain the M.S. degree in Aural Rehabilitation/Deaf Education.

General admission requirements and recommendations for ISH are identical to the ISH concentration in Speech-Language-Hearing Science. The specific course of study for the ISA concentration also assumes that the student has completed an A.A. degree or its equivalency. Upon admission to the concentration, each student will be assigned an advisor for the purpose of academic planning. The following courses are included in the major:

SPA 3002 (3)  
SPA 3004 (3)  
SPA 3030 (3)  
SPA 3310 (3)  
SPA 3380 (3) and SPA 3380L (1)  
SPA 4320 (3)  
SPA 4353 (3)  
SPA 4382 (3) and SPA 4382L (1)  
SPA 4383 (3) and SPA 4383L (1)  
Other electives (6).

F. Educational Interpreter Training Concentration (ISI)

The ISI concentration seeks to educate students to become educational interpreters for deaf students in the public school system. Currently the curriculum is being developed and approved for this concentration. A program of 43-45 credit hours is planned for the student majoring in the Educational Interpreter Training Concentration. Course content is distributed across five categories of information and skills necessary for a career in Educational Interpreter:

1. Roll of the Educational Interpreter in the Public School Setting
2. Cognitive, Psychosocial, and Language Development of Hearing and Deaf Children in Public Schools
3. Techniques and Applications of Educational Interpreting in the Public School
4. Professional Practices of the Educational Interpreter
5. Internship

General education requirements as well as liberal arts exit requirements for ISI are identical to those for ISA and ISH concentrations. The specific course of study for the ISI concentration assumes that the student has completed an A.A. degree in Interpreter Training or its equivalent. Additionally, prerequisites include proficiency in ASL signing and interpreting skills. Upon admission to the concentration, each student will be assigned an advisor for the purpose of academic planning. Interested students should contact the coordinator of the Educational Interpreter Training Program in the Department.

Minimum Grade for Majors

A student must receive a "C" grade or better in all courses within the major and those that are required prerequisites. Any student who receives a grade of "D" or lower in more than two USF Communication Sciences and Disorders courses will be automatically barred from continuing as an undergraduate major in ISH, ISA, or ISI. Grade forgiveness may be used for two courses only and may be used only for course work taken in the first year of study. Courses which comprise the second year of the major may not be repeated.

Requirements for the Minor in American Sign Language (ASL)

Students seeking a minor in American Sign Language (ASL) must complete a minimum of 18 credits:

1. A minor must include these four courses:
   SPA 3380 & SPA 3380L - Basic ASL  
   SPA 4382 & SPA 4382L - Intermediate ASL  
   SPA 4383 & SPA 4383L - Advanced ASL  
   SPA 4363 - Nature and Needs of the Hearing Impaired
2. In addition, a minor must include one of the following:
   SPA 4331 - Fundamentals of Finger Spelling  
   SPA 4332 - Structure of Sign Language

3. Students transferring credit hours toward a minor in ASL must complete 12 credit hours within the Department of Communication Sciences and Disorders regardless of the number of credit hours transferred.

4. A GPA of 2.0 or better must be achieved in minor course work in order for a student to be certified for graduation with a minor in American Sign Language.

CRIMINOLOGY (CCJ)

The major in criminology provides students with an in-depth exposure to the entire criminal justice system including law enforcement, detention, the judiciary, corrections, juvenile justice, and probation and parole. The program concentrates on achieving balance in the above aspects of the system from the perspective of the criminal justice professional, the offender, the victim, and society. The program provides a solid background in the theory, issues and methodology comprising criminology.

The objective of the undergraduate program in criminology is to develop a sound educational basis either for graduate work or for professional training in one or more of the specialized areas comprising the modern urban Criminal Justice System.

Note: No more than five (5) hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours of the major.

Requirements for the Major in Criminology:

A minimum of 39 semester hours is required for all undergraduate majors in criminology including the following courses or their equivalents:

*CCJ 3020 (3)  
CCJ 3210 (3)  
CCJ 4360 (3)  
*CCJ 3610 (3)  
CCJ 3621 (3)  
Research Methods in Psychology - EIIP or CCJ 3701 or CCJ 4700 will satisfy this 3-hour requirement.

*These are gateway courses and must be taken first.

In addition to the above, a minimum of 12 hours in criminology electives must be selected by the student to complete the requirements.

Transfer students should be aware that by University regulation they are obligated to establish academic residency by completing the equivalent of one academic year (30 semester hours) in "on-campus" courses. All undergraduate transfer students electing criminology as their major will be required, moreover, to take a minimum of 27 credits in major coursework at the University of South Florida.

These residence requirements are designed to ensure that transfer students who subsequently receive their baccalaureate degree from the University of South Florida with a major in criminology will have been exposed to the same body of knowledge in their major as those students who complete all or a major portion of their coursework at the University of South Florida.

Any student who receives a grade of "D" or lower in more than one USF CCJ course will be automatically barred from continuing as a criminology major.

Requirements for a Minor in Criminology:

The Department of Criminology offers a minor in Criminology. The minor will consist of three required courses (CCJ 3020, 3210, 3610) totaling 9 credit hours, and the selection of two of the following 3 hour courses (CCJ 4110, 4360, 4501, 4604) for a total of 15 hours. Students must receive approval from the Department prior to starting their minor work. A minimum of 8 hours must be completed at USF. Students minoring in Criminology will be subject to the Department's "2 D" Rule.
ECONOMICS (ECN)
Economics offers a clear, logical way of thinking about complicated contemporary societal issues such as unemployment, inflation, pollution, and crime. The department offers two major programs. Option I, by offering broad choices, allows students to tailor their programs to provide training for careers in business, teaching, or government service. It also offers excellent preparation for graduate or professional education in social science, business, or law. Option II, by offering the student continuing concentration in price theory, aggregate economics, mathematical economics, and econometrics prepares students for graduate education in economics. The department also offers a Minor program open to students throughout the University.

Requirements for the Major in Economics:
A student may earn a Bachelor of Arts degree with a major in Economics by completing satisfactorily 33 credits in Economics in addition to college requirements. These 33 credits include:
- Courses required for both Option I and Option II (18 hours).
  - ECO 2013 (3) ECO 2023 (3) ECO 3101 (3)
  - ECO 3203 (3) QMB 2150 (3) QMB 3200 (3)

Students must obtain a grade of "C" or higher in ECO 3101, Intermediate Price Theory, in order to continue concentration in price theory, aggregate economics, mathematical economics, and econometrics. It is also a prerequisite for ECO 3203 or ECO 3205. A grade of "C" or higher in ECO 3101 is required.

Option I (18 hours): Additional 15 hours upper-level economics courses (to ensure broad coverage students must include at least one course from each of groups A, B, C in their programs). At least 9 of the 15 hours of additional upper-level economics courses must be in courses for which either ECO 3101 or ECO 3203 is a prerequisite. These courses are marked with an asterisk.

- Group A (at least 3 hours) selected from: ECO 3622, ECP 3413, ECP 3613, ECP 4232, ECS 3013
- Group B (at least 3 hours) selected from: ECO 4303*, ECO 4323, ECP 4451*, ECS 4003
- Group C (at least 3 hours) selected from: ECO 3703*, ECO 4504*, ECO 4213*, ECO 3203*, ECO 4935 (Selected Topics - "Industrial Organization")

Option II (18 hours): Required Economics courses (12 hours):
- ECO 4935 Selected Topics-Advanced Price Theory
- ECO 4935 Selected Topics-Advanced Aggregate Economics
- ECO 4401 Mathematical Economics
- ECO 4935 Selected Topics-Introduction to Econometrics

Additional upper-level economics course (3 hours)

Students majoring in economics are encouraged to supplement their programs with appropriate courses in other social sciences. Political science, psychology, sociology, and others contribute to an enriched plan of study. Several courses in economics are designed to permit students majoring in other disciplines to acquire the skills and insights provided in economics.

Requirements for a Minor in Economics
Students majoring in social sciences, as well as students from other colleges, may minor in economics. Total requirements are:

1. A minor must include these four courses in basic economics:
   - ECO 2023 Economic Principles: Microeconomics (3)
   - ECO 2013 Economic Principles: Macroeconomics (3)
   - ECO 3101 Intermediate Price Theory (3)
   - ECO 3203 Mathematical Economics (3)

2. In addition, a minor must include two or more upper level courses taught in the Economics Department (excluding the variable credit courses ECO 4905 and 4914), bringing the total credit hours in economics to a minimum of 18. QMB 3200, Business and Economic Statistics II, or its equivalent, is acceptable for credit in a minor.

3. Before being recommended as a minor in economics, a student must obtain approval by the advisor in the Economics Department of the courses involved in the student's minor program.

4. 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.

5. At least 12 of the required 18 credits must be taken in residence at USF.

ENGLISH (ENG)
Freshman English Requirement
All first-time-in-college students are required to take Freshman English (a sequential two-semester course of study) 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 exam a second time must take ENC 1101 and ENC 1102 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are high demand and it is possible that registration space will not always be available.

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 nine (9) weeks. During this semester, they should normally attempt the exam once. If a student fails or does not attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally 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 or with appropriate AP English credit.

Requirements for the Major in English:
The program in English provides options in English and American literature, creative writing, and professional and technical writing. The literature option covers the major periods of literature in English. The creative-writing option includes training in writing and coverage of English and American literature. The professional and technical writing option combines the study of literature with an introduction to writing found in the professional workplace. The English-Education program is described under the section for the College of Education. Major requirements for English majors are listed below. A grade of "D" will not be counted toward fulfilling the major requirements. Students may not use more than one Directed Study toward meeting the major requirements. Transfer students whose courses do not equate with those at USF will be required to earn approximately the same number of hours as those who take their whole major here.

OPTION I: English and American Literature
Eleven courses (33 hrs.) as follows:
1. Both of the following:
   AML 3031 AML 3032
2. Four of the following:
ENL 3015  ENL 3273  ENL 3230
ENL 3251  ENL 3331  or  ENL 3332

3. Five of the following, at least two of which must be at the 4000 level:
AML 3051  AML 3602  AML 4111
AML 4121  AML 4261  AML 4300
ENG 4013  ENG 4060  ENL 3015
ENL 3230  ENL 3251  ENL 3273
ENL 3331  ENL 3332  ENL 4122
ENL 4132  ENL 4171  ENL 4303
ENL 4311  ENL 4338  ENL 4341
LIN 4671  LIN 4680  LIT 3022
LIT 3043  LIT 3073  LIT 3101
LIT 3102  LIT 3144  LIT 3301
LIT 3374  LIT 3410  LIT 3700
LIT 4011  LIT 4930

OPTION II: Creative Writing.
This option is designed for aspiring writers of fiction or poetry. In addition to giving credit for writing through a variety of course offerings, it provides information about procedures for publishing.

1. FICTION OPTION (33 hrs.)
All of the following:
CRW 3111  CRW 3112  CRW 3121
CRW 3211  CRW 4120
Note: Except for CRW 3111, the courses above must be taken in sequence. CRW 3111 may be taken at any time after CRW 3111 is completed.

Additional course requirements:
The student must select six literature courses from those listed in OPTION I. Two courses must be from group "1," two more from group "2," and one from group "3." At least two of the courses must have either an ENL or LIT prefix.

2. POETRY OPTION (33 hrs.)
All of the following:
CRW 3111  CRW 3311  CRW 3312
CRW 3231  CRW 4320
Note: Except for CRW 3111 the courses above must be taken in sequence. CRW 3111 may be taken at any time after CRW 3111 is completed.

Additional course requirements:
Same as for the Fiction Writing option above.

OPTION III: Professional and Technical Writing.
This 36-hour program allows undergraduates to concentrate their studies in professional writing, wherein they will master special writing skills demanded by industry, business, government, and the professions. Semester-long internships may be arranged by the English Department with local businesses, industries, and professional organizations. Interns will earn three credit hours and, in some cases, receive compensation for their duties.

Students choosing this concentration will also assure themselves of a core of liberal arts studies since they must take 21 credit hours of literature courses in addition to 15 hours of composition courses.

1. Composition requirements:
Five of the following:
CRW 2100  ENC 4260  ENC 3210
ENC 4311  ENC 3213  ENC 4931
ENC 3310  ENC 4320

2. Literature requirements:
The student must select seven literature courses from those listed in OPTION I as follows:
Two courses from group "1," four courses from group "2," and one course from group "3."

Requirements for the Minors in English
English and American Literature Minor (15 hours)
1. One of the following:
AML 3031  AML 3032

2. Two of the following:
ENL 3015  ENL 3230
ENL 3251  ENL 3273
ENL 3331  or  ENL 3332

3. One course at the 4000 level

4. One additional 3000- or 4000-level course with AML, CRW, ENC, ENL or LIT prefix

Creative Writing Minor (15 hours)
1. Either Form and Technique of Fiction (CRW 3111) and Fiction I, II, and III (CRW 3112, 3121, 4120) or Form and Technique of Poetry (CRW 3311) and Poetry I, II, and III (CRW 3312, 3321, 4320).

2. One AML or ENL course at the 3000 or 4000 level.

Professional and Technical Writing Minor (15 hours)
1. ENC 3210
2. ENC 4260
3. One AML or ENL course
4. Two of the following courses:
CRW 2100  ENC 3213  ENC 3310
ENC 4311  ENC 4931

ENVIRONMENTAL SCIENCE AND POLICY (EVR)
The status of the earth's environment has become a major concern since the 1960s. As we proceed into the 21st century, it represents one of the most critical issues facing nearly all nations individually as well as the earth community as a whole. Increased population, technological advances, and diminishing natural resources all play an important role in the changing environment. As a consequence, governments at all levels are devoting resources to help understand the problems that we are facing and to aid in their mitigation. This includes everything from public education to cleaning up toxic waste sites. The environmental industry is a growing arena for employment for degree holders at all levels.

The Bachelor of Science (B.S.) in Environmental Science and Policy degree was approved in summer of 1995. This interdisciplinary program spans multiple colleges within the University but is housed in the College of Arts and Sciences. The program is designed to provide a broad approach to an understanding of the environment and to the various problems associated with human intervention in natural systems. As we move into the next century, it is increasingly necessary that professionals who are employed in any aspect of the environmental industry be versed in a broad spectrum of topics overlapping several traditional disciplines. The curriculum combines principles of natural and social sciences in order to provide students with a wide variety of choices to choose to satisfy the degree requirements. There are several required courses and also a wide selection of electives within the degree curriculum. After completing the core requirements, each student selects either the science track or the policy track for modest concentration. Each of these tracks has a combination of required courses and electives to provide this concentration.

The core is required for all majors. It includes a number of introductory courses and is capped by two courses taken in the last year: a seminar and either a research project or an internship. Students who elect the science track must further declare an option of earth science, life science, or physical science. Students who select the policy track may choose between economics, ethics, planning, or policy for further emphasis.
Requirements for the Major in Environmental Science and Policy

All students majoring in Environmental Science and Policy are required to see the advisor each semester prior to registration for the following term. The availability of elective courses that can be applied to the major changes regularly and all such courses must be approved by the program advisor.

CORE REQUIREMENTS FOR ALL MAJORS (41 hours)

All of the following:

- EVR 2001
- EVR 2001L
- EVR 2861
- BSC 2010C
- BSC 2011C
- CHM 2045L
- CHM 2046
- CHM 2046L
- PUP 4201
- PUP 3640
- one approved statistics course
- one approved geology or physics course with lab.

Plus: either EVR 4910 or EVR 4940

Select either the Science or the Policy track.

Science (18-24 hours)

- MAC 3233 and MAC 3234 OR MAC 3281 and MAC 3282 OR MAC 3311 and MAC 3312
- plus 4 approved science/engineering electives: only one of which may be an introductory course and 3 must be selected from within one of these areas - earth science, life science, or physical science.

Policy (18-22 hours)

- ECO 3302 and CCJ 4933 (Environmental Law and Crimes)
- plus 4 approved policy-related electives: only one of which may be an introductory course and 3 must be selected from within one of these areas - economics, ethics, planning, or policy.

- GEOGRAPHY (GPY)

The degree program in Geography provides options in Environmental Studies, Urban Studies, and General Geography. The Environmental Studies option focuses on major environmental systems including the geosphere, hydrosphere, atmosphere, pedosphere, and biosphere. Particular emphasis is put on the human modification of the natural environment and the global interconnections of the major earth systems. The Urban Studies option focuses on the social and spatial effects of the growth of cities, both in advanced industrialized as well as in underdeveloped countries. Issues such as the historical evolution of urban form and function, land-use changes and conflicts, economic restructuring and the growth and decline of inner-cities, and urban racial and ethnic relations are examined. The General Geography option offers instruction in a broad range of topics in geography, both physical and human.

Requirements for the Major in Geography

A major in geography consists of 37 credit hours as follows:

Required core courses (21 credit hours):

- GEO 3013 (4)
- GEO 4100C (4)
- GEO 4100C (4)
- GEO 4114C (4) or GEO 4164 (4)
- Plus one course with a GEO prefix (4)

Supporting Courses (16 credit hours): Students may select Option 1 (Environmental), Option 2 (Urban), or Option 3 (General).

Option 1: Environmental Studies

In addition to required Geography core courses, students in Option 1 select:

- Required: GEO 4372 (4) and
- Two of the following (8 credit hours):
  - MET 4002 (4)
  - GEO 4200C (4) GEO 4200C (4)
  - MET 4010C (4) GEO 4210 (4)

Any additional 4 credit hours in Geography excluding:

- GEO 3901 GEO 4000 GEO 1930
- GEO 3831C GEO 4910

Option 2: Urban Studies

In addition to required Geography core courses, students in Option 2 select:

- Required: GEO 3602 (4) and
- Two of the following (8 credit hours):
  - URP 4052 (4) GEO 4502 (4) GEO 4604 (4)
  - GEO 4470 (4) GEO 4170 (4)

Any additional 4 credit hours in Geography excluding:

- GEO 3901 GEO 4000 GEO 1930
- GEO 3931C GEO 4910

Option 3: General Geography

In addition to required Geography core courses, students in Option 3 select:

- One of the following (4 credit hours):
  - MET 4002 (4) GEO 4210 (4)
  - MET 4010C (4) GEO 4280C (4)

One of the following (4 credit hours):

- GEO 3602 (4) GEO 4460 (4) GEO 4604 (4)
- GEO 4421 (4) GEO 4470 (4)
- GEO 4440 (4) GEO 4502 (4)

Any additional 8 credit hours in Geography excluding:

- GEO 1930 GEO 3901 GEO 4900
- GEO 3931C GEO 4910

Requirements for the Minor

A minor in Geography consists of 16 credit hours, with a minimum grade-point average of 2.0. The required courses are:

- GEO 3013 (4) GEO 3402 (4)

One upper level GEO elective (3000-5000 level) (4) and one upper level GEO, MET or URP elective (3000-5000 level) (4).

- GEOLOGY (GLY)

The Department of Geology offers programs leading to Bachelor of Arts, Bachelor of Science, Master of Science, and Doctor of Philosophy degrees. Geology is one of the broadest of all sciences because of its dependence on fundamentals of biology, chemistry, mathematics, and physics as applied to the study of the earth. As a result, undergraduate students are expected to obtain a broad background in the other sciences as well as a concentration in geology.

The Bachelor of Science degree program has two tracks, the Geology Track and the Environmental Geology Track. Both provide the student with a broad foundation in the basics of the science. The Geology track is designed for the student interested in pursuing graduate studies or employment in industry and government agencies. The Environmental Geology track is designed for the student interested in the fields of hydrogeology or environmental geology. The Bachelor of Arts program is designed primarily for the liberal arts student who has interest in the subject but is not preparing for a career in the field or for the pre-professional school student. A student who elects the B.A. program and decides to pursue the geology profession or attend graduate school will need at least physics and field geology in his/her program.

The graduate program in geology allows the student to pursue advanced studies in nearly all areas of geology. As a result of faculty interests and geographic location, several geologic subdisciplines are emphasized, including applied geophysics, carbonate geology, coastal geology, experimental mineral kinetics, geochemistry, hydrogeology, paleontology, and volcanology.

Requirements for the Major in Geology (B.A.):

1. Geology Courses (32 sem. hrs.):

   a. GLY 2010 (3) GLY 3200 (4) GLY 4550 (4)
   b. GLY 2010L (1) GLY 4550 (4) GLY 4552 (4)
   c. GLY 2100 (3) GLY 3610 (4)
   d. GLY 2100L (1) GLY 4310 (4)

2. Supporting Courses (22-28 sem. hrs.):

   a. CHM 2041 (3) CHM 2046 (3)
   b. CHM 2045L (1) CHM 2046L (1)
b. One year of calculus (MAC 2323, 2324 or 3311, 3212, or 3281, 3282). STA 3023 may be substituted for one semester of calculus.

c. Two courses in biology or physics selected from:
   BSC 2010C (4)  
   BOT 2010C (4)  
   PHY 3053-3053L (4) or ( PHY 3048-3048L (4)  
   PHY 3054-3054L (4)  

3. Liberal Arts Requirements
   The student is required to complete the University's Liberal Arts Requirements.

4. Free Electives
   Courses over and above required courses should be taken to complete a 120-hour program.

5. D and F grades earned in attempting to satisfy major requirements will be used in calculating the major GPA.

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**GEOLOGY HONORS**

The purpose of the Honors Program is to provide a select group of undergraduate Geology majors an opportunity to undertake an intensive, individualized research experience. The culmination of the program is the completion and presentation of an honor's thesis. To apply, interested students should contact the Geography undergraduate advisor during the second semester of the student's junior year. Admission to the program requires a GPA of 3.5 in the major and an overall GPA of 3.2.

**Requirements for the Minor in Geology**

A minor in geology consists of 16 credit hours and must include GYL 2010, GYL 2010L and GYL 2100, GYL 2100L. Additional courses, approved by the geology advisor, are designed to complement the student's major program. Only those courses which are acceptable toward the major in geology may be used toward the minor.

**Teacher Education Programs**

Prospective elementary and secondary school teachers desiring to teach science should include basic courses in Geology and related sciences as part of their curriculum.

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**GERONTOLOGY (GEY)**

Gerontology is the study of the process of human aging in all its many aspects: physical, psychological, and social. In the Department of Gerontology particular emphasis is placed upon the development of a gerontology, with the goal of educating students who in their professional careers in the field of aging will work to sustain or improve the quality of life of older persons. To this end the Department offers the degrees of Bachelor of Arts in Gerontology, Bachelor of Science in Gerontology, and Master of Arts in Gerontology. The Department of Gerontology also hosts the University-wide Ph.D. in Aging Studies.

**Requirements for the Major in Gerontology (B.A.):**

The Bachelor of Arts Degree in Gerontology entails 37 semester hours of required course work. In this program the course of study is intended to provide students with a liberal education in gerontology and some exposure to the various career opportunities in the field of aging. This degree is especially appropriate for students who are undecided about their eventual career goals in aging or who plan to pursue graduate work in gerontology or some other field.

**Required Courses:**

- GEY 3000 (3)  
- HUS 4020 (4)  
- GEY 4640 (3)  
- HUS 3001 (3)  
- GEY 4327 (3)  
- GEY 4935 (3)  
- GEY 3601 (3)  
- GEY 3660 (3)  
- GEY 4945 (6)  
- GEY 3625 (3)  
- GEY 4401 (3)

A required prerequisite is STA 3122.

B.A. students may, upon approval of the departmental advisor, arrange to complete the B.A. internship (GEY 4945) half-time over two semesters, or to substitute 6 hours of GEY electives for the internship.

**Requirements for the Major in Gerontology (B.S.):**

The Bachelor of Science Degree in Gerontology is a specialist degree which, in addition to providing students with a basic education in gerontology, is intended to prepare them for entry level positions in Nursing Home Administration. It is especially appropriate for students who intend to begin working immediately following completion of the degree program.

**Required Courses:**

- BUL 3320 (3)  
- GEY 4329 (3)  
- MAN 3025 (3)  
- GEY 3601 (3)  
- GEY 3630 (3)  
- GEY 4945 (6)  
- GEY 3625 (3)  
- GEY 4401 (3)

Prior to taking the courses required in the major, students must complete the following twelve (12) hours of prerequisites: ACG 2001, ACG 2011, CGS 2000, and GEY 3000.

These courses are intended to reflect educational requirements mandated by the State of Florida and specified in Chapter 212.11 of the Florida Administrative Code.

Students in the B.S. program should understand that they will only be allowed to register for the full-time internship (GEY 4945) after successful completion of all (or all but one) of the required courses in the B.S. major. Because the B.S. internship requires full-time effort, students are allowed to take no more than four (4) credits concurrent with the B.S. internship.

The gerontology prerequisite can only be satisfied by a student's having taken GEY 3000 at this university or its equivalent at another institution. The prerequisites of accounting can be fulfilled by taking ACG 2001 and ACG 2011 at this university or comparable work at another institution.
Students interested in either the B.A. or the B.S. option should contact the Department as early as possible in their careers at the University of South Florida.

Requirements for the Minor in Gerontology
An undergraduate minor in Gerontology is available for students interested in pursuing careers in fields such as social work, communication disorders, health care, mental health care, and rehabilitation counseling. This minor may be taken in conjunction with any undergraduate major, but it should be particularly beneficial to persons majoring in such disciplines as anthropology, communication sciences and disorders, government and international affairs, nursing, psychology, rehabilitation counseling, social work, and sociology. Requirements for the minor in Gerontology are a total of 16 hours of the following upper-level courses:

- GEY 3000 (3)
- GEY 3625 (3)
- HUS 4020 (4)
- GEY 3601 (3)
- GEY 4360 (3)

GOVERNMENT & INTERNATIONAL AFFAIRS (INT/POL/PAD)
The Department of Government and International Affairs includes programs in International Studies, Political Science, and Public Administration. Its goal is to provide students the opportunity to study the nature of government, politics and administration at the local, national and international levels, as well as the interdisciplinary nature of the international system. Towards that end it offers students a choice of two undergraduate degrees, one in International Studies and another in Political Science. The Department of Government and International Affairs provides students with a range of courses of study and areas of concentration, including electives offered through the Public Administration program. For more specific details students are advised to consult the description of each specific program below.

INTERNATIONAL STUDIES (INT)
The major in International Studies enables students to undertake programs of study which emphasize (a) preparation for careers in international activities, or (b) the study of particular international themes or topics, or (c) the study of particular regions or cultures. The program of study is developed by each student in consultation with the International Studies Adviser so as to best serve the education and career goals of the individual.

Requirements for the Major in International Studies
The major consists of a minimum of 37 semester hours. At least 18 of these hours (six courses) must be from the International Studies Program offerings. The six required courses are:

- INR 3003 (3)
- INR 3081 (3)
- INR 3038 (3)
- INR 4936 (3)
- plus one topical and one area studies course chosen from the INT upper division electives. It is recommended that the student complete INR 3003 before taking INR 3081.

The additional 19 hours may be selected from course offerings of other departments which are approved by the major adviser as having adequate international or cross-cultural content. Students may also take upper level electives from the International Studies curriculum.

With the approval of the major adviser, credits earned in INR 4900 (1-3) and INR 4910 (1-3) may be used to augment or substitute for the foregoing requirements. Students are encouraged, but not required, to engage in study abroad programs on a large number of which have been approved by the USF International Affairs Center. Credits earned in such programs apply toward graduation and many also apply to the INT major.

Required Supporting Courses
Students must pass a 2000 level foreign language course (that is, at least one semester of foreign language study beyond the first year introductory courses), or complete one year of study of a non-Western language. Students who are bilingual or who are already conversationally fluent or who can translate with facility from a foreign language text are exempt from the above course requirement, but the INT faculty may require demonstration of proficiency.

Students will be provided with academic advice and counsel about other courses offered throughout the university which may support and complement their major program. INT majors should plan their programs in conjunction with the adviser who is empowered to make appropriate substitutions when educationally justified.

Requirements for the Minor in International Studies
The minor in International Studies is a set of International Studies courses taken by a student that approximates one half of the upper level credits required for a major. The minor consists of 18 credit hours and includes a minimum of six courses as follows:

- INR 3003 (3)
- INR 3081 (3)
- INR 3038 (3)
- 3 upper level courses chosen from the International Studies Program's offerings. Each student's program must be planned with the International Studies Program major advisor, who is empowered to approve appropriate substitutions when educationally justified.

POLITICAL SCIENCE (POL)
The undergraduate program leading to the B.A. degree in political science offers a general purpose degree, and a number of more specialized alternatives. The program is designed for students interested in and seeking to understand political problems and issues, and the nature of the political process, as well as the philosophical and legal basis of political structures and processes at local, state, national, and international levels. Satisfying the degree requirements prepares students for positions in the public and private sectors, for law school, for graduate work in political science, international relations, public administration, and related disciplines, for positions in education, and for applied political activity.

Requirements for the Major in Political Science
Students who earn a B.A. degree in political science should be able to relate knowledge from their major field to other allied disciplines as well as being well-grounded in political science. In fact, it is impossible to understand fully and to explain political events and behavior without some knowledge of history, economics, sociology, and other related fields. To aid and encourage political science majors in this endeavor, students must take a minimum of 18 hours in courses from among history, economics, anthropology, geography, sociology, psychology, philosophy, or other approved Social Sciences. Six hours must be in history, three in economics, and nine from the remaining fields. Six of the eighteen hours must be taken at or above the 3000 level.

A minimum of 36 credit hours is required to satisfy the requirements of the major. Students must take the 12 credit hours of required coursework in political science. No more than six credit hours can be taken from POS 4905, POS 4910, and POS 4941. (A GPA of 3.0 is required to enroll in these courses; special exception may be granted by the Chair for students with a GPA between 2.70 and 2.99).

Students transferring credit toward the major in political science must complete a minimum of 21 credit hours within the Department, regardless of the number of credits transferred, in order to satisfy the requirements of the major.

The undergraduate curriculum in political science is composed of the following:
**Requirements for the Minor in Political Science**

A minor in political science consists of a minimum of 18 credit hours, made up of two courses (6 credit hours) from among CPO 3002, INR 3002, POS 2041, and POT 3003. An additional 12 credit hours in regularly scheduled political science courses are required.

Students transferring credit hours toward a minor in political science must complete 12 credit hours within the Department, regardless of the number of credit hours transferred, in order to be certified for a minor.

**Field Work**

The Department of Political Science has a field work program which provides students with part-time internships with state and local government and with political parties at the state and local level. Academic credit is available for such internships. For further information, contact the Department of Government and International Affairs.

**Honors in Political Science**

Honors in Political Science is designed for the outstanding undergraduate who seeks an intensive program plus academic recognition during the senior year. Admission to the honors sequence, which is available to all undergraduate majors, will be controlled by grade point average, personal interviews and close scrutiny of the student's program and record. Students admitted will write an honors thesis, POS 4970 (3).

**Requirements for the Pre-Law Plan in Political Science**

The area of Political Science offers a pre-law plan designed for the undergraduate considering a career related to law; Field VII of the undergraduate curriculum (Law and Politics). The courses making up the field are of particular interest to law-oriented students, but may be taken by others as well. Majors are guided to those courses which develop skills and provide information needed for good performance in the study of law. Students receive the skills and information needed for entry into a number of law-related positions in business and government. An integral part of this plan is a high degree of student access to the Political Science's pre-law advisor.

Prior to admission to law school, a student must take the Law School Admission Test (LSAT). This test is given by the Educational Testing Service of Princeton, New Jersey.

The Law School Admission Test is given simultaneously several times each year at the University of South Florida and numerous other testing centers throughout the state. Students should plan to take the test at least one year prior to planned enrollment in law school. Additional information is available from the Department of Government and International Affairs, University of South Florida.

(Pre-law is not a prescribed program of study. No specific college major is required for admission to law school. Those students intending to pursue the study of law must obtain a Bachelor's degree in an arena of personal choice. It is generally recommended that knowledge of public policy, international relations, legal, economic, and social context within which legal problems arise facilitate a career in law.)

**International Affairs Focus in Political Science**

The area of Political Science offers a number of courses that prepare students for graduate study in international relations and career opportunities in private or public transnational organizations.

Basic courses in the area include:

- INR 3002 Introduction to International Relations
- CPO 3002 Introduction to Comparative Politics
- CPO 3002 American Foreign Policy

In addition, Political Science offers the following upper-level courses:

- CPO 4034 Politics of Developing Areas
- CPO 4930 Comparative Politics of Selected Areas
- INR 4334 Defense Policy
- INR 4035 International Political Economy
- INR 4403 International Law
- INR 4502 International Organizations
- INR 5834 Selected Topics in Comparative Politics

Students desiring careers in international affairs or international administration are encouraged to supplement these courses with courses offered in International Studies, Management, Economics, Business Administration, Foreign Languages, and Public Administration.

**PUBLIC ADMINISTRATION (PAD)**

The Public Administration Program offers courses which serve as electives for undergraduate students. Completion of these courses will benefit those students preparing for a career in local, state, or federal agencies of government, non-profit organizations, and special service districts and/or graduate work in public administration and related fields. The courses listed below may be taken by credit on an individual basis.

Please note that the 5000-level courses listed are available to seniors and graduate students only.

- PAD 3003 Introduction to Public Administration
- PAD 4204 Public Financial Administration
- PAD 5035 Issues in Public Administration and Policy
- PAD 5333 Concepts and Issues in Public Planning
- PAD 5605 Administrative Law
- PAD 5612 Administrative Regulation