DEGREES OFFERED
AT THE UNIVERSITY OF SOUTH FLORIDA*

Undergraduate Degrees
Bachelor of Arts B.A.
Bachelor of Engineering Technology B.E.T.
Bachelor of Fine Arts B.F.A.
Bachelor of Independent Studies B.I.S.
Bachelor of Science B.S.
Bachelor of Science in Engineering B.S.E.
Bachelor of Science in Engineering Science B.S.E.S.
Bachelor of Social Work B.S.W.

Graduate Degrees
Master of Accountancy M.Acc.
Master of Arts M.A.
Master of Business Administration M.B.A.
Master of Education M.Ed.
Master of Engineering M.E.
Master of Fine Arts M.F.A.
Master of Music M.M.
Master of Public Administration M.P.A.
Master of Science M.S.
Master of Science in Engineering M.S.E.
Master of Science in Engineering Science M.S.E.S.

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

Professional Degree
Doctor of Medicine M.D.

BACCALAUREATE DEGREE PROGRAMS REQUIRE 180 QUARTER HOURS OF CREDIT FOR GRADUATION EXCEPT FOR THE FOLLOWING PROGRAMS:

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*See index for individual degree programs
ACCENT ON LEARNING

GENERAL CATALOG
OF THE
UNIVERSITY OF
SOUTH FLORIDA
1980-81

The University of South Florida is committed to the principles of equal educational and employment opportunities without regard to race, color, sex, religion, creed, national origin, political opinions or affiliations, handicap, or age as provided by law and in accordance with the University's respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

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

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

Communicating with the University

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

Academic Advising (for freshmen)
Division of University Studies, SVC 255 974-2645

Academic Advising (for upperclassmen and graduate students)
Office of the Dean of the appropriate college

Applications and Admission
Office of Admissions, SVC 126
Freshmen 974-4026
Graduate 974-4090
Transfer 974-4035

College of Medicine:
Associate Dean for Admissions, MDC 1415 974-2229

New College:
Office of Admissions (Sarasota) 355-7671

Athletics (Intercollegiate)
Director of Athletics, PED 214 974-2125

Bachelor of Independent Studies Program
Office of Independent Studies, FAO 149 974-4058

Career Planning and Placement
Division of Cooperative Education and Placement, SVC 243 974-2171

College Level Examination Program (CLEP tests)
Office of Evaluation and Testing Services, FAO 201 974-2741

Community College Relations (transfer students)
Office of Community College Relations, SVC 123 974-2506

Continuing Education Courses and Conferences
Center for Continuing Education, AOC 204 974-2403

Cooperative Education Program
Division of Cooperative Education and Placement, SVC 243 974-2171

Deceased Students
Office of Student Affairs, ADM 151 974-2151

Financial Assistance (scholarships, loans, employment)
Office of Financial Aids, SVC 262 974-2621
Office of Student Employment, SVC 262 974-2297

Graduate Studies
Division of Graduate Studies, FAO 126 974-2846

Handicapped Student Program and Facilities
Office of Student Organizations, CTR 217 974-2615

Health Services (Student)
Health Center, CTR 411 974-2331

Housing: Campus Residence Halls
Office of Housing and Food Service, RAR 229 974-2761

Housing: Off-Campus
Student Government Office, CTR 156A 974-2401

International Students
Office of Student Organizations, CTR 217 974-2615

Library Resources
Office of the Director of Libraries, LIB 207 974-2721

Minority Student Advising
Division of University Studies, SVC 122 974-2076

Student Affairs
Office of Student Organizations, CTR 217 974-2615

Orientation ("FOCUS")
Office of New Student Relations, SVC 122 974-2076

Pre-Admission Advising for Prospective Students
Office of New Student Relations, SVC 122 974-2076

Parking and Traffic Services
University Police Department, UPB 974-2628

Records, Registration
Office of Records & Registration, SVC 136 974-4029

Speakers Service
Office of Information Services, ADM 264 974-2181

Student Aff airs
Office of Student Affairs, ADM 151 974-2151

Transcripts (USF)
Office of Records & Registration, SVC 136 974-4080

Veterans Affairs
Office of Veterans Affairs, SVC 209 974-2291

UNIVERSITY OF SOUTH FLORIDA

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

St. Petersburg Campus
830 First Street South
St. Petersburg, Florida 33701
Telephone: (813) 898-7411

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

Sarasota Campus
5700 N. Tamiami Trail
Sarasota, Florida 33580
Telephone: (813) 355-7671
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### ACADEMIC CALENDAR

The Academic Calendar for New College of USF appears on page 138. The Academic Calendar for the College of Medicine appears on page 123.

**See separate calendar for Regional Campuses’ registration dates.**

### Fall Quarter (I), 1980

**May 19-23, Monday-Friday**

**August 5-8, Tuesday-Friday**

* August 12, Tuesday

August 18, Monday

**September 16, Tuesday**

5:00 p.m.-7:00 p.m.

**September 17-18, Wed.-Thu.**

8:30 a.m.-7:00 p.m.

**September 18, Thursday**

5:00 p.m.-7:00 p.m.

September 22, Monday

September 26, Friday

**September 26, Friday**

**September 26, Friday**

October 3, Friday

October 3, Friday

October 10, Friday

October 31, Friday

November 11, Tuesday

November 27-28,

Thursday-Friday

December 10, Wednesday

**Fall Quarter Early Registration for students enrolled Spring Quarter (tentative)**

**Fall Quarter Early Registration for students enrolled Summer Quarter (tentative)**

Last day to apply for admission

Last day for USF Former Students Returning to make application for readmission to avoid extended delays at registration

Evening Courses Only Registration

Registration by appointment

Non-Degree Seeking (Special) Student Registration

Classes begin

Last day to withdraw/drop and receive full refund of registration fees

Last day to add courses

Last day for late registration (see late registration fee); last day to register as a Non-Degree Seeking (Special) Student

Last day to register for Continuing Education courses

Last day for Continuing Education course refund

Last day to apply for degree to be earned at the end of Fall Quarter

Last day to drop courses without academic penalty

Veterans Day Holiday

Thanksgiving Holiday

End of Fall Quarter (I)

### Winter Quarter (II), 1981

**October 27-31, Monday-Friday**

* November 21, Friday

December 8, Monday

**January 5, Monday**

5:00 p.m.-7:00 p.m.

**January 6, Tuesday**

8:30 a.m.-7:00 p.m.

**January 6, Tuesday**

5:00 p.m.-7:00 p.m.

January 7, Wednesday

January 13, Tuesday

January 13, Tuesday

**January 13, Tuesday**

January 20, Tuesday

January 27, Tuesday

February 17, Tuesday

February 17, Tuesday

March 18, Wednesday

Early registration for Winter Quarter (continuing and accepted Former Students Returning) (tentative)

Last day to apply for admission

Last day for USF Former Students Returning to make application for readmission to avoid extended delay at registration

Evening Courses Only Registration

Registration by appointment

Non-Degree Seeking (Special) Student Registration

Classes begin

Last day to withdraw/drop and receive full refund of registration fees

Last day to add courses

Last day for late registration (see late registration fee); last day to register as a Non-Degree Seeking (Special) Student

Last day to register for Continuing Education courses

Last day for Continuing Education course refund

Last day to apply for degree to be earned at the end of Winter Quarter

Last day to drop courses without academic penalty

Last day to withdraw without academic penalty

End of Winter Quarter (II)

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

**See separate calendar for Regional Campuses’ registration dates.**
**Spring Quarter (III), 1981**

Early registration for Spring Quarter (continuing and accepted Former Students Returning) (tentative)

Last day to apply for admission

Last day for USF Former Students Returning to make application for readmission to avoid extended delay at registration

Evening Courses Only Registration

Registration by appointment

Non-Degree Seeking (Special) Student Registration

Classes begin

Last day to withdraw/drop and receive full refund of registration fees

Last day to add courses

Last day for late registration (see late registration fee); last day to register as a Non-Degree Seeking (Special) Student

Last day to register for Continuing Education courses

Last day for Continuing Education Course refund

Last day to apply for degree to be earned at the end of Spring Quarter

Last day to drop courses without academic penalty

Last day to withdraw without academic penalty

Last day to drop courses without academic penalty

Summer Quarter (IV), 1981

NOTE: Dates apply to 8 week sessions. See Quarterly University Class Schedule for appropriate deadlines in other than 8-week session.

**May 4-8, Monday-Friday**

*May 11, Monday*

May 18, Monday

**June 17, Wednesday**

5:00 p.m.-7:00 p.m.

**June 18, Thursday**

8:30 a.m.-7:00 p.m.

**June 18, Thursday**

5:00 p.m.-7:00 p.m.

**June 22, Monday**

June 26, Friday

**June 26, Friday**

July 2, Thursday

July 2, Thursday

July 3, Friday

July 10, Friday

July 24, Friday

August 14, Friday

August 28, Friday

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

**Summer Quarter (IV), 1981**

NOTE: Dates apply to 8 week sessions. See Quarterly University Class Schedule for appropriate deadlines in other than 8-week session.

**May 4-8, Monday-Friday**

*May 11, Monday*

May 18, Monday

**June 17, Wednesday**

5:00 p.m.-7:00 p.m.

**June 18, Thursday**

8:30 a.m.-7:00 p.m.

**June 18, Thursday**

5:00 p.m.-7:00 p.m.

**June 22, Monday**

June 26, Friday

**June 26, Friday**

July 2, Thursday

July 2, Thursday

July 3, Friday

July 10, Friday

July 24, Friday

August 14, Friday

August 28, Friday

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

**See separate calendar for Regional Campuses’ registration dates.**
REGIONAL CAMPUSES

Fort Myers

Regular Registration
Late Registration, Staff Waiver, and Non-Degree Seeking (Special) Student Registration

St. Petersburg

Early Registration
Regular Registration
Late Registration and Non-Degree Seeking (Special) Student Registration

Sarasota

Early Registration, Degree-Seeking Students
Regular Registration, Degree-Seeking Students
Regular Registration, Degree-Seeking & Non-Degree Seeking (Special) Students
Late Registration & Non-Degree Seeking (Special) Student Registration

Late Registration, Degree-Seeking Students
Regular Registration, Degree-Seeking Students
Regular Registration, Degree-Seeking & Non-Degree Seeking (Special) Students
Late Registration & Non-Degree Seeking (Special) Student Registration

Late Registration, Degree-Seeking Students
Regular Registration, Degree-Seeking Students
Regular Registration, Degree-Seeking & Non-Degree Seeking (Special) Students
Late Registration & Non-Degree Seeking (Special) Student Registration

Late Registration, Degree-Seeking Students
Regular Registration, Degree-Seeking Students
Regular Registration, Degree-Seeking & Non-Degree Seeking (Special) Students
Late Registration & Non-Degree Seeking (Special) Student Registration
USF — THE METROPOLITAN UNIVERSITY . . .
A BREAK WITH TRADITION

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

USF AND YOU?

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

WHAT IS USF?

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

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

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

And USF is an important social and cultural service force flowing through the communities surrounding and supporting it

. . . a major economic force on Florida's West Coast... and an intellectual and information center where people can find practical solutions to perplexing problems and share their experiences with others.

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

When Did It All Begin?

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

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

The State University System, directed by the Florida Board of Regents, and administered by a Chancellor and staff of over 100 in Tallahassee, today consists of nine public universities.
Together with 28 public junior and community colleges and a number of vocational-technical centers located throughout the State, these universities comprise public higher education in Florida.

Regional campuses of USF were opened in St. Petersburg in 1965, Fort Myers in 1974, and Sarasota in 1975.

Dr. John S. Allen, astronomer and educator, served as USF's first president from 1956 to 1970. Dr. Cecil Mackey, economist and lawyer, was president of the University from 1971 to 1976. Dr. John Lott Brown, psychologist and optical scientist, became our third president at the beginning of 1978. Continuity in administration has been provided by Dr. Harris W. Dean, acting president, 1970; WM. Reece Smith, Jr., interim president, 1976-77; and Dr. Carl D. Riggs, acting president, 1977.

Now is its twenty-fourth year of existence, the University has graduated more than 50,000 students—eighty percent of whom reside in Florida—and served over 10,000 persons in credit and non-credit courses. Enrollment in the fall of 1979 totaled over 23,000 and projections indicate that USF will enroll more than 30,000 students by the end of this decade. The University's economic impact on the area is equally significant: now exceeding $137 million annually.

USF: REGIONAL CAMPUSES . . . PART OF THE MODERN METROPOLITAN ENVIRONMENT

University of South Florida campuses form a string of anchor points for the rapidly growing metropolitan area along the West Coast of Florida. These campuses are within reach of more than two million people—roughly one quarter of the State's population—in the 15-county area they serve.

The Tampa Campus of the University is located on a 1694-acre tract of land ten miles northeast of downtown Tampa, a city of over a quarter of a million people. The Campus is midway between U.S. 41 and 301, on State Highway 582 (Fowler Avenue) two miles east of I-275.

The St. Petersburg Campus, located in downtown St. Petersburg serves more than 620,000 people living in Pinellas County. The present campus, on a 12-acre peninsula jutting into Bayboro Harbor, is being extensively rebuilt and enlarged.

The Sarasota Campus is adjacent to the State-owned Ringling Museum property located between the cities of Sarasota and Bradenton. The campus serves a population of more than 320,000 persons in a four-county area.

The Fort Myers Campus is located at the Gwynne Institute Building in downtown Fort Myers and serves more than 358,000 people on Florida's lower West coast. Growth of the campus will be accommodated on a 55-acre site adjacent to Edison Community College. Current plans call for the first building on the new campus to be completed in fall, 1982.

ACHIEVING THE UNIVERSITY'S MISSION: MEASURES OF SUCCESS

Mission

As the State's first metropolitan university, a prototype of the university of the future, the University of South Florida from its beginning has sought to apply the talents of its scholars and students to the peculiar ills besetting modern society. In this way, USF has sought to accomplish the special mission in the State University System set out for it in the Comprehensive Development Plan (CODP) of the State University System of Florida (1969): The creation and development of instructional, research and public service programs "oriented toward the solution of problems peculiar to the modern urban environment."

Students Served

Since opening its doors in September of 1960, the University of South Florida has been dedicated to accomplishing this special mission in the modern metropolitan environment. One measure of our success is reflected in the composition of our student body:

- More than 85 percent of our students are Floridians and over 80 percent of our graduates reside in the State.
- More than two-thirds of our students commute to class from their homes throughout the Tampa Bay area.

- Over one-third of our student body are part-time students, and 40 percent are employed from one to 40 hours per week.
- More than two-thirds of all USF students are 21 or older and almost one-third of our students are married.
- Almost 60 percent of USF's 45,000 graduates reside in the Greater Tampa Bay Area.
- The majority of upper division students are transfers from other institutions.

Programs Offered

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

In this publication are discussed the major academic programs in the University. Through them we serve the people of Florida through the instruction of students, the advancement of knowledge, and community service.

Degrees are offered in over 100 academic areas by the University's colleges. Graduate degrees are offered in more than 80 of these areas.

The University's first Ph. D. program in Biology, with emphasis on Marine Biology, was established in 1968. Since then Ph.D. programs have been established in Chemistry, Education, English, Engineering Science, Mathematics, Medical Sciences, and Psychology. USF also offers the Ed.D. in Education, and the Ph.D. in Oceanography (in cooperation with Florida State University).

The University's teaching and research faculty, numbering more than 1,000, represents all major areas of higher learning, and nearly 60 percent hold doctoral degrees.

**Academic Programs of USF Regional Campuses**

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

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

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

The Fort Myers Campus of USF opened in September, 1974 and, like all regional campuses of the University, is designed to meet the academic educational needs of local area residents in the five-county area surrounding Fort Myers.

The campus is currently located in the historic Gwynne Institute Building in the heart of downtown Fort Myers. This facility is provided as an interim location through the cooperation of the Lee County Public Schools. Plans are now being completed to construct permanent facilities on the 55-acre site adjacent to Edison Community College. Construction is expected to begin in 1980 and USF programs and services will move to the new campus in 1982.

The Sarasota Campus of the University of South Florida was established in 1975. It offers students from Sarasota, Manatee, and neighboring counties the opportunity to enroll in junior, senior, and graduate level coursework in selected program areas. It also provides non-credit course offerings to meet the needs of the local communities.

The Sarasota Campus also is the home of New College of the University of South Florida. New College of USF is a liberal arts honors program, residential in nature, designed for students of high ability who seek the atmosphere of a small college with its accompanying individualized instruction. (For details of New College of USF, see page 138).

Acquired by the State University System in 1975, the Sarasota Campus has 26 buildings including a student center, classrooms, a library with more than 100,000 volumes, science laboratories, and recreation facilities. The campus is located in part on the grounds of the home of circus magnate Charles E. Ringling on the shores of Sarasota Bay. It is bisected by U.S. 41 and thus is easily accessible to commuting students.

The St. Petersburg Campus is within easy walking distance of many cultural and recreational facilities in Florida's "Sunshine
City." The campus is in the process of expansion with two new buildings scheduled to open in 1981. Full programs in a broad variety of disciplines in the Colleges of Arts and Letters, Business Administration, Education, Engineering, Natural Sciences, Nursing, and Social and Behavioral Sciences are available on the campus. Classes are offered both at day and in the evening. Students at St. Petersburg have the opportunity to participate in the U.S. Army ROTC program (See Reserve Officer Training Corps, page 41).

The St. Petersburg Campus also houses facilities for marine science research and training. The USF Department of Marine Science, with headquarters at the campus, is an interdisciplinary venture involving faculty from several departments in addition to about 20 full-time regular faculty members who are responsible for graduate research and teaching in marine science.

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

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

Students interested in attending a Regional Campus are invited to visit the campus personally and discuss their interest with members of the faculty and staff.

Continuing Education

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

Special Programs

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

FACILITIES AND ATMOSPHERE ON CAMPUS

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

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

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

ORGANIZED FOR EFFECTIVENESS

Office of Alumni Affairs

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

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

Office of Development

The purpose of the University Development office is to identify private funding and other resources to insure excellence and conduct expansion of selected new programs at USF for which State resources are not available or not available in quantities to meet program objectives. In completing its mission, the Development office coordinates all general University fund-raising programs and other special fund-raising programs related to the activities of several University support groups.

The Development office also furnishes faculty and staff members with up-to-date private foundation information systems and solicits deferred gifts through the USF foundation.
ADMISSIONS AND RELATED MATTERS

1. Admission to study at USF generally requires evidence of ability to handle academic work, capacity to think and plan creatively, and intense motivation. Students, regardless of age, who have these abilities and skills and are seriously interested in earning an education are the ones most likely to succeed in college.

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

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

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

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

Applying for Admission

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

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

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

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

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

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

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

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

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

1. Recognition of satisfactory performance on tests offered through the College Level Examination Program (see CLEP, page 41).
2. Recognition of satisfactory performance in secondary school Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Program, page 41).
3. Dual enrollment at USF prior to graduation from High School or a Community College (see Dual enrollment, page 15 and USF-Florida Public Community College Dual Enrollment, page 40).
4. Early admission for high school seniors (see Freshman-Early Admission on page 13).
5. Open University (O.U.) Courses by TV. (See page 41.)

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

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

Requirements for Admission

Entering Freshman

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

1. All students applying for admission will submit test scores from the Scholastic Aptitude Test of the College Entrance Examination Board or from the American College Testing program.
2. Students applying for admission who have a satisfactory high school record, including at least a "B" average (3.0 on a 4.0 scale) in all academic courses in high school, as computed by the University of South Florida, and who submit other appropriate evidence that the student can be expected to carry out successful academic progress in the University, are academically eligible for admission.
3. Students applying for admission who have less than a "B" average as defined above, but have at least a "C" average (2.0 on a 4.0 scale) in all academic courses in high school, as computed by the University of South Florida, and who present at least a total score of 800 on the combined verbal and quantitative parts of the Scholastic Aptitude Test of the College Entrance Examination Board, with at least 400 on the verbal part, or a composite score of 17 on the American College Testing Program, are academically eligible for admission.

Freshman -- Early Admission

USF provides an early admission program for highly capable and mature students to enter the University as regularly enrolled students prior to high school graduation. This program is designed to meet the educational needs of highly qualified students, to help them realize their full potential and to support the State's commitment to "time-shortened" degree programs. Along with the regular application form and $15.00 non-refundable application fee, such students must submit a letter outlining reasons for seeking early admission to USF and their future academic plans, as well as a recommendation for early admission from the applicant's high school guidance counselor or principal (a copy of the Early Admission Recommendation form is available from the high school or from the USF Office of Admissions).

Freshman -- Florida Community College System

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

Undergraduate Transfer

All transfer students should refer to the section on Community College Relations, page 17. USF will accept transfer credits only from those institutions accredited by one of the six regional accrediting agencies. The admission decision will be based on the students' prior work, if any, at an accredited institution, if they are applying from a non-accredited school.

Undergraduate transfer requirements are as follows:

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

Summer Enrollment Requirement

All students entering the University with less than 90 quarter hours of credit should refer to the section of Graduation Requirements -- Baccalaureate Degree, page 36, for Summer Enrollment requirement.

Articulation Agreement Abstract

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

As a result of this growth, an articulation agreement between state universities and public junior college in Florida was approved by the Board of Regents and the State Board of Education effective April 13, 1971.

At the core of any agreement between the community colleges and the State University System designated to establish an effective orderly transfer process for community college students is the mutual acceptance of the nature and purpose of the Associate in Arts degree. This degree, which is the basic transfer degree of Florida junior colleges and the primary admission of transfer students to upper division study in a state university shall be awarded upon:
1. Completion of a minimum of 60 semester hours (90 quarter hours) of academic work exclusive of occupational courses and basic required physical education courses.
2. Completion of an approved general education program of not fewer than 36 semester hours (54 quarter hours).
3. Achievement of a grade point average of not less than 2.0 (C) in all courses attempted and in all courses taken at the junior college awarding the degree, provided that only the final grade received in courses repeated by the student shall be used in computing this average. The grade of D will be accepted for transfer (provided the overall grade average does not drop below the prescribed 2.0 level) and will count towards the baccalaureate degree in the same way as D grades obtained by students enrolled in the lower division of state universities, i.e., credits required for the baccalaureate; however, it is at the discretion of the department or college of the university offering the major as to whether courses with D grades in the major may satisfy requirements in the major field.

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

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

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

1. Admission of these students will be governed by the Articulation Agreement between the state universities and the public junior/community colleges of Florida and the Administrative Code, respectively.
2. Within curricular space and fiscal limitations, admission as a junior to the upper division of this institution will be granted to any graduate of a state-approved Florida community/junior college or SUS institution who has completed the university parallel program and received the A.A. degree. The University of South Florida has certain quota/limited access programs. These programs are so designated in the Community College Counseling Manual, in the Catalog, and are on file with the Statewide Articulation Coordinating Committee.
3. An application from a student who has attended another college after receipt of an A.A. degree will be processed as a regular undergraduate transfer application.

Transient

A transient student is one who is coming from a regionally accredited institution and is permitted to enroll at the University for one quarter only before returning to his/her parent institution. The University requires a completed application, the $15.00 non-refundable application fee, and a statement from the parent institution, indicating that the applicant is in good standing.

Undergraduate Interinstitutional Transient Registration

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

English Competency

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

The University reserves the right to further screen any student after arrival on campus for English proficiency.

International Students

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

Therefore, the University requires for non A.A. graduates the submission of the Test of English as a Foreign Language (TOEFL) score of 550 (exception, see College of Engineering, page 103). For undergraduate International Students presenting TOEFL scores between 500-550, if otherwise qualified, these students will be admitted to the University on final academic probation with the added provision that they must take the course sequence ESL 1383-1384. In addition, colleges may require other testing programs prior to the student’s first enrollment.

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

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

1. Completed application.
2. A $15.00 non-refundable fee submitted with the application.
3. A letter of recommendation from the last institution attended.
4. A certificate of financial ability showing proof of financial resources sufficient to cover tuition, fees, room and board, and other expenses for the full academic year. Travel costs must be assumed by the student in addition.
5. Applicants whose native language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL). Applicants are responsible for making arrangements with the Office of Educational Testing Service to take the examination and have their scores sent directly from the Educational Testing Service to the Office of Admissions. Student copies are not acceptable. Entering freshmen should also submit scores from the Scholastic Aptitude Test (SAT) or the American College Test (ACT).
6. International applicants must request all schools attended to submit directly to the Office of Admissions, University of South Florida, transcripts of all work attempted. Transcripts and all other documents in a language other than English must be accompanied by a certified English translation signed and sealed by the U.S. Consul or other authorized government official. Applicants must submit certificates, diplomas and transcripts showing subjects and grades from the first year of secondary work to the time of application. Documents submitted will not be returned to the applicant or forwarded to another institution.
The University welcomes qualified students from other countries to the campus community. This international exchange lends to the enrichment of life, intellectual development, research and understanding, and exposes the students, faculty and staff to cultural and national differences in outlook, experience and ideas.

The International Student Adviser provides assistance in academic advising, personal and social counseling, events of individual and group interests, and aids the student(s) in meeting the requirements of the University, Department of Immigration and Naturalization Services, and other agencies.

**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. (An applicant should secure the Dual Enrollment Recommendation form from the Office of New Student Relations.) High School students seeking dual enrollment status are preadvised by and obtain the Non-Degree Seeking Registration form (Special Student) from the Office of Advising, Division of University Studies. Dual enrollees register as special students and are admitted to USF classes on a space available basis during the first week of every quarter. Up to 20 quarter hours of college credits earned through dual enrollment may be applied toward the student’s USF undergraduate degree when he is regularly enrolled after high school graduation.

**Non-Degree Seeking (Special) Student**

To serve the academic needs of people in its service area, the University has established the non-degree seeking (special) student classification. Individuals not desirous of earning a degree but who would like to enroll in classes do not make formal application to the University. Enrollment is by means of a Non-Degree Seeking (Special Student) Registration Form available in the Office of Records and Registration and college advising offices.

Non-Degree Seeking (Special) students may enroll only during the first five days of each quarter (see Academic Calendar for dates). Course prerequisites must be met and enrollment is on a space available basis.

The Non-Degree Seeking (Special) Student Registration Form must be completed for each term of enrollment. No more than 18 hours of credit earned in this status may be applied toward a graduate degree and no more than 20 hours of credit may be applied toward an undergraduate degree. Students having taken above 18 graduate hours as non-degree seekers must obtain approval from the appropriate graduate office and/or Graduate Council to have those hours counted toward their degree requirements.

Former USF degree seeking students are eligible only if they have completed and earned a degree in the degree program for which they were previously enrolled. If the degree was completed at another institution, the student must have an official transcript from that institution on file in the Registrar’s Office before registration will be allowed.

Non-degree seeking students must adhere to deadline dates published in the quarterly University Class Schedule.

Non-Degree Seeking (Special) students are subject to the same academic policies as undergraduate degree seeking students.

Applicants denied admission to the University of South Florida as degree-seeking undergraduates will not be permitted to enroll as Non-Degree Seeking (Special) Students.

Performance in courses taken as a Non-Degree Seeking (Special) Student will not qualify an applicant for admission as a degree-seeking student.

Individuals wishing waiver of the above should petition the Faculty Committee on Student Admissions.

**Graduate Students**

Graduate Students should refer to the section on “Division of Graduate Studies,” page 46.

**Good Standing**

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

**Readmission (Former Students Returning)**

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

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

To be eligible for readmission, a student must meet the following requirements:

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

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

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

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

**Evening Courses**

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

**Faculty Committee on Student Admissions**

The Faculty Committee on Student Admissions serves as an advisory body to the University administration on matters pertaining to the establishment and maintenance of policies, principles and regulations affecting the selection and admission of undergraduate students. It meets regularly to review petitions for waivers of USF admissions standards submitted by those applicants to undergraduate programs of the University who have been denied admission.
To petition the committee, an applicant must secure the appropriate form from the Office of Admissions. Completed forms should be returned to the Office of Admissions for review, and applicants will receive notification of the committee's action from the Office of Admissions.

**Evaluation of Transfer of Credit**

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

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

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

4. Once students have earned a total of 90 quarter hours of credit from one or more institutions, they may not transfer to USF any additional credit hours earned at lower level institutions. Under special circumstances, students may petition through the Academic Regulations Committee for acceptance of subsequent lower level transfer work above the 90 hours.

5. Credit will not be awarded for GED tests.

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

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

8. A maximum of 45 quarter hours of extension, correspondence, military service education and College Level Examination Program (general examinations) credits can be applied toward a degree.

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

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**Academic Advising for Admitted Undergraduate Students**

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

Any student entering the University with fewer than 90 quarter hours and upper level transfer students without an academic major are initially assigned to the Division of University Studies for academic advising. These students may declare a major (in most instances) by completing a form in the appropriate college advising office. Because of the highly structured nature of some programs, it is important that students check the college section of the catalog for advising or admission requirements (e.g., see College of Fine Arts and College of Engineering). Students who do not wish to declare a major are advised by the Division of University Studies. A student must declare a major no later than the end of the junior year (135 quarter hours).

Students transferring to the University with 90 quarter hours or more with a major are assigned to the college of that major for advising. It is necessary, however, that all students check in with their colleges upon arrival on campus. This can be accomplished during the Orientation Program. The purpose of the initial contact is to assign an academic adviser and to provide the college with routine information which assists the college in collecting and maintaining the necessary records to assure the student's proper progress toward educational goals. In a few cases, only a limited number of students can be admitted to a particular major. Students planning to enter such programs should be aware of this situation and should be prepared with alternative plans of action.

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

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

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

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**Course Registration for Admitted Students**

Course registration is conducted in person by appointment during both the early and regular registration periods each quarter. Appointment times and registration instructions are published quarterly in the University Class Schedule. Students are encouraged to register early to allow time for schedule adjustments by the colleges.
Schedule adjustments for students who register during early registration can be made during the early or regular drop/add periods. Students registering during regular registration may make schedule adjustments during the regular drop/add period. (Deadline information is available in the Academic Calendar.)

Any student wishing to enroll simultaneously in evening and daytime classes must register and pay fees in the manner prescribed for students attending campus daytime classes. (See schedule of classes for evening registration dates and times.)

Students who do not register for classes by the close of the regular registration period may register during late registration, the first week of classes. A $25.00 late registration fee is charged for this privilege. (See the section on fees for additional information and the quarterly University Class Schedule for dates.) Fees must be paid for all courses registered for at the end of the regular drop/add period (see Academic Calendar for dates).

Office of Community College Relations

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

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

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

The University of South Florida subscribes fully to all of the provisions of the Statewide Articulation Agreement. It is strongly recommended that students transferring from community/junior colleges to the University of South Florida complete their Associate in Arts degree—or, in certain prior-approved areas, the Associate in Science degree. Special details for students who do not plan to complete the associate degree requirements are available from the Office of Admissions.

It is recognized that enrolling in college is difficult for the freshman—in some respects, it is more difficult for the transfer student. The freshman student experiences only one transition, usually—that from high school to college. The college transfer student, on the other hand, unlike the freshman, must relaunch some of the information regarding institutional regulations, grade point computations, financial aid, institutional organization, etc. The Office of Community College Relations stands ready to lend any possible assistance in this important, additional period of transition.

Office of Evaluation and Testing

The Office of Evaluation and Testing serves three principal functions:

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

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

3. Credit-By-Examination (see page 41): The College-Level Examination Program (CLEP) is administered through this office as are other examination programs designed to provide alternative means for students to achieve credit.

Continuing Education

The University of South Florida offers both credit and noncredit educational programs to serve the in-service and continuing education needs of in-service and continuing education needs of educational institutions. In addition, the University System Extension Library makes available for each Continuing Education course the latest in reference materials.

Enrollment in Continuing Education Courses

Enrollment in a Continuing Education off-campus credit course is accomplished by mail only. Enrollment forms may be obtained at a Continuing Education office, from the local County Extension Coordinator in county school board offices, or from the course instructor at the first class session.
1. The enrollment form and payment of fees must be postmarked no later than the deadline announced in the University Class Schedule.

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

3. Fees for Continuing Education courses are assessed the same as fees for classified and unclassified students. Consult the Fees Section on page 20 for detailed information.

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

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

Mature Student Admission: Education for Adults

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

Students who are above traditional college age (18-24) often have unique educational considerations that require special services. One of these services is academic advising in the Division of University Studies. There is also a pre-admission adviser for mature students in the Office of New Student Relations. (See page 29.)
1. For the purpose of assessing registration and tuition fees, a student shall be classified as a "Florida" or "non-Florida" student.

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

(b) In applying this policy:

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

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

(3) "Domicile" for fee paying purposes shall denote a person's true, fixed, and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he expects to return when he is absent. In the absence of a clear demonstration that the student has established domicile elsewhere.

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

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

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

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

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

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

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

(b) If an applicant's eligibility for classification as a "Florida student" is based on the residency of the spouse, the spouse shall make and file with the application a written statement under oath, that said person is the spouse of the applicant and a bona fide citizen, resident and domiciliary of the state of Florida, entitled as such to classification as a "Florida student." If the spouse has not established domicile and residency in this state, as such status is defined by the Board of Regents, in the absence of a clear demonstration that he has established domicile and residency in the state, as provided under subsection 3, above.
(d) Any "Florida student" who remains in the state, after his parent, who was previously domiciled in Florida or stationed in Florida on military orders removes from this state, shall be entitled to remain classified as a "Florida student" so long as his or her attendance at a school or schools in Florida shall be deemed "continuous." However, such student claiming continuous attendance must have been enrolled at a Florida school, college or university for a normal academic year in each calendar year, or the appropriate portion or portions thereof, from the beginning of the period for which continuous attendance is claimed. Such a student need not attend summer sessions or other such intersession beyond the normal academic year in order to render his attendance "continuous."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. The above forms and documents must be submitted no later than the fifth day of classes for the term requested, if reclassification is to be considered.

The following fee schedule applies to all University of South Florida students with the exception of those in the Bachelor of Independent Studies, External Degree Program. For information on the BIS Program fees, see page 40.

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

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

2. Registration and Tuition Fee
   Students who pre-register may receive a bill through the mail (Each application — not refundable)
   - Initial Application $15.00
   - Registration and Tuition Fee $12.00
   - Rolling for four or less credit hours on the Tampa campus
   - Rolling for four or less credit hours on the Sarasota campus
   - Full by the appropriate due date stated in the particular quarter’s "Schedule of Classes." Failure to do so will result in the student being assessed the $25.00 late payment fee.
   - Fee Structure
     - Fees are assessed by course level — not student classification.
3. Effective Quarter IV (Summer), 1977, the under-graduate fees shown above were reduced by $6.00 per credit hour for courses taken during Quarter IV.

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

Students who are not registered for any courses and apply for graduation must pay for one hour at the level of graduation (i.e., $16.50 for a Bachelor’s Degree or Associate of Arts degree and $22.00 for a higher level degree).

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

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

7. I.D. Card Validation Hours
Regular Registration—See regular registration dates and times in “Schedule of Classes” for appropriate quarter.
First Week of Class—Monday through Thursday, Cashier’s Office, ADM 131, 9:00 a.m. through 6:30 p.m.
Remainder of Quarter—Monday through Friday, Cashier’s Office, ADM 131, 9:00 a.m. through 3:00 p.m.; Accounts Receivable, ADM 172, 3:00 p.m. through 5:00 p.m.; Information Desk, University Center, 5:00 p.m. through 10:00 p.m.

B. Off-Campus Courses
Students taking off-campus (Continuing Education) courses will be assessed the same fees as stated in “A” above except for the Health Fee. Continuing Education courses are designated by the “0700 series” section number. The “Schedule of Classes,” which is printed each quarter, can be used as a reference for updated information.

3. College of Medicine Registration Fees
A Florida student enrolled in the M.D. program in the College of Medicine will pay a fee of $1,755.00 per year in installments of $439.00 each to be paid in July, October, January, and April. A non-Florida student enrolled in the M.D. program in the College of Medicine shall pay a fee of $4,028.00 per year in installments of $1,007.00 each to be paid in July, October, January, and April.

4. 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 $25.00 late registration fee. This is separate from the late payment fee.

5. Financial Aid Payments
Financial aid warrants are available, after registering, during the first week of class in the Administration Building. Warrants must be picked up and fees paid by the end of the first week of class. Students who do not respond by the end of the first week of class will be subject to a $25.00 late fee unless prior arrangements are made with the Office of Financial Aids.

6. Late Payment Fee
All registration fees and all courses which were added during the Drop/Add period must be paid in full by the payment deadline date specified in the “Schedule of Classes” printed each quarter. A $25.00 late payment fee will also be assessed to students whose registration checks are returned and not cleared by the specified payment deadline. The University can only charge a maximum of $25.00 in total late fees for a single quarter.

7. Cancellation for Non-Payment of Fees
Students not on an authorized deferred payment of fees and who have not paid their registration fees in full by a specified day (per “Schedule of Classes”) may have their registration cancelled. This means specifically that a student will receive no credit for any courses taken during that quarter. Students who are allowed to register in error may have their registration cancelled. Any fees paid by that student will be refunded to the student or credited against other charges due the University.

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

9. Intern Certificate of Participation
Students who present Intern Certificates for payment of their registration fees will have to pay a $2.50 per hour charge for all credit hours taken during the quarter. By paying a $2.50 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 quarter. These students will not be charged a student health fee. Students presenting Intern Certificates dated prior to July 19, 1974, may take up to eight credit hours free of charge.

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

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

12. Room Rent
Room rent is paid in accordance with information in the Housing Contract.**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, II, III</td>
<td>$250.00</td>
</tr>
<tr>
<td>IV, per week</td>
<td>25.00</td>
</tr>
</tbody>
</table>

13. Food Service
The following food service plan options are available to all students.**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 meal plan</td>
<td>$326.66</td>
</tr>
<tr>
<td>15 meal plan</td>
<td>311.82</td>
</tr>
<tr>
<td>12 meal plan</td>
<td>296.70</td>
</tr>
</tbody>
</table>
**Prices listed are subject to change for the academic year 1980-81. Food service prices may be revised quarterly, if necessary.

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

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

2. Withdrawals
   A. When officially requested by a student, a full refund of registration fees will be made if a student withdraws from the University on or before the final day of the regular “Drop/Add” period. (First week of classes).
   B. No refund of registration fees will be made if the student withdraws after the final day of the “Drop/Add” period except in the following cases:
      (1) If a student is involuntarily called back to duty with the armed forces.
      (2) Death of the student or death in the immediate family—parent, spouse, child, or sibling.
      (3) Incapacitating illness of such duration and severity as to preclude successful completion of the academic program for the term for which a student is enrolled.
   In the instances stated above, the refund will have a $2.50 per hour withdrawal fee deducted, regardless of course level.

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

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

5. Late Fees
   Late registration fees are not refundable.

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

Check Cashing Service

The University offers check cashing services under the following conditions:

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

Payments of Accounts Due the University

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

Financial Aids

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

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

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

Vehicle Regulations and Fees

Motor Vehicles

Students may use properly registered motor vehicles on campus. Parking facilities are provided for resident and commuter students. All motor vehicles and bicycles used on campus must be registered with the Division of Public Safety. This applies to full-time or part-time, day or evening students. Each motor vehicle registrant must present a vehicle registration certificate indicating proof of who owns the vehicle. A booklet entitled “USF Traffic and Parking Regulations” will be issued to each student on registering a motor vehicle. Registration fees (unless changed by State statute) for three or four-wheeled motor vehicles will be $20.00 for an academic year; $8.00 for an academic quarter. Yearly fees for students registering after the first quarter will be adjusted proportionally. Students may park in remote areas for a lesser fee. All decals expire on 31 August of the academic year.

Motorcycles

The fee for motorcycles and mopeds will be $5.00 per year no matter what time of year they are registered.

Bicycles

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

Handicapped

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

Special Services

Veterans Administration Benefits

The University of South Florida is approved for the education of veterans, service members, and certain dependents of veterans who are eligible for 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 the Office of Veterans Affairs (refer to page 30) 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, undergraduate and non-degree seeking (special) students must enroll for 12 or more quarter hours and degree seeking graduate students must enroll for 8 or more quarter hours each normal academic quarter (10-13 weeks).

VA regulations require that you take only courses that are applicable to your degree program or other approved program, attend classes, and make satisfactory progress toward your degree. There are many other VA rules and regulations of which you should be aware, including those regarding the following: Double Major, Double Degree, Major/Minor programs, the Bachelor of Independent Study Degree program, Cooperative Education program, dual enrollment at two institutions, non-degree seeking (special) student enrollment, courses/programs offered off campus, independent study courses, open circuit television courses, courses taken by audit (no benefits), and non-punitive grades ("W", "U/IU", "I")—unless removed within a calendar year. It is the student’s responsibility to inquire concerning all VA rules and regulations and to report any change in status which affects their benefits. Additionally, VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons (refer to pages 33, 49, and 24) or who fail to progress satisfactorily otherwise, and can only be reinstated after counseling and approval by the VA.

Evening Students

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

Social Security Benefits

Full-time students between the ages of 18 and 22 who are eligible for Social Security checks should notify their local Social Security office to request enrollment certification through the Tampa Social Security Office. To be considered full-time at USF, students must enroll for a minimum of 12 quarter hours each quarter except summer quarter. It is the student’s responsibility to notify the Social Security Administration when he/she ceases to be enrolled full-time.

Railroad Retirement Annuity Award

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

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

Bookstores

Textbook Center

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

USF Bookstore and Campus Shop

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

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

The Supply Department stocks all the basic school supplies and course required supplies necessary to fulfill course needs—notebooks, notebook paper, pens, pencils, etc.

The Customer Service Department stocks a large assortment of items which includes candy, cigarettes, tobacco products, health and beauty aids. This department provides many helpful services—film developing, college ring order service, fresh flower gift service, magazine subscriptions at student rates, etc.

The Social Expression Department contains a complete selection of traditional and contemporary greeting cards and stationary.

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

Check Cashing

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

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

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

Office of Student Affairs

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

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

Standards and Discipline

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

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

Standards of personal conduct are published in a handbook which is available to students in the Office of the Vice President for Student Affairs, the information counter in the Student Services Building, and the information counter in the University Center. Disciplinary procedures are followed when a student fails to exercise his responsibility adequately or commits some offense against University standards. Local, state or federal law provide the safeguards of due process customarily enjoyed by American citizens. These include a written description of the offense, participation in discussion of the matter and presentation of information in one’s own behalf, the right to seek counsel in one’s own best interest, and the right of appeal. These procedures are also described in the handbook.

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

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

Student Government

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

Grievance Procedure

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

St. Petersburg and Sarasota Campuses

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

Financial Aids

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

Student Health Service

Comprehensive health care is provided through the University Student Health Service for all students who have paid the Health
Fee. The Health Center is located on the fourth floor of the University Center building.

A seven-bed infirmary is available for students with illnesses precluding class attendance. A walk-in clinic and medical laboratory are maintained for outpatient treatment.

University physicians have office hours by appointment, Monday through Friday. Registered nurses are on duty 24 hours a day, seven days a week while classes are in session.

Handicapped Students

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

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

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

Division of Cooperative Education & Placement

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

Cooperative Education Program

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

A student must complete a minimum of 45 quarter hours of academic work with a grade point average of 2.5 or better before being assigned to an employer. Students transferring from other schools must complete two full-time quarters on the USF campus prior to a work assignment in addition to a 2.5 grade point average and other requirements. Qualifying students are assigned to a team and alternate between quarters of training (paid employment) and quarters of study until they complete a minimum of three quarters of off-campus work assignments. All University of South Florida cooperative programs are approximately four years in length except in the field of engineering, which is approximately a five-year program.

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

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

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

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

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

Graduating Students and Alumni

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

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

The following data concerning the statistical records of some of our 1979 graduates is provided for your information. It is hoped that this information will be helpful to you in making decisions for your future academic pursuits.

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

This survey encompasses University of South Florida seniors who graduated from August 1978 through July 1979. Only those students who registered with the Placement Office were surveyed for the placement and salary information contained in this report. This information was gathered from employers, students, and survey letters.

Of 4,446* graduating students, 1,458 or 32.8% registered with the Placement Office. Of the 1,458 registered graduating students:

- 347—23.8%—accepted positions
- 283—19.4%—remained on active file for referral
- 828—56.8%—are inactive

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

*Including 147 graduates from the College of Nursing who did not register with the Cooperative Education and Placement Office.

** SUMMARY 1978-79 **

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Grads</th>
<th>Registered</th>
<th>Placement</th>
<th>Percent of Registered</th>
<th>Reported</th>
<th>Number of Jobs Registered</th>
<th>Jobs</th>
<th>Average Annual Salary</th>
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<td>22.4</td>
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<td>M</td>
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<td>1</td>
<td>2.5</td>
<td>1</td>
<td>5.00</td>
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<td>347</td>
<td>23.8</td>
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</table>

** Either Education Specialist or doctoral degree **

B—Bachelor's Degree
M—Master's Degree
D—Doctoral Degree

+ Excluding College of Nursing and Bachelor of Independent Studies

++ 9 Month Salary

** Housing **

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

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

** Residence Halls **

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

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

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

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

** Off-Campus Housing **

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

** Food Service **

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

** University Center **

The University Center seeks to facilitate another dimension of the educational experience by providing an environment for informal association outside the classroom. It provides facilities, services, and programs to enhance the social, cultural, and recreational life of the University. The information service desk serves as the coordinating center for the numerous and varied
services and activities of the University Center and out-of-class student life. It is here that student organizations schedule facilities and request services for their various activities. The master schedule of all student activities is maintained at this location. Many of the University center facilities and services provide for personal and social needs. The University Center has some fourteen meeting and conference rooms to be used by student organizations, and provides facilities for the various services offered through the University Center Activities Office, composed of the games area, craft shop, photography lab, student organizations office, and the program office. For social activities, a ballroom is also located on the second floor. The first floor of the University Center has four social lounges for relaxation, as well as a gallery lounge to exhibit student art work. Other facilities on this floor are a television lounge, cafeteria and coffee shop, a campus store, and student government offices. Student health services occupy the fourth floor of the University center.

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

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

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

**University Police**

The University of South Florida Police Department, located at the intersection of Maple and Fletcher, provides the full range of public safety services to the community twenty-four hours a day, seven days a week. All University Police Officers are commissioned Law Enforcement Officers of the State of Florida. The telephone number for on campus emergencies (personal injuries, fires, crimes in progress) is 2511. The telephone number of on campus non-emergencies and business is 2628.

**Clubs and Other Organizations**

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

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

**Dance, Music, and Drama Clubs**

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

**Cultural Events**

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

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

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

**Fraternities and Sororities**

There are currently 17 national fraternities and 9 national sororities functioning on the Tampa Campus. They carry out a program of social, education, service, and recreational activities for their members. Membership is open to any student, by invitation. Their programs are coordinated through the Interfraternity Council, Panhellenic Council, and National Panhellenic Council with the advice of faculty and staff members.

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

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

**Religious Organizations**

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

Student religious organizations active on campus include: Baha'i Club, Baptist Campus Ministry, Campus Advance, Campus Bible Fellowship Biblical Studies Class, Campus Crusade for Christ, Canterbury Club, Catholic Student Center, Chabad House, Christian Science Organization, Hillel Club, Intervarsity Christian Fellowship, Latter Day Saints Student Association, Navigators, Pentecostal Student Association, People’s Christian Front, and the University Chapel Fellowship (Methodist, Presbyterian, and United Church of Christ).

**Service and Honorary**

There are many organizations devoted to serving the University and the Tampa Bay Area. These Service Organizations are: Alpha Phi Omega, Careteam, Circle K, Peer Management, Rap Cadre, Sierra Club, Tape Bank Services, and Women’s Peer Counseling Center.

Membership to Honorary Organizations is usually by invitation. Honorary Organizations at USF are: Alpha Epsilon Delta (Pre-Medical), Beta Alpha Psi (Accounting), Beta Gamma Sigma (Business), Gamma Theta Upsilon (Geography), Golden
Key: Kappa Delta Pi (Education), Lambda Alpha (Anthropology), Mortar Board, Omicron Delta Kappa, Phi Alpha Theta (History), Phi Kappa Phi, Phi Sigma (Biology), Pi Mu Epsilon (Math), Pi Sigma Alpha (Political Science), Psi Chi (Psychology), Sigma Pi Sigma (Physics), Sigma Tau Delta (English), Sigma Xi (Sciences), Society of Physics Students, Statistics Honor Society, Tau Beta Pi (Engineering), Themis, and College of Nursing Honor Society.

Founded in 1897, Phi Kappa Phi is the most prestigious honor academic society on campus. With over 200 chapters throughout the United States, it is the only national honor society to recognize excellence of scholarship in all academic fields. Membership is by invitation of the local chapter. Eligibility for membership is limited to those seniors and graduate students who rank in the upper 10 percent of their class. One outstanding Junior from each college/division is also selected for membership by the respective Coordinator of Advising. These Juniors are awarded a $50.00 book scholarship for their achievements. Among its many benefits, the Society offers undergraduate and graduate scholarships. National fellowships are also awarded on a competitive basis.

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

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

Recreational Sports
The University of South Florida provides a variety of physical and recreational activities designed to meet the needs and interests of students. Believing that a sound and complete education includes a proper balance of work and study with physical activity, the University program includes Intramural Sports competition, Sports Clubs, and other recreational activities, in addition to basic instructional programs in physical education.

The activities represent a broad selection of sports ranging from those of a highly competitive nature to those of a non-competitive type and include individual, dual, team, and aquatic sports. Through participation, students, faculty, and staff will increase physical fitness, augment leisure time skills, and develop a wholesome attitude toward physical activity.

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

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

The Special Events Program is geared to provide the University community with a variety of informal recreational activities. Some of the activities are: open tournaments, splash parties, picnics, camping, boating, coed activities, and other special project activities related to the development of campus recreation.

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

Student Publications
The University has encouraged a program of campus communication through two publications. These publications are all-University in approach and coverage. They are staffed by students under the general supervision of the Office of Student Publications.

A five-column tabloid campus newspaper, the Oracle, is published five times weekly, Monday through Friday, during Quarters I, II, and III, and three times weekly, Monday, Wednesday and Friday, during Quarter IV. Containing 16 to 20 pages in each issue, it provides professional experience for those students interested in journalism. Any student interested in working on the newspaper in any capacity is not only encouraged but urged to participate.

Omnibus, a quarterly magazine, is published during Quarters I, II and III as a supplement to the Oracle. Omnibus is a tabloid magazine containing general interest features and photos produced by students.

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

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

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

It is through the offices of this Division that high school students seek early admission, effect dual enrollment between high schools and community colleges and the University, and receive academic advisement until such time as they have chosen a major. The Division provides information and special services
for minority students and those who are above the traditional college age. Referrals to other student service units are freely made as the Division seeks to insure that all USF undergraduate students will progress toward graduation with optimal use of their time, interests, abilities, and the resources of the University.

Office of Academic Advising

The centralized academic advising office of the Division of University Studies is primarily concerned with the assistance of new lower level students and students who have not selected an academic major. Good advice and careful planning are extremely important for the exploratory student.

The office also serves as an initial point of contact for prospective students who are unfamiliar with the University structure and who need academic information about this institution. Since the decision about a major affects many aspects of a student's present and future life, the advisers in the Division maintain close liaison with other areas so they will be better equipped to use information from them in relation to the function of academic advising. Some of these resources are the college advising offices, the Counseling Center for Human Development, the Division of Cooperative Education and Placement, and Financial Aids.

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

This office is also responsible for checking requirements for the Associate of Art degree.

Office of New Student Relations

The Office of New Student Relations assists prospective students, high school guidance counselors, parents, and the general public in securing information about the University of South Florida and its programs. Members of the New Student Relations staff represent USF at college day programs, advise high school students throughout the State of Florida. Special programs are initiated to meet the needs and interests of prospective students. Among these activities are preparation and distribution of printed information relevant to high school students, mature students, and minority students; seminars for high school counselors; and campus visitation days for prospective students. These programs frequently represent a cooperative effort with other University divisions, public school systems, and community colleges in the local area. Invitations from schools, civic organizations, and youth groups for information and presentations about the University of South Florida are welcomed.

The office also serves as an initial point of contact for prospective students who are unfamiliar with the University and who are seeking general information about any aspect of the institution. Services include pre-admission counseling for high school students, minority group members, and mature, non-traditional college age individuals.

New Student Relations, in conjunction with the Admission Office and other University units, administers the Early Admission, Dual Enrollment, New Student Orientation, and FOCUS: YOU AND USF programs.

New Student Orientation Program

At the beginning of each quarter, prior to the beginning of classes, all new full-time undergraduate students are expected to participate in the orientation program of the University. Normally a one-day program, orientation is designed to help new students become acquainted with the University and includes academic advising.

Students cleared for Quarter I (September) admission are urged to participate in FOCUS: YOU AND USF, a special summer orientation-early registration program, in lieu of orientation prior to the beginning of classes.

Counseling Center for Human Development

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

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

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

The Reading-Study Skills Service provides diagnosis and evaluation of reading skills and study habits. Two approaches are offered: (1) Credit classroom courses that include intensive instruction and practice in word attack, vocabulary, and comprehension skills, and, (2) an Independent Study credit course that places emphasis on the development of skills. A Reading-Study Skills Laboratory is available for all students enrolled in either the classroom or Independent Study Sections. Regular registration procedures will be followed for either of the above courses. Visual screening is also available.
Currently, there are three paraprofessional programs functioning at the Counseling Center. These programs receive professional training and supervision and are staffed by volunteer students under the leadership of trained and experienced graduate and undergraduate students. The programs include the following: Behavior Modification, Helpline, and Rap Cadre.

Application for any of these services may be made by all USF students by presenting themselves at the Counseling Center and requesting assistance. Center staff limitations will restrict servicing of new applications to emergencies during peak periods.

**Offices of Veterans Affairs**

Offices of Veterans Affairs are maintained on the Tampa, St. Petersburg, Sarasota, and Fort Myers campuses. These offices direct the University’s PAVE program, which stands for Programs to Advance Veterans Education. All veterans and service members—and their dependents—can utilize the services of these offices. Highlights of the PAVE program include veterans pre-admissions and pre-registration counseling, and veterans benefits advising. These offices receive requests for VA education benefits which are processed through the VA Certification section of the Registrar’s Office to the Veterans Administration. A VA Vocational Rehabilitation Specialist visits on-campus on a scheduled basis to provide specialized services for veterans with service-connected disabilities.

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

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

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

Swimming Pool, Argus Center
ACADEMIC POLICIES AND PROCEDURES, PROGRAMS AND SERVICES

The Office of Records & Registration, a department of the Registrar's Office, maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of Records and Registration about general questions concerning Academic Policies and Procedures or their current registration or academic record. Note: Each student must be aware of the University's Academic Policies and Procedures in so far as they affect him/her.

General Academic Regulations and Information

Quarter System

The University of South Florida operates on a quarter system. The academic year begins in September and ends in August. Quarters begin in September, January, March, and June on the dates indicated on pp. 4-5.

Beginning in the fall of 1981, USF—along with the other institutions in the State University System of Florida—will operate on the semester system. Details were not available in time to include them in this Catalog, but the change in academic calendar will have an obvious effect on credit hours, courses, degree requirements, and fees. Please consult with your academic adviser for current information.

Academic Load

The maximum load for an undergraduate student is 18 hours, unless approval is received from the Dean of the student's college or an authorized representative. Students classified as Undecided must receive approval from the Director of the Division of University Studies. The minimum load for a student to be considered academically full-time is 12 hours for an undergraduate. For academic load for graduate students, see Division of Graduate Studies, page 46.

Availability of Courses

The University 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 quarters or years, or even less frequently if there is little demand.

Adds

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

Drops

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

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

Auditing Privilege

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

Cancellation Before First Class Day

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

Withdrawal

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

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

Any student who withdraws a second time within four consecutive quarters of attendance must receive approval of the Coordinator of Advising from his college before he is allowed to reenter the University.

Grades, Scholarship Requirements, and Review Procedures

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

When a student is academically dismissed from the University, not eligible to re-enroll, it may be in his or her best interest to re-evaluate his educational goals with an academic adviser in his/her college. If the student's poor academic performance has resulted from extenuating circumstances or if after a period of time the student feels he or she has gained adequate maturity and motivation, he/she may petition the Academic Regulations Committee for readmission. See "Academic Regulations Committee," page 35, for information on petitioning.

Grading System

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

A—Superior performance
B—Excellent performance
C—Average performance
D—Below average performance, but passing
F—Failure
I—Incomplete
1F—Incomplete grade changed to Failure
1U—Incomplete grade changed to Unsatisfactory
N—Audit
R—Course Repeated
S—Satisfactory
U—Unsatisfactory
W—Withdrawal from course without penalty

Grade Point Average

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

S/U Grade System

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

Transcript Information

Transcripts of a student's USF academic record may be requested by the student through the Office of Records & Registration. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of Records & Registration. Include in the request full name, social security number, and date of birth, and indicate name and address to whom the transcript is to be sent. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. No charge is made for transcripts.

Option Courses. Any undergraduate course may be taken on an S/U basis by a student under the following conditions and restrictions:

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

Mechanism for Assigning S/U Grades. The method by which a student receives an "S" or "U" grade in an option course will consist of the following:

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

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

"I" Grade Policy

An "I" grade may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the grade point average for either undergraduate or graduate students. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed one academic quarter, 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 "IF" or "IU", whichever is appropriate. Students do not re-register for
courses in which they are only completing previous course requirements to change an "I" grade. If a student wants to audit a course for review in order to complete course requirements, full fees must be paid. (Change of policy effective Quarter I, 1977.)

"Z" Grade

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

Grade Forgiveness Policy

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

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

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

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

Academic Probation and Academic Dismissal for Undergraduate Students

An undergraduate student whose USF cumulative grade point average (GPA) falls below 2.0:
   in 0 to 89 hours attempted:
       in Quarter X will be placed on Final Academic Probation (FAP)
       in Quarter X + 1 will be academically dismissed (AD)
     1Grades from prior institutions are not transferable.
2Total of hours attempted at USF and transferred hours from prior institutions.
3Quarter X refers to any quarter in which the student’s cumulative GPA falls below 2.0.
Quarter X + 1 refers to the quarter in residence immediately following Quarter X, etc.

Any student admitted on Academic Probation whose GPA falls below 2.0:
   in the 1st Quarter will be placed on Final Academic Probation (FAP)
   in the next Quarter will be academically dismissed (AD)

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

Note: Any student who withdraws after the fifth day of classes while on Academic Probation will be placed on Final Academic Probation. Any student who withdraws after the fifth day of classes while on Final Academic Probation or who has been placed on Conditional Registration by the Academic Regulations Committee will be Academically Dismissed.

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

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

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

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

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

If a student is academically dismissed or falls below a 2.0 GPA from the University of South Florida and subsequently achieves an AA from a Community College (or a four-year institution), that student when (re)admitted to the University will be credited with a maximum of 90 quarter hours and have his/her academic record cleared. Only with the endorsement of the Dean of the College of the student’s major, and approval by the Academic Regulations Committee, may the student receive credit for hours beyond the 90 which were earned previously at USF or another four-year institution.

If a student has earned credit beyond 90 hours at the University of South Florida and has a 2.0 or better GPA at USF and subsequently receives an AA from a Community College, the posting of the AA shall not remove the previous grade point average generated at USF.

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

College Policies For Academic Progress

Colleges may determine and implement standards of academic progress for undergraduate students (majors in the college) in addition to those established by the University. Students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled.

Such students will not be permitted further enrollment in the University until they are admitted to another college or to the Division of University Studies (DUS) if appropriate. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

Undergraduate students who have been disenrolled from a college and wish to continue at USF should follow these steps: Students with fewer than 90 attempted hours may apply to be admitted to a different college or to DUS. Students who have attempted 90 hours but fewer than 135 hours may apply to be admitted by a college or petition the Academic Regulations Committee for admission to DUS. Students with 135 hours or more may apply to be admitted to a different college.

Only those students admitted will be allowed to continue. Colleges may restrict the course selections and the number of hours a student may take which do not apply toward completion of degree requirements. Students who exceed this limit may have part or all of their registration cancelled.

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

Class Standing

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

0 Special/Unclassified Non-degree seeking students
1 Freshman 0 through 44 quarter hours passed
2 Sophomore 45 through 89 quarter hours passed
3 Junior 90 through 134 quarter hours passed
4 Senior 135 or more quarter hours passed, however no baccalaureate degree earned here or elsewhere
5 Baccalaureate degree holder working on a second Undergraduate program or degree
6 Graduate student admitted to Master’s Degree Program
7 Graduate student admitted to Specialist Degree Program
8 Graduate student admitted to a Doctoral Degree Program
9 Professional Program (M.D.) or Post-Doctoral Status

Admission to a College

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

All undecided students are assigned to the Division of University Studies for purposes of advising until a choice of major is made. At that time, he/she may enter the college containing the major department. Undecided students may remain in this classification until a maximum of 135 quarter hours are earned. After that time, a major must be selected.

Change of Major

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

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

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

Pending Status

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

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

Student Information Changes

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

Final Examination

There is no final examination period. Examinations in academic subjects are considered to be an integral part of the learning process and are not, therefore, separate from other aspects of the academic experience. Each USF teacher determines the entire grade for students in his/her sections. If the instructor desires to administer a final examination, this must be done only during the regular class periods.

Honors Convocation

The Honors Convocation is to recognize students for high academic performance during the previous academic year.

To be eligible to participate in the Honors Convocation, a student must, during the academic year (4 quarters preceding the Fall Honors Convocation), have a University of South Florida grade point average of 3.5 or above for all completed hours; a minimum of 36 University of South Florida graded (A-F) hours; and no incomplete grades.
The University Honors Program

The University Honors Program is designed to challenge students to develop their intellectual abilities to the utmost through a program of study featuring small seminars, individualized instruction by outstanding faculty, and individual research.

The Program consists of four seminars offered under the prefix for interdisciplinary studies (IDS), plus individualized study in both required courses and in research in the major department.

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

Dean’s List

Full-time undergraduate students who demonstrate superior academic achievement during one quarter 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 quarter. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given quarter. The Dean's list shall consist of the fewer of: 1) the upper 10% of the enrollment of the college, or 2) students in the college with a USF 3.5 GPA or above (ties at the 90th percentile will be included in the honors group).

The Dean of the College in which the student is majoring will recognize this academic honor. Students who are eligible should contact their College Advising Office for information. Although DUS is a non-academic unit, students with this classification who meet the above criteria will be recognized in a similar manner.

Academic Regulations Committee

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

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

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

Student Academic Grievance Procedure

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

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

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

Student Violations or Offenses

Involving Alleged Academic Dishonesty

Violations of academic codes, cheating and plagiarism will be handled initially by the instructor who will discuss the incident with the student. If the instructor decides that further action is warranted he will inform the student of the action that he is recommending to his department chairperson and the dean.

The instructor will file a confidential statement and recommendation through the department chairperson and with the dean of the college responsible for the course, and will provide the student with a copy of that statement.

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

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

General Distribution Requirements

All standard transfer A.A. degree holders (from in-state or out-of-state accredited institutions) will be considered as having met our General Distribution Requirements and 90 quarter hours of work will be transferred. The determination of the prerequisites for a given academic program will remain the prerogative of the college in which the student is majoring.

A wide distribution of academic areas should be a part of a formal university education. For that reason, the following distribution requirements must be satisfied over the four-year period by the completion of 60 quarter hours with at least 8 quarter hours in each of these five areas:

Area I — English Composition
Freshman English (ENC 0013 or 1102, and ENC 1135, 1168)

Area II — Fine Arts and Humanities
Any course offered by the Departments (or Programs) of: American Studies; Art; Communication (excluding all LIN prefixes except LIN 2200, 3010, 3801); Dance; English (excluding ENC 0013, 1102, 1135, 1168, REA 0105, ESL 1385); *Foreign Languages; Humanities; Liberal Studies; Music; Philosophy (excluding PHI 3100); Religious Studies; Theatre.

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

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

Area V — Social and Behavioral Sciences
Any course offered by the Departments (or Programs)
Freshman English Requirement in Freshman Year

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

1. First-time enrolled students
   a. who do not intend to take the CLEP Freshman English Test or
   b. who have been notified of failing CLEP prior to registration
      and who do not intend to attempt the examination a
      second time, must take ENC 1102 the first quarter, ENC
      1135 the second quarter and ENC 1168 the third quarter
      of their freshman year. If one of the courses is failed, that
      course must be repeated the very next quarter and the
      remaining courses attempted in immediately subsequent
      quarters.

2. First-time enrolled students
   a. who have not taken CLEP prior to their arrival on campus or
   b. who have failed but wish to repeat the test, must attempt
      CLEP during their first six weeks on campus. During this
      quarter they should not enroll in ENC 1102. If the
      examination is failed or not attempted during the student's
      first six weeks, he/she must take ENC 1102 during his/her
      second quarter and ENC 1135 and ENC 1168 in the
      immediately subsequent quarters until the total requirement
      is fulfilled. In this case, he/she will complete the sequence
      by the first quarter of his/her sophomore year.

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

Credit by Examination

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

Graduation Requirements-Baccalaureate Degree

University Requirements

While each college sets specific requirements for graduation, the basic University requirements must be met by every student upon whom a degree is conferred. These basic requirements specify that a student obtain at least 180 quarter hours of credit with at least a "C" average for all University of South Florida courses attempted in order to be eligible for graduation. At least 60 of his/her quarter hours must be for upper division level work (courses numbered 3000 or above).

Effective September 1, 1976, all students entering the University of South Florida with less than 90 quarter hours of credit are required to earn at least 15 quarter hours of credit prior to graduation by attendance during one or more summer quarters. The University may waive the application of this rule in cases of unusual hardship. A student who wishes to have the rule waived must complete a "Request for Waiver of Mandatory Summer Enrollment Form" available at the Registrar's Office. After submission of the form to the Registrar's Office, the student will be notified by mail of the action taken.

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

Summer Enrollment Requirement

As stated above, effective September 1, 1976, all students entering the University of South Florida with less than 90 quarter hours of credit are required to earn at least 15 quarter hours of credit prior to graduation by attendance during one or more summer quarters. The University may waive the application of this rule in cases of unusual hardship. A student who wishes to have the rule waived must complete a "Request for Waiver of Mandatory Summer Enrollment Form" available at the Registrar's Office. After submission of the form to the Registrar's Office, the student will be notified by mail of the action taken.

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

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

**College of Arts and Letters: (B.A.)**
- American Studies (AMS)
- Classics (Latin or Latin-Greek) (CLS)
- Classics and Foreign Language (CLF)
- Communication (SPE)
- Communication-English (ENS)
- Communication-Theatre (STA)
- English (ENG)
- Foreign Languages (combination) (FOL)
- French (FRE)
- German (GER)
- Humanities (HUM)
- Italian (ITA)
- Liberal Studies (ALA)
- Mass Communications (COM)
- Philosophy (PHI)
- Religious Studies (REL)
- Russian (RUS)
- Spanish (SPA)

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

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

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

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

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

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

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

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

**Academic Minor**

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

Each academic minor conforms to the University requirements:

1. No minor requires more than 32 credit hours.
2. A minimum of 12 quarter hours of credit used to satisfy the requirements of a minor must be from University of South Florida courses.
3. A student may not receive a major and a minor in the same program option.
4. University of South Florida course work for a minor must have a grade point average of at least 2.0.
5. Only an undergraduate degree seeking student at the University of South Florida is eligible for a minor.
6. A minor can be applied for and received only in conjunction with applying for and receiving a baccalaureate degree.

**Minor Fields of Study**

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

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

College of Business Administration:
Economics

College of Fine Arts:
Art
Dance
Music
Theatre

College of Natural Sciences:
Geology
Mathematics

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

Academic Residence

Candidates must be recommended for graduation by the dean of the college granting their degree and must have completed at least 45 hours of the last 90 hours of their undergraduate credit in on campus courses. The approval of the dean of the college granting their degree must be secured for any transfer credits offered for any part of these last 90 hours.

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

Candidates at the graduate level should refer to the residency requirements on page 52.

Students' Choice of Catalog

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

* Graduation requirements in effect at the receiving SUS institution at the time a student enrolls at a Florida public institution of higher learning shall apply to that student in the same manner that graduation require-

ments apply to its native students provided the student has had continuous enrollment as defined in the SUS institution’s catalog.*

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

Each catalog is considered to be published during the academic year printed on the title page. If the student cannot meet all of the graduation requirements specified in the catalog of his/her choice due to decisions and changes by the University in policy matters, course offerings, etc., appropriate substitutions will be determined by the chairperson of the department or program of the student’s major.

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

Repeat Course Work

The hours for a course which has been repeated may be counted only once toward the minimum 180 quarter hours of credit required for graduation.

Double Undergraduate Major

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

Second Undergraduate Major

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

Two Degrees (USF Students)

A student at the University of South Florida may receive two baccalaureate degrees provided he/she meets the University’s graduation requirements; a minimum of 45 quarter hours must be earned in on-campus undergraduate courses to apply to the second degree; the student must meet the requirements of the colleges awarding the degrees and the residency requirement.

Second Baccalaureate Degree (Transfer Students)

A student already graduated from an accredited four-year institution must earn a minimum of 45 quarter hours of on-campus undergraduate courses to apply toward his/her second baccalaureate degree. Students must also meet the requirements of the college awarding the degree and the residency requirements.

* Note that those students who complete the requirements for a second major must be aware that they will not receive a second degree.
Availability of a Baccalaureate Degree for Students Enrolled in or Graduated from a Five-year Master’s Program

A student may enroll in a baccalaureate degree program while enrolled in or after graduation from a five-year master’s degree program. In consultation with an adviser in the five-year program and an adviser in the baccalaureate-level program, and with the approval of the College Dean(s) offering the programs, the student is required to complete the following:

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

B.A. Degree for Medical and Dental Students

Students who are admitted to a medical or dental school after completing their junior year at USF may be awarded the B.A. degree in Interdisciplinary Natural Sciences from the College of Natural Sciences. (See College of Natural Sciences on page 124.)

Application for Graduation

To be considered for graduation, a student must submit an “Application for Degree” to the Office of Records & Registration within the first 15 class days of the term in which he expects to graduate. The application form is available in the Office of Records & Registration. (Inquiries regarding approval or denial should be made to the colleges.)

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

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

Graduation Requirements—Graduate Programs

For complete discussion of graduate programs and academic policies and procedures, students should refer to the section on Certification Requirements—Associate of Arts

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

To receive the Associate of Arts, a student must complete 90 quarter hours of University credit; the last 30 hours must be completed in residence at the University of South Florida; the minimum grade point average must be 2.0 based on work attempted at USF; and the General Distribution Requirements of the University must be satisfied. Physical Education and Military Science credits do not count toward the A.A. degree.

Application for the Associate of Arts degree is obtained from the Division of University Studies prior to the application deadline. The degree must be awarded prior to the student’s accumulation of 135 credit hours. Detailed instructions to determine the student’s eligibility to receive the A.A. degree are included with the application form.

Students who have completed their A.A. requirements in a prior quarter and apply for the degree while not enrolled, must pay the appropriate fee for one upper level credit hour. The fee is payable at the time of application for an A.A. degree.

The awarding of the Associate of Arts degree does not alter the calculation of the grade point average. Certification for the A.A. in no way affects what the individual colleges require for the completion of the major for a bachelor’s degree.

Limited Access Student Records

The following student records are open for inspection only by the student, or parents of dependent students as defined by the Internal Revenue Service, and such members of the professional staff of the institution as have responsibility for working with the student or with the student’s records.

1. Student Health and Medical Records
2. Student Disciplinary Records
3. Records of Student Personal Non-Academic Counseling
4. Required Student Financial Income Records

5. Student Permanent Academic Records (from which transcripts are made)
6. Student Placement Records

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

Honors at Graduation

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

Candidates with a GPA of 3.5 but below 3.71 shall receive a diploma designation of “cum laude.”
Candidates with a GPA of 3.71 but below 3.90 shall receive a diploma designation of “magna cum laude.”
Candidates with a GPA of 3.90 or above shall receive a diploma designation of “summa cum laude.”

Each Dean has the option to select on the basis of academic performance 1% of the college’s graduates or 1 student per quarter for graduation “with distinction.”

Commencement

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

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

- Student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.
- The University Directory, published annually by the University, contains only the following information, however: Student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to members of the public, as well as to other students and members of the faculty and staff. NOTE: General release of the aforementioned types of "directory information" is accomplished pursuant to USF policy. USF policy prohibits use of such information for commercial purposes.

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

Notification to the University of refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Quarter (Friday, September 26, 1980).

### Special Academic Programs

#### USF/Florida Public Community College Dual Enrollment

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

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

#### Bachelor of Independent Studies External Degree Program

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

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

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

Studying in absentia and usually on a part time basis, the student engaged in independent study relates with a faculty adviser who furnishes directions regarding reading assignments, methods of reporting, and other study projects. The student demonstrates that he/she has attained the level of proficiency required for completion of independent study in a particular area through the satisfactory completion of an area examination. The exam may be taken on or off campus.

When certified as eligible for a seminar, the student is invited to attend a three week seminar in conjunction with each of the first three study areas (Humanities, Natural Sciences, and Social Sciences). Seminar residence requirements, in other words, add up to a total of nine weeks of periodic residence on the USF Campus. Each seminar represents a period of intensive, residential learning under the direction of a team of faculty members.

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

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

Fees for the BIS Degree Program are as follows:

- Application Fee ........................................ $15.00
- Pre-Enrollment Procedures .......................... 60.00
- 1st Study Area
  - Independent Study ................................. 450.00
  - Seminar ............................................. 450.00
- 2nd Study Area
  - Independent Study ................................. 450.00
  - Seminar ............................................. 450.00
- 3rd Study Area
  - Independent Study ................................. 450.00
  - Seminar ............................................. 450.00
- Fourth or Inter-area Studies ....................... 975.00

Total* .................................................. 3,750.00

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

Students may not transfer credits into or out of the BIS Program. Program policy does provide for recognition of prior learning which may have been achieved through formal study, leisure time reading, life or work experience, or a combination of these. More specifically, applicants who can demonstrate sufficient competence may waive up to a maximum of two areas of guided independent study. Applications for waiver are processed following completion of the pre-enrollment procedures. Those who take an area comprehensive exam for waiver will be assessed a fee of $75.00. Applicants who have sufficient competence in some but not all of the disciplines in a study area receive advanced placement or an abbreviated reading program based on the individual's background and needs. The concept of advanced placement is implemented by the study area adviser following the student's enrollment.
Individuals with an A.A. degree, and Registered Dental Hygienists, Registered Nuclear Medicine Technologists, Registered Nurses, Registered Radiologic Technologists, and Registered Respiratory Therapists with an A.S. Degree from a state approved program qualify for a “two plus two interface” with BIS requirements. Those with an appropriate associate degree, in other words, complete two study areas comprised of two units of independent study and two resident seminars. The two study areas, in these instances, (i.e. Social Science or Natural Sciences or Humanities & Social Sciences or Natural Sciences & Humanities) are stipulated by the BIS Committee in keeping with the applicant’s background and career plans. The study areas so defined are regarded as the curriculum contract component of the “two plus two interface”. Anyone choosing the “two plus two” option is ineligible to apply for waiver.

The BIS Program is academically responsible to the Vice President for Academic Affairs through the BIS Committee. Brochures are available on request. For further information, write: Director, BIS Program, University of South Florida, Tampa, Florida 33620.

Open University (O.U.)

Open University brings USF college credit courses to students through television and radio. Broadcast on WUSF-TV, Channel 16 (UHF) and WUSF (FM) 89.7 radio, Open University is ideal for a working person, a parent with small children, a student with elective hours to complete, or anyone with a desire to learn. Classes are conveniently scheduled in the afternoons and evenings with repeats on weekend mornings.

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

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

The following policies apply to this program:
1. In order to receive credit for the General Examinations of CLEP, students must take (or retake) the examinations not later than six weeks after the first enrollment in college level courses. Exceptions to this rule should be petitioned to the Academic Regulations Committee.
2. Although the General Examinations are not equated to specific courses, there are two cases in which the content is sufficiently similar to be considered as duplicate credit. Thus credit may not be received for both in the following:

<table>
<thead>
<tr>
<th>Test</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENC 0013, 1102, 1135, 1168</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MGF 1113, 1114, 2202</td>
</tr>
</tbody>
</table>
3. Students who transfer to USF will receive such CLEP credit as is posted on the official transcript from the institution the student is leaving and meets the SUS minimum score standard. The receiving college will determine, based upon guidelines, the applicability of these credits to the student’s (baccalaureate) degree requirements.
4. Credit for CLEP Subject Examinations will be awarded for passing scores only on those examinations which are recognized by USF and do not constitute duplicate course credit. Applications for and additional information on CLEP are available in the Office of Evaluation and Testing.

Advanced Placement Credit Program

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

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

Additional information is available in the Office of Evaluation and Testing.

Independent Study

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

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

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

New College of USF

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

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

A residential college with its own admissions and graduation requirements and its own faculty, New College is partially supported by funds from the private New College Foundation. (See full description of New College of USF on page 138.

Army ROTC (Reserve Officer Training Corps)
The University of South Florida is one of 288 Army ROTC Host Institutions in the United States. All male and female University of South Florida students may participate in the Army ROTC Program. Participants who successfully complete the ROTC program are commissioned Second Lieutenants (Regular and Reserve) in the United States Army. ROTC graduates may elect to serve their commitment in an Army Reserve or National Guard Unit. (Three years Active Duty on voluntary basis only.) Features of the program include scholarship opportunities, a veterans’ program, and an abbreviated curriculum for transfer students or others who did not participate in Basic (Freshman and Sophomore) ROTC. A special summer program is also available on the Tampa campus. A contractual agreement may be made to provide ROTC graduates a guarantee that they will serve only in a Reserve component (Army Reserve or National Guard) upon graduation. Selected students may serve as officer trainees within National Guard or Army Reserve units in a paid status concurrent with enrollment in Advanced ROTC. An early commissioning option is available for students with prior military or high school ROTC experience. This option allows for commissioning prior to academic graduation. Students who avail themselves of this option serve in a Reserve or National Guard unit while continuing their education. Upon graduation, students may request active duty in the United States Army.
Enrollment is open to qualified students at all levels, including graduate students. Students incur no military commitment by participating in Basic ROTC.

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

**Marine Officer Program**

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

**University of Florida Correspondence Courses**

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

**Enrollment in Evening Courses**

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

**Continuing Education**

University of South Florida Continuing Education serves an ever-widening community with a variety of credit and noncredit programs and special activities designed to meet individual and organizational educational needs. Programs are offered in many locations, but are coordinated from Continuing Education’s Offices located on the Tampa campus.

**Credit Courses:** For a discussion of the credit course offerings, refer to page 17.

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

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

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

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

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

**Non-Degree Seeking (Special) Student Enrollment**

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

**Non-Degree Seeking (Special) Student—Dual Enrollment**

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

**Cooperative Education**

The University of South Florida participates in a Cooperative Education Program in which students can combine their formal education with an occupational experience. For description of the program, refer to page 25.

**Upward Bound**

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

Its purposes are to assist these students in developing goals and academic skills, and to provide the motivation necessary to obtain entrance and achieve success in a college or post-secondary program. To qualify, the applicant must meet the following criteria:

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

Applications should be forwarded to Director, Project Upward Bound, University of South Florida.

**Off-Campus Term Program**

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

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

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

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

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

Elective Physical Education
This program provides the student with opportunities for identi-
fying, developing and assessing various forms of vigorous
movement which can contribute to his educational experience
and personal growth.

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

Exchange Programs

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

In addition to the University of South Florida, other univer-
sities participating in this program are Boise State University,
Bowling Green State University (Ohio), Buffalo State College
(NY), California State College at Bakersfield, California State
College at Chico, Eastern Montana College, Eastern Oregon
State College, Humboldt State (CA), Illinois State University,
Jackson State University, Montana State University, Moorhead
State University (MN), Morgan State University (MD), Oregon
State University, Rutgers University, Sonoma State (CA),
South Dakota State University, West Chester State College,
William Paterson College of New Jersey, and the Universities
of Alabama, Delaware, Hawaii (Hilo and Manoa), Idaho, Maine at
Ft. Kent, Massachusetts (Amherst and Boston), Montana,
Nevada (Reno and Las Vegas), North Dakota, Northern Col-
orado, Oregon, and Southern Maine. The number of participat-
ing schools increases each year so this list must not be consi-
dered complete. An up-dated listing is maintained by the NSX
Office.

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

Application deadlines for September exchange is March 1
annually. Thereafter, no applications for exchange are processed
until September for mid-year exchanges if such are possible.
Students are urged to apply early as there are quotas established
for participation in the NSE Program. The NSE Program is
coordinated by the Off-Campus Term Program. The OCT Pro-
gram maintains a library of materials about the program and the
member institutions involved in the NSE Program. Interested
students should contact the Director of the Off-Campus Term
Program for information and application.

University of Maine Exchange Program
The College of Education operates a student exchange program
with the University of Maine, Farmington. This program pro-
vides opportunities for sophomores, juniors and seniors to ex-
change residence at both campuses. The student exchange pro-
vides a waiver of out-of-state tuition. University credit earned is
applicable towards graduation. Students desiring further infor-
mation should contact the coordinator of student activities in the
College of Education.

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 Florida State University System as
well as by certain other U.S. colleges and universities, national
educational organizations, and foreign institutions of higher
learning.

Programs of the Florida State University Systems are listed
below.

Administered by the University of Florida: year abroad
program at the University of Utrecht in the Netherlands; year
abroad program, University of the Andes, Bogota, Colombia.

Administered by the Florida State University: two quarter
and academic year programs at study centers in Florence, Italy,
and London, England; summer program in Belgrade, Yugo-
slavia.

Administered by the University of South Florida: separate
summer programs in London, Spain, France; intersession pro-
rgrams in Mexico, Ecuador and Peru.

Through USF’s institutional membership in the Institute of
International Education, the Council on International Educa-
tional Exchange, and the American Association of State Col-
leges and Universities, students may participate in study abroad
programs in France, Spain, Italy, Mexico, Canada, and other
countries.

Students who prefer independent study abroad, rather than
the formal institutional programs, may do so through the Off-
campus Term. The Off-Campus Term offers intersession pro-
grams in Jamaica and in the Cayman Island.

The programs described in this section are approved ex-
change programs and will be considered toward on-campus cre-
dits. Students who plan to participate in study abroad programs should consult their departmental advisers well in advance to determine whether the course of study they plan to pursue will be acceptable for meeting other degree requirements.

Information about these and other programs, as well as advising on study abroad, may be obtained from the Overseas Information Center in the College of Social and Behavioral Sciences.

Florida College Exchange Program

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

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

Traveling Scholar Program

The University System of the State of Florida has a Traveling Scholar program which will enable a graduate student to take advantage of special resources available on another campus but not available on his or her own campus; special course offerings, research opportunities, unique laboratories, and library collections. For procedures and conditions, refer to page 48.

Academic Support and Services

University Library

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

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

The present library collection consists of about 500,000 volumes and is constantly growing in order to serve the University community's need for materials for instruction and research, as well as for personal knowledge and cultural advancement. All academic areas are served, with the exception of the College of Medicine which has its own library.

The card catalog and reference collection are located on the first floor. Reference service is provided at the Reference and Information desks. To assist students in learning about the resources of the Library, the Reference staff offers a two-credit course, Use of the Library. The staff also gives orientation lectures on library use and provides individual assistance to students in search strategy and bibliographic form. A descriptive guide to the Library and its services is also available.

Circulating books are located on the third through fifth floors. Patrons may check out books at the Circulation desk, first floor, before exiting through the library security system in the lobby.

The U.S. Documents collection is on the basement level. The Library is a depository for U.S. Government publications and also receives the microprint edition of the United Nations documents and official records. The Document staff is available to assist in using these materials.

The Reserve Department, containing books and articles "reserved" at faculty request for the use of a particular class is also on the basement level. Adjoining the Reserve desk is the Reserve Reading Room, which serves as one of the Library's quiet study centers.

The periodicals collection is on the second floor. In addition to more than 5,000 periodicals, the Library subscribes to newspapers from Florida and major cities in the United States, and from many foreign countries. The Microform room, also on the second floor, holds a large collection of material in microtext; this material provides access to many important sources otherwise inaccessible.

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

Division of Sponsored Research

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

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

From its beginning, USF faculty and staff have been active in the search for new knowledge and have consistently demonstrated their concern about the world in which they live. With the support of private and public agencies, they have contributed to our knowledge about men and women and the world in which they live and applied their findings and skills to the solution of many contemporary problems. Since 1960, they have attracted over 1,500 grants, totaling more than $75 million, and have produced over 10,000 scholarly and creative works. Many of their contributions were basic research; others were practical applications of new knowledge; still other projects made the specialized training and knowledge of USF faculty available to public officials, organizations working for social betterment, religious and educational institutions, and business and manufacturing organizations. Through their sponsored activities, USF faculty have made significant contributions to the University's instructional programs.

The Division of Educational Resources

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

Audio-Visual Services—provides equipment and instructional material for classroom use, University events and other functions. Such equipment includes public address systems, tape recorders, small format video, and projectors of all kinds. Various types of audio-visual equipment may also be rented.
The Film Library houses over 3,000 films which are available at no charge for utilization in scheduled USF courses, for rental to external agencies or non-academic internal utilization, and for preview in the films facility located on the Tampa campus. The collection contains USF-produced films available for purchase. Research and reference of other than USF owned films is available, as well as a catalog of films upon request.

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

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

Production Services—Graphics, Photography, and Media Design and Production services for use in the classroom as well as the overall University program are available.

WUSF-TV (Channel 16) is a public, non-commercial UHF television station serving the University and the communities of the nine surrounding counties. It is an affiliate of the Public Broadcasting Service.

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

IDs—All identification cards for students, faculty and staff are produced in this area. 1D service is available throughout registration and the first week of classes in each quarter. During the balance of the quarter, 1Ds are made on Monday and Friday from 2:00-3:00 p.m. and on Thursday from 9:00-11:00 a.m. There is no charge for the original 1D nor to replace a damaged 1D providing the damaged card is presented. All other replacements are charged for at the rate of $5.00 for each replacement.

University Library

O.U. (Open University) provides opportunities for everyone regardless of previous education to earn college credit with courses offered through media, including television and radio (WUSF-FM and/or WUSF-TV). Courses are approved by the Department of Education for teacher certification or recertification. Course offerings are announced prior to each academic quarter. (For more detailed information, see page 41.)

Computer Research Center

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

The Computer Research Center makes computing resources available to USF users. The professional staff includes Instruction and Research consultants who assist student and faculty users working on qualified projects. In the data systems area, services to University administrative units are through project teams composed of Systems Coordinators, systems analysts and programmers. The Center staff also contains Data Entry, Data Control and Computer Operations personnel and Systems (software) technical specialists. Computing projects are established through the CRC Office of Services. The Center operates as a service facility, is centrally funded, and makes no charge for consulting and processing services for internal University purposes. Charges are made at published rates for grant-supported and externally-funded projects.

Computing equipment includes an IBM System 370/165-11 with tape and disk storage units, card readers and printers and a plotter at the central site, Student Services Building. Remote batch job entry stations and on-line keyboard terminals operate at various locations. Remote access units are also located at the St. Petersburg and Sarasota campuses. The Center maintains key punch machines and other equipment in “open use” areas to enable student and faculty users to prepare and check their programs and data. These areas are accessible in general on a 24-hour basis daily, while computer processing of academic work operates on a basic 8 a.m. to midnight schedule (10 a.m. to midnight Sunday) seven days a week.
Admission to Graduate Study

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

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

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

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

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

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

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

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

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

A student desiring to attend classes who has not been admitted to a graduate program may register as a Special Student, but such a student should be aware that only 18 hours in this category may be applied to a degree program and the actual number is determined by the various department or college head.

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

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

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

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

A student’s acceptance to graduate standing is granted for the quarter and for the particular program specified in the official acceptance notification. In the event that a student wishes to
change the date of entrance, he/she must notify the Office of Admissions of his/her intentions to do so. Failure to enroll during the specified quarter without notifying the Admissions Office will result in the cancellation of the admission and will necessitate re-application.

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

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

Procedure for Applying

1. Applicants must submit application and fee prior to the deadline.
2. Two official transcripts from every institution of higher learning attended must be submitted directly from the issuing institution to the Office of Admissions.
3. Admissions test results are required from every applicant. These must be sent directly to Graduate Admissions Office from the testing agency.
   a. Graduate Record Examination Aptitude Test. All applicants except those applying to Business Administration (see below), must submit scores from the GRE aptitude test taken within 5 years preceding application.
   b. Graduate Management Admission Test (GMAT). All applicants to Business Administration, except those applying to Economics, must submit scores from the GMAT. Those applying to Economics must submit scores from the GRE aptitude test (see above).
4. Letters of recommendation may be required by the Colleges. See the individual College section for particulars.
5. All credentials must be received in the Admissions Office prior to the deadline for application.
6. If a student is accepted for admission and does not enroll in the term for which he/she is admitted or if admission has not been granted because of a late application or missing credentials, it is the student’s responsibility to notify the Admissions Office in writing within 12 months if he/she wishes to be considered for a future term and to specify the new enrollment date. If a request for change of term is not received in the time specified above, a new application and fee must be submitted.
   Request for change in entry date must be received before the deadline of the term desired. An applicant will be permitted to request change of term twice without fee. After the second request, a new application and another fee will be required.

International Students

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

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

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

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

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

1. Completed application.
2. A $15.00 non-refundable fee submitted with the application.
3. A letter of recommendation from the last institution attended to the Director of Admissions.
4. Three letters of recommendation sent directly to the program to which the student is applying, and attesting academic performance and capability.
5. A certificate of financial ability showing proof of financial resources sufficient to cover tuition, fees, room and board, and other expenses for the full academic year. Travel costs must be assumed by the student. A student who has signed a statement indicating sufficient financial resources cannot expect the university to assume responsibility if his/her funds prove inadequate.
6. Applicants whose native language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 550 is required for all colleges and programs. Applicants are responsible for making arrangements with the Office of Educational Testing Service to take the examination and to have their scores sent directly from the testing service to the Office of Admissions. Student copies are not acceptable.
7. GRE/GMAT Test Scores:
   All applicants to graduate studies (except those applying to the College of Business Administration) must submit scores on the Graduate Record Examination (GRE). Graduate applicants to the College of Business Administration (with the exception of Economics) must submit scores from the Graduate Management Admission Test (GMAT). Applicants for the program in Economics must submit scores from the GRE.
   Application and information for the required tests may be obtained from the addresses listed below.
   a. For information and to obtain an application for the Graduate Record Examination:
      Graduate Record Examination
      Educational Testing Service
      Box 955
      Princeton, New Jersey 08540, U.S.A.
   b. For information and to obtain an application for the Test of English as a Foreign Language:
      Test of English as a Foreign Language
      Educational Testing Service
      Box 899
      Princeton, New Jersey 08540, U.S.A.
   c. For information and to obtain an application for the Graduate Management Admission Test:
      Graduate Management Admission Test
      Educational Testing Service
      Box 966
      Princeton, New Jersey 08540, U.S.A.

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

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

The International Student Adviser provides assistance in academic advising, personal and social counseling, events of individual and group interests, and aids the student(s) in meeting the requirements of the University, Department of Immigration and Naturalization Services, and other agencies.

Non-Degree Seeking (Special) Students

Students who are qualified to enroll in specific graduate courses but who do not intend to work toward a graduate degree may enroll as Special Students. Special Students may enter classes on a space available basis during the first week of each quarter by obtaining consent of the course instructor. Special Students must meet all stated prerequisites of courses in which they wish to enroll. Certain classes are available only to degree seeking majors and may not be available for Special Students. No more than 18 hours of credit earned as a Special Student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree granting college and must be appropriate to the program.

Those interested in enrolling as Special Students are urged to contact the Coordinator of Graduate Studies in the College offering the courses concerned for a description of requirements and procedures. The College of Business Administration has special procedures for Non-degree Seeking (Special) student registration. Please refer to the College of Business Administration section of the Catalog for further information.

Graduate Readmission (Former Student Returning)

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

The Traveling Scholar Program

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

Procedure

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

A Traveling Scholar must be recommended by his own graduate adviser, who will initiate a visiting arrangement with the appropriate faculty member of the host institution. After agreement by the Director of Graduate Studies at the University of South Florida and the student's adviser and the faculty member at the host institution, Deans at the other institution will be fully informed by the adviser and have authority to approve or disapprove the academic arrangement. The student registers at the host institution and pays tuition and registration fees according to fee schedules established at that institution.

Conditions

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

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

Graduate Assistantships, Fellowships and Out-of-State Waivers

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

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

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

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

FIELDS OF GRADUATE STUDY

Master's Degree Programs

College of Arts & Letters

- American Studies—M.A.
- Communication—M.A.
- Linguistics (ESL)—M.A.
- English—M.A.
- French—M.A.
- Mass Communications—M.A.
- Philosophy—M.A.
- Spanish—M.A.

College of Business Administration

- Accountancy—M.Acc.
- Business Administration—M.B.A.

College of Education

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

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

College of Engineering
Master of Engineering—M.E.
Master of Science in Engineering—M.S.E.
Master of Science in Engineering Science—M.S.E.S.

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

College of Natural Sciences
Botany—M.A.
Chemistry—M.S.
Geology—M.S.
Marine Science—M.S.
Mathematics—M.A.
Microbiology—M.A.
Physics—M.A.
Zoology—M.A.

College of Nursing
Nursing—M.S.

College of Social & Behavioral Sciences
Anthropology—M.A.
Communicology:
Audiology—M.S.
Aural (Re)Habilitation—M.S.
Speech Pathology—M.S.
Criminal Justice—M.A.
Geography—M.A.
Gerontology—M.A.
History—M.A.
Political Science—M.A.
Psychology—M.A.
Public Administration—M.P.A.
Rehabilitation Counseling—M.A.
Sociology—M.A.

Intermediate Program

College of Education
Education Specialist—Ed.S.

Professional Program

College of Medicine
Medicine—M.D.

Doctoral Degree Programs

College of Arts & Letters
English—Ph.D.

College of Education
Education—Ed.D.
Ph.D.

College of Engineering
Engineering Science—Ph.D.

College of Medicine
Medical Sciences—Ph.D.

College of Natural Sciences
Biology—Ph.D.
Chemistry—Ph.D.
Mathematics—Ph.D.
Oceanography—Ph.D. (Cooperative Program with Florida State University)

College of Social & Behavioral Sciences
Psychology—Ph.D.

REGULATIONS GOVERNING GRADUATE STUDY

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

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

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

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

Appeals
Graduate students may appeal actions regarding their academic status:
1. In actions based on departmental requirements, the student may appeal first to his department through his major professor, then to the college dean or his representative, and then to the Graduate Council if necessary.
2. In actions based on the University minimum requirements, appeal shall be made directly to the Graduate Council.
Reports of actions and appeals will be maintained in the student’s permanent file.

Enrollment Requirements—Minimum University Regulations
A student taking eight or more hours toward his/her degree in a quarter will be classified as a full-time student. The normal graduate load is 12-15 credit hours.

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

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

Graduate students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than six quarters (excluding summer quarter) while working toward the master’s degree (eight quarters for the MFA) and no more than nine additional quarters while working toward the Ph.D. degree.

Transfer Credit
Transfer of credit from another regionally accredited school is limited to nine quarter hours. All transferred credit must (1) be approved by the program or college concerned, and (2) have been completed with grades of “B” or better. Transfer (post-baccalaureate, transfer credits from other institutions) and Special Student credit* must be evaluated and transferred by the time of formal acceptance and enrollment. The graduate department/program will be responsible for evaluating and initiating the transfer. Earned degrees are transferred in full.

* No more than 18 hours of credit earned as a Special Student in a non-degree seeking status may be applied to satisfy graduate degree requirements.

Grades in the Graduate Program
No graduate student may take a course in his/her major on an S/U basis except for certain courses that are specifically designated in the catalog. A graduate student may take courses outside of his/her major on an S/U basis with prior approval of the professor of the course, his/her major professor and the Dean of the College who will approve the degree.

The student may apply a maximum of six hours of such credit (excluding Directed Research, Thesis/Dissertation, De-

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

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

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

Other procedures involving grades such as drops, withdrawals, audits, etc. are the same as those used for undergraduates.

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

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

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

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

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

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

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

A minimum of 45 quarter hours is required for a master’s degree, at least 24 hours of which must be at the 6000 level. At least 30 hours must be in formal, regularly scheduled course work, 15 of which must be at the 6000 level. Courses at the 5000 level are acceptable for credit toward the master’s degree when taken as a part of a planned degree program.

A major professor may approve up to 8 hours of 4000-level courses if taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate dean and by the Graduate Council. Students enrolled in undergraduate courses as a part of their planned degree program will be expected to demonstrate a superior level of performance.

Graduate students may not enroll for more than 18 hours in any quarter without written permission from the College Dean and Director of Graduate Studies.

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

Time Limitations
The University of South Florida has definite time limits covering the following items:
1. Test scores for the Graduate Record Examination (GRE) and Graduate Management Admission Test (GMAT) must be within five years preceding application.
2. A student’s acceptance to graduate standing is granted for the quarter and particular program specified in the official acceptance notification. The student must validate his/her acceptance by enrolling that quarter or reapply. In the event that a student wishes to change the date of entrance, he/she must notify the Office of Admissions of his/her intentions to do so.
3. Graduate students who have not been in attendance during either of the two quarters immediately preceding the quarter enrollment is desired may file a Former Student Returning Application through the Office of Records and Registration. Former students returning must apply by the deadline listed in the catalog. Any graduate degree-seeking student who has not been in attendance at the University for eight consecutive quarters must reapply through the Office of Admissions by the appropriate deadline.
4. All work applicable to the Master’s degree requirement must be completed within seven years from the time a student is admitted into his/her program.
5. Graduate students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than six quarters (excluding summer quarter) while working toward the Master’s degree (eight quarters for the Master of Fine Arts) and no more than nine additional quarters while working toward the Ph.D.

Final Comprehensive Examination
Prior to clearance for the degree, the candidate must perform satisfactorily on a comprehensive examination in his/her major field. When graduate students take their comprehensive examination, they must be enrolled for a minimum of three (3) quarter hours of graduate work of their discipline. If all coursework has been completed, such students should be enrolled in Independent Study.

Thesis
When a thesis is required, the thesis must conform to the guidelines in the Handbook of Graduate Theses and Dissertations available in the University Bookstore. An Abstract must also accompany the thesis. The thesis must be submitted to the Director of Graduate Studies at least three weeks before the end of the quarter in which the student is to receive the degree. The Graduate Studies Office will not accept a thesis after the first day of the quarter unless the candidate is enrolled in the proper thesis course for at least three hours. If the student elects to turn the thesis in by the first day of the quarter, he/she will not be required to register for three hours of thesis. However, the student must have been enrolled the preceding quarter for at least three hours of thesis. Only after the thesis has been approved for filing in the University Library can the student be certified for his/her degree.

Second Master’s Degree
A second master’s degree may be granted so long as there is no duplication of credit. If there is any duplication of credit, the request must be considered by the Graduate Council. A student cannot be enrolled in two master’s programs at the same time.

Ph.D. Degree
The degree of Doctor of Philosophy is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is conferred solely upon the earning of credit and completion of courses or by the acquiring of a number of terms of residency. The amount of residence and the requirements suggested below are a minimum. The degree shall be granted on evidence of proficiency and distinctive achievement in a specified field, by the demonstration of the ability to do original independent investigation and the presentation of these findings with a high degree of literary skill in a dissertation. A minimum of 135 quarter hours after the bachelor’s degree is required.

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

Language Requirement

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

Residency

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

Time Limitations

The University of South Florida has definite time limits
covering the following items:
1. Test scores for the Graduate Record Examination (GRE)
must be within five years preceding application.
2. A student’s acceptance to graduate standing is granted for the
quarter and particular program specified in the official accep-
tance notification. The student must validate his/her accept-
tance by enrolling that quarter or reapply. In the event that a
student wishes to change the date of entrance, he/she must
notify the Office of Admissions of his/her intentions to do so.
3. Graduate students who have not been in attendance during
either of the two quarters immediately preceding the quarter
enrollment is desired may file a Former Student Returning
Application through the Office of Records and Registration.
Former students returning must apply by the deadline listed in
the catalog. Any graduate degree-seeking student who has not
been in attendance at the University for more than eight con-
secutive quarters must reapply through the Office of Admis-
sions by the appropriate deadline.
4. Any graduate work counted toward the fulfillment of the re-
quirement of the Ph.D. degree after admission to candidacy
must be done within a seven-calendar-year period.
5. Graduate students who receive financial support from the
University, other than fellowship recipients, will hold their
appointments for no more than six quarters (excluding sum-
mer quarter) while working toward the Master’s degree (eight
quarters for the MFA) and no more than nine additional
quarters while working toward the Ph.D.

Comprehensive Qualifying Examination

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

Admission to Candidacy

“A graduate student does not become a candidate for the
Ph.D. degree until he/she is formally admitted to candidacy, and
no student may enroll in Dissertation until he/she has been ad-
mitted to candidacy. This admission is granted when the disser-
tation committee certifies that the student has successfully com-
pleted his/her comprehensive qualifying examination and in the
opinion of his/her committee he/she has demonstrated the qual-
ifications necessary to successfully complete his/her require-
ments for the degree. The certificate of admission shall be issued
by the dean of his/her college through the Director of Graduate
Studies.

Dissertation

Students in the Ph.D. programs must take an appropriate
number of credits for dissertation, the exact number to be deter-
minal by departmental and/or individual requirements.

At least two weeks before the end of the quarter in which the
student is to receive his degree, a candidate must submit to the
Director of Graduate Studies a completed dissertation that has
been signed by his committee. The dissertation must conform to
the guidelines in the Handbook of Graduate Theses and Dissertations
available in the University Bookstore. An abstract is also re-
quired. The Graduate Studies Office will not accept a disserta-
tion after the first day of the quarter unless the candidate is
enrolled in the proper Dissertation course for at least three
hours. If the student elects to turn the dissertation in by the first
day of the quarter, he/she will not be expected to register for
three hours of dissertation. However, the student must have
been enrolled the preceding quarter for at least three hours of
dissertation. Prior to college certification for the degree, the dis-
sertation must be approved by the Director of Graduate Studies.
The two copies of the dissertation will then be deposited in the
University Library. Each dissertation will be microfilmed with
the student being assessed a fee for this service.

Final Oral Examination

When the Dissertation Committee has inspected the final
draft of the dissertation and finds it suitable for presentation, the
Committee will complete a form requesting the scheduling and
announcing of the final oral examination. The request form with
a draft copy of the dissertation will be submitted via the approp-
riate department chairperson to the college dean and the Direc-
tor of Graduate Studies for approval. The announcement must
be received in the Graduate Studies Office at least two weeks prior
to the scheduled oral examination. The final oral examina-
tion must be held at least three weeks before the end of the
quarter in which the student is to be awarded the degree.
The chairperson of the examination shall be appointed by
the dean of the college and shall not be a member of the student’s
Dissertation Committee or the department or program in which
the degree is sought.
The College of Arts and Letters studies culture in the broadest meaning of the word. The College offers students a sense of themselves and their world, chiefly through courses and programs involving human expression and communication. Students not only receive a liberal education, but also explore vocational interests, as they develop both the breadth of knowledge and precision of mind necessary for responsible leadership in our society.

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

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

The departments and degree programs of the College are grouped in four divisions:
1. Communications
   a. Mass Communications
   b. Communication
2. Language
   Foreign Languages
3. Letters
   a. American Studies
   b. Humanities
   c. Liberal Studies
   d. Philosophy
   e. Religious Studies
4. Literature: English

BACCALAUREATE LEVEL DEGREE PROGRAMS

Admission to the College
Admission to the College of Arts and Letters is open to all students who have been accepted to the University of South Florida, who are in good academic standing, and who have declared themselves a major in a particular field within the College.

For entrance into the College, each undergraduate must complete an application in the Dean's office. Foreign Language majors must specify on this form which language(s) they wish to major in.

The student will then be assigned to an adviser from the major department, which (except for English) may be spread over the normal four-year degree program. Three programs (American Studies, Liberal Studies, and Mass Communications) have additional requirements, listed under Programs and Curricula.

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

American Studies (AMS)
Classics (Latin, Latin-Greek) (CLS)
Classics & Foreign Language (CLF)
Communication (SPE)
Communication-English (ENS)
Communication-Theatre (STA)
English (ENG)
Foreign Languages, Combination (FOL)
French (FRE)
German (GER)
Humanities (HUM)

Italian (ITA)
Liberal Studies (ALA)
Mass Communications (COM)
Philosophy (PHI)
Religious Studies (REL)
Russian (RUS)
Spanish (SPA)

A minimum of 180 quarter hours credit with an overall average of 2.0 or better in all work done at the University of South Florida must be completed in order to earn the Bachelor of Arts degree, except for courses taken by majors in the Mass Communications department, which requires a 2.5 in all its departmental work. The degree program must include the completion of (1) General Distribution Requirements, (2) a departmental major, and (3) elective courses. At least 120 quarter hours must be completed in courses outside the department/language of the major.

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

1. General Distribution Requirements

This work comprises a total of sixty (60) quarter credits which (except for English) may be spread over the normal four-year degree program. The requirement includes:

Eight (8) hours credit in English Composition
Eight (8) hours credit in Humanities/Fine Arts
Eight (8) hours credit in Mathematics/Quantitative Method
Eight (8) hours credit in Natural Sciences
Eight (8) hours credit in Social and Behavioral Sciences

The remaining twenty (20) hours are to be divided among the last four areas at the discretion of the student and adviser.

See page 35 for details.
2. The Departmental Major

A departmental major consists of a concentration of course work in a specific department. The number of credit hours required for a major will vary from department to department. There must be at least a cumulative grade point average of 2.0 in the major, with the exception of Mass Communications, which requires a 2.5 of its majors in all departmental work. At least 120 quarter hours must be earned in courses outside the student's major department (or language for foreign language majors). Freshman English and beginning and intermediate foreign language courses will be counted toward this total.

3. The Departmental Minor

Seven departments in the College offer minors: American Studies, Communication(2), English (2), Foreign Languages (7), Humanities, Philosophy, and Religious Studies. In general, these require half as many hours as are required for the major. They are open to degree-seeking students with a major within another department in this college or elsewhere in the University. Specific requirements for the different minors appear under the departmental summaries that appear later in this section.

4. Elective Courses

Of the minimum of 180 quarter hours required for a bachelor's degree in the College of Arts and Letters, sixty (60) are normally earned in general elective courses. This number varies with the credit requirement for the major and should be treated as an average figure.

Physical Education (PE) credit earned before Quarter III, 1972, will not be counted toward the 180 quarter hours required for the degree. However, up to four elective PE credits earned at USF in Quarter III, 1972, or later, may be counted toward the 180-hour requirement.

A maximum of eight hours of ROTC credit taken at USF may be counted as academic credit toward the B.A. degree.

5. Transfer Work

No transfer ROTC credit will be accepted by the College of Arts and Letters.

Work transferred from other schools will not be included in the grade point average computed for graduation, except in determining whether students are eligible to graduate with honors. (See page 39.)

GRADUATE LEVEL DEGREE PROGRAMS

Master's Degree Programs

The College of Arts & Letters offers graduate programs leading to the Master of Arts degree in:

American Studies (AMS)
Communication:
Communication (SPE)
Linguistics-English as a Second Language (ESL)
English (ENG)
French (FRE)
Mass Communications (COM)
Philosophy (PHI)
Spanish (SPA)

Doctor of Philosophy

The Department of English offers a program leading to the degree of Doctor of Philosophy. The University requirements for graduate work at the doctor's level are given on page 51. Specific requirements for the degree are listed under the Department of English.

NON-DEGREE PROGRAM

Certificate of Concentration

The Certificate of Concentration is a short-term goal program for adults who are interested in taking a series of courses in a selected area of Arts and Letters but are not necessarily interested in a degree. The courses, on an undergraduate level, are offered to adults who may or may not have a degree. The Certifi-

Degree requirements for graduate work at the Master's level are described on page 51. The departmental requirements are listed under the appropriate program descriptions.

PROGRAMS AND CURRICULA

AMERICAN STUDIES (AMS)

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

Requirements for the B.A. Degree:

Required Core Courses (32 cr. hrs.)
AMS 3001 (5) AMS 4935 (4)
AMS 3201 (5) AMS 4936 (4)
AMS 3210 (5) AMS 4937 (4)
AMS 3230 (5)

Required Supporting Courses (12 cr. hrs.)
(no more than one course from each department)
AMH 3402 (4) or AMH 3403 (4)
AMH 3575 (4) or AMH 3572 (4)
AMH 4300 (4)
AML 3102 (5) or AML 3107 (5) or AML 3111 (5)
ENG 3156 (5)
MMC 3700 (4)
PHH 4700 (4)
POT 4204 (4)
Related Electives (21 cr. hrs.)
(no more than 9 hours from one department)

Appropriate courses to be selected, in consultation with an American Studies adviser, from various departments, including Afro-American Studies, American Studies, Anthropology, Art, Communication, Dance, Economics, English, Geology, Geography, History, Philosophy, Political Science, Religious Studies, Sociology, and Interdisciplinary Social Sciences.

Students desiring to major in American Studies are reminded that an interview with a department adviser is mandatory.

Requirements for the M.A. Degree

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

Course Work and Thesis: Total required hours 45
1. 12 hours: AMS 6155, AMS 6254, AMS 6805
2. 24 hours: To be selected from 5000 or 6000 level courses by related departments such as history, philosophy, English, sociology, and humanities. No more than 12 hours from any one department may be credited toward the degree. Work in AMS 6901, AMS 6915, AMS 6934 may be included.

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

Requirements for the Minor

Required Courses (at least 27 cr. hrs.)
1. AMS 3001 (5)
2. Two of the following:
   AMS 3201 (5) AMS 3210 (5) AMS 3230 (5)
3. Three of the following:
   AMS 3302 (4) AMS 3402 (4) AML 3107 (5)
   AMS 3303 (4) AMS 3403 (4) AMS 3111 (5)
   AMS 3930 (1-5) AMH 3571 (4) ENG 3156 (5)
   AMS 4930 (1-5) AMH 3572 (4) MMC 3700 (4)
   AMS 4935 (4) AMH 4300 (4) PHH 4700 (4)
   AMS 4936 (4) AML 3102 (5) POT 4204 (4)
   AMS 4937 (4)

Students who wish to minor in American Studies must consult with a departmental adviser before beginning their program.

COMMUNICATION
(SPE/ENS/STA)

The Department of Communication provides courses for all students within the University interested in increasing their understanding of and skills in human communication. The department offers a major program in Communication from which the student selects an arena of emphasis in Communication, Language Science, or Oral Interpretation of Literature. In addition, combination programs with English and theatre are available.

Requirements for the B.A. Degree in Communication:

A major in communication requires a minimum of 48 credit hours from departmental offerings (excluding SPC 2023, to be completed as part of the general education requirements). The requirements for majors in all arenas are as follows:

I. 12 hours:
   COM 3003 (4)
   LIN 2200 (4)
   or
   LIN 3801 (4)
   ORI 3000 (4)

II. 12 hours from the following:
   LIN 4600 SPC 3301 SPC 3513 SPC 3633
   SPC 3210 SPC 3441 SPC 3601

III. 12 additional hours from one of the following emphases:

A. Communication arena:
   COM 3122 COM 4942 SPC 3513 SPC 3653
   COM 3131 SPC 3210 SPC 3601 SPC 4640
   COM 4110 SPC 3501 SPC 3633 SPC 4680
   COM 4120 SPC 3441 SPC 3641

B. Language Science arena:
   LIN 3010 LIN 4040 LIN 4377

C. Oral Interpretation of Literature arena:
   ORI 3920 ORI 4120 ORI 4230 ORI 5145
   ORI 3950 ORI 4140 ORI 4310

IV. 12 hours of departmental electives

Requirements for Combination Programs

A. Communication-English
   I, II, and III above, plus the following
   Two courses from:
   ENL 3010 (5) ENL 3041 (5) ENL 3320 (5)
   ENL 3030 (5) ENL 3133 (5) ENL 3351 (5)
   One course from:
   AML 3001 (5) AML 3107 (5)
   AML 3102 (5) AML 3111 (5)
   One course from:
   ENC 3466 (5) ENC 3486 (5)
   One course from:
   ENG 3138 (5) ENG 4223 (5) ENG 4464 (5)
   ENG 3156 (5) ENG 4227 (5) ENG 4744 (5)
   LIT 3150 (5)
   Also required:
   LIN 4370 (5) THE 3080C (5)

B. Communication-Theatre
   I, II, and III C above plus the following
   THE 2020 (2) TPA 2223 (3)
   TPA 2200 (3) TPF 2110 (3)
   Two courses from:
   THE 3110 (3) THE 4401 (4) TPF 3111 (4)
   THE 4370 (4) THE 4442 (4)
   Two courses from:
   TPA 3086 (4) TPF 3235 (4) TPF 4150 (4)
   TPA 3810 (4) TPF 3510 (3) TPF 4151 (4)
   TPF 3790L (3)
   One additional course from either of the last two categories

Minors

The Department of Communication has minors available to supplement majors in a variety of departments and colleges. The minors require 24 hours of course work at the 3000 level and above. SPC 2023 or its equivalent must also have been completed. Option A provides for the student to select an emphasis area in oral interpretation, linguistics or rhetoric and com-
munication theory. Option B provides for the opportunity for the student to emphasize linguistics only.

**Minor Option A (Communication)**

The following provisions must be met:

1. COM 3003
2. At least twelve (12) hours of 3000 level or above from one of the following areas of concentration within the department.
   a. Oral Interpretation
   b. Linguistics
   c. Rhetoric and Communication
3. In addition to the twelve (12) hours in an area of concentration, at least eight (8) hours of course work must be taken in either one or a combination of the other two areas within the department.
4. Directed readings (SPC 3900, SPC 4900, SPC 5903) may not be counted toward the 24 hour requirement.
5. Courses may not be taken on an S/U basis.

**Minor Option B (Linguistics)**

The following provisions must be met:

1. Total credit hours required: 24
2. Required courses:
   - COM 3003 (4) LIN 4040 (4)
   - LIN 3010 (4) LIN 4377 (4)
3. Plus 8 hours from the following
   - LIN 4600 (4)
   - LIN 4701 (4)
   - LIN 4710 (4)
   - SPC 3210 (4)

**Requirements for the M.A. Degree:**

**Requirements for Admission.** The Department of Communication offers two graduate programs: Master of Arts degree in Communication; Master of Arts degree in Linguistics [non-thesis track, English as a Second Language (ESL)]. In addition to the general requirements of the University, an applicant must have: (1) a baccalaureate degree in Communication, Linguistics, or related fields from an approved college or university; (2) a 3.0 ("B") undergraduate average or better in all work attempted during the last two years of undergraduate work or a score of 1000 on the aptitude portion of the Graduate Record Exam. All prospective M.A. candidates must take the GRE whether or not they have the minimum 3.0 average; (3) review by the Department of Communication graduate committee, and; (4) approval by the department chairperson.

**Requirements for M.A. Degree in Communication (48 hours thesis, 52 hours non-thesis)**

I. Core requirements for all students (16 hours)
   - COM 6001 (4) ORI 6410 (4)
   - LIN 6715 (4) COM 6400 (4) or SPC 6231(4)

II. Areas of Emphasis
   A. Rhetoric and communication theory option
      1. 16 hours from the following rhetoric and communication courses.
         - COM 6121 (4) SPC 6442 (4)
         - COM 6312 (4) SPC 6515 (4)
         - COM 6400 (4) SPC 6545 (4)
         - OR or SPC 6610 (4)
         - SPC 6231 (4) SPC 6682 (4)
      2. Two elective courses outside the emphasis area (may include courses from other departments within the University with adviser approval)—8 hours.
      3. Thesis or 12 hours of supportive course work approved by adviser.
   B. Oral Interpretation of literature option
      1. 16 hours from the following oral interpretation courses.
         - ORI 5145 (4) ORI 6146 (4)
         - ORI 5210 (4) ORI 6350 (4)
      2. Two elective courses outside the emphasis area (may include courses from other departments within the University with adviser approval)—8 hours.

   3. Thesis or 12 hours of supportive course work approved by adviser.

C. Linguistic Theory and Description Option
   1. 16 hours from the following linguistics courses.
      - LIN 6240 (4) LIN 6820 (4)
      - LIN 6380 (4)
      **Plus one of the following:**
      - LIN 6117 (4) LIN 6405 (4)
      - LIN 6128 (4) LIN 6601 (4)
   2. Two elective courses outside the emphasis area (may include courses from other departments within the University with adviser approval)—8 hours.
   3. Thesis or 12 hours of supportive course work approved by adviser.
   4. Foreign language requirement (see Department of Communication Graduate Handbook).

D. General Communication Option
   1. Completion of 24 hours with 8 hours from each of the following areas of emphases: rhetoric and communication, oral interpretation, linguistics.
   2. Thesis or 12 hours of supportive course work approved by adviser.

**Requirements for the M.A. Degree in Linguistics—English as a Second Language (non-thesis only)**

The Master of Arts degree in Linguistics (non-thesis option) is designed for the training of teachers in the field of English as a Second Language or English as a Foreign Language. Students who wish to obtain Florida teacher certification are referred to the College of Education.

**Entrance Requirements.** In addition to the foregoing admission requirements, ESL also requires all foreign students and/or students whose native language is other than English to achieve a minimum score of 550 on the test of English as a Foreign Language (TOEFL) exam, which will be administered after the student arrives at the University. The Minimum 550 TOEFL score must be achieved on an exam administered at the University of South Florida regardless of whether the student has previously taken the TOEFL or equivalent examinations elsewhere, and regardless of the score(s) achieved on any previous exam(s). Foreign students who fail to achieve a score of 550 on the TOEFL but who are otherwise qualified for admission to the program, may undertake remedial course work in ESL or otherwise seek to improve their English language proficiency, and may apply to re-take the examination in the quarter following their arrival. However, in no case will such students be granted provisional admission to the program or be permitted to take graduate course work toward the degree until the TOEFL score requirement has been achieved.

**Course work.** A minimum of 53 graduate level credit hours is required for the specialization in ESL, 8 hours of which are concerned with ESL methodology and current teaching trends. However, students whose undergraduate preparation has not included suitable introductory courses in English linguistics, general and descriptive linguistics, and phonetics, will be required to remedy these deficiencies before they will be permitted to take graduate level courses. The following courses (or their equivalents) are undergraduate prerequisites.

- LIN 4370 (5) ENG 4512 (5)
- or LIN 4377 (4)
- LIN 3010 (4)
- LIN 4040 (4)

I. Core requirements (16 hours)
   - COM 6001 (4) ORI 6410 (4)
   - LIN 6715 (4) COM 6400 (4) or SPC 6231(4)

II. The following required courses (24 hours)
   - TSL 6371 (4) LIN 6380 (4)
   - TSL 6372 (4) LIN 6601 (4)
   - LIN 6240 (4) LIN 6405 (4)

III. One course in curriculum development from the College of Education (4 hours).
IV. At least one 4 hour elective course at the 5000 or 6000 level.
V. Minimum of 9 hours of internship. Enrollment is in TSL 6945, which will involve planned observation and supervision of instruction in actual ESL setting.

VI. Other Requirements. No thesis is required for the degree. However, the student must pass a comprehensive examination, both written and oral, demonstrating mastery of the core and specialization areas of the program.

The field of Teaching English as a Second Language (TESL) is not one which the Department of Education of the State of Florida recognizes for teacher certification. Therefore, this program has not been developed in conjunction with the College of Education. Moreover, although the program is designed to train TESL professionals, they must be prepared to teach in a variety of contexts other than traditional American public school settings. Students who wish to obtain Florida teacher certification in another subject area while at the same time pursue a TESL degree are referred to the College of Education.

■ ENGLISH (ENG)

Freshman English Requirement in Freshman Year

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

1. First-time enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the examination a second time, must take ENC 1102 the first quarter, ENC 1135 the second quarter and ENC 1168 the third quarter of their freshman year. If one of the courses is failed, that course must be repeated the very next quarter and the remaining courses attempted in immediately subsequent quarters.

2. First-time enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test, must attempt CLEP during their first six weeks. During this quarter they should not enroll in ENC 1102. If the examination is failed or not attempted during the student’s first six weeks, he must take ENC 1102 during his second quarter and ENC 1135 and ENC 1168 in the immediately subsequent quarters until the total requirement is fulfilled. In this case, he will complete the sequence by the first quarter of his sophomore year.

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

Requirements for the B.A. Degree:

The program in English provides the student with options in English and American Literature and in Creative Writing. Both options offer the student flexibility in choices of courses and variety in selections. Both options supply a logical, balanced, and complete sequence of courses in English studies. The English-Education and the Communication-English sequences are described under the section for Communication in Arts and Letters and the section for the College of Education. Major requirements are as follows (a grade of “D” will not be counted toward the English major):

Option I: English and American Literature. Requirements: No more than 60 hours and a minimum of 55 hours required.

Required course:

ENL 3133 (5)

At least one course from the following:

ENL 3010 (5) ENL 3320 (5) ENL 3351 (5)

At least one course from the following:

ENL 3401 (5) ENL 3430 (5)

At least one course from the following:

AML 3102 (5) AML 3103 (5) AML 3107 (5)

At least one course from the following:

AML 3111 (5) ENL 3441 (5) LIT 3150 (5)

Two additional courses from among the following 3000 level courses:

AML 3102 (5) ENL 3010 (5) LIT 3150 (5)
AML 3103 (5) ENL 3320 (5) LIT 3252 (5)
AML 3107 (5) ENL 3351 (5) LIT 3254 (5)
AML 3111 (5) ENL 3401 (5) LIT 3257 (5)
ENG 3294 (5) ENL 3430 (5) LIT 3311 (5)
ENG 3571 (5) ENL 3441 (5) LIT 3431 (5)

No more than one of the following four courses:

CRW 3230 (5) ENC 3466 (5) ENC 3486 (5)
CRW 3321 (5)

No more than one of the following three courses:

ENG 3133 (5) ENG 3138 (5) ENG 3156 (5)

Two courses at the 4000 level in the Major Authors from the following:

AML 4214 (5) ENL 4112 (5) ENL 4121 (5)
ENL 4062 (5)

Two courses at the 4000 level in two separate Genres or Modes, from the following:

Satire:

ENG 4113 (5)

Novel:

ENG 4321 (5) ENG 4335 (5) ENG 4345 (5)

Fiction:

ENG 4204 (5) ENG 4223 (5) ENG 4227 (5)

Poetry:

ENG 4742 (5) ENG 4744 (5)

Drama:

ENG 4421 (5) ENG 4453 (5) ENG 4464 (5)
ENG 4424 (5)

Genres & Modes:

AML 4320 (5) ENL 4331 (5) ENL 4415 (5)
ENL 4300 (5) ENL 4344 (5) LIT 4930 (1-5)
ENL 4311 (5) ENL 4406 (5)

Literary Criticism:

ENG 4814 (5)

Linguistics:

ENG 4512 (5) LIN 4370 (5) LIN 4420 (5)

Beyond the required 55 hours, the major is free to take 5 hours of any courses the department offers.

Option II: Creative Writing. Requirement: No more than 60 hours and a minimum of 55 hours required.

This option is designed for aspiring writers of fiction or poetry. This program, in addition to giving credit for writing through a variety of course offerings, attempts to provide information about procedures for becoming published.

A. FICTION OPTION

Required courses (25 hours):

ENC 3486 (5) CRW 4240 (5) ENG 4223 (5)
CRW 3230 (5) ENG 4204 (5) or ENG 4227 (5)
ENG 4906 (1-5)

One of the following:

ENG 3294 (5) ENG 4325 (5)
ENG 4321 (5) ENG 4345 (5)

Five courses from the following:

AML 3010 (5) ENG 4464 (5) ENL 4134 (5)
AML 3012 (5) ENG 4512 (5) ENL 4300 (5)
AML 3103 (5) ENG 4742 (5) ENL 4311 (5)
AML 3107 (5) ENG 4744 (5) ENL 4331 (5)
AML 3111 (5) ENG 4814 (5) ENL 4344 (5)
AML 4214 (5) ENG 4906 (1-5) ENL 4406 (5)
AML 4320 (5) ENG 3010 (5) ENL 4415 (5)
ENG 3294 (5) ENG 3030 (5) LIT 3150 (5)
ENG 3371 (5) ENG 3041 (5) LIT 3252 (5)
ENG 4113 (5) ENG 3133 (5) LIT 3254 (5)
ENG 4223 (5) ENG 3320 (5) LIT 3257 (5)
ENG 4227 (5) ENG 3351 (5)
ENG 4321 (5) ENG 3401 (5)
ENG 4325 (5) ENG 3430 (5)
ENG 4345 (5) ENG 3441 (5)
ENG 4421 (5) ENG 4062 (5)
ENG 4424 (5) ENG 4112 (5)
ENG 4443 (5) ENG 4121 (5)
Beyond the required 55 hours, the major is free to take 5 hours of any courses the department offers.

B. POETRY OPTION

Required courses (30 hours):

- ENC 3486 (5)
- CRW 3321 (5)
- ENG 4742 (5)
- CRW 3310 (5)
- CRW 3430 (5)
- ENG 4744 (5)

One of the following:

- ENL 3333 (5)
- ENL 3401 (5)
- ENL 3320 (5)
- ENL 3430 (5)

Four courses from the following:

- AML 3010 (5)
- AML 3015 (5)
- AML 3013 (5)
- AML 3017 (5)
- AML 3111 (5)
- AML 4214 (5)
- AML 4320 (5)
- CRW 3230 (5)
- CRW 3240 (5)
- ENL 3490 (1-5)
- ENL 3430 (5)
- ENL 3401 (5)
- ENL 3415 (5)
- AML 3030 (5)
- AML 3041 (5)
- AML 3133 (5)
- AML 3351 (5)
- AML 3401 (5)
- AML 3430 (5)
- AML 3407 (5)

Beyond the required 55 hours, the major is free to take 5 hours of any course the department offers.

Requirements for the English/Literature Minor

The English Literature Minor requires completion of 25 credit hours distributed as follows:

Two courses (10 hours) from the following:

- ENL 3333 (5)
- ENL 3401 (5)
- ENL 3320 (5)
- AML 3111 (5)

One course (5 hours) from the following:

- AML 3010 (5)
- AML 3030 (5)
- AML 3041 (5)
- AML 3133 (5)
- AML 3351 (5)
- AML 3401 (5)
- AML 3430 (5)

Any two courses (10 hours) at the 4000 level.

S/U grades will not count toward the minor.

Requirements for the English/Writing Minor

The English Writing Minor requires completion of 25 credit hours distributed as follows:

Two courses (10 hours) from the following:

- CRW 3230 (5)
- CRW 3321 (5)
- ENC 3486 (5)
- CRW 3310 (5)
- ENC 3466 (5)
- ENC 2711 (5)

Two courses (10 hours) from the following:

- ENL 3249 (5)
- ENL 3453 (5)
- ENL 4814 (5)
- ENL 4223 (5)
- ENL 4464 (5)
- ENL 3150 (5)
- ENL 4227 (5)
- ENL 4742 (5)
- ENL 4345 (5)
- ENL 4744 (5)

One course (5 hours) from the following:

- CRW 4240 (5)
- CRW 4340 (5)
- ENG 4204 (5)

S/U grades will not count toward the minor.

Requirements for the M.A. Degree:

The M.A. in English is designed primarily to train college teachers. The program includes study of college teaching, as well as the study of literature.

Requirements for Admission. An average of B in the last two years of undergraduate work (a GRE total score of 1000 may be substituted for this requirement). It may be necessary to require students who have not been English undergraduate majors to take extra undergraduate courses before graduate admission to English. Other exceptions may be made by the Graduate Committee of the Department of English.

Course Requirements.

1. ENG 6062 (2) (this must be taken early in the sequence)
2. Forty-five credit hours, which must include:
   a. ENG 6917 (var.) (this must be taken in the student's first or second term in the program)

   b. LAE 6375 (5)
   c. One of these:
      - ENL 6304 (5)
      - ENL 6333 (5)
      - ENL 6349 (5)
      - ENL 6315 (5)
      - ENL 6392 (5)
      - ENL 6407 (5)
      - ENL 6418 (5)
   d. One of these:
      - ENL 6392 (5)
      - ENL 6407 (5)
      - ENL 6418 (5)
   e. One of these:
      - ENL 6333 (5)
      - AML 6132 (5)
      - AML 6137 (5)
   f. LIT 6934 (1-10)

Options. It is possible, at student option, to take ENG 6971 (thesis) in place of one of the elective courses. A student may transfer from another university up to 9 hours of graduate credit. He may take up to 10 hours of credit in another department (the courses to be approved in advance by the Department of English Graduate Committee).

A student receiving one grade of "C" or lower in a graduate course will be placed on academic probation. A student receiving two grades of "C" or lower will be terminated from the program, subject to a review by the student's graduate advisory committee.

Comprehensive Examination. There will be a comprehensive examination. The student will be asked to write on the following five areas:

1. British literature before Shakespeare
2. British literature from Shakespeare to 1740
3. British literature from 1740 to 1900
4. American literature before 1900
5. Twentieth Century American and British literature

Students will be graded 1 (Excellent), 2 (Good), 3 (Satisfactory), or 4 (Unsatisfactory). The Department will recommend students with a grade of 1 or 2 for admission to the Ph.D. program. A grade of 3 will satisfy the examination for the M.A. degree; a grade of 4 will not.

Public Presentation. Each student will be required to present, before graduate students and faculty, a discussion of a major work or idea. The performance will be evaluated by the student's examining committee.

Thesis. Thesis optional (See Options, above).

Requirements for the M.A. Degree in Junior College Teaching

This program is intended for those who plan to teach in junior and community colleges. It emphasizes lower-level college teaching.

Requirements for admission. See M.A. program above.

Course Work:

1. EDG 6947 (1-9) (Internship if required—waivers must be endorsed by the College of Education)
2. EDH 6061 (4)
3. EDH 6938 (5)
4. RED 4337 (4)
5. The following English courses:
   a. ENG 6837 (5) (offering in advanced composition for teachers only)
   b. LAE 6375 (5)
   c. One of these:
      - ENL 6304 (5)
      - ENL 6333 (5)
      - ENL 6349 (5)
      - ENL 6315 (5)
      - ENL 6392 (5)
      - ENL 6407 (5)
      - ENL 6418 (5)
   d. One of these:
      - ENL 6392 (5)
      - ENL 6407 (5)
      - ENL 6418 (5)
   e. One of these:
      - AML 6132 (5)
      - AML 6137 (5)
   f. Five hours of English electives

A student receiving one grade of "C" or lower in a graduate course will be placed on academic probation. A student receiving two grades of "C" or lower will be terminated from the program, subject to a review by the student's graduate advisory committee.

Comprehensive Examination. There will be a comprehensive examination. The student will be asked to write on the following five areas:

1. British literature before Shakespeare
2. British literature from Shakespeare to 1740
3. British literature from 1740 to 1900
4. American literature before 1900
5. Twentieth Century American and British literature

Students will be graded 1 (Excellent), 2 (Good), 3 (Satisfactory), or 4 (Unsatisfactory). The Department will recommend students with grades of 1 or 2 for admission to the Ph.D. program. A grade of 3 will satisfy the examination requirement for the M.A.; a grade of 4 will not.

Public Presentation. Each student will be required to present, before graduate students and faculty, a discussion of a student's examining committee.

Requirements for the Ph.D. Degree:

Aim of the Program. The aim of this doctoral program is to produce teacher-scholars who have a good general knowledge of English and a special knowledge in their field of concentration. Each student in the program must take courses in teaching college English, and these courses include actual teaching experience.

The Ph.D. in English involves 50 hours of course work beyond the M.A. degree, exclusive of credits devoted to the doctoral dissertation. In addition, each student must achieve a grade of B or A in a foreign language course: FRE 2201, GER 2201, LAT 2231, RUS 2200, or SPN 2201; or must pass a reading examination in an appropriate language at an equivalent level. A dissertation is required.

Requirements for Admission. M.A. degree and a grade of 1 or 2 on the University of South Florida English M.A. final examination. Transfer students who have the M.A. in English must present a graduate average of at least B+. Students who do not have a M.A. in English will be required to take supplementary graduate work before being officially admitted to the program.

Course work. The following courses are required:

- ENG 6062 or its equivalent (2)
- ENG 7938 (5)
- ENG 7980 (var.)
- LAE 7376 (5) OR LAE 7390 (5)
- and seven other courses in English at the 6000 or 7000 level.

A student may transfer from another university up to 9 hours of graduate credit. Up to 10 hours of credit may be taken in another department (the course to be approved in advance by the Department of English Graduate Committee).

A student receiving one grade of "C" or lower in a graduate course will be placed on academic probation. A student receiving two grades of "C" or lower will be terminated from the program, subject to a review by the student's graduate advisory committee.

Examinations. After five courses beyond the M.A. the student may take the required written doctoral comprehensive Examination in all periods of American and British literature (1. British literature to 1500; 2. British literature 1500-1660; 3. British literature 1660-1780; 4. British literature 1780-1890; 5. American literature to 1920; 6. American literature after 1920 and British literature after 1890)—writing for two hours on each period. The total exam will require twelve hours of writing. Students may take this examination only twice; a second failure disqualifies them from the Ph.D. program. Students passing this comprehensive examination and the foreign language course are admitted to doctoral candidacy. After completion of an approved dissertation the student will defend his dissertation in a two-hour oral examination and will be examined as well on his major field. The doctoral degree is awarded thereafter.

- FOREIGN LANGUAGES (CLF/CLS/FOL/FRE/GER/ITA/RUS/SPA)

Requirements for the B.A. Degree:

Foreign Language major programs are designed to meet the needs of students who desire competency in a language and an expanded understanding of its culture and literature. They are of particular interest to students who wish to teach languages, those who plan to further their studies in graduate school, and those who seek careers in various types of foreign or foreign-related employment, either in government or business.

Major programs leading to the Bachelor of Arts degree are offered in Classics (Latin, Latin-Greek), French, German, Italian, Russian, and Spanish. All major programs in Foreign Language require a minimum of 48 hours of course-work above the intermediate level.

The following languages may also be taken as a minor: French, German, Italian, Latin, Russian, Spanish, and Spanish/Portuguese. The minor consists of 24 hours of course work in the chosen language above the second year level. In order to begin taking courses for the minor, the student will have satisfactorily completed the intermediate level or have equivalent proficiency in the foreign language.

Instruction in less commonly taught languages is available upon sufficient demand.

CLASSICS (CLS)

Required courses for the Latin major
32 hours selected from the following:
L NW 4311 (4) L NW 4381 (4) L NW 4675 (4)
L NW 4312 (4) L NW 4500 (4) L NW 4900(1-4)
L NW 4322 (4) L NW 4501 (4) L NW 4930(1-4)
L NW 4361 (4) L NW 4660 (4)
L NW 4362 (4) L NW 4665 (4)

Supporting courses required for the major
16 hours selected from the following:
ARH 4100 (4) CLT 3322 (4) EUH 3412 (4)
ARH 4170 (4) CLT 3370 (4) EUH 3413 (4)
CLA 4100 (4) EUH 2101 (4) PHP 4000 (4)
CLA 4120 (4) EUH 2102 (4) PHP 4010 (4)
CLT 3290 (4) EUH 3401 (4)
CLT 3300 (4) EUH 3402 (4)

Required courses for the major, Latin-Greek option (36 cr. hrs.)
24 hours in Latin (see Latin option above) and 12 hours in Beginning Classical Greek.

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

Required courses for the Latin minor
16 hours selected from 4000 level courses in Latin Literature (L NW prefix)
Supporting courses required for the minor

8 hours selected from the following:

CLT 3300 (4) EUH 3412 (4) EUH 3413 (4)
CLT 3370 (4)

Any of the following interdisciplinary electives are highly recommended for Classics majors and minors.

CLA 3000 (5) HUM 4433 (4) REL 3243 (4)
CLA 3851 (3) HUM 4434 (4) REL 3310 (5)
CLA 4930 (2-5) LIT 3525 (5) REL 3501 (4)
CLT 3040 (4) LIT 3311 (5) REL 3502 (4)
HEB 3100 (3) LIT 3314 (5) REL 3610 (4)
HEB 3101 (3) LIT 3930 (1-5) REL 3936 (1-5)
HEB 3102 (3) PHM 4322 (3) REL 4252 (4)
HUM 3214 (4) REL 3210 (4) REL 4265 (4)

FRENCH (FRE)

Required courses for the major (20 cr. hrs.)

FRE 3240 (4) FRW 4230 (4) FRW 4300 (4)
FRE 3420 (4) FRW 4331 (4)

Supporting courses required for the major

28 hours in 3000, 4000, or 5000 level courses planned with the adviser.

Required courses for the minor (eight cr. hrs.)

FRE 3240 (4) FRE 3420 (4)

Supporting courses required for the minor

16 hours in 3000, 4000, or 5000 level courses except courses in translation.

GERMAN (GER)

Required courses for the major (16 cr. hrs.)

GER 3240 (4) GEW 4100 (4)
GER 3420 (4) GEW 4101 (4)

Supporting courses required for the major

32 hours in 3000, 4000, or 5000 level courses planned with the adviser.

Required courses for the minor (eight cr. hrs.)

GER 3240 (4) GER 3420 (4)

Supporting courses required for the minor

16 hours in 3000, 4000, or 5000 level courses except courses in translation.

ITALIAN (ITA)

Required courses for the major (16 cr. hrs.)

ITA 3240 (4) ITW 4100 (4)
ITA 3420 (4) ITW 4101 (4)

Supporting courses required for the major

32 hours in 3000 or 4000 level courses planned with the adviser.

Required courses for the minor (eight cr. hrs.)

ITA 3240 (4) ITA 3420 (4)

Supporting courses required for the minor

16 hours in 3000 or 4000 level courses except courses in translation.

RUSSIAN (RUS)

Required courses for the major (16 cr. hrs.)

RUS 3400 (4) RUT 3110 (4)
RUS 4401 (4) RUT 3111 (4)

Supporting courses required for the major

32 hours in 3000 or 4000 level courses planned with the adviser.

Required courses for the minor (eight cr. hrs.)

RUS 3400 (4) RUS 4401 (4)

Supporting courses required for the minor

16 hours in 3000 or 4000 level courses.

SPANISH (SPA)

Required courses for the major (20 cr. hrs.)

SPN 3241 (4) SPW 4100 (4) SPW 4101 (4)
SPN 3300 (4) SPW 4130 (4)

Supporting courses required for the major

28 hours in 3000, 4000, or 5000 level courses planned with the adviser.

Required courses for the minor (eight cr. hrs.)

SPN 3241 (4) SPN 3300 (4)

Supporting courses required for the minor

16 hours in 3000, 4000, or 5000 level courses except courses in translation.

Up to nine hours may be substituted for required courses and/or required supporting courses by successfully passing SPN 3470 (Overseas Study).

Spanish/Portuguese Option

Required courses for the minor, Spanish/Portuguese option (16 cr. hrs.)

SPN 3241 (4) POR 3210 (4)
SPN 3300 (4) POR 3211 (4)

Supporting courses required for the minor

Eight hours in 3000 or 4000 level Portuguese or Spanish courses except courses in translation.

Requirements for the M.A. Degree:

Requirements for Admission. General requirements for graduate work are given on page 46.

Students who do not have an undergraduate major in French or Spanish may be required to take additional undergraduate courses before being admitted to the M.A. program. The student must have a 3.0 grade point average over the last two years of undergraduate work attempted, or a total score of 1000 on the Graduate Record Examination. All applications must be approved by the Department of Foreign Languages.

Program Requirements. For a master’s degree in French or Spanish, the following are required:

1. Reading proficiency in a second foreign language.

2. Satisfactory completion of a written comprehensive examination on French language and literature or Spanish and Spanish-American language and literature. The candidates will be given a reading list in their first quarter on campus to serve as a guide for their preparation. Portions of the comprehensive examination must be written in the foreign language.

3. A thesis written under the direction of an adviser and two additional professors.

4. Course work following one of the plans listed below:

Plan A
40 hours in one language, plus eight hours of FRE 6971 or SPW 6971 (thesis).

Plan B
A total of 40 hours consisting of 28-32 hours of course work in one language, plus 8-12 hours in a second language or in another department (the courses to be approved in advance by the Department of Foreign Languages' Graduate Committee), plus eight hours of FRE 6971 or SPW 6971 (thesis).

HUMANITIES (HUM)

The Humanities Program is an interdisciplinary curriculum that deals with the visual arts, music, literature and the culture from which they emerge. Secondary sources are used sparingly; students are encouraged to make a vigorous, personal response to specific works of art, literature, and music.

Requirements for the B.A. Degree:

The curriculum for the Humanities major comprises interdisciplinary courses in the verbal, visual, and musical arts of specified periods and cultures. Course requirements are as follows:

1. 41-53 credits among 4000 and 5000 level Humanities courses, with the option of up to eight hours being substituted from among the following four courses: CLA 3000, CLA 3851, CLA 4160, or CLA 4171.

2. HUM 4813, three credits.

3. HUM 4906, four credits.

4. Nine credits in the creative or performing arts.
Requirements for the Minor in Humanities:
The curriculum for the Humanities Minor is comparable to that of the program for the B.A. degree, but it is less comprehensive. Course requirements are as follows:
1. Twenty-four quarter hours of Humanities courses.
2. Not over ten of these twenty-four quarter hours may be taken that of the program for the B.A. degree, but it is less comprehensive.
3. HUM 4813, 3 credits, is required.

Requirements for the B.A. Degree in Humanities Education:
A program designed to prepare secondary school Humanities teachers is available through the College of Education. For requirements, see the College of Education, page 99.

Requirements for the M.A. Degree in Humanities Education:
A graduate program leading to the M.A. degree in Humanities Education (HUE) is available. For requirements, see the College of Education, page 99.

■ LIBERAL STUDIES (ALA)
Requirements for the B.A. Degree:
The Liberal Studies Degree is conceived to fulfill the intent of the traditional Liberal Arts degree and is offered for students who require a broad academic approach for realization of their conceived academic or pre-professional goals.
For admission to the program, the student must (1) have a minimum of 30 (to a maximum of 120) quarter hours, (2) have a minimum Grade Point Average of 3.0 at time of admission, and (3) submit a written proposal explaining the student’s special academic circumstances and goals for which this major is appropriate.

Core Curriculum (16 hours minimum)
1DS 3300
1DS 4344
(and 2 of the following three courses)
1DS 3310
1DS 3320
1DS 4930

In addition, the student must complete the General Distribution Requirements and four quarters of a foreign language. The remaining 88 quarter hours will be devoted to disciplinary study in the Liberal Arts disciplines. When admitted to the program, the student will formulate, in collaboration with the program director, a program of studies to be pursued toward his or her particular academic goals.

■ LINGUISTICS
(see COMMUNICATION)

■ MASS COMMUNICATIONS (COM)
The Mass Communications department, accredited by the American Council on Education for Journalism, offers approximately 70 courses varying in content from the highly technical and field-specialized in some cases to an essential liberal arts orientation in others. They introduce students to the theories, principles, and problems of communications, emphasizing the concept of freedom of information as the cornerstone of Constitutional Democracy and preparing students for future leadership rather than yeoman roles in communications media. Graduates should understand the structure and functions of mass media systems as well as the basic processes of communication. In addition, students specialize in an area of mass communications (advertising, broadcasting, film, magazines, news-editorial, public relations, or visual communications) to blend a strong introduction to professional skills with the theoretical orientation.

 Majors seeking careers in the mass media will be directed to the various media with which the department maintains close contact for summer internships and parttime work.

Requirements for the B.A. Degree:
To be admitted to the core curriculum in Mass Communications, students must have completed 75 hours with a 2.5 minimum Grade Point Average, and ENC 1102, 1135 and 1168 with a minimum grade of “C” in each. Both courses in the Mass Communications core curriculum (MMC 3100 and MMC 3602) must be completed with a minimum grade of “C” before any other Mass Communications course may be taken. A 2.5 GPA in Mass Communications courses is required for graduation, and no grade lower than “C” in Mass Communications courses may be used toward graduation.
A required core curriculum, “Writing for the Mass Media” (MMC 3100) and “Mass Communications and Society” (MMC 3602), and a balance between required and recommended courses in the major sequence offer students a guided set of essential courses plus a number of options of their own choosing. Majors will take approximately 72 hours of electives outside the department in addition to the 60-hour University distribution requirement. Students will be encouraged to use a substantial number of their electives in courses which support their major.
Required are 8 hours in the Mass Communications core curriculum (MMC 3100 and MMC 3602) and 40 hours in a major sequence—20 hours specified and 20 hours to be selected from a restricted list of options—for a minimum and a maximum of 48 hours in Mass Communications courses within the 180-hour degree requirement (132 hours outside Mass Communication courses). Eight hours in Mass Communications writing courses (four hours in addition to MMC 3100) are a part of the 48-hour graduation requirement. Certified typing ability of 35 words per minute is a prerequisite for admission to the department.
A maximum of 12 quarter hours in Mass Communications courses will be accepted from a community college or other lower-level program towards a degree in Mass Communications from the department. It is suggested that the 12 hours include the equivalent of the departmental core curriculum and one sequence introduction course. Approval by an appropriate adviser is required.
At least twenty-four (24) hours of resident departmental courses are required.

The departmental sequence requirements are:

Departmental Core Curriculum (8 cr. hrs.)
MMC 3100 (4) MMC 3602 (4)
Sequence Requirements (20 cr. hrs.)
Sequence Selections (20 cr. hrs.)

I. ADVERTISING Requirements
ADV 3000 (4) ADV 3300 (4) ADV 4801 (4)
ADV 3101 (4) ADV 3700 (4)
Selecting Requirements
ADV 3103 (4) MMC 4200 (4) PUR 4601 (4)
JOU 3100 (4) MMC 5400 (4) RTV 3000 (4)
JOU 3205 (4) PUR 3000 (4) VIC 3100 (4)
JOU 3206 (4)

II. BROADCASTING Requirements
News Option
JOU 3100 (4) RTV 3000 (4) RTV 4700 (4)
MMC 4200 (4) RTY 3300 (4)
Selecting Requirements
JOU 3101 (4) MMC 4300 (4) RTY 3230 (4)
JOU 3306 (4) MMC 5400 (4) RTY 4301 (4)
JOU 4104 (4) PUR 4601 (4)
Programming and Production Option
ADV 3000 (4) RTV 3100 (4) RTV 4700 (4)
RTV 3000 (4) RTV 4500 (4)
VI. VISUAL COMMUNICATIONS

Each prerequisite is listed to determine progressive prerequisites for each course.

Note: There is a Mass Communications-English Education (MCE) major available through the College of Education (See page 97 for further information).

Requirements for the M.A. Degree:

The M.A. degree program in Mass Communications is designed to serve the career objectives of persons experienced in mass media practice and of those who teach or who are interested in Mass Communications research.

The program requires a minimum of 48 quarter hours in course work including a thesis. Thirty-two of these hours (including 8 hours for the thesis) are taken in the Department of Mass Communications. The remaining 16 hours are taken in graduate-level courses offered by other departments of the University. Thus, a full-time student can complete the program in four quarters of work, or longer for a part-time candidate.

Courses in the Department of Mass Communications will stress critical study of mass media practices and performance, and the reciprocal effects of the media and their audiences on each other.

Courses outside the department will be selected in the liberal arts and/or business management areas to complement the student’s work in the major field of study. For example, a student interested in reporting urban affairs for a newspaper may elect supporting courses in Sociology and Political Science; a student interested in advertising or public relations practice may elect courses in Marketing and Management; another might choose to take courses in two or more disparate disciplines in several departments of the University.

To be admitted to the program, an applicant must: (1) have a bachelor’s degree from a regionally accredited institution and present a “B” or better average in undergraduate work; (2) score 1000 or above on the GRE (Aptitude Test) with 600 or above on the Verbal part; and (3) furnish a written statement of reasons for desiring the graduate degree together with four letters of recommendation. Apply to the USF Director of Admissions for application forms.

PHILOSOPHY (PHI)

Requirements for the B.A. Degree:

Majors in philosophy must complete at least 45 credit hours with the following courses required for graduation: PHIL 3100, and four out of five of the following: PHIL 3100, PHIL 3272, PHIL 3420, PHIL 3440, PHIL 4600. Majors must also take nine credit hours from among the following courses:

- PHIL 4700
- PHIL 4320
- PHIL 4360
- PHIL 4800
- PHIL 4331
- PHIL 3420
- PHIL 4788
- PHIL 4010
- PHIL 5135
- PHIL 4740
- PHIL 4745

Requirements for the Minor in Philosophy:

A minor in philosophy consists of the completion of at least 25 credit hours which include three of the following courses or an approved substitute for one only:

- PHIL 3100
- PHIL 3272
- PHIL 3440

No credit taken on a “S/U” basis may be applied toward the minor.

Requirements for the M.A. Degree:

Requirements for Admission. For admission students must have a “B” average in the last two years of undergraduate work or a score of at least 1000 (composite) on the GRE. Credit toward the M.A. taken outside of the department or transferred from another institution must be approved by the Graduate Coordinator and the Department Chairperson.

Program Requirements. The following comprise the degree requirements in philosophy, in addition to the general requirements for graduate work as specified on page 46.

1. Reading knowledge of a foreign language approved by the student’s advisor.
2. 45 credit hours including 30 hours of classroom instruction.
3. A written or oral comprehensive examination.
4. A thesis-type paper, written under the direction of an adviser assigned by the Graduate Coordinator, and approved after an oral defense, by a three-person supervisory committee.

Honors Program

The Department of Philosophy offers the philosophy major the opportunity of participating in the Philosophy Department Honors Program. A student may graduate with departmental honors if he/she: (1) is accepted by the department as an honors candidate, (2) completes four honors courses with a grade point average of 3.5 or better, and (3) completes the courses necessary for a philosophy major with a grade point average of 3.2 or better. The four honors courses will consist of three upper-level courses in which the student attends regular class sessions but makes arrangements with the instructor for additional work. The
student will receive additional credit for honors work by enrolling for one hour of directed study for each course taken as an honors course. The fourth honors course will be a research project, and the student will enroll for the project under PHI 4905.

**RELIGIOUS STUDIES (REL)**

In Religious Studies, students are afforded a variously dimensioned field of study which should facilitate an educated person's understanding of his presuppositions on the meaning of life, the nature of the religious-social milieu in which he lives, and the religious dynamic in human history. It also aims toward an understanding of the religious thought and life-styles of people possessing religious heritages other than the Judaeo-Christian heritage.

 Majors in Religious Studies will find, in addition, courses designed to give depth in certain areas of religious investigation and to supply language tools and critical analysis methods which will prepare them for advanced graduate study.

**Requirements for the B.A. Degree:**

A total of 49 credit hours are required for a major chosen from Religious Studies courses.

Of the 49 hours required for a major in Religious Studies, twelve hours may be selected from related courses in other departments, with the prior approval of a departmental adviser.

All Religious Studies Majors are required to take:

1. REL 3000, 4 hrs.
2. Two courses in the history and/or literature of the major western religions: e.g., Judaism, Christianity, Islam, 8 hrs.
3. Two courses in the history and/or literature of other major world religions: e.g., Hinduism, Buddhism, Taoism, 8 hrs.
4. REL 4931, 4 hrs.
5. Concurrently with REL 4931 or in the quarter following, REL 4910, for 1 or 2 hours credit, to be satisfied by the writing of a paper on a subject related to the REL 4931 seminar and supervised by an assigned faculty person.

A student majoring in Religious Studies may not apply towards his major requirements more than twelve hours of credit from the directed readings course, REL 3900, or the undergraduate research course, REL 4910.

All transfer students must take a minimum of 37 hours in Religious Studies courses at USF.

Each student's program must be planned with a faculty adviser in Religious Studies.

**Requirements for the Minor in Religious Studies**

Twenty-four (24) credits in Religious Studies courses, including the following: REL 3000, Introduction to Religion; one course, 4 hrs., in a major Western religion; one course, 4 hrs., in a major Eastern religion; REL 4910, Undergraduate Research, 1-2 hrs., a paper on a topic approved by the Department Chairperson, and supervised by an assigned faculty person.

It is a Department requirement (intended to assist in the fulfilling of the above requirements) that the student declare himself as a Minor in the Department three quarters prior to graduation.

Only letter grades will be counted toward the 24 credit hours necessary for the Minor.

**Ancient Studies Sequence**

Within the Department of Religious Studies there is also a sequence of courses in Ancient Studies. This sequence provides a program for students interested in the civilizations of the Ancient Mediterranean and Middle East.

The sequence in Ancient Studies requires 32-34 credits (of which 37 credits must be in Religious Studies courses). The prerequisite is normally two years of high school Latin or one year of college Latin. (The latter can be taken concurrently with other required courses but without credit toward it. It can be waived in special cases with the consent of the coordinator.)

The sequence of Ancient Studies courses is to be arranged in consultation with the coordinator of the sequence and approved by the department chairperson.

For related interdisciplinary electives, see Classics.

**Judaic Studies Sequence**

The Department has a sequence of courses in Judaic Studies. A student may fulfill the requirements of the Department for the B.A. degree (49 hrs.) by taking the core courses in the Judaic Studies Sequence and the remainder of his/her courses from the listed electives.

**CORE:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 3000</td>
<td>Introduction to Religion</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 3610</td>
<td>History of Judaism</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 3612</td>
<td>Modern Judaism</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>REL 4221</td>
<td>Bible I — Law</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 4224</td>
<td>Bible II — Prophets</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 4228</td>
<td>Bible III — Writings</td>
<td>4 hrs.</td>
</tr>
</tbody>
</table>

**TOTAL**

23 hrs.

**ELECTIVES (select 26 hrs.):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 3310</td>
<td>Jewish Literature</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>LIT 3311</td>
<td>The Bible as Literature</td>
<td>5 hrs.</td>
</tr>
<tr>
<td>LIT 3314</td>
<td>The Talmud as Literature</td>
<td>5 hrs.</td>
</tr>
<tr>
<td>LIT 4930</td>
<td>Hasidic Literature to Yiddish Theater</td>
<td>5 hrs.</td>
</tr>
<tr>
<td>LIT 4930</td>
<td>Modern European and American Jewish Literature</td>
<td>5 hrs.</td>
</tr>
<tr>
<td>REL 3201</td>
<td>Land of the Bible</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 3280</td>
<td>Biblical Archaeology</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 3600</td>
<td>Introduction to Judaism</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 3900</td>
<td>Directed Readings</td>
<td>1-5 hrs.</td>
</tr>
<tr>
<td>REL 4295</td>
<td>Dead Sea Scrolls</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 4910</td>
<td>Undergraduate Research</td>
<td>1-5 hrs.</td>
</tr>
<tr>
<td>REL 4931</td>
<td>Seminar in Religion</td>
<td>4 hrs.</td>
</tr>
</tbody>
</table>

With the approval of the Department Chairperson, substitutions may be made in both the core and elective courses where the changes are considered to be in the student's best interest.

**SPEECH COMMUNICATION**

(see COMMUNICATION)
The College of Business Administration offers courses of study leading to both undergraduate and graduate degrees. These programs are designed to prepare men and women for careers in business and public service.

The undergraduate curriculum which leads to a Bachelor of Arts degree is composed of several segments: (1) broad general education in the arts, humanities and sciences; (2) the common body of knowledge for management responsibilities; (3) specialized areas of concentration in Accounting, Economics, Finance, Management, Marketing, and General Business, including International Business; and (4) opportunities for breadth leading to both undergraduate and graduate degrees. These education in the arts, humanities and sciences; (2) the common body of knowledge for management responsibilities: (3) specialized areas of concentration in Accounting, Economics, Finance, Management, Marketing, and General Business, including International Business; and (4) opportunities for breadth in both business and nonbusiness subjects. Through flexibility in its requirements, the College is able to satisfy the different interest and career objectives of students with diverse backgrounds.

Baccalaureate Level Degree Programs

General Requirements for Degree

Satisfactory completion of 180 academic quarter hours. Of the 180 hours, business course credits may vary from a minimum of 87 to a maximum of 100; non-business course credits may vary from a minimum of 93 to a maximum of 80. The variance depends upon the major field chosen and the mixture of General and Business Electives. The requirements for graduation are:

<table>
<thead>
<tr>
<th>General Distribution</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. English</td>
<td>60 (min.)</td>
</tr>
<tr>
<td>II. Fine Arts &amp; Humanities</td>
<td>8 (min.)</td>
</tr>
<tr>
<td>III. Mathematics and Quantitative Methods</td>
<td>8 (min.)</td>
</tr>
<tr>
<td>IV. Natural Sciences</td>
<td>8 (min.)</td>
</tr>
<tr>
<td>V. Social and Behavioral Sciences</td>
<td>8 (min.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Core</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2001 Elementary Accounting I</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 2021 Elementary Accounting II</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 3301 Accounting for Management Control</td>
<td>(3)</td>
</tr>
<tr>
<td>BUL 3112 Business Law I</td>
<td>(5)</td>
</tr>
<tr>
<td>COC 2201 Computers in Business I</td>
<td>(3)</td>
</tr>
<tr>
<td>ECO 2013 Economic Principles: Macroeconomics</td>
<td>(4)</td>
</tr>
<tr>
<td>ECO 2023 Economic Principles: Microeconomics</td>
<td>(4)</td>
</tr>
<tr>
<td>ECO 3101 Intermediate Price Theory</td>
<td>(5)</td>
</tr>
<tr>
<td>FIN 3403 Principles of Finance</td>
<td>(5)</td>
</tr>
<tr>
<td>GEB 2111 Business &amp; Economic Statistics I</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 3121 Business &amp; Economic Statistics II</td>
<td>(5)</td>
</tr>
<tr>
<td>MAN 3010 Principles of Management</td>
<td>(5)</td>
</tr>
<tr>
<td>MAN 3810 Introduction to Management Science</td>
<td>(4)</td>
</tr>
<tr>
<td>MAN 4720 Senior Seminar in Administration</td>
<td>(3)</td>
</tr>
<tr>
<td>MAR 3023 Basic Marketing</td>
<td>(5)</td>
</tr>
</tbody>
</table>

The undergraduate program is accredited by the American Assembly of Collegiate Schools of Business.

Graduate programs in the College are designed to:

1. Make graduate level professional education available to qualified men and women who seek managerial career positions in business, government, or education.
2. Support adequately the research activity so vitally necessary to maintain a quality graduate faculty and program.
3. Foster independent, innovative thinking and action as a professional individual.
4. These programs include M.B.A., Master of Accountancy, M.A. degree in Economics and M.S. degree in Management.

Major Areas* 20-36
(Accounting, Economics, Finance, General Business, Management, Marketing)

Electives sufficient to reach 180 hours.
MAC 1104 or MAC 2242 or the equivalent is required for all students enrolled in the College of Business Administration. This course is a prerequisite to many courses in the College and must be completed early in the student's program. A grade point average of 2.0 must be achieved in a major field for students to be certified for graduation, except in accounting, where an average of 2.25 is required.

*Students wanting to major in any specific area should refer to that department's requirements.

Admission to College Programs

Undergraduate Programs

New students and students currently enrolled at USF, with a grade point average of 2.0 or higher, may be admitted to the College by (1) attending a College orientation and (2) filing a signed declaration of major form with the undergraduate studies office.

Transfers from Junior/Community Colleges:

Junior/community college students should complete the program of general education at the junior/community college. Students pursuing the associate degree in university transfers/parallel curricula at the junior/community college should take two semesters of mathematics to include a course in pre-calculus mathematics, two semesters of accounting principles, two semesters of economics principles, and one semester of statistics.

Students pursuing associate degrees in terminal/career programs must be aware that some courses taken at the junior/community college may not be acceptable at the upper level institution toward baccalaureate programs. Students should avoid taking any courses at the junior college which are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting as well as other courses at the junior college which are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting as well as other
business administration and economic courses taken at the lower division level which are offered as upper division courses at USF will not be accepted for upper division credit in business administration or economics. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of CLEP or other written examinations prepared and administered by the College of Business Administration, USF.

Transfer Students From Other Colleges and Universities:

Transfer credits ordinarily will be accepted from accredited institutions in the amount earned; however, all hours earned may not always be applied towards graduation. Individual courses will be evaluated and appropriately credited toward requirements in the student's program at the University of South Florida.

Student Advising and Records

The Undergraduate Studies Office provides the following services for College of Business Administration students:

1. Academic advising and program information for all undergraduates.
2. Orientation for all students applying for admission to the College of Business Administration. Such orientation is mandatory prior to acceptance.
3. Registration, drop/add, and general College of Business Administration and university policy information for business students, both graduate and undergraduate.
4. Evaluation of transcripts of transfer students and maintenance of academic advising records on all admitted students.

Programs and Curricula

GENERAL BUSINESS ADMINISTRATION (GBA)

Students with special objectives and career interests have the opportunity to develop an undergraduate program to meet these needs. Working closely with a faculty adviser, students may design an approved plan of study which will contain 27 to 40 hours of business courses beyond the undergraduate Business Core. No more than 16 hours of these courses may be in any single business discipline. The program shall also contain such non-business electives as will contribute to the academic objectives of the student.

ACCOUNTING (ACC)

The Accounting program offers students the opportunity to enter directly into the fields of professional accounting, management accounting, and not-for-profit accounting. The professional accounting option prepares the student for a career in public accounting, the management accounting option prepares the student for a career in manufacturing, retailing, and/or service organizations, and the not-for-profit option prepares the student for a career in federal, state, and/or local government as well as other not-for-profit entities. Departmental advisers will assist students in designing programs to meet specific career objectives.

Requirements for the B.A. Degree

Students admitted to this program must complete 28-36 credits in upper level accounting courses, 60 credits in the Business Core and 24-32 credits of General Electives. Of these electives, not less than 20 credits or more than 32 can be taken outside the College of Business Administration. Students who are admitted to this program must take GEB 3211, Business Communications, or ENC 3455, Advanced Expository Writing. Accounting majors must take the course: Calculus for Business Students. Accounting majors can use the forgiveness policy only once in upper level accounting courses. A grade point average of 2.25 in upper level courses in accounting is required to be certified for graduation.

Accounting courses taken by accounting majors on an S/U basis will not be counted toward the 180 hour graduation requirement. Independent Research, ACC 4914, will not be accepted as credit toward the 28-hour minimum degree requirements in the accounting concentration.

Required Accounting Courses (28-36 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 3010</td>
<td>Intermediate Accounting I</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 3121</td>
<td>Intermediate Accounting II</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 3141</td>
<td>Intermediate Accounting III</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 3401</td>
<td>Cost Accounting and Control I</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 4501</td>
<td>Federal Taxes</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 4601</td>
<td>Auditing</td>
<td>(4)</td>
</tr>
</tbody>
</table>

plus 4-12 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 3730</td>
<td>Accounting Information Systems</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 4201</td>
<td>Advanced Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 4221</td>
<td>Consolidated Financial Statements</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 4421</td>
<td>Cost Accounting and Control II</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 4521</td>
<td>Federal Taxes</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 4934</td>
<td>Selected Topics in Accounting</td>
<td>(1-5)</td>
</tr>
<tr>
<td>ACC 5935</td>
<td>Selected Topics in Accounting</td>
<td>(1-5)</td>
</tr>
</tbody>
</table>

Total (28-36)

Accounting majors must earn a "C" grade in each of the sequential upper level accounting courses before being allowed to go on to the next course, i.e., ACC 3101, 3121, 3141; ACC 3401, 4421, 4501, 4521.

Students wishing to qualify to take the CPA examination in the State of Florida must have earned a minimum of 27 credits in upper level accounting courses if application is made prior to August 2, 1983. In order to be adequately prepared for the uniform CPA examination, students should include ACC 3730, ACC 4221, ACC 4421, and ACC 4521 in their programs. If application for the CPA examination is made after August 1, 1983, an additional 45 quarter hours in excess of those required for the baccalaureate degree are required. The total educational program must include 54 quarter hours in upper level accounting and 58 quarter hours in general business education.

Any further questions concerning the CPA examination should be directed to the faculty of the Department of Accounting.

ECONOMICS (ECN)

Economics is one of the vital disciplines investigating the complex problems and relationships in modern society. Indeed, the very breadth of economics has led to major areas within the discipline, including labor economics, international economics, urban and regional economics, monetary economics, public finance, industrial organization, comparative economic systems, and the like. Students are grounded in economic theory and economic statistics to facilitate the investigation of the problems of human behavior, decision-making, and organizational effectiveness in these problem areas. Students majoring in economics are encouraged to supplement their programs with courses in other business and social science subjects. Management, finance, marketing, accounting, political science, psychology, sociology, and others contribute greatly to an enriched plan of study. A student may plan the best possible program to help him achieve his particular career objectives.

Similarly, a variety of courses in economics are designed to permit students majoring in other disciplines to acquire the skills and insights provided in economics.

Requirements for the B.A. Degree

Within the 180 quarter hour program as listed on page 64, students must complete 26 to 28 hours of upper level economics beyond business core requirements.
The economics courses required are:
- ECO 3203 Intermediate Income and Monetary Analysis (5)
- ECO 4303 History of Economic Thought (5)
- additional upper level economic courses (16-18)
**Total** (26-28)

Students are encouraged to select 3000 level courses in several of the applied areas during their junior year. The remaining economics electives shall be selected from those 3000 and 4000 level courses that provide the type of program that best suits the student's interests and objectives. Additional flexibility in pursuing these interests is provided by the ECO 4905 and ECO 4914 courses. However, not more than 10 hours of credit may be earned in ECO 4905 and ECO 4914. Students interested in majoring in economics are encouraged to contact the academic advisers for more information about the program. In addition, the department maintains a file describing the varied career opportunities for economists in business, government, and education.

**Requirements for a Minor in Economics**

A student may minor in economics by completing 26 or more credit hours in economics as follows:

(a) A minor must include these four courses in basic economics:
- ECO 2023 Economic Principles I: Microeconomics (4)
- ECO 3013 Economic Principles II: Macroeconomics (4)
- ECO 3101 Intermediate Price Theory (5)
- ECO 3203 Intermediate Income & Monetary Analysis (5)

(b) In addition, a minor must include two or more upper level courses taught in the Economics Department (excluding the variable credit courses ECO 4905, 4914, and 4935), bringing the total credit hours in economics to a minimum of 26. GEB 3121, Business and Economic Statistics II, or its equivalent, is acceptable for credit in a minor.

(c) Before being recognized as a minor in economics, a student must obtain approval by the adviser in the Economics Department of the courses involved in the student's minor program.

(d) A grade point average of 2.0 or better must be achieved in the minor coursework for a student to be certified for graduation with a minor in economics.

(e) At least 18 of the required 26 credits must be taken in residence at USF.

**FINANCE (FIN)**

The Finance program provides broad-gauged analytical training for students anticipating a career in the management of both large and small organizations. Students seeking a financial career in business or with financial institutions or careers in the field of insurance and real estate should find the finance major particularly valuable. In addition, the program in finance is designed to provide the flexibility needed by students who seek professional degrees in areas such as law and public administration.

The Finance program offers applied and theoretical courses directed to the identification and solution of such problems as the acquisition of and allocation of scarce funds as employed by economic units under conditions of uncertainty in both the private and public sectors and in the domestic and multi-national environment. Finance uses an interdisciplinary approach which draws on economic theory, accounting, information systems, and the quantitative decision framework of statistics and mathematics.

The required courses for finance majors focus on understanding the analytical tools and institutional environment for decision makers. It includes capital budgeting, the concepts of asset and liability management, and the examination of the economic, social, and regulatory impact upon the decision-making process.

**Requirements for the B.A. Degree**

Within the 180 quarter hour program as listed on page 64, students must complete 20 to 27 hours of upper level finance courses.

- Required finance courses:
  - FIN 3233 Money and Banking (4)
  - FIN 4414 Advanced Corporation Finance (4)
  - FIN 4504 Principles of Investments (4)
- Additional upper level finance courses (8-15)
**Total** (20-27)

**MANAGEMENT (MAN)**

The undergraduate program in the Department of Management requires the integration of knowledge from various course areas to manage human and technological resources. Courses are offered in the basic areas of organizational behavior, industrial relations and quantitative and computer technology. Undergraduate students majoring in management will have the opportunity to concentrate in special interest areas such as administrative decision processes, management information systems, industrial relations, small business management, and organizational management. Students interested in one of these areas should see a Management department adviser as early as possible to arrange a program of courses.

It is recommended that students include courses in calculus, mass communications, sociology, political science, social psychology and personality in their general electives.

**Requirements for the B.A. Degree**

Within the 180 quarter hour program as listed on page 64, students must complete 20 to 27-hours of management.

Up to 6 credit hours of non-management upper level courses may be accepted toward the management major on approval by the department chairperson. Majors will also be required to take the integrative policy course (MAN 4933) in one of the final two quarters of their program. This will be integrated into the student's area of concentration in management.

- Required management courses:
  - MAN 3150 Organizational Behavior Analysis (4)
  - MAN 3401 Industrial Relations (4)
  - *MAN 4933 Integrative Seminar in Management (3)
- Additional upper level management courses (12-16)
**Total** 23-27

* MAN 4720, Senior Seminar in Administration, (3) may be substituted to meet this requirement.

**MARKETING (MKT)**

Marketing is a dynamic field with many dimensions, including product selection and planning, product distribution, pricing and promotion. Marketing poses many challenges and yields generous rewards for those meeting these challenges. Marketing operations are carried out domestically and internationally in virtually all business organizations offering a product or service. Many marketing concepts are applicable to the operations of non-profit organizations such as governmental, educational and health care institutions as well as charitable and political campaigns.

Marketing operations provide the most visible links between the firm or institution and its many publics. Marketing in the end
The national professional accounting environment is a fiercely competitive one sustained by all the forces of a rapidly evolving technology. These forces lead to much of the challenge—to much of the dynamic nature of marketing.

The Marketing Program

The marketing program at USF prepares students for initial entry and management positions in many areas of marketing with a curriculum that is concerned with:

1. Understanding consumer behavior and the broader environment within which the firm or institution operates;
2. Collecting, analyzing, and using information about customers, competitors, and the environment for managerial decisions;
3. Distributing products effectively and efficiently from producer to user;
4. Advertising and promoting the offerings of the firm or institution effectively;
5. Creatively and effectively managing a sales force selling industrial or consumer goods and services; and
6. Managing retail and wholesale operations including conceptualization, implementation and evaluation of the buying, merchandising, and control functions.

Each student is strongly encouraged to set up his own plan of study with the assistance of a Marketing department faculty adviser. Such counseling can lead to a better definition of career objectives and will result in a plan of study that is consistent with each student's career objectives.

Undergraduate students not majoring in marketing are encouraged to take selected offerings from the marketing curriculum to broaden their backgrounds and to prepare for marketing-related positions in business or non-profit organizations.

Requirements for the B.A. Degree

Within the 180 quarter hour program as listed on page 64, students must complete 26 to 30 hours of marketing.

* A curriculum Planning Guide is available in the College of Business Administration Undergraduate Studies Office. It is strongly recommended that students consult this guide before their first quarter of study as marketing majors.

Required marketing courses are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 3503</td>
<td>Consumer Behavior</td>
<td>(3)</td>
</tr>
<tr>
<td>MAR 3613</td>
<td>Marketing Research</td>
<td>(4)</td>
</tr>
<tr>
<td>MAR 4713</td>
<td>Marketing Management Problems</td>
<td>(4)</td>
</tr>
<tr>
<td>4000 level marketing courses other than</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAR 4713</td>
<td></td>
<td>(9)</td>
</tr>
<tr>
<td>additional upper level marketing courses</td>
<td></td>
<td>(6-10)</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>26-30</td>
</tr>
</tbody>
</table>

The following sequences of courses are recommended for students with interests in industrial marketing and sales management, promotion, and retailing. Other programs are possible and students are encouraged to consult with a Marketing department faculty member to set up a plan of study to accomplish individual objectives.

Industrial/Sales Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 3403</td>
<td>Principles of Salesmanship and Sales Management</td>
<td>(3)</td>
</tr>
<tr>
<td>MAR 4203</td>
<td>Marketing Institutions and Channels</td>
<td>(4)</td>
</tr>
<tr>
<td>MAR 4453</td>
<td>Industrial Marketing</td>
<td>(3)</td>
</tr>
<tr>
<td>plus 5-9 marketing credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promotion

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 3303</td>
<td>Principles of Advertising and Sales Promotion</td>
<td>(3)</td>
</tr>
<tr>
<td>MAR 4343</td>
<td>Management of Advertising and Sales Promotion</td>
<td>(3)</td>
</tr>
<tr>
<td>RETAILING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAR 3153</td>
<td>Retailing Management</td>
<td>(3)</td>
</tr>
<tr>
<td>MAR 4203</td>
<td>Marketing Institutions and Channels</td>
<td>(4)</td>
</tr>
<tr>
<td>plus 8-11 advanced marketing credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Regional Campuses

Due to limited enrollment and faculty, only the following majors are offered at the Regional Campuses:

St. Petersburg
Accounting, Management, and general Business Administration

Sarasota
Accounting and General Business Administration

Fort Myers
General Business Administration

Students may declare other business majors while attending these locations, but must be prepared to finish their major study requirements at another campus within the University.

Student Organizations Within the College of Business Administration

All students are encouraged to participate in extracurricular activities. The following organizations provide a means for students to develop both professionally and socially while attending the College of Business Administration:

Beta Alpha Psi—The national professional accounting fraternity devoted to the promotion of the profession, inspiring professional ideals, and recognizing academic achievement.

Beta Gamma Sigma—Honorary society which encourages and rewards outstanding scholarship among business students.

Black Business Student's Organization—Encourages and supports black students in their efforts to achieve success in a demanding academic setting.

Delta Sigma Pi—Fosters the study of business and a close association between students and the business world.

Economics Club—Provides a forum for discussion of economic issues, and actively encourages communication between the economics faculty and all students interested in economics.

Phi Chi Theta—A career oriented professional organization that encourages the study of business.

Pi Sigma Epsilon—A professional society interested in marketing, sales management, and selling.

Student Accounting Organization—Promotes accounting both as an academic discipline and as a profession.

Student Advisory Board—An organization whose representatives from each of the major fields advise the Dean of the College and the faculty on student attitudes and goals.

Student Finance Association—An organization for finance majors providing exposure to the many facets and opportunities in the field of finance.
Management Institute - College of Business Administration

The composition of the Management Institute has provided the College of Business Administration with a vehicle for making special services available to the community which could not be provided through the traditional academic program. In return for these services, the College receives the benefit of having real world applications for the knowledge and skills of its faculty and students.

This Institute, which was created in 1979, houses three Centers which are designed to provide teaching, research, and information to the public and private sector communities served by the University of South Florida. These Centers are:

1. The Center for Small Business Development;
2. The Center for Economic and Management Services;
3. The Center for Professional and Management Development;

The common objective of these Centers is to facilitate two-way communication between the University and the business/ governmental communities to share knowledge and solve problems.

The Center for Small Business Development offers assistance in facilitating the initiation and growth of entrepreneurial forms of private enterprise. It offers workshops and individual consultation. A continued support system is provided for its clients to ensure successful implementation. Faculty members and students under faculty direction provide assistance on feasibility studies for new business organizations and for expansions of the product lines of existing business firms.

The Center for Economic and Management Services provides human and material resources to assist private and public enterprises to deal with contemporary and regional problems. The Center has three primary means of providing service. The first is a data supply function which publishes a periodic economic data news letter, offers census data through a Summary Tape Processing Center, assists other organizations in the development of data such as office space absorption information, and offers information on a wide range of national economic data.

The second means of providing service is an information retrieval function which employs traditional search procedures, but goes far beyond that in the innovative "library without books" approach to information retrieval. This service provides the sort of computer-based research techniques employed by corporate information centers, but which typically are not found in universities. In addition to teaching the College's students the kind of information which is available through non-traditional methods, the Center is able to serve smaller corporations and businesses who otherwise would not have ready access to this sort of information.

The third function of the Center for Economic and Management Services is to provide the accessibility to faculty and students under faculty direction to perform research for businesses and public agencies.

The Center for Professional and Management Development provides specialized credit and non-credit training and education opportunities to public and private sector decision-makers. These opportunities take the form of conferences, seminars, and short courses. Programs on such topics as energy, government regulation, inflation, economic prospects for the future, and urban development are in demand. The Center also responds to the need in the community for courses of varying length to bring current development in their fields to professional people.

A fourth center, The Center for Economic Education, not part of the Management Institute, is jointly managed by the College of Education and the College of Business Administration to provide human and material resources to facilitate the understanding of the American free enterprise system by school teachers and students. It offers access to audio-visual and print materials, in-service training in the use of programs such as trade offs, and economic education consultants. The Center facilitates interaction between business persons, teachers, and students.
GRADUATE LEVEL DEGREE PROGRAMS

The College of Business Administration at USF offers a number of graduate programs, including the Master of Business Administration, Master of Accountancy, Master of Arts degree in Economics, and Master of Science degree in Management. Evening and day courses are scheduled in such a way as to allow either part time or full time students to complete all program requirements within a reasonable length of time.

Applicants to graduate programs in the College of Business Administration should apply directly to the University Graduate Admissions Office and must meet the University requirements for admission (see page 46). Applications are expected to demonstrate the ability to perform successfully in graduate studies in business. General inquiries should be directed to Associate Dean & Director of Graduate Studies, College of Business Administration, University of South Florida, Tampa, Florida 33620.

Admissions

Admission to the graduate programs in the College of Business Administration is open to qualified men and women holding an undergraduate degree in arts, letters, science, humanities, engineering, or business from an accredited institution in the United States or from a recognized academic institution in a foreign country. In making admission decisions, the College does not favor any particular academic discipline nor does it make any distinction between applicants with experience and those coming directly from an academic program. The important factors besides the GMAT (Graduate Management Admission Test) and GPA (Grade Point Average) are the applicant's motivation in undertaking graduate work and the degree of focus in the applicant's career plans for the future. In addition, students are evaluated based on work or job-related experience, maturity, and leadership qualities. Students are admitted for any of the factors coming directly from a graduate or professional school. Special students are admitted for any of the factors besides the GMAT and GPA as described above.

Applications for admission should be submitted on the approved form. Applications are received by the Office of Graduate Admissions and are reviewed by the Dean & Director of Graduate Studies. Admissions decisions are made by the Dean & Director of Graduate Studies and are based on the reviewed application and any additional information submitted by the applicant.

Specific admission criteria by program are as follows:

M.B.A. AND M.S. DEGREE IN MANAGEMENT

1. Minimum criteria-applicant must score 1000 or higher using the formula: Undergraduate GPA (last two years) \times 200 + GMAT total score.
2. The applicant who has a minimum Undergraduate Grade Point Average of 3.0 and a minimum GMAT score of 475 is usually admitted without additional supporting data.
3. An applicant may offset a low UGPA with a higher GMAT score or vice versa. When the applicant scores between 1000 and 1075 on the above stated formula, additional evidence is required. Usually the applicant is invited for an interview and also asked to submit a written statement outlining goals and objectives, strengths and weaknesses. The applicant may also be asked to submit letters of recommendation in support of the application.

THE MASTER OF ACCOUNTANCY

1. A score of 475 or higher on the GMAT, and
2. Cumulative 3.0 grade point average (B) in all work while registered as an upper division student working for a baccalaureate degree.
3. Cumulative 3.0 grade point average (B) in all accounting courses taken as an undergraduate.
4. Students who do not have the equivalent of an undergraduate degree in accounting at USF, including an accounting systems course, may be required to take additional courses. The number of additional courses deemed necessary will depend on the academic background of the individual student.

M.A. DEGREE IN ECONOMICS

1. Score of 1000 or higher on the GRE, and
2. 3.0 grade point average (B) or better in all upper division undergraduate work.

Special Students

See “Special Students” paragraph in Graduate Studies Section (page 48) for general instructions. The College of Business Administration will accept no more than nine hours of credit earned as a Special Student, to satisfy degree requirements, without the written permission of the Director of Graduate Studies in the College. To be eligible to register for graduate courses, he/she must meet the following conditions:

1. Be a graduate of a regionally accredited undergraduate institution.
2. Have a completed application on file with the Office of Graduate Admissions. This includes having the required academic transcripts.
3. Have an undergraduate GPA of 3.0 or better in the last two years of full academic study.
4. File a Special Student application with the College of Business Administration at least three weeks prior to the beginning of the quarter.
5. Be approved as a Special Student by the Director of Graduate Studies, College of Business Administration. Approval is a selective process.

The Special Student status is usually approved for only one quarter. The most common delay in an acceptance decision is the lack of GMAT scores. Special Students are expected to take the GMAT at the next administration following entry in this category.

Normally, no more than nine (9) credit hours earned as a Special Student may be applied toward the graduate degree.

Academic Standing

All Masters candidates are expected to maintain a cumulative grade point average of 3.0 (B) throughout their program. Failure to maintain the B average places the student on academic probation. Any student on academic probation for two consecutive quarters is subject to dismissal. The part time student must earn a cumulative 3.0 (B) average in the first 12 credit hours of graduate study, otherwise will be subject to dismissal.
THE MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

DEGREE

The Master of Business Administration (M.B.A.) is a professional degree designed to prepare graduates for managerial roles in business and not-for-profit organizations. Graduates will develop the necessary skills and problem-solving techniques that will permit them to make an early contribution to management and to eventually move into broad, general management responsibilities at the executive level. The program is designed to meet the needs of qualified men and women with degrees in the liberal arts, engineering, the sciences, and humanities, as well as those with prior preparation in business administration. The College makes no distinction in the selection process between applicants with experience and those coming directly from academic life. However, experience is a meaningful background which will permit the student to better understand the subject matter to be mastered.

The faculty utilizes various delivery systems in the classroom, namely, the traditional lecture/discussion, case method, simulation, model building and laboratory techniques. These methods emphasize an analytical, conceptual, and theoretical balance throughout the program which helps sharpen students' resourcefulness in sorting complex problems and selecting optimal courses of action. Students are given many opportunities to demonstrate their writing and verbal competency and improve interpersonal communication.

Program and Curriculum

The M.B.A. program requires a maximum of 76 quarter hours and a minimum of 48 quarter hours. The full time student without course waivers will require two years (six quarters) to complete the program. Part time students who attend classes only in the evening can complete all work within a reasonable period. Students who have completed undergraduate courses in business and economics may receive course waivers and reduce their course load from the maximum requirement.

Courses are scheduled to accommodate both full time and part time students. All courses are at the graduate level. Students are expected to have sufficient competency in mathematics and communication skills to make the academic transition a smooth experience.

The Curriculum consists of:

Foundation Courses: These courses are designed to provide the basic background in the several functional areas in order to prepare for more advanced studies. The courses assume little or no prior knowledge in the field. Students having adequate previous preparation in any of these courses may seek a waiver subject to the standards set by the faculty. The conditions for waivers are explained more fully below.

Selective Courses: A select group of courses are identified that will insure breadth in the course of study. A limited number of courses are available from which the student will select three courses, one each in any three of the specified areas: Accounting, Economics, Finance, Management, and Marketing.

Elective Courses: These courses emphasize the flexibility of the program by continuing the breadth emphasis and permitting the student to develop one or more areas of concentration. Students are limited to 14 hours in a single field of concentration.

Integrative Course: All students are required to take a course in administrative business policy. The course is taken in the last sequence of courses to permit the student to integrate the subject matter acquired in earlier courses by the study of administrative processes under conditions of uncertainty including integrating analysis and policy determination at the overall management level.

General: All students must satisfactorily complete a comprehensive examination. A six credit hour thesis is optional and may be taken as an elective.

M.B.A. Program

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>M.B.A. Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 6705 Financial Accounting for Managers</td>
<td></td>
</tr>
<tr>
<td>GEB 6716 Microeconomic Analysis</td>
<td></td>
</tr>
<tr>
<td>GEB 6725 Financial Management</td>
<td></td>
</tr>
<tr>
<td>GEB 6745 Marketing Management</td>
<td></td>
</tr>
<tr>
<td>GEB 6756 Statistical Methods for Management</td>
<td></td>
</tr>
<tr>
<td>GEB 6757 Quantitative Methods for Operations Management</td>
<td></td>
</tr>
<tr>
<td>GEB 6775 Information Systems for Management</td>
<td></td>
</tr>
<tr>
<td>MAN 6065 The Management Process</td>
<td></td>
</tr>
<tr>
<td>MAN 6715 Social, Legal, and Political Environment of Business</td>
<td></td>
</tr>
</tbody>
</table>

Sub-total 35

Other Required Courses

<table>
<thead>
<tr>
<th>Other Required Courses</th>
<th>M.B.A. Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 6412 Management Accounting and Control</td>
<td></td>
</tr>
<tr>
<td>GEB 6717 Macroeconomic Analysis</td>
<td></td>
</tr>
<tr>
<td>GEB 6895 Business Policy</td>
<td></td>
</tr>
</tbody>
</table>

Sub-total 12

Selective Courses

One course from each of three of the following areas.

(Eight course may be in the field of concentration.)

Accounting

Advanced accounting course.

Economics

GEB 6436 Advanced Business Fluctuation and Economic Forecasting (3)

GEB 6705 Advanced Managerial Economics (3)

Finance

GEB 6246 Advanced Money and Capital Markets (3)

GEB 6446 Financial Policy (3)

Management

MAN 607 Managerial Behavior (3)

MAN 6409 Management of Conflict (3)

MAN 6569 The Management of Operations (3)

Marketing

MAR 6708 Analysis for Marketing Management (3)

Sub-total 9-12

Elective Courses

Limited to 14 hours in a single field of concentration

Sub-total 17-20

Total Credit Hours: Maximum 76 qtr. hrs.

Minimum 48 qtr. hrs.

General

1. At least 23 quarter hours beyond the Foundation courses and Business Policy must be in departments outside the field of concentration.

2. When a course from the Selective Group is taken as part of the field of concentration, this will be included as part of the 14 credit hour limitation.

3. A minimum of 48 quarter hours of graduate courses is required for graduation. (See Waiver Policy below).

4. At least one course with an emphasis in international business is required.

5. Student must take at least one course within the program in each of the academic departments.

Waiver Policy

A reduction of the 76 credit hour program may be accomplished by waiver of Foundation Courses and Macroeconomics as determined by the appropriate department based on: (1) transcript analysis if the student has completed a minimum of six semester hours or nine quarter hours (departments may require
additional hours) in the field, with grade of "B" or better from an AACSB accredited school and completed within the last five years; or (2) subject examination requested by the student.

International Business
Students are required to take at least one international business course in their programs. The student may also obtain a concentration in the field by taking the several courses offered by the various departments.

Concentrations
Students are encouraged to have at least one area of concentration in their overall graduate programs. These concentrations may be in Accounting, Finance, Management, and International Business.

Thesis
Students may elect a 6 credit hour thesis subject to departmental approval in any of the areas of concentration of the College.

M.B.A. with Concentration in Finance
Students seeking a graduate education with a concentration in the field of Finance should enroll in the Master of Business Administration Program. In addition to the M.B.A. Core, students would choose a finance course in the selective category as well as a minimum of 9 elective hours in Finance. Areas of interest in the finance program include Corporate and Managerial Finance, Banking and Financial Institutions, Money and Capital Markets, Investments, International Finance, and Finance Theory. A thesis can serve as part of the elective course work; however, no thesis is required. Students electing the M.B.A. with concentration in Finance should meet with the chairperson of the Finance department at the beginning of their M.B.A. Program.

M.B.A. with Concentration in Marketing
Students in the Master of Business Administration Program may concentrate in the area of Marketing by selecting 9 hours of electives in Marketing. Course topics include: marketing research; problems and strategies in industrial marketing, consumer marketing, and international marketing; and marketing in public and private non-profit organizations. A thesis can serve as part of the elective course work; however, no thesis is required. Students electing the M.B.A. with concentration in Marketing should meet with the chairman of the marketing department at the beginning of their M.B.A. course work.

THE MASTER OF ACCOUNTANCY
(M.Acc.) DEGREE

Requirements for the Master of Accountancy Degree:
The Master of Accountancy Program is designed to meet the increasing needs of business, government, and public accounting for persons who have professional training in accounting as well as background in such areas as quantitative methodology, economic analysis, and management science. All students are required to satisfy the Common Body of Knowledge as indicated in the M.B.A. Program (page 70). This may be satisfied through completion of coursework in the various areas. The academic adviser will determine the specific courses and number of hours required.

For the student who has the equivalent of an undergraduate major in accounting at USF, the program consists of approximately 48 quarter hours. A minimum of 18 quarter hours of the program is devoted to the study of professional accounting. Another 19-21 quarter hours of the program consists of study in the related areas of financial management, economics, manage-

ment science, quantitative decision models, the social, legal, and political environment of business, and business policy. The remaining 9-11 quarter hours of the program are elected by the student in consultation with his/her graduate adviser. Elective courses taken in the area of accounting may not exceed 8 quarter hours.

Required Courses are:

Accounting Courses (18 cr. hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 6451</td>
<td>Management Cost Analysis and Control</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 6511</td>
<td>Federal Tax Research and Planning</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 6691</td>
<td>Ethics and Responsibilities in Professional Accountancy</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 6745</td>
<td>Systems Theory and Quantitative Applications</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 6805</td>
<td>Contemporary Accounting Thought</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 6811</td>
<td>Development of Accounting Thought</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Business Courses (19-21 cr. hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 6414</td>
<td>Managerial Statistics</td>
<td>(3)</td>
</tr>
<tr>
<td>FIN 6246</td>
<td>Advanced Money and Capital Markets</td>
<td>(3)</td>
</tr>
<tr>
<td>*GEB 6716</td>
<td>Macroeconomic Analysis</td>
<td>(4)</td>
</tr>
<tr>
<td>*GEB 6717</td>
<td>Macroeconomic Analysis</td>
<td>(4)</td>
</tr>
<tr>
<td>GEB 6895</td>
<td>Business Policy</td>
<td>(3)</td>
</tr>
<tr>
<td>MAN 6715</td>
<td>Social, Legal, and Political Environment of Business</td>
<td>(3)</td>
</tr>
</tbody>
</table>

*depending upon student's background in economics.

Electives (9-11 cr. hours)

At least one of the elective courses must be taken outside the field of accounting.

The Master of Accountancy program may be modified to meet the new State of Florida CPA requirements.

THE MASTER OF ARTS (M.A.) DEGREE IN ECONOMICS

Requirements for the M.A. Degree:
The M.A. degree in Economics is offered by the College of Business Administration. Applicants should submit results of the Graduate Record Examination Aptitude Test and meet other University requirements specified on pages 46-51. The primary requisites for success in graduate study are strong motivation, aptitude, and basic intellectual ability. An undergraduate major in economics is not required but a sound background in economic theory, mathematics, and statistics will permit completion of the master’s program in the normal time span of one year.

The Master of Arts degree in Economics permits students to select one of three approaches. The first emphasizes terminal professional training to prepare the student for decision making and problem solving roles in business and other organizations. The second approach prepares the student for doctoral work and teaching in secondary and junior college educational institutions. In the third approach, students may emphasize public sector economics. The primary objective here is to provide the skills necessary for the performance of economic analysis and policy formulation in the public sector—particularly at state and local levels. The fields of economics stressed are public economics, urban economics, and industrial organization. Particular attention is devoted to such topics as planning, programming, budgeting, cost-benefit analysis, public revenue sources, issues in fiscal federalism, techniques of income redistribution, models of urban growth and development, intra-urban location patterns, analysis of urban social patterns and problems, anti-trust and other forms of government regulation business.
All three approaches involve preparation in economic theory and quantitative methods. Students in the professional programs then supplement these skills with courses in applied economics. Students preparing for doctoral studies normally apply these skills in applied economics. Work in other areas, particularly the social sciences, may be an integral part of these programs. Research and the writing of a thesis may be incorporated into any of these approaches. The nature of the thesis subject indicates the area of specialization and interest.

The economics department participates in the Junior College Teaching Program jointly with the College of Education as outlined on page 51. Students must satisfy all University requirements listed on page 51. In addition, the department requires students to complete 45 hours of graduate credit selected with the approval of the graduate adviser of the department. At least 35 hours must be in economics. These 35 hours must include:

- ECO 6115 Micro-Economics (3)
- ECO 6206 Aggregate Economics (3)
- ECO 6305 History of Economic Thought (5)
- ECO 6414 Managerial Statistics (3)

Prior to clearance for the degree, each candidate must perform satisfactorily on a comprehensive examination.

THE MASTER OF SCIENCE (M.S.) DEGREE IN MANAGEMENT

Requirements for the Master of Science Degree

The purpose of the graduate program in Management is to develop excellence in the practice of managing people and resources in the pursuit of shared goals in task-organizational environments. Students will be admitted who have already demonstrated high motivation and excellence, or the promise of excellence, in managing in public or private organizations.

Courses offered in the graduate program in management will be integrated through the completion of projects in ongoing organizational settings. A proportion of class time is devoted to the development of skills in managing, and students will be required to demonstrate excellence in the practice of managing as well as in knowledge about management.

The Management department offers a variety of innovative delivery methods in the M.S. program. Special interest sections or classes have been formed in the fields of urban management and health management. In these sections classes are block scheduled; that is, all students in a special interest section take approximately the same set of courses and remain together for the duration of the program. In some sections the department also offers non-traditional scheduling designed to fit the needs of participating students; e.g., some sections meet for eight (8) hour periods on weekends. These methodologies facilitate learning through team interaction and other laboratory procedures.

Regional Campuses

Graduate courses as part of the Master of Business Administration Program are offered at all three regional campuses: St. Petersburg, Sarasota, and Fort Myers. All required Foundation Courses and a limited number of electives are offered at the St. Petersburg Campus. Normally, only required Foundation Courses are scheduled at Fort Myers and Sarasota. In order to complete the entire M.B.A. program, a candidate from Fort Myers or Sarasota should expect to take courses on the Tampa or St. Petersburg Campuses. Students at St. Petersburg Campus may want to take courses at the Tampa Campus to either accelerate their program or have a wider choice of electives.

Graduate Business Association

The Graduate Business Association (GBA) is composed of graduate students in the College of Business Administration. The goals of the GBA include:

1. To enhance the quality of education for graduate students in the College of Business.
2. To function as a liaison between graduate students and the administration/faculty.
3. To provide the framework necessary for continued student involvement at the administrative level in the academic affairs affecting graduate programs.
4. To facilitate career planning and placement.
5. To foster fellowship among graduate students.

Graduate students are eligible for Beta Gamma Sigma national business honorary society.

Further information regarding the Graduate Business Association may be obtained from the Dean's Office in the College of Business Administration.
The College of Education places an emphasis on students learning what is relevant for the world today and on their getting deeply involved in their own educational process. Thus, the emphasis is on students learning to do their own thinking about themselves and their universe.

The College of Education is committed to a continuous and systematic examination of the professional program of teacher education. Promising programs are examined experimentally under controlled conditions, which make possible an objective appraisal of effects in terms of learning outcomes.

The University of South Florida follows a University-wide approach to teacher education. Its programs for the preparation of teachers represent cooperative effort in planning and practice by faculties of all academic areas. Courses needed by teacher candidates but designed also for other students are offered outside the College of Education. Courses in the University which are primarily designed for teacher candidates are taught by the College of Education.

In the total teacher education program there is a special concern for developing in the student a deep interest in intellectual inquiry and the ability to inspire this interest in others. It is the task of the College of Education to give leadership to the instruction in subject matter and process, which means the total teacher education program.

College of Education
Student Organizations and Activities

College of Education Student Council

The College of Education Student Council represents the interests of education majors in regard to policies and needs of the college.

The Council membership consists of four officers (President, Vice President, Secretary-Treasurer, Secretary Assistant), representatives from the various areas in the College of Education, and seven Senators representing the College of Education. Elections are held annually in January and all education majors are eligible to vote for all officers and the representatives of their respective areas. Any student majoring or coded in the College of Education with a minimum GPA of 2.0 can be a candidate for election as an Officer, Representative or Senator.

Student Florida Education Association

The Student Florida Education Association is the professional organization that represents all the prospective teachers on the USF campus. As a member of SFEA, you also become a member of the Florida Education Association and the National Education Association. These organizations comprise the largest such group in the world.

Many benefits are available to you through the organization and, in addition, you are working with a club dealing with your main interest—education. All students in the field of Education, including freshmen, are encouraged to join this professional organization.

Association for Childhood Education International

The Association for Childhood Education is a non-profit professional organization concerned with the education and well-being of children two to twelve years of age. Members are located throughout the United States and other countries.

The USF chapter works directly with children through observation, projects, and programs. In addition, it provides opportunity for students to attend study conferences throughout the state of Florida which allows the student an opportunity for professional growth and exchange of professional ideas. Membership is open to all students, including freshmen, concerned with children two to twelve.

Student Council for Exceptional Children

The Student Council for Exceptional Children is an organization of those members of the University interested in the education of the exceptional—"different"—child. Various exceptionalities included are Gifted, Emotionally Disturbed, Physically Handicapped, Mentally Retarded, and Culturally Different.

Activities of the USF Chapter include field trips to various special education facilities, prominent speakers, seminars, state and national conventions, and social events. The specific activities are determined by the members and the exceptionalities in which they are interested. All interested students are invited to join.

Student Music Educators National Conference

Student Music Educators Conference is an affiliate of the Music Educators National Conference and the Florida Music Educators Association. It is devoted to the furtherance of knowledge and understanding of music education on all levels. Membership is open to any student in the University of South Florida who is interested in the teaching of music.

Phi Beta Lambda

Phi Beta Lambda is a business fraternity open to all students, including freshmen, expressing an interest in Business. The emphasis is on promoting free enterprise and instilling leadership qualities.

Kappa Delta Pi

Kappa Delta Pi is a national co-educational honor society in Education. The society was founded to recognize and encourage excellence in scholarship, high personal standards, improvement in teacher preparation, and distinction in achievement.

Physical Education Association (PEA)

The Physical Education Association (PEA) is open to all students enrolled in the Physical Education Program. Social and professional meetings are conducted throughout the year to promote interaction within the organization.

Student Guidance Organization (SGO)

The Student Guidance Organization is a Guidance Organization for graduate students presently enrolled in the Guidance Program. Social and professional meetings are conducted throughout the year. Members also participate in annual retreats and attend district and state meetings.

Mathematics Education Clinic

The Mathematics Education Clinic is mission-oriented in a broad sense in that it is primarily concerned with children and youth who evidence learning problems in mathematics. How-
ever, an important purpose of the clinic is one of obtaining hypotheses that can be studied to obtain generalizable professional knowledge to improve the teaching and learning of mathematics.

Clinical, correlative, normative and experimental approaches are used in the study of the etiology and symptomatology of mathematical learning disabilities. General models and specific teaching strategies are provided the classroom teacher and the student-clinician for carrying out effective diagnostic and prescriptive programs.

Close professional relations are maintained between the Mathematics Education faculty and the appropriate faculties in the College of Education whose interests and professional skills are related to the work of the Clinic.

Library Student Association (LSA)

LSA is a professional organization associated with the Library, Media, and Information Studies Department and is open to all members of the university community interested in librarianship.

BACCALAUREATE LEVEL DEGREE PROGRAMS

Admission to the College

While students admitted to the University are expected to have the qualifications to graduate, this does not necessarily mean they have the qualifications to become teachers.

The College of Education administers the admission policies to all teacher programs of the University. All students who plan to teach must apply for admission to a teacher education program through the Student Personnel Office of the College of Education.

Prospective secondary and K-12 teachers are enrolled in teacher education programs involving both the College of Education and various other colleges of the liberal arts areas.

Admission to an upper level teacher education program is contingent upon meeting the following minimum college requirements:

1. Completion of a College of Education upper level application form.
2. Completion of the General Distribution requirements for Education majors. Provisional admission may be granted if no more than three individual General Distribution courses remain to be taken, provided Freshman English has been completed.
3. Completion of a minimum of 90 quarter hours.
4. An overall grade point average (GPA) of 2.0.
5. Students must submit a score from the American College Test (ACT) that was completed no longer than three years prior to their application. It is recommended that this test be taken not more than one year prior to the application deadline. Admission to the programs will be based upon the applicant’s performance on either the ACT (minimum score of 17) or the SAT (minimum score of 835). Students who meet all other admission requirements but who do not achieve the ACT or SAT minimum test score may still be considered for admission as an exception.
6. Additional criteria established by each program. (See Admission to Programs below.)

Admission to Programs

Admission to some programs is based on additional selection criteria beyond the College requirements stated above. Some programs accept a limited number of students. Additionally, selected programs admit students only in specified quarters. Students should refer to the specific program descriptions for additional admissions information. Information regarding admission requirements for the program(s) of your choice may be obtained from the Student Personnel Office, College of Education, USF.*

* Approval of these program admission criteria is pending.

Admission Deadlines to the College

Physical Education and Health Education programs only admit students for Quarter I of each year. The application deadline for Quarter I is April 1 for both of these programs.

Students applying for Elementary or Exceptional Child Education programs are encouraged to apply at least one month prior to the University deadlines for the quarter of intended admission.

Admission to Internship Experience

The internship experience is observing and teaching in elementary, secondary, or exceptional schools. Time, sequence, and location of experience may vary among the programs. (Refer to specific program for further information.)

Special requirements for enrollment in the internship and seminar courses are:

1. Admission to the College of Education.
2. Completion of General Distribution Requirements.
3. Completion of an application for internship 2 quarters before desired quarter.
4. Completion of the professional education sequence and a minimum of two-thirds of specialization, varying with the program, and a minimum of 2.0 grade point average.
5. An overall 2.0 grade point average.
6. Successful completion of proficiency exams. Areas of examination vary with programs. See program for specific requirements.
7. Acceptance by a school approved by the College of Education and the Florida Department of Education.

Application for internship must be made two quarters prior to term in which experience is desired, except when the program has specific tracks and dates for applications to be submitted. The applications may be obtained in the Internship & Field Experience Office.

Fall Quarter (I) applications are due by last week of the Winter Quarter (II) of the previous school year.

Winter Quarter (II) applications are due by last week of the Summer Quarter (IV) of the previous school year.

Spring Quarter (III) applications are due by last week of the Fall Quarter (I) of the same school year.
Summer Quarter (IV) applications are due the last week of the Winter Quarter (II) of the same school year if and when internship availability is available.

Admission to Classes

The control of entry to all classes on all campuses will rest with the department chairperson. Each department will establish and publish priorities for allowing College of Education, other university, and special students to enroll in classes.

Students who are registered in a class but fail to attend classes during the first week may be dropped from the class roll.

College Requirements for Graduation

A student to be certified by the College of Education as having completed its requirements must have earned 180 quarter hours credit, including the last 45 credit hours on campus, with a minimum overall grade point average of 2.0. An average of 2.0 or better also must be made in the student’s professional education sequence and in his teaching specialization courses. Satisfactory completion of the internship is also required. A student must also have completed the major requirements in an approved teaching program (which includes general preparation, teaching specialization, and professional preparation). A minimum of 12 credits in professional courses in addition to internship and 18 credits in specialization courses must have been earned in residence. The student must complete a minimum of 45 hours after admittance to an upper level program.

Since 15 hours is considered a normal, full-time load, students are reminded that programs requiring more than 180 credit hours may require additional quarters for completion of the program.

Specific Requirements

A minimum of 180 credit hours including the following:

- General Distribution ........................................... 60 credit hours
- Professional Education Core .................................. 40-48 credit hours
- Teaching Specialization ....................................... 11 to 73 credit hours

Program Requirements ........................................ Check individual program descriptions for requirements beyond the College minimum.

As part of the 180 credit hours minimum requirement for graduation, students may include elective courses. These courses should be selected in consultation with a faculty adviser. The College of Education permits students to count, as part of the 180 hour requirement, courses in Elective Physical Education and up to 12 hours of USF Army ROTC credits.

The College of Education will not permit either USF lower level students or transfer students to transfer “D” graded course work which is part of the professional core or specialization requirement. However, a “D” grade earned for such work taken after the student has been admitted to the college will be accepted for credit.

Department of Education Requirements for Teacher Certification

College of Education programs are reviewed by the Florida Department of Education. Those programs meeting the requirements of Chapter 6A-5, Rules of the State Board of Education of Florida, are given “Approved Program” status. These rules are subject to rapid changes and programs must change accordingly to maintain their “approved” status. Program requirements listed in this catalog are those necessary for graduation. Students wishing to graduate and to be eligible for teacher certification must complete all requirements as listed on current program checklists maintained in the Student Personnel Office.

All graduates who apply for initial regular certification on or after July 1, 1980 will be required to pass the written teacher certification examination. Additional information on this examination is available in the Student Personnel Office.

Programs Leading to the Baccalaureate Degree

The College of Education has programs leading to the Bachelor of Arts degree in the following fields:

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<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
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<tbody>
<tr>
<td>Art Education</td>
<td>Art &amp; Music Education</td>
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<td>Botany Education</td>
<td>Science &amp; Health Education</td>
<td>(BOE)</td>
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<tr>
<td>Business &amp; Office Education</td>
<td>Adult &amp; Vocational Education</td>
<td>(BTE)</td>
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<tr>
<td>Chemistry Education</td>
<td>Science &amp; Health Education</td>
<td>(CHE)</td>
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<tr>
<td>Classics Education*</td>
<td>Social Science/Letters Education</td>
<td>(CLE)</td>
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<tr>
<td>Distributive and Marketing</td>
<td>Adult &amp; Vocational Education</td>
<td>(DEC)</td>
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<tr>
<td>Elementary-Early Childhood</td>
<td>Childhood and Language Arts Education</td>
<td>(ECC)</td>
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<tr>
<td>Elementary Education</td>
<td>Childhood and Language Arts Education</td>
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<tr>
<td>English Education</td>
<td>Social Science/Letters Education</td>
<td>(ENCE)</td>
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<tr>
<td>Emotional Disturbance</td>
<td>Exceptional Child Education</td>
<td>(EED)</td>
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<tr>
<td>Education</td>
<td>Social Science/Letters Education</td>
<td>(FLE)</td>
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<tr>
<td>Foreign Language Education†</td>
<td>Science &amp; Health Education</td>
<td>(HES)</td>
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<td>Health Education</td>
<td>Social Science/Letters Education</td>
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<td>Humanities Education</td>
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See Departmental Section for specific program requirements.

- Latin-English Education or Latin-Foreign Language Education.
- In a single language, two foreign languages, or Foreign Language-English.
Teacher Education Programs

There are three distinct areas in the teacher educational program, and all teacher candidates must meet certain minimum requirements in each. The three areas and their requirements are as follows:

1. General Distribution Requirements (60 cr. hrs.)

The five areas of General Distribution and the specific requirements are as follows:

- **Area I** English Composition: Freshman English (ENC 0013 or 1102, and ENC 1135, 1168)
- **Area II** Fine Arts and Humanities: Any course offered by the Department of American Studies, Art, Communication (excluding all LIN prefixes except LIN 2200, 3010, 3801), Dance, English (excluding ENC 0013, 1102, 1135, 1168, ESL 1385, REA 0105), Foreign Languages, Humanities, Liberal Studies, Music, Philosophy (excluding PHI 3100), Religious Studies, Theatre.
- **Area III** Mathematics and Quantitative Methods: MAE 3810, MAE 3811, MTG 3204 for any program requiring MAE 4310; a minimum of eight hours of courses offered by the Department of Mathematics and/or any computer service course (COC, COP, CDA) and/or any of the following courses: Business and Economic Statistics (GEB 2111, 3121), Logic (PHI 3100), Social Science Statistics (STA 3122).
- **Area IV** Natural Sciences: A minimum of eight hours of courses in Astronomy, Biology (including botany, microbiology and zoology), Chemistry, Geology, Physics and/or Introduction to Oceanography (OCE 3001).
- **Area V** Social and Behavioral Sciences: A minimum of 16 hours is required in AREA V as specified below.

I. Behavioral Science
   a) For all programs PSY 2012 and SOC 2000
   b) For all other programs a minimum of eight hours of courses offered by the department (or programs) of Afro-American Studies, Gerontology, Anthropology, Criminal Justice, Geography, History, Political Science, Psychology, Sociology, Interdisciplinary Social Sciences (excluding STA 3122), Women's Studies and/or any of the following courses: Contemporary Economic Problems (ECP 1001), Educational Psychology (EDF 3210), Survey of Mass Communications (MMC 3000).

Courses required for a student's major program will not be counted in the total 60 hours although areas of general distribution requirements may be waived where appropriate. A student will be limited to 12 hours in a single department toward distribution requirements in any area. Students may not elect to take any of the above S/U.

2. Professional Education Core (40-48 credit hours)

The required courses in the professional education core are as follows:

- EDF 3214 Human Development and Learning
- EDF 3604 Social Foundations of Education
- EDF 3542 Philosophy of Education
- EDF 4200 Curriculum & Instruction
- Methods Course(s)
- Internship & Seminar
- Reading Requirement
- Educational Measurement Requirement

3. Teaching Specialization Preparation (41-73 credit hours)

Course requirements in the area of teaching specialization vary according to subject field of specialization. These specialization requirements are listed with the programs that follow in the Departmental Section.

MASTER'S LEVEL DEGREE PROGRAMS

Residency

The candidate for the master's degree will be required to meet the residency requirement established by each program area. Consult the appropriate program area for details.

Comprehensive Examination

During the last term of enrollment, prior to completion of degree requirements, the candidate must perform satisfactorily on a comprehensive examination.

Process Core Examination

Graduate students with sufficient undergraduate background may take the Process Core Examinations after consultation with their advisers. Successful performance on the examination enables a student to waive the course requirement, but he must take elective courses in lieu of the hours required. The Process Core Examinations are in the Foundations of Measurement, Psychological Foundations and Social Foundations of Education. Graduate students on a Plan II Master's Program (see below) are not eligible to take the Process Core Examinations unless they have had a comparable course at the undergraduate level.

Admission

Candidates for admission to graduate study must present satisfactory evidence of:

1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score — 1000 minimum.
2. Any additional requirements specified by the program.
3. Receive favorable recommendation from department chairperson.

Filing of Program

During the first term of graduate study the candidate for the master's degree must file a planned program of studies. This Graduate Planned Program is to be completed in consultation with the adviser. The completed report should be filed with the Coordinator of Graduate Studies in the College of Education.

Quality of Work

Candidates for the master's degree must maintain a 3.0 GPA. If at any time the student's GPA falls below the minimum, the student will be placed on probation. During the probationary status the student's academic progress will be reviewed to determine: 1) removal from probation. 2) continuation on probation. 3) drop from graduate program.
Master of Education Programs

Administration and Supervision

Requirements for the M.Ed. Degree (ESA):

This Master of Education (M.Ed.) degree is to prepare administrators and supervisors with organizational, management, and instructional leadership skills. Admission requirements include: (1) certification in a teaching field, (2) at least two years of successful teaching experience or Rank II certification in an instructional area, (3) current USF graduate admission requirements, (4) College of Education requirements for admission to graduate study. Successful completion of the program leads to the M.Ed. degree and Florida certification in Administration and Supervision.

Curriculum and Instruction

Requirements for the M.Ed. Degree (CUR):

This is a practitioner rather than a research degree. No specific research and thesis will be required. The objective of this program is to prepare classroom teachers in instructional leadership and teaching skills through graduate study in a selected variety of courses in curriculum, methods, supervision, learning principles, human interaction, and areas of specialization which may include courses in other colleges.

To be admitted to this program, the applicant must be certified and have two years of teaching experience. The degree requires at least 50 quarter hours with 60 percent or more at the 6000 level. Programs will consist of 16 quarter hours of Process Core and will also contain EDG 6667, Analysis of Curriculum and Instruction. For all students the remainder of the (minimum) 12 quarter hours of required concentration and (minimum) 18 quarter hours in area of specialization will be determined by and with the student and the student’s committee. Successful completion of the program will lead to the Master of Education degree. The Master of Education in Curriculum and Instruction is available in most curricula areas in which the M.A. is offered. See the Departmental section for more detailed descriptions.

Programs Leading to the Master of Arts Degree

Qualified persons may pursue graduate study in the following majors:

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<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
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<tbody>
<tr>
<td>Adult Education</td>
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<tr>
<td>Art Education</td>
<td>Art &amp; Music Education</td>
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<tr>
<td>Business and Office Education</td>
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<tr>
<td>Elementary Education</td>
<td>Childhood/Language Arts Education</td>
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<td>English Education</td>
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<td>Foreign Language Education*</td>
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<td>Gifted Education</td>
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<td>School Psychology</td>
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<td>Specific Learning Disabilities Education</td>
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<td>Speech Communication Education</td>
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Program | Department |
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<tr>
<td>Junior College Teaching Educational Leadership</td>
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<td>Spanish (SPA90)</td>
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<td></td>
<td>Speech Communication (SPF90)</td>
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</table>

See Departmental Section for specific program requirements.

* French, German, or Spanish
† With concentrations in Biology, Chemistry, or Physics
†† Engineering bachelor’s degree required.

College of Education
Program Plans of Study

Plan I

Plan I is a program of graduate studies designed for those with appropriate certification who desire to increase their competence in a subject specialization or receive professional preparation in one of the service areas of education.

A. Process Core (4-16 hours)

Students will take a minimum of one Process Core (Foundations) course. Substitution for the remaining courses may occur upon the advice of the Degree Program and concurrence of the College Program Policy Committee.

Process Core:
- EDF 6431
- EDF 6481
- EDF 6211 or EDF 6215
- EDF 6517 or EDF 6544 or EDF 6606

B. Current Trends Course in Teaching Specialization (4 hours)

C. Specialization (27 hours minimum)

The areas of specialization beginning below are suggested programs of study. Individual programs will vary with background, experience, and specific interest.

Plan II

Plan II is a program of graduate studies designed for the holder of a non-education baccalaureate degree who desires to meet initial certification requirements as part of a planned program leading to the Master of Arts degree. (This program is not available in the area of elementary education.)

A. Process Core (21 hours)
- EDF 6431
- EDF 6481
- EDF 6211 or EDF 6215
- EDF 6517 or EDF 6544 or EDF 6606

B. Current Trends Course in Teaching Specialization (4 hours)

C. Specialization (27 hours minimum)

Plan III

Plan III is a program of graduate studies for holders of a non-education baccalaureate degree who do not wish to meet teacher certification requirements in the State of Florida. The primary difference in this plan from Plan II is that students will not be required to take EDG 5206 and EDG 6947.

A. Process Core (16 hours)
- EDF 6431
- EDF 6481
- EDF 6211 or EDF 6215
- EDF 6517 or EDF 6544 or EDF 6606

B. Current Trends Course in Teaching Specialization (4 hours)

C. Specialization (27 hours minimum)

ADVANCED GRADUATE EDUCATION

Goals:

The College of Education is a professional school which offers advanced degree programs for a variety of specialized educational practitioners and for researchers. A major goal of the advanced graduate program is to contribute to the improvement of public schooling through the preparation of highly competent practitioners and preparation of researchers. All programs have as their central focus the development and the application of disciplined inquiry skills. Rigorous inquiry expands and improves the theoretical and the informational bases upon which instructional and administrative practices are developed. From this orientation the following objectives are derived:

1. To foster disciplined and rigorous inquiry into educational practices, theories, and proposals.
   - To create a vigorous community of scholars having complementary proficiencies in inquiry.
   - To promote and to encourage conclusion-oriented inquiry to provide a base of verified concepts and theories for education.
   - To promote and to encourage decision-oriented inquiry as a means for extending the validity of findings from conclusion-oriented investigation and to aid in the development of verifiably better practices and policies in education.
   - To promote the development of alternatives to existing theories and practices. Such alternatives developed out of an a-political criticism of existing practices contributes to the development of an educational system which is responsive rather than wedded to practices on "non-educational" grounds.

2. To conduct training programs which will
   - Contribute to the maintenance of the proficiency of the membership of the system through in-service training and consultation.
   - Maintain the performance level in the systems and extend professional/personal opportunities by providing programs for personnel in teaching areas and in the areas of administration, supervision, other school services (guidance, school psychology, etc.), curriculum.
   - Train personnel to conduct different types of inquiry so that the system is self-correcting.
   - Produce personnel able to design training programs based on the results of both conclusion-oriented and decision-oriented inquiry so that school systems can be both self-sufficient and responsive.

3. To form a center that can assist educational clientele in the design of in-service training programs, in planning, in evaluation of projects, and in developing strategies for coping with other unanticipated problems related to schooling and education.
Programs:

Ed.S. Program

The Education Specialist (Ed.S.) program offers specialization in Curriculum and Instruction with emphases in curricular areas such as Adult Education, Communication Education, Early Childhood Education, Exceptional Child Education, Guidance and Counseling Education, Library, Media, and Information Studies, Mathematics Education, Measurement and Evaluation, Reading and Language Arts Education, Science Education, and Vocational and Technical Education. The Ed.S. degree is also available in Educational Administration and Supervision and Educational Program Development. This degree consists of a minimum of 48 quarter hours (includes 8-12 hours specialist project) beyond the master's degree and is more flexible in its requirements.

Candidates for admission to Ed.S. study must present satisfactory evidence of:
1. Undergraduate Grade Point Average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score 1000 minimum (Quantitative and Verbal), or a master's degree.
2. Three letters of recommendation.
3. Favorable recommendation from program chairperson.
4. An earned master's degree.*
5. Any additional requirements specified by the program.

Application deadlines for admission to Ed.S. study are May 15 (for quarters IV and I) and November 14 (for Quarters II and III).

* School Psychology is an exception to this requirement

Ed.D. Program

The Doctor of Education Degree is available with specialization in Educational Administration/Supervision and Educational Program Development. The focus of this degree program is on the improvement of educational practice. Program content and method designed to improve practice shall be planned within the context of four basic components: 1) Specialization, 2) Foundations, 3) Research, and 4) Language/Computer Science. Although research skills are recognized as being the basis of any doctoral program, the Ed.D. is considered less a research than a practitioner degree.

A partial list of existing professional roles for whom the Doctor of Education is desired is as follows:
1. Central Administration
   a. Superintendent
   b. Assistant Superintendents: Finance, Federal Programs, Research, Personnel, Administration
   c. Supervisors of Services:
      Guidance, Research, School Psychology, Staff Development
   d. Supervisors of Instruction:
      Elementary and Secondary, Reading, Mathematics, Social Studies, English, Art, Adult/Vocational Education, Exceptional Child Education, Physical Education, Library/Media

2. Building Personnel
   a. Principals
   b. Assistant Principals:
      Administration, Curriculum
   c. Deans:
      Boys, Girls
   d. Guidance Counselors
   e. Curriculum Specialist
   f. Learning Specialist
   g. Departmental heads or team leaders
   h. Teachers

3. Other Professional Roles
   a. Private School Personnel
   b. Junior College System Personnel
   c. Coordinators of special local and State Educational Programs such as Adult Education and Rehabilitation Education
   d. Personnel of municipal and county recreation programs, children's services programs, social welfare programs, and other community based organizations implementing informal education programs
   e. Teacher-educators in institutions of higher learning
   f. Business and Industry

Candidates for admission to Ed.D. study must present satisfactory evidence of:
1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; and GRE aptitude score—1000 minimum (Quantitative and Verbal)
2. Certification in the field of study in which the candidate is seeking the Ed.D.
3. A master's degree from an accredited institution of higher learning
4. Three letters of recommendation
5. Favorable recommendations from the program coordinator
6. Any additional requirements specified by the program

Ph.D. Program

The Doctor of Philosophy degree is available in Education. Specialization is in Curriculum and Instruction with research emphasis on problems related to specific areas of curriculum such as Early Childhood Education, Exceptional Child Education, Mathematics Education, Reading and Language Arts Education, Science Education and Communication Education. In addition to the curriculum content emphases, there are also emphases in Measurement and Evaluation, Guidance and Counseling Education, and Adult, Vocational, and Technical Education within the Curriculum and Instruction Ph.D. program. For information on additional emphases within the Curriculum and Instruction specialization, contact the Director of Graduate Studies in the College of Education.

Candidates for admission to Ph.D. study must present satisfactory evidence of:
1. A grade point average of 3.0 (B) minimum on all work attempted while registered as an upper level student working for a baccalaureate degree and a GRE aptitude score of 1000 (Verbal and Quantitative).
2. Three letters of recommendation.
3. Favorable recommendation from program chairperson.
4. An earned master's degree.
5. Any additional requirements specified by the program.

Application deadlines for admission to Ph.D. study are May 15 (for Quarters IV and I) and November 14 (for Quarters II and III).

Ph.D. Program Structure
1. Major Area
   a. Specialization 24 quarter hours
COC 3300

80 COLLEGE OF EDUCATION

University of South Florida offers degrees through the College of Graduate Study through the Master of Arts (M.A.) degree in the Bachelor of Arts (B.A.) degree are: Business and Office following majors: Adult Education, Business and Education, Distributive and Marketing Education, and Industrial-

Each department has one or more programs which are listed available for an individual who holds certification in Adult or Education. The Master of Education (M.Ed.) degree is

Requirements for the M.A. Degree (ADE):

Students should complete a program in the Specialization Area with a concentration in either Office Administration or Office Technology. Specific basic competencies in the specialization are required. Competency examinations should be scheduled as soon as possible after selecting business and office education as a major. This requirement applies to all transfer as well as lower level students.

In the Professional Education and Teaching Specialization Areas, no course work lower than a “C” will be accepted. Students must earn a 2.5 overall grade point average in all course work.

Two quarters of full-time residency must be planned with an adviser and sequenced in the senior year. Special prerequisites are required for BTE 4360, BTE 4364, and BTE 4369.

General Distribution (60 cr. hrs.):
Recommended selections which are particularly appropriate to the specialization are:

Area II - LIN 2200, MUT 1001
Area III - SOC 3300
One of the following: GEB 2111, MAC 2242, or STA 3122

For Office Administration concentration:
GEB 3121

Area V - ECP 1001, WST 2010

Professional Education Requirements (48 cr. hrs.):

EDF 3214
EDF 3604
EDF 3542
EDG 4200
BTE 4360
BTE 4948
EDG 4936
EDG 4940
RED 4360
EVT 4540
** EVT 4065

** These courses must be taken as a block in the quarter immediately prior to the supervised teaching or business field experience.

** This course is necessary for vocational certification in Florida.

Specialization Requirements (70-72 cr. hrs.)

Office Administration
Concentration
Accounting (3 courses)
Economics (2 courses)
Typewriting Competencies (Theory + 50 CWPM)
Shorthand Theory
Competency
Elective(s)

Office Technology
Concentration
Accounting (1 course)
Economics (1 course)
Typewriting Competencies (Theory + 70 CWPM)
Shorthand Competencies (Theory + 80 WPM)
Elective(s)

Needed for Both Concentrations
Administrative Office Management (5)
Business Communications (4)
Business Law (5)
Business Machines (5)
Principles of Management
Office Occupations Proc. (5)
Intro to Data Processing (3)
Personal Finance (5)

COLLEGE OF EDUCATION DEPARTMENTS AND PROGRAMS

The College of Education is organized into 14 departments. Each department has one or more programs which are listed alphabetically and by degree level in the following departmental section.

Department of Adult and Vocational Education

The Adult and Vocational Education Department at the University of South Florida offers degrees through the College of Education aimed at preparing teachers and leaders in the various fields of Vocational Education. Certification programs leading to the Bachelor of Arts (B.A.) degree are: Business and Office Education, Distributive and Marketing Education, and Industrial-Technical Education. Qualified persons may pursue graduate study through the Master of Arts (M.A.) degree in the following majors: Adult Education, Business and Office Education, Distributive and Marketing Education, and Industrial-Technical Education. The Master of Education (M.Ed.) degree is available for an individual who holds certification in Adult or Vocational Education including Home Economics and Agriculture Education, and who has completed required teaching experience. The degrees of Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.) are granted in recognition of high attainment in a specific field of knowledge.

ADULT EDUCATION

Requirements for the M.A. Degree (ADE):

1. In consultation with the graduate adviser, a program will be planned which will include a minimum of 48 credit hours. The process core requirements consist of 16 credit hours in:
   EDF 6431 and EDF 6481
   EDF 6211 or EDF 6215
   and one of the following:
   EDF 6606, EDF 6517, or EDF 6544

   Specialization requirements of 24 credit hours in Adult Education are designed to provide competencies in organization and administration, supervision, adult learning characteristics, curriculum development, program planning, methods of teaching, and research techniques as each of these relate to adult education programs. Generally, specialization courses will be selected from the following, depending upon the individual's background of experience:
   ADE 4360 ADE 5385 ADE 6387 EVT 6563
   ADE 5160 ADE 6380 EVT 4065 EVT 6930
   ADE 5161

2. Requirements in a related area may include a concentration of courses in one of the following areas: psychology, sociology, guidance, administration, complementary basic, or a vocational field.

3. A thesis or review paper may be approved in lieu of certain course work with the permission of the graduate adviser.

BUSINESS AND OFFICE EDUCATION

Requirements for the B.A. Degree (BTE):

The Business and Office Education program offers concentrations in Office Administration and Office Technology.
Requirements for the M.A. Degree (BTE):

In consultation with the graduate adviser, a program will be planned which will include a minimum of 45 credit hours. Required courses are:

- EDF 6431 and EDF 6481
- EDF 6211 and EDF 6215
- and one of the following:
  - EDF 6606, EDF 6517, or EDF 6544

2. A minimum of 24 credit hours in the specialization area of Business and Office Education is required. Specialization courses include:

- BTE 5171
- BTE 5245
- BTE 6385
- BTE 6386
- BTE 6387
- BTE 6944
- EVT 6563
- Thesis

3. Selected courses from which to choose in Vocational and Adult Education:

- ADE 5385
- ADE 6197
- EVT 5190
- EVT 5367
- EVT 6300
- EVT 6385
- EVT 6386
- EVT 6926
- EVT 6930

4. Selected courses in one related area such as Guidance, Exceptional Child Education, Business Administration, Junior College, Administration or Supervision (4-12 credit hours).

5. Graduate instructional improvement courses are required as listed in individual student programs.

**Industrial/Technical Education**

**Requirements for the B.A. Degree (EVT):**

Enrollment in the Industrial-Technical Education program is restricted to persons with employment experiences qualifying them to teach Industrial, Technical, or Health Occupations.

Special provision is made for students to satisfy four (4) of the required six (6) years of work experience by completing an Associate of Science degree program in a technological specialty from one of the State Community Colleges. Acceptability of work experience will be determined by the State Department of Education, Division of Certification, Tallahassee, Florida.

Students may validate up to 45 quarter hours of credit through the Occupational Competency Testing Program. In addition to the professional core requirements, students must complete 20 quarter hours in Adult and Vocational Education as follows:

**Required:**
- EVT 4065 (4)
- EVT 4367 (4)

**Electives:** 16 hours selected with adviser approval from the following:

- ADE 5385 (4)
- EVT 4263C (4)
- EVT 4084C (4)
- EVT 4946 (1-8)
- EVT 5176 (4)
- EVT 4061C (1-4)
- EVT 5366 (4)
- EVT 5817 (4)

In addition, students must meet the General Distribution Requirements of 60 credit hours.

Acceptability of work experiences will be determined by the Adult and Vocational staff at the University of South Florida.
Requirements for the M.A. Degree (EVT):

Plan I—Before being admitted to the degree program, a prospective student must have met the work experience requirements for certification in Industrial, Technical, or Health occupations. In addition to the process core requirements of EDF 6431 and EDF 6481 EDF 6211 or EDF 6215 and one of the following: EDF 6606, EDF 6517, or EDF 6544, specialization requirements must include EVT 6948 and EVT 6930. Courses totaling a minimum of 45 credit hours will be a part of the student’s program which he will plan with the graduate adviser for industrial education.

Related electives (0-16 credit hours). See areas of specialization listed above.

The Plan II program in Vocational and Adult Education is designed primarily for non-certified teachers. The candidate is required to complete additional professional education courses EDF 5206 and EDF 6947, which are in excess of the normal Process Core requirements. A student will be advised of other courses which he must complete. Master’s degree candidates wishing to be certified must meet the state’s minimum certification requirements in the area of specialization.

Department of Art and Music Education

The Art and Music Education Department offers baccalaureate and graduate degree programs designed to meet certification requirements as outlined in the following program descriptions.

ART EDUCATION

Requirements for the B.A. Degree (ARE):

At the time of application to upper level, each Art Education student must submit slides or portfolio to the head of the department. To assist transfer students in selection of courses, they must submit work prior to or during registration. After completing studio requirements for state certification each student may elect to emphasize painting, sculpture, graphics, ceramics, or photography/cinematography for the remaining studio electives. Student must attain a minimum of a “C” grade in Art Education and Studio Art courses.

The following courses constitute a program of study:

**Art Education (25 Credit hours)**

- ARE 3044 (4) ARE 4260 (2) ARE 4443 (4)
- ARE 3354 (5) ARE 4440 (5) ARE 4642 (5)

In these courses students will have the opportunity to work at the elementary school and high school levels. 

Specialization (52 cr. hrs)

- ART 220C ART 2203C ART 2205C

28 cr. hrs. from the following courses as approved by the adviser:

- ART 3110C ART 4111C ART 4631C ART 5472C
- ART 3301C ART 4320C ART 4702C ART 5532C
- ART 3510C ART 4421C ART 5125C ART 5604C
- ART 3600C ART 4431C ART 5340C ART 5642C
- ART 3630C ART 4471C ART 5422C ART 5730C
- ART 3701C ART 4520C ART 5432C ART 5936
- ART 4601C

Plus the following:

- ARH 4450 (4)
- ART (Art History Elective) (4)
- Four hours from any Music, Dance, Theatre (4)

Requirements for the M.A. Degree (ARE):

In consultation with a graduate adviser, a student may develop a program in art education with a specialization in one of three areas:

a. Studio/new media
b. Art Administration, Supervision & Curriculum Innovation
c. Research Methods for Art Education

A portfolio or slides of recent creative work must be submitted prior to admission into the program. The departmental requirements for all degree-seeking candidates are:

- Art Education (12 credits: ARE 6262, ARE 6706, ARE 6844)
- Art Studio (12 credits minimum)
- Art History (4 credits minimum)

MUSIC EDUCATION

Requirements for the B.A. Degree (MUE):

All students seeking a degree in music education are required to take a placement examination in music theory-history and to pass an audition in their respective performance area. Students must obtain the dates for these examinations from the Music Office; completion of the examinations is required before registration in music courses can be permitted.

Special requirements for all music education majors; successful completion of the piano proficiency requirement as defined by the music and music education faculties; participation in a major performing ensemble each quarter the student is enrolled in applied music; and the presentation of a one-half hour recital in the major performing medium during the senior year.

Students enrolled in the professional sequence (MUE 4050, MUE 4130, MUE 4314, MUE 4331, and MUE 4332) may have required pre-interning observations and/or assignments in addition to the class meetings.

Students are encouraged to attend on-campus musical events (major ensemble concerts, student and faculty recitals, and Artist Series concerts).

A. Instrumental Specialization (115 cr. hrs.)

**Music Education courses (25 cr. hrs.)**

- MUE 2420 (2) MUE 3414 (1) MUE 4314 (4)
- MUE 3411 (1) MUE 4050 (4) MUE 4332 (4)
- MUE 3413 (1) MUE 4130 (4) MUE 4480 (2)

*Elective for band emphasis

**Music courses (90 cr. hrs.)**

- MUL 1111, MUL 1112, MUL 1113 (9)
- MUL 2111, MUL 2112, MUL 2113, MUL 1241, MUL 1242, MUL 1243 (12)
- MUL 2116, MUL 2117, MUL 2118 (9)
- MUL 2246, MUL 2247, MUL 2248 (6)
- MUL 3101 (2)
- MUL 3211, MUL 3212, MUL 3213 (9)
- Applied Music (minimum 3 hrs. senior level) (30)
- Applied Music Secondary (5)

(B one each: woodwind, brass, string, percussion, voice)

Art, Dance, Theatre (8)

(to be selected from at least 2 programs)

Performing Ensembles

(Minimum of one per quarter of applied music)

Piano proficiency requirement

Graduating recital

B. Vocal Specialization (112 cr. hrs.)

**Music Education courses (23 cr. hrs.)**

- MUE 2420 (2) MUE 3414 (1) MUE 4314 (4)
Childhood Education: Internship

grams will require Early Childhood Certification Programs is as follows:

sequence of internships for the Elementary and Elementary-Early

conjunction with enrollment in program courses. Field work ex­

successful completion of the requited

major consists of 39 quarter hours of elementary

requirements·

Plans in both instrumental and vocal music are offered. A

placement examination is required of all new registrants in musi­

styles. Each candidate must meet the undergraduate level of

piano proficiency before the quarter in which he expects to grad­

uate. Participation in ensembles is required for at least three

quarters. Three plans are available to the candidate: 48 hours

plus thesis, 51 hours plus recital, or 54 hours without thesis or

recital.

Vocal Music: 11 credits in music education including MUE

6780, MUE 6415, and MUE 6640; 12 credits in music theory­

literature, and at least 4 credits in applied music.

Instrumental Music: 14 credits in music education, including

MUE 6780, MUE 6189, MUE 6418, 17 credits in music theory­

literature, including MUEL 6505; and at least 4 credits in applied

music.

Department of Childhood/Language Arts Education

The Childhood/Language Arts Education department has the

responsibility for the development and supervision of programs

leading to a Bachelor of Arts degree in Elementary/Early Child­

hood Education and Elementary Education at the undergraduate

level. At the graduate level, the department coordinates the

M.A. degree in Elementary Education; Ed.S. and Ph.D. degrees

in Curriculum and Instruction with emphasis in Early-Childhood

and Elementary Education.

Elementary Education Certification Programs

Students may complete a program of studies to be eligible

certification in either Elementary or Elementary- Early

Childhood Education. The program of studies includes both

course work and extensive field experiences in school settings

to enable students to integrate theory with teaching practice.

Concurrent with taking program courses, students are enrolled in a

sequence of internships in which they work directly with children

to acquire and demonstrate teaching competencies in school set­

tings. Therefore, students electing to pursue either the Ele­

mentary or an Elementary-Early Childhood major must be pre­

pared to spend time in schools with children as required in at

least six quarters of their enrollment in the program.

Upon successful completion of the required courses and the

associated internships, Elementary majors will be eligible to

apply for certification grades one through six. Elementary­Early

Childhood majors will be eligible to apply for certification for

nursery school through 6th grade upon completing the require­

ments of this program.

Part-time students (students planning to take 11 hours or

less per quarter) must participate in a modified program schedule

and plan to meet internship requirements associated with the

programs. These requirements include being available to partici­

pate in the internships during regular school hours as specified

in the modified program.

Students desiring to complete either of these certification

programs on a part-time basis are advised to contact the Student

Personnel Office in the College of Education for additional in­

formation.

Field Experiences and Internships

Beginning with Quarter 1, 1980, the Elementary and

Elementary-Early Childhood preservice teacher education pro­

grams will require all students to participate in field work in

conjunction with enrollment in program courses. Field work ex­

periences are provided in the sequence of internships which begin

with the student's first quarter of program enrollment. The

sequence of internships for the Elementary and Elementary­

Early Childhood Certification Programs is as follows:

Requirements for the M.A. Degree (MUE):

First & Second Quarters of Program Enrollment

EDE 4941- Childhood Education Practicum I

(2,2 credit hours)

Third & Fourth Quarters of Enrollment

EDE 4942- Childhood Education Practicum II

(2,2 credit hours)

Fifth Quarter

EDE 4943- Childhood Education: Preinternship Practicum

(3 credit hours)

Final Quarter

EDE 4940- Internship

(12 credit hours)

EDE 4936- Internship Seminar

(3 credit hours)

(Total 15 hours)

Students will be enrolled in the practicum courses each

quarter in conjunction with enrollment in the required program

specialization and core courses. The specialization and pro­

fessional core courses must be completed prior to the quarter in

which the student enrolls for the full-day internship. The final

quarter in the program is devoted only to completing a successful

full-day internship assignment and the associated seminar in an

approved school setting. Students are advised to plan their pro­

grams carefully to ensure that all requirements are met as

specified.

Elementary Education

Requirements for the B.A. Degree (EDE):

The major consists of 39 quarter hours of elementary

specialization courses as well as the 56 quarter hours required in

the Professional Core for a total of 184 hours required to com­

plete the program. Included in the Professional Core for the Ele­

mentary Education major are the following:

EDF 3214

EDF 3604 or EDF 3542

EDG 4200

EDF 4301

Field Experiences and Internships

EDE 4941

Two credit hours for the 1st quarter of program enrollment, repeated in 2nd

quarter of enrollment for a total of 4 hours

(Total 15 hours)
Elementary/Early Childhood Education

Requirements for the B.A. Degree (EEC):

Students interested in early childhood teaching, which includes children ages 3-8, should pursue a program leading to certification both in early childhood and elementary education (K-6). All students wishing to enter the Elementary/Early Childhood program must participate in the selective admissions process and satisfactorily complete the testing program described in the introduction to the Elementary Education Certification Programs. The major consists of an Elementary/Early Childhood Education specialization of 47 hours, as well as 56 hours of the Professional Core, for a total of 193 hours. The Elementary and Elementary/Early Childhood Education Professional Core are identical in sequence and content.

- EDE 4942 Two credit hours to be repeated in student’s 3rd and 4th quarter of enrollment for a total of 4 hours (4)
- EDE 4943 (3)
- EDE 4936 To be taken concurrently with EDE 4940 (3)
- EDE 4940 To be taken student’s final quarter of program enrollment (12)

Reading Requirements
- RED 4310 (5)
- RED 4515 (4)

Measurement Requirements
- All students must complete a sequence of 4 one-credit hour courses in measurement and evaluation to be specified (4)

In addition to the Professional Core the student will complete the following elementary specialization courses:
- ARE 4313 (4)
- MAE 4310 (4)
- SCE 4310 (5)
- LAE 4314 (4)
- MUE 4313 (2)
- LAE 4414 (4)
- MUE 4315 (3)

Total 38 hours

Elementary Specialization Total 94 hours

Students are advised that the Elementary Education specialization will require an enrollment of more than the traditional six quarters of the junior and senior year in order to complete the program specialization courses and the required sequence of internships.

Requirements for the M.A. Degree (EDE):

This program requires full certification as an elementary teacher for admission. Students pursuing the master’s degree in elementary education are required to present credit in the following courses: EDE 6305, EDG 6935, RED 6116. A minimum of 48 hours is required. The student will choose from one of the following areas of emphasis:

A. Elementary Curriculum Emphasis: At least three courses must be selected from:
- ARE 6358
- LAE 6616
- SCE 6616
- SSE 6617
- LAF 6415
- MAE 6116

Additional work is available through consent of the adviser as part of a planned program.

B. Language Arts Emphasis: The following are required:
- LAE 6301
- LAE 6415
- LAF 6616
- RED 6516

C. Supervision Emphasis: Required courses are:
- EDA 6061
- EDS 6050
- EDS 6930

D. Early Childhood Emphasis: Prerequisites are EEC 4203, EEC 4706, or equivalent certification. Courses in the program include:
- EEC 5406
- EEC 5926
- EEC 6261
- EEC 6405
- EEC 5705

E. Elementary School Mathematical Emphasis: Individually planned emphasis to include four courses from the following:
- MAE 5636C
- MAE 6337
- MAE 6356
- MAE 6549
- MAE 6116
- MAE 6338
- MAE 6548

Additional work in related areas may be planned with the adviser.

F. Social Studies Emphasis: SSE 6617 and any four courses from:
- SSE 6117
- SSE 6445
- SSE 6647
- SSE 6939

Elementary/Early Childhood Education

Requirements for the Ed.S. Degree

The Childhood Education/Language Arts department offers the Education Specialist (Ed.S.) degree programs in Curriculum and Instruction in two areas. Candidates for admission to Ed.S. study must meet general admission requirements stated in the catalog as well as those listed below.

1. Early Childhood Education
   a. Admission
      (1) Grade point average of 3.5 in post baccalaureate work.
      (2) Graduate Record Exam (GRE) score of 1000 on Aptitude.
      (3) Three (3) years experience in programs for young children.

   b. Program of Studies
      (1) Early Childhood Specialization
         (includes 8-12 hours of a specialist project)
         (2) Cognate component
         (3) Electives
         Total 50 hours

   c. Comprehensive Examination
      Candidates for the Ed.S. degree are required to demonstrate mastery in Early Childhood Education on the written and oral comprehensive examination.

2. Elementary Education
   a. Admission
      (1) Eligibility for certification in Elementary Education.
      (2) Two or more years of successful work experience with children.
      (3) Grade point average of 3.5 in post-baccalaureate work.
      (4) One degree must be in Elementary Education.
b. Program of Studies
(1) Curriculum and related areas 8-10 hours
(2) Childhood Education Curriculum 16-17 hours
(3) Measurement 4 hours
(4) Elementary Education Specialization 20-21 hours
   (includes 8-12 hours of a specialist project)
   Total 48-52 hours

c. Comprehensives

Requirements for the Ph.D. Degree:
The Childhood Education/Language Arts department offers the Ph. D. degree in Curriculum and Instruction with specialization in both Elementary Education and Early Childhood Education. Candidates for admission to either specialization must meet general catalog requirements for admission to the Ph.D. degree as well as the additional requirements listed below:

1. Early Childhood Education
a. Admission
   (1) Grade point average of 3.5 in post-baccalaureate coursework.
   (2) Graduate Record Exam (GRE) score of 1100 on the Aptitude.
   (3) Minimum of three (3) years experience in programs for young children.

b. Program of Studies
(1) Early Childhood Education concentration 55 hours
(2) Dissertation 24 hours
(3) Elementary Education component 13 hours
(4) Measurement/Statistics 24 hours
(5) Foundations 12 hours
   Total 128 hours

2. Elementary Education
a. Admission
   (1) Eligibility for certification in Elementary Education.
   (2) Grade point average of 3.5 in post-baccalaureate work.
   (3) Recommendation of program faculty.
   (4) One degree must be in Elementary Education.

b. Program of Studies
(1) Foundations and Curriculum 16 hours
(2) Statistics/Measurement/Research Design 16 hours
(3) Elementary Specialization 24 hours
(4) Dissertation 24 hours
(5) Cognate area 16 hours
(6) Language/Computer Science no course credit
   Total 96 quarter hours

Department of Counselor Education

The Counselor Education department offers the Master of Arts degree (M.A.) in Guidance and Counseling Education and the Education Specialist degree (Ed.S.) in Curriculum and Instruction with emphasis in Guidance and Counseling Education. The purpose of the M.A. program is to prepare students to become counselors in schools and human services agencies. The purpose of the Ed.S. program is to improve the skills and competencies of practicing counselors.

Students in this department represent a variety of undergraduate majors, vocational experiences and age levels. Graduates work in many settings including public and private elementary and secondary schools, colleges and universities, the State Employment Service, rehabilitation counseling, drug and alcohol abuse treatment programs and private counseling practices. Others have completed doctoral programs in various educational and psychological specialties.

Guidance and Counseling Education

Requirements for the M.A. Degree (EDG):
In addition to meeting the University and College requirements, applicants to the Guidance and Counseling Education program must present three (3) letters of recommendation, a personal statement of professional goals, and an interview with a member of the Guidance and Counseling faculty. Applications for admission are processed each quarter. The deadline for all requirements to be met is usually four weeks before the quarter ends. Applications are processed in the quarter preceding the one in which the applicant expects to begin the program. The applicant should contact the Guidance and Counseling Education program to ascertain the deadline dates for specific quarters and to obtain instructions regarding the transmission of letters of recommendation and the arrangements for the interview.

Plan I
A. Process Core Requirements: (minimum of 16 hours)
1. EDF 6431 or EDF 7437
2. One of the following:
   EDF 5136

EDF 6120
EDF 6213
EDF 6215
EDF 6217
3. EDF 6354
4. One additional Foundations course

B. Specialization Requirements:
Elementary School Guidance Emphasis (38 hours)
   EGC 6005
   EGC 6225
   EGC 6305
   EGC 6464
   EGC 6506
   EGC 6625
   EGC 6830
   EGC 6935 (2 credits)
   Eight hours elective.

Secondary and Adult Guidance Emphasis (38 hours)
   EGC 6005
   EGC 6225
   EGC 6305
   EGC 6435
   EGC 6507
   EGC 6835
   EGC 6935 (2 credits)
   Five hours of Elective credit.

Plan II
A. Process Core Requirements: (minimum of 16 hours)
1. EDF 6431 or EDF 7437
2. One of the following:
   EDF 5136
   EDF 6120
   EDF 6213
   EDF 6215
   EDF 6217
3. EDF 6354
4. One of the following:
   EDF 6517
B. Specialization Requirements:
(Same as Plan I)
C. Additional Requirements: (14 hours)
EDG 5206 and EDG 6947

The Guidance and Counseling Education program has no full-time residency requirement. Students who are employed on a full-time basis are limited to 8 hours per quarter. Exceptions are made only with permission of the Guidance and Counseling Education Program Committee.

Requirements for the Ed.S. Degree:

The Education Specialist program in Curriculum and Instruction with an emphasis in Guidance and Counseling Education is designed to improve the skills and competencies of practicing counselors. The program comprises 48 quarter hours and is designed to be completed in two years by part-time evening students. Students will be admitted once per year and will begin with the Fall term. The application procedures should be completed by June 1. In addition to meeting the University and College requirements for admission to Ed.S. programs, the applicants must meet the following departmental requirements:

1. A master's degree in Guidance and/or Counseling or a master's degree with current Florida Certification in Guidance
2. One year post-master's degree experience as a counselor
3. Three letters of recommendation
4. An interview with a member of the departmental faculty
5. Submission of an audio tape recording of a counseling session conducted by the applicant

Contact the departmental office for application procedure details.

Courses in the Ed.S. program include the following:
Area I: Counseling, Consulting and Supervision
EGC 7437
EGC 7446
EGC 7455

Area II: Philosophy, Issues and Research
EGC 5105
EDF 6481
EGC 7935

Area III: Minor Area (determined by student and advisor)

Area IV: Project
EDG 6971

Department of Educational Leadership

The Department of Educational Leadership prepares personnel for positions in Educational Administration/Supervision. The major purpose of these programs focuses on the improvement of practice. Program content in the specialization component of these degrees is founded in the functions of administration where relationships between tested practice and applied theory are stressed. Three degrees are offered in Educational Administration/Supervision: the degree of Master of Education (Plans I and III), the Education Specialist Degree, and the Doctor of Education degree.

The Department also offers a Master of Arts degree in Junior College Teaching in cooperation with the other colleges in the University.

|| ADMINISTRATION AND SUPERVISION

Requirements for the M.Ed. Degree (ESA):

Admission
Application for admission to the program is made in the Office of Admissions. Admission requirements include:
1. Certification in a teaching field (except Plan III students).
2. At least two years of successful teaching experience (exception Plan III students).
3. Current requirements for admission to graduate study at U.S.F.
4. Current requirements for admission to graduate study by the College of Education.
5. Approval from the Department of Educational Leadership.

Program
The program consists of a minimum of 50 credit hours. Typically, the students' program will consist of the following:
1. Process Core (8-9 credit hours)
   EDF 6431 and one other Foundation course
2. Administration (25 credit hours)
   EDA 6061 EDA 6931 EDA 6262
   EDA 6106 EDA 6242 EDA 6945
   EDA 6232
3. Supervision (9 credit hours)
   EDS 6050 EDS 6239
4. Curriculum (9 credit hours)
   EDG 5206 EDG 6251 EDM 6235
   EDG 6667 EDE 6205 ESE 6215

| JUNIOR COLLEGE TEACHING PROGRAM

Requirements for the M.A. Degree:

Areas of specialization in the Junior College Program include:

| Biology | Geology |
| Business* | History |
| Chemistry | Mathematics |
| English | Physics |
| Engineering** | Political Science |
| Economics | Sociology |
| French | Spanish |
| Geography | Speech Communication |

* Business specialization requires, in addition, a minimum score of 475 on the GMAT plus a minimum of 3.0 GPA for the last two years of baccalaureate study.
** Engineering bachelor's degree required.
Admission

Because of the unique character of the Junior College Program, which integrally involves two colleges of the University, there are admission and advisory regulations which go beyond those listed in the section dealing with Graduate Study.

Application for admission to the program is made in the Office of Admissions. Action on all applications is the joint responsibility of the two colleges. Admission to the program requires a minimum score of 1000 on the combined verbal and quantitative aptitude tests of the Graduate Record Examination. * Duplicate sets of the student’s complete record will be on file in both offices, with the College of Education charged with the responsibility of making official recommendations for the granting of the degree to the Vice President for Academic Affairs and to the Registrar.

*Business specialization requires, in addition, a minimum score of 475 on the GMAT plus a minimum of 3.0 GPA for the last two years of baccalaureate study.

Program

Consists of a minimum of 45 credit hours, plus an internship of 9 hours.

1. Specialization

Typically, the student’s program will include 36-45 credit hours of graduate work in a field of specialization. The specialization sequence to be completed will be worked out in consultation with a designated major field adviser. This “typical” program is based on the assumption that the student has an undergraduate background in his specialization area which is roughly equivalent to the pattern of the appropriate University of South Florida major. Students admitted without such preparation may be required to correct deficiencies. By the same token, the unusually well prepared student may be permitted to take fewer courses in his specialization area, substituting approved electives from other fields of study.

2. Professional Education

Typically, the student’s program will include approximately 18 hours of graduate work in professional education, as in the example below. Additional hours may be required if the student’s background is weak in relevant areas.

EDH 6061 (4)
EDH 6938 (5)
EDG 6947 (9)

Typically, the internship will consist of full-time supervised teaching for one quarter or part-time teaching for two quarters. At least one-half of the internship must be in the junior college, the other half being left to the discretion of the student’s adviser. The internship follows the completion of professional education coursework.

Requirements for the Ed.S. and Ed.D. Degrees:

Admission

All candidates are initially admitted to the Ed.S. program. Admission to the Ed.S. program is based upon:

1. A minimum GRE of 1000, or a minimum Grade Point Average of 3.0 in the last two years of undergraduate study, or a master’s Degree from an accredited institution.
2. Certification in Administration/Supervision.
3. Screening by the Leadership Department on the basis of criteria which includes:
   a. Bachelor’s and Master’s Grade Point Average
   b. Verbal and Quantitative GRE scores
   c. Experience in Education
   d. A diagnostic examination of writing skills
   e. An interview with a Departmental selection committee

Once a candidate has completed a minimum of forty-five (45) hours of course work in the Ed.S. program, he/she may apply for admission to the Ed. D. program. Admission to the Ed.D. program is based upon:

1. Attaining a minimum of a 3.5 Grade Point Average in the Ed.S. course work.
2. Attaining a minimum of 3.0 in EDF 7407 (Statistics).
3. Favorable review by the Departmental Committee.

Program

The major components of study in the Ed.S. and Ed.D. degree programs are:

I. Specialization in Educational Administration/Supervision
   Required courses
   Electives
   Project/Dissertation

II. Foundations
   Social Foundations
   Psychological Foundations
   Curriculum

III. Measurement and Statistics

IV. Computer Science

These programs are organized on the cluster concept. Students are selected by cluster at designated times and block scheduled through the first forty-five hours of instruction. Operationally, this means that groups of students enter their study programs jointly in geographically convenient locations. Whereas students are counselled individually, most course selections are made by component as a cluster in consultation with the Leadership Department.

Application for admission is initiated by completing a preliminary application form that can be obtained from the Leadership Department.
Department of Educational Measurement and Research

The Department of Educational Measurement and Research provides core courses in educational measurement for the undergraduate programs in the College of Education. It also provides core courses in educational measurement, statistics, and research for the graduate and advanced graduate programs in the College of Education. A Ph.D. in Curriculum and Instruction with an emphasis in Measurement and Evaluation is also offered.

Department of Exceptional Child Education

The Exceptional Child Education Baccalaureate Level Degree Program offers students three tracks leading to certification in that specific area of emphasis.

Students are admitted to the Exceptional Child Education programs any quarter. Those entering in Quarter I find the optimum sequences of courses.

Students admitted to the Exceptional Child Education programs are required to demonstrate basic skills in English and Mathematics. All students are required to take the basic skills test during the first quarter of enrollment in the program. Students who earn unsatisfactory scores on either test will be given an opportunity to undertake remediation, but must pass both tests by the end of the second quarter of enrollment. Students who do not pass both tests by the end of the second quarter of enrollment will not be permitted to continue.

Internship may be taken only after all other requirements have been satisfied.

EMOTIONAL DISTURBANCE

Requirements for the B.A. Degree (EED):

This course of study is designed to prepare students to become competent and Florida certified teachers in the two areas of (a) elementary education (b) emotionally handicapped.

The planned program includes:

*Specialization Requirements (63 credit hours)*

- ARE 4313 (4)
- EED 4011 (4)
- EED 4321 (5)
- EED 4941 (12)
- EEX 3010 (4)

**Requirements for the M.A. Degree (EED):**

The purpose of this program is to train educators for emotionally disturbed children. Programs are available under both Plan I, for certified and experienced teachers, and Plan II, for those with a non-education baccalaureate degree.

**Plan I—Through a Plan I program, a certified, experienced teacher may satisfy the requirements for graduation within four quarters. Of the minimum 49 hours, at least 32 hours are allocated to the area of specialization. The following or equivalents are required:**

- EED 6201
- EED 6221
- EED 6943
- EEX 6936

**Plan II—An individual may meet certification by taking the process of specialization and specific skills to:**

1. identify the gifted,
2. make an individual diagnosis of cognitive and affective strengths and weaknesses, and
3. modify the educational program to develop the gifted child's potential.

**Requirements for Plan I**

- EDE 5391
- EEX 6732
- EGI 5232
- EGI 6936
- EEX 6201
- EGI 5051
- EGI 5942
- EGI 6937

**Education courses to include**

- EDF 6431
- EDF 6211
- EDF 6606

**Plan II—An individual with a non-education undergraduate major may prepare as a teacher-consultant of the gifted in four quarters.**

**Requirements for Plan II**

- EDE 5391
- EEX 6732
- EGI 5232
- EGI 6936
- EEX 6201
- EGI 5051
- EGI 5942
- EGI 6937

An individually tailored liberal arts sequence of 12 quarter hours is also provided in the gifted teacher training program.

**Requirements for the M.A. Degree (EGI):**

The Gifted Child Teacher Training program provides advanced training for experienced teachers to work with gifted and talented children and to work with other teachers on a consultant or teacher-leader basis. An inexperienced teacher-training program is also provided which is designed to prepare non-certified, liberal arts majors to work with classrooms of gifted children.

**Plan I**

- A minimum of 28 credit hours in the area of specialization is required. Included among the courses required are courses such as:

  - EDE 5391
  - EEX 6732
  - EGI 5232
  - EGI 6936
  - EEX 6201
  - EGI 5051
  - EGI 5942
  - EGI 6937

**Education courses to include**

- EDF 6431
- EDF 6211
- EDF 6606

**Plan II**

An individual is required to take a minimum of 28 quarter hours in the area of specialization. In consultation with his adviser, he will choose from the following:

- EDE 5391
- EEX 6732
- EGI 5232
- EGI 6936
- EEX 6201
- EGI 5051
- EGI 5942
- EGI 6937

**An individual may meet certification by taking the process core courses, EDG 5206, an appropriate methods of teaching course, and completion of an internship in a liberal arts area.**

MENTAL RETARDATION

Requirements for the B.A. Degree (EMR):

The planned program includes:

*Specialization Requirements (62 cr. hrs.)*

- EDF 3228 (5)
- EME 3011 (4)
- HLP 4460 (4)
- EED 4011 (4)
- EMR 3800 (6)
- LAE 4414 (4)
- EEX 3010 (4)
- EMR 4310 (4)
- MAE 4310 (4)
- EEX 4221 (4)
- EMR 4313 (4)
- SPA 2001 (3)
- ELD 4011 (4)
- EMR 4321 (4)

**Elective:** four credit hours agreed upon jointly by student and adviser.
Requirements for the M.A. Degree (EMR):

The course of study is designed to prepare the student to become a more effective teacher or supervisor of teachers for the retarded.

It is highly recommended by the Mental Retardation Program that any student who is about to apply for Graduate work in the area of Mental Retardation contact that office for advising purposes before any courses are taken or application made for admission.

Plan I—Through a Plan I program, a certified teacher may satisfy the requirements for graduation within four quarters.

Education courses to include:

EDF 6431  EDF 6211  EDF 6517
and  or  or
EDF 6481  EDF 6215  EDF 6544
and  or  or
EDF 6606

At least 28 hours are allocated to the area of specialization with an emphasis on Mental Retardation.

Basic Course Requirement: EEX 6936, or the equivalent.

Courses required:

EDF 6217  EMR 6932  LAE 6415
EEX 6201  EMR 6934  or
EEX 6303  EEX 6934  LIS 6586
SP 6930

Two electives, chosen from the following (8):

EDG 6971 (8)  EEX 6511 (4)  EMR 5012 (4)
EED 6201 (4)  EL 6141 (4)  EP H 6501 (4)

Plan II—Process Core Requirements (21–22 hours)

At least 48 hours are allocated to the area of specialization with an emphasis on Mental Retardation.

Basic Course Requirement: EEX 6936, or the equivalent.

Courses required:

EDF 6217  EEX 6201  MAE 6549  LAE 6415
EED 6201  EL 6115  RED 6546  or
or  EL 6141  RED 6548  LIS 6203
or
EPH 5051  EEX 6934  or
or  LIS 6586

Plan II—Process Core Requirements (21-22 hours)

At least 48 hours are allocated to the area of specialization with an emphasis on Specific Learning Disabilities.

Prerequisites: EEX 4221, MAE 4310, MAE 4545, RED 4310, RED 4515, SPA 2001.

Basic Course Requirements:

EEX 6936  LAE 6415  MAE 6548
or
LIS 6203
or
LIS 6586

One Elective chosen from the following:

ARE 4313  MUE 4315  SCE 4310  SSE 4313
HPL 4460

■ SPECIFIC LEARNING DISABILITIES

Requirements for the B.A. Degree (ELD):

The course of study is designed to prepare the student as a competent learning disabilities teacher.

The planned program includes:

Specialization Requirements (59–64)

EDF 3228 (5)  EFD 4410 (4)  MAE 4545 (4)
EEC 4706 (4)  ELD 4944 (6)  SPA 2001 (3)
EED 4011 (4)  EMR 3011 (4)  EGL 3011 (4)
EEX 3010 (4)  HLP 4460 (4)  or
EEX 4221 (4)  LAE 4414 (4)  EGL 3941 (1-6)
ELD 4011 (4)  MAE 4310 (4)

Requirements for the M.A. Degree (ELD):

The course of study is designed to prepare the student to become a more effective learning disabilities specialist.

Plan I—Process Core Requirements (16-17 hours)

At least 40 hours are allocated to the area of specialization with an emphasis on Specific Learning Disabilities.

Basic Course Requirement: EEX 6936, or equivalent.

Courses required:

EDF 6217  EEX 6201  MAE 6549  LAE 6415
EED 6201  EL 6115  RED 6546  or
or  EL 6141  RED 6548  LIS 6203
or
EPH 5051  EEX 6934  or
or  LIS 6586

Plan II—Process Core Requirements (21-22 hours)

At least 48 hours are allocated to the area of specialization with an emphasis on Specific Learning Disabilities.

Prerequisites: EEX 4221, MAE 4310, MAE 4545, RED 4310, RED 4515, SPA 2001.

Basic Course Requirements:

EEX 6936  LAE 6415  MAE 6548
or
LIS 6203
or
LIS 6586

One Elective chosen from the following:

ARE 4313  MUE 4315  SCE 4310  SSE 4313
HPL 4460

■ EXCEPTIONAL CHILD EDUCATION

Requirements for the Ph.D. degree in Curriculum and Instruction with an emphasis in Exceptional Child Education

Additional Requirements for Admission:

A. Evidence of three years successful teaching experience below the college level with exceptional students.

B. A letter of recommendation to the Department Chairperson from the Department Selection Committee for admission of the student to the Ph.D. Program. The Selection Committee shall operate under the following regulations: (1) the number of students admitted must match the available resources of the department necessary to maintain a quality program, (2) selection of those students must be competitive from among those applicants of that bi-annual selection period. Criteria for competition must be the following:

(a) ranking on GRE aptitude scores
(b) ranking on grade point averages, from accredited institutions, of the last half of the baccalaureate degree and all graduate work attempted
(c) ranking on the selection committee’s evaluation scores of the candidates' effectiveness and motivation in their previous professional activities. Evidence for these evaluations will come from letters of recommendation, a written professional autobiography, and, if desired, an interview.
(d) equal weighting is to be given to each of these areas.

Further information and clarification can be secured by contacting the Department Chairperson.
Department of Library, Media, and Information Studies

Goals and Objectives

The Library, Media, and Information Studies department prepares students to assume a wide variety of service and leadership roles in academic, public, school, and special libraries, and assists them to develop the professional attitudes necessary for their involvement in the social, intellectual, cultural, economic, and scientific interests of the community where they will work, regardless of the type of library in which they will be employed; encourages students and graduates to establish high standards of intellectual inquiry through scholarship and research; promotes the advancement of librarianship through research and publication; provides an intellectual environment in which the student may develop creative self-direction; impresses upon students the social significance of libraries and related agencies in a democratic society and the importance of maintaining freedom of expression as guaranteed by the First Amendment to the Constitution of the United States.

The goals are supported by the following departmental objectives:

1. Providing a common core curriculum as well as specific learning experiences to enable students to meet the needs of groups they will serve in libraries.

2. Preparing students to apply the benefits of technology in the rapidly changing field of librarianship.

3. Establishing conditions and providing opportunities for students to make choices, solve problems, and arrive at appropriate judgments and decisions relating to their future roles as librarians and media specialists.

4. Teaching students to make maximum use of the resources and facilities of libraries in the development of programs to support the goals, interests, and needs of the clientele their libraries will serve.

5. Combining practical with theoretical knowledge through experiences.

6. Working cooperatively with students in organizing and conducting workshops, institutes, and symposia to provide new and/or continuing educational experiences.

7. Providing a system for the continuous evaluation of the total program of education for librarianship by students as well as faculty members and the restructuring of the program's curriculum when changes must be made to meet the needs of libraries.

8. Helping students to understand the concept that education is a continuing process.

9. Promoting professionalism among faculty and students by encouraging research and publication and participation in the activities of professional organizations.

10. Making students aware of the contributions of library and related organizations to librarianship and to library education.

LIBRARY, MEDIA AND INFORMATION STUDIES

Requirements for the M.A. Degree (LIS):

Criteria for admission and graduation include those general criteria specified by the College of Education for admission into master's level degree programs. In addition, the Library, Media, and Information Studies department asks for an interview with the program chairperson, the program's admission committee, or an individual designated by the chairperson. The department also requires that each applicant submit a typewritten statement expressing personal reason(s) for wanting to pursue graduate study in librarianship. Graduation requirements include the completion of six core courses — LIS 5404, LIS 6520, LIS 6260, LIS 6608, LIS 6721, and LIS 6735, plus a planned program of electives developed for each student in conjunction with his/her adviser. The minimum length of a program is ordinarily 55 quarter hours.

Requirements for the Ed.S. Degree:

The sixth-year Ed.S. degree in Curriculum and Instruction with an emphasis in Library, Media and Information Studies provides librarians with an opportunity to specialize in particular aspects of library, media, and information services in different types of libraries. In addition to requirements of the College of Education for admission to Ed.S. programs, the department requires that students have a master's degree from an ALA accredited program, an interview with a relevant professor in the department, and an application letter on file in the department. Graduation requirements are completion of a minimum of 48 hours of approved coursework including at least eight hours in cognate courses outside this department, a minimum of eight hours for a thesis or project, and a final comprehensive exam.

Accreditation and Certification

The Library, Media, and Information Studies department master's degree program is fully accredited by the American Library Association. In addition, completion of the required program of studies for the school media librarian specialization results in Florida certification as an Education Media Specialist. Students may also plan electives to meet the certification requirements of other states, if they wish to do so.

Additional Information

Even though degree-oriented undergraduate study is not offered by the department, the faculty will counsel those undergraduate interested in exploring the kind of program most appropriate as a basis for graduate study in librarianship at USF. Details concerning the graduate program, including information on the profession, are available from the chairperson, Library, Media, and Information Studies Department, University of South Florida, Tampa, Florida, 33620.

Department of Mathematics Education

The Department of Mathematics Education offers programs leading to the B.A. and M.A. degrees; an M.Ed., Ed.S., and Ph.D. degree in Curriculum and Instruction with an emphasis in Mathematics Education.

The undergraduate program is designed to prepare students to meet the State certification requirements and to become highly competent secondary mathematics teachers. Specialized courses in the teaching of mathematics are offered for students majoring in elementary, early childhood, and exceptional child education.

At the graduate level students may concentrate in either elementary, secondary, or K-12 programs. The master's programs are intended mainly to improve the skills of the classroom teacher and/or to prepare students for entry into advanced graduate programs. The advanced degree programs are designed to develop mathematics education leaders for a variety of positions such as mathematics supervisors, mathematics clinicians, researchers and university professors.

The Mathematics Education Department has seven faculty members who are actively engaged in research, textbook writing, and/or curriculum development. Currently, advanced graduate students in mathematics education can engage in research, under faculty supervision, in such areas as problem solving, reading mathematics, diagnosis and prescription, development of skill and concept hierarchies, use of computing devices as instructional aids, the validation of specific teaching strategies, and others. The facilities include access to the IBM 360-375 computer in the Computer Research Center, as well as small micro computers within the Department, the Mathematics Education
Clinic, and the Instructional Materials Center. Further, excellent opportunity exists for conducting applied research in elementary and secondary schools within the USF 15-county service area.

Requirements for the B.A. Degree (MAE):

This program is designed to prepare secondary school mathematics teachers.

**Admission Requirements:** The minimum requirements for acceptance into this program include the following: 2.5 overall grade point average and 2.5 grade point average in mathematics courses; completion of at least two calculus courses.

**Course Requirements:** The typical program for prospective mathematics teachers consists of a minimum of 47 credit hours in mathematics above the 2000 level. The specialization requirements are:

- **MAC 3411 (5)**, **MAC 3414 (4)**, **MTG 4212 (3)**
- **MAC 3412 (4)**, **MAS 3103 (4)**, **MTG 4213 (3)**
- **MAC 3413 (4)**, **MHH 3102 (3)**

Upper level mathematics electives (STA 3023 and MAS 4301) are strongly recommended.

Two special methods courses (MAE 4320 and MAE 4330) are needed for certification and are included in the professional education sequence.

The student has the option of completing an interdisciplinary Natural Science major with a concentration in mathematics. This requires a minimum of 36 credit hours in mathematics and a minimum of 24 credit hours in the College of Natural Sciences outside of mathematics. These latter 24 hours must be approved by the student's adviser and must include a minimum of three courses at the 3000 level or above.

Students must complete all major courses and all mathematics education courses with a grade of "C" or higher.

Requirements for the M.A. Degree (MAE):

**ELEMENTARY—This M.A. degree is designed to improve the skills of the classroom teacher in teaching mathematics to elementary school youngsters.**

**Admission Requirements:** The program requires full certification as an elementary teacher for admission in addition to the minimum Board of Regents requirements (undergraduate grade point average of 3.0, on last half of the baccalaureate degree; or GRE aptitude score—1000 minimum).

**Course Requirements:** A minimum of 48 quarter hours:

1. Students pursuing the master's degree in Elementary Education are required to present credit in EDE 6305, EDF 6935, and RED 6116.
2. Twelve quarter hours in foundations of education: EDF 6311, EDF 6481, and EDF 6120 or EDF 6215.
3. Mathematics Emphasis: Individually planned emphasis to include four courses from the following: MAE 5636, MAE 6116, MAE 6337, MAE 6338, MAE 6356, MAE 6548, MAE 6549.
4. Eight quarter hours of electives in related areas.

**Comprehensive Examination:** The comprehensive examination is written to ensure the student has an adequate background in mathematics.

**SECONDARY—This M.A. in Mathematics Education is designed mainly for high school mathematics teachers. The degree requires a minimum of 51 quarter hours with at least 27 hours in mathematics at the 5000 level or above.**

**Admission Requirements:** In addition to the minimum Board of Regents requirements, candidates must have a strong background in mathematics. This program is offered under both plans I and II.

**Course Requirements:** This program requires a minimum of 51 quarter hours. MAA 4211, MAA 4212, MAA 4213 and any Mathematics courses from the 5000 and 6000 levels may be included in the planned program.

**Education courses include:**

- EDF 6431
- EDF 6211
- EDF 6606
- or
- EDF 6481
- EDF 6215
- EDF 6517
- or
- EDF 6544
- and
- MAE 6136

**Comprehensive Examination:** The comprehensive examination will consist of a written examination of foundations of education and curriculum and instruction on foundations of education and curriculum and instruction and an oral examination on mathematics and mathematics education.

Requirements for the M.Ed. Degree in Curriculum and Instruction (CUR) with an emphasis in Mathematics Education:

The M.Ed. degree is designed to prepare specialists in mathematics education for classroom instruction or leadership and supervisory roles. The M.Ed. degree requires a minimum of 49 hours beyond the master's degree including the development of a project under the direction of a major professor.

**Admission Requirements:** Candidates must present satisfactory evidence of:

1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score—1000 minimum.
2. Three letters of recommendation.
3. Favorable recommendation from program chairperson.
4. A master's degree with emphasis in mathematics or mathematics education with a 3.25 GPA or equivalent.

**Course Requirements:**

1. A core of 16 quarter hours consisting of EDF 7493 and 4 quarter hours in each of the following areas: computer technology, supervision, and educational psychology.
2. Twenty-four quarter hours in mathematics and mathematics education. A mathematics education seminar is
required. Other courses will be selected based upon the student's background.
3. Nine quarter hours devoted to an approved project.

Comprehensive Examination: The comprehensive examination will consist of a written examination. The candidate will be required to make an oral defense of the project.

Requirements for the Ph.D. Degree in Curriculum and Instruction with an emphasis in Mathematics Education:

The degree is granted on evidence of proficiency and distinctive achievement in mathematics education and by the demonstration of ability to do original, independent investigation culminating in a dissertation.

Admission Requirements: Candidate must present satisfactory evidence of:
1. GRE (Quantitative and Verbal) 1000.
2. GPA (Last half of B.A.) 3.0.
3. Three letters of recommendation.

4. A master's degree in mathematics or mathematics education.
5. Favorable recommendation from the Departmental Admissions Committee.

Course Requirements: This program is highly individualized. Candidate's programs are planned (with approval by a faculty committee) based upon previous experiences and future goals. The following areas must be included:

1. Major Area
   A. Mathematics Education 24 Quarter Hours
   B. Cognate Area* 16 Quarter Hours
   C. Dissertation 24 Quarter Hours
2. Statistics/Measurement/Research Design 16 Quarter Hours
3. Foundations (Curriculum) 16 Quarter Hours

* Supporting courses outside area of specialization.
** Post master's quarter hours.

Department of Professional Physical Education

** PHYSICAL EDUCATION **

The Professional Physical Education program prepares teachers of physical education K-12.

Requirements for the B.A. Degree (PET):

A two-year program is offered at the junior and senior year level which provides a daily internship experience in the local schools for prospective physical education teachers. In order to be considered for program admission, all students must participate in a selective admissions procedure which includes an on-campus conference, as enrollment in this program is limited. During each of the three quarters of the junior year, students should be prepared to spend a minimum of two hours per day in an elementary school physical education situation in addition to their on-campus study. In the senior year students participate in both part day and whole day teaching experiences at the secondary level. Those requirements (see admission to internship experience) which are necessary for admission to supervised teaching experience must be met before a student will be allowed to register in "Seminar and Internship in Physical Education."

After applying for admission to the University, all students must apply directly to the department on or before April 1. No student will be admitted to the program unless application has been made prior to this date. Direct requests to:

Coordinator
Professional Physical Education Program
College of Education

Requirements for the M.A. Degree (PET):

The master's degree program in Physical Education focuses upon the teaching-learning process. It is a program geared to the practitioner. Areas within the program in which a student may focus study are Elementary Physical Education, Secondary Physical Education, or Physical Education for the Handicapped.

Enrollment in PET 6051C, Professional Assessment, is required of all students. Preferably this course will be completed during the first quarter of study in the program and not later than the completion of eight quarter hours of credit in the physical education curriculum area.

Department of Psychological and Social Foundations of Education

The Psychological and Social Foundations department provides core courses for the undergraduate and graduate teacher training programs in the College of Education and also elective courses for non-education students. The School Psychology Master's/Education Specialist degree is the only degree program operated by the Psychological and Social Foundations Department. The student's academic record will reflect this emphasis as part of the degree statement.

** SCHOOL PSYCHOLOGY **

Requirements for the M.A. (PSE)/Ed.S. degrees:

Graduate Studies in School Psychology is a program offered jointly with the Department of Psychology in the College of Social and Behavioral Sciences. Although a master's degree is awarded after approximately 50 quarter hours of study, this is not considered to be a terminal degree and does not qualify one for certification. Assuming satisfactory work at the completion of the 50 quarter hours, the student then continues work towards the Education Specialist degree in Curriculum and Instruction with an emphasis in School Psychology.

For the beginning graduate student, the entire program, including the master's and specialist degrees, consists of approximately 100 quarter hours. For the student who has previously completed pertinent graduate training, the program may be shorter. These hours include thesis and a full-time internship, which is usually paid, for one academic year.

The curriculum has been carefully sequenced to assure the systematic development of the core concepts and skills necessary for the competent practice of school psychology. The fine cooperation of several local departments of school psychological services provides almost continuous field ex-
periences for our students. These experiences assure a strong reality orientation which complements formal conceptual development. Our program of studies is designed to meet all recognized national and state accreditation requirements, and our graduates are eligible for Florida Department of Education certification which is reciprocal with some 30 other states. We believe our curriculum would also make one eligible for certification in most states which Florida does not have certification reciprocity.

Since the curriculum is carefully sequenced, the program requires full-time study for students without pertinent prior graduate work. It is assumed that full-time study would allow time for an assistantship or part-time job of up to 20 hours per week. Persons with pertinent prior graduate work may pursue the program on a part-time basis to the extent that the prior graduate work is accepted as equivalent to part of the regular program.

The comprehensive practice of school psychology requires close interaction with several disciplines, and our program of studies is appropriately interdisciplinary. This curriculum is organized within Interdisciplinary Studies in Advanced Graduate Education, and policies are developed jointly by the College of Education and the Department of Psychology, College of Social and Behavioral Sciences. The emphasis of this innovative effort is on consultation oriented interventive and preventive psychology in addition to advanced diagnostic and prescriptive procedures. The program faculty believes organized research data form the best available basis for the practice of school psychology, and they are further committed to the development of leadership and innovation within the profession.

The faculty is dedicated to producing highly trained psychologists through the use of positive techniques. This positive approach can be especially seen in the following policies and procedures:

1. Thorough admission procedures result in the selection of outstanding students. This makes possible a faculty commitment to do everything possible to guide each student to a high level of professional competence. This strategy opposes that of accepting large numbers of students with the assumption that some will "flunk out."

2. The curriculum is well organized and explicit so that the student is always aware of program expectations and of her/his progress in relation to these expectations.

3. The student body is kept small, resulting in greater student-faculty contact than would otherwise be possible.

4. Skills of practice are developed through a non-threatening apprenticeship network established with local school systems. This model encourages the student to "assist" several professors and practicing school psychologists throughout her/his training. The vision here is to provide positive environments, containing rich feedback, in which competent psychological skills develop.

5. Thesis guidelines have been established for the purpose of reducing the anxiety and ambiguity so often associated with research efforts. The goal is to increase the probabilities that thesis research will be a positive experience while producing quality data with reasonable energy expenditure.

Continuing Education. Elements of the school psychology curriculum will be made available to qualified practicing school psychologists who wish to upgrade their knowledge and skills without necessarily working toward a degree. Other courses and workshops also will be developed for this purpose as the need arises, and a list of pertinent courses available from other departments will be maintained. The faculty will provide appropriate advising.

Curriculum. Except where equivalent courses are transferred into the program, the student must meet the following minimum requirements: Diagnosis and Prescription (15 quarter hours); Behavioral/Preventive Consultation (14 quarter hours); Developmental/Cultural Diversity (13 quarter hours); Theoretical/Research Context (27 quarter hours); Thesis and Internship.

Admissions. University and college admissions requirements may be found elsewhere in this catalog. Since more persons apply than we can accommodate, admission to the school psychology program is competitive. The student should apply directly to the Office of Graduate Admissions, University of South Florida, Tampa, Florida 33620. The school psychology program will request further information from the student upon notification that the application is on file. Admission is for summer and fall quarters of each year, and applications received by March 1 get priority attention. Each student accepted into the program will automatically be considered for financial aid. If separate application is necessary, forms will be forwarded to the student upon admission.

Further Information. Details of the program may be obtained by writing the Director of Graduate Studies in School Psychology, FAO 295, University of South Florida, Tampa, Florida 33620.

Department of Reading Education

The Reading Education department has four major functions. The first is our service to undergraduates and inservice teachers which includes training every undergraduate student in the college in the teaching of reading, aspects of classroom corrective reading, and the utilization of reading in the content areas.

The second area of endeavor is our degree programs which involve the continuing education of teachers at the M.A., Ed.S. and Ph.D. levels in Reading/Language Arts.

Our third function entails work in USF's 15-county responsibility area which includes Teacher Education Centers and Continuing Education. We work with the various public and private agencies and families, as well as the community at large.

The fourth area involves our relationship with the community through the Reading Center. The College of Education Reading Center offers diagnostic and remedial services to children and youth. Parents are given the opportunity to learn about reading and how to help their children. The Center provides training for students earning certificates of advanced degree in reading. A large collection of diagnostic and remedial materials is housed in the Center.

■ READING EDUCATION

Requirements for the M.A. Degree (RED):

The master's degree in Reading Education is designed to prepare special reading teachers, reading clinicians, and supervisors-directors-coordinators of reading for school systems.

In addition to meeting the University and College requirements, applicants to the Reading program must present three (3) letters of recommendation, and a personal statement of professional background, experience and goals. The Board of Regents requires that applicants to a graduate program have at least a 3.0 grade point average from their last two years of undergraduate work OR a minimum of 1000 on the GRE. A limited number of students can be admitted to the program who do not meet these minimum requirements. Applications for admission are processed once each quarter. The deadline for all requirements to be met and all materials to be in the Reading Department office is usually 4-5 weeks before the quarter ends. Applications are processed in the quarter preceding the one in which the applicant
expects to begin the program. The applicant should contact the Reading Department to ascertain the deadline dates for specific quarters and to obtain instructions regarding the transmission of letters of recommendation and statements of goals.

Education courses include:

**Plan I**—EDF 6431 and EDF 6481

and one of EDF 6211 EDF 6544 EDF 5136

ED 6215 or EDF 6120 EDF 6205

EDF 6606 EDG 5206 EDF 6213

EDF 6517

**Plan II** requires all four of the process core: EDF 6211, EDF 6431, EDF 6481, and EDF 6606.

Specialization in Reading Education shall include a minimum of 29 credit hours:

RED 6116 RED 6365 RED 6548 RED 6748

RED 6247 RED 6546 RED 6747 RED 6838

There is the option of writing a thesis which would substitute for some of the course work required in the previously described programs.

Students entering the program with an undergraduate major outside elementary education normally will be required to take RED 4310, RED 4515, and LAE 4414 before beginning the specialization sequence.

Electives must be chosen by conference with adviser.

Selective retention policies require that the student maintain a “B” average with no more than five hours of “C” work in the major area* (Reading) courses and a total of no more than nine hours of “C” work in the program. If either of these criteria is not met, the student will be immediately dropped from the program. The student may then petition to the faculty to be reinstated. Reinstatement will occur when the student retakes one of the courses which a “C” was earned and earns an “A” in that course.

* Major area courses are RED 4310, RED 6116 and all Reading Education courses.

**Requirements for the Ed.S. Degree in Curriculum and Instruction (CUR) with an emphasis in Reading/Language Arts Education:**

The purpose of the Ed.S. in Reading/Language Arts (R/LA) area is to prepare in-school leaders in the field. Specific roles which graduates could fill would include directors of R/LA programs for school systems, clinical directors in private or public settings, or supervisors of R/LA curricula. The program is designed to provide experiences to acquire expertise in R/LA process, designing and evaluating R/LA instructional materials and teaching techniques, university and college teaching, and the treatment of disabled learners (R/LA). A student may elect to acquire more depth in some of these areas than in others; however, a basic knowledge in all will be required. The Ed.S. involves course work, written comprehensives, and a dissertation.

**Admission Requirements:**

1. Meet the general requirements as specified in the current USF catalog.
2. Have certification in at least one related area of education.
3. Have at least one year of successful experience in a professional school role.
4. Have a Master's in Education with a minimum of 16 graduate hours in R/LA or related disciplines. If this is not met, admission may be granted if the student is willing to lengthen the program to make up deficiencies.
5. Submit an official record of the GRE score which must total 1100.
6. Submit an official transcript of post-baccalaureate work showing at least a 3.5 grade point average.
7. Submit a statement of professional history and goals and three letters of recommendation to the Reading Department.
8. Be recommended for approval by the R/LA faculty.
9. Applicants from foreign countries will be appraised individually.

**Exceptions:**

A limited number of applicants to the program can be admitted as exceptions to requirements 5 and 6. In order to be considered for this exception group, the candidate must have compensating qualifications which are documentable. Some examples of these qualifications might be:

1. GPA of 3.9 in post-baccalaureate work.
2. Scholarly publication.
3. Creative program development.
4. Designing of creative instructional methods and/or materials.

**Ed.S. Program Structure:**

<table>
<thead>
<tr>
<th>Specialization in R/LA</th>
<th>20 quarter hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>16 quarter hours*</td>
</tr>
<tr>
<td>Project</td>
<td>12 quarter hours*</td>
</tr>
<tr>
<td>Total</td>
<td>48 quarter hours*</td>
</tr>
</tbody>
</table>

* All represent post-master’s credit and are minimal requirements.

**Requirements for the Ph.D. Degree in Curriculum and Instruction (CUR) with an emphasis in Reading/Language Arts Education:**

The purpose of the Ph.D. in Reading/Language Arts (R/LA) is to prepare leaders in the field. Specific roles which graduates could fill would include college and university faculty, directors of R/LA programs for school systems, or clinical directors in private or public settings. The program is designed to provide experiences to acquire expertise in research into R/LA process, designing and evaluating R/LA instructional materials and teaching techniques, university and college teaching, and the treatment of disabled learners (R/LA). A student may elect to acquire more depth in some of these areas than in others; however, a basic knowledge in all will be required. The Ph.D. involves course work, written comprehensives, and a dissertation.

**Admission Requirements:**

1. Meet the general requirements as specified in the current USF catalog.
2. Have certification in at least one related area of education.
3. Have at least one year of successful experience in a professional school role.
4. Have a master's degree in education with a minimum of 30 graduate hours in R/LA or related disciplines. If this is not met, admission may be granted if the student is willing to lengthen the program to make up deficiencies.
5. Submit an official record of the GRE score which must total 1100, with at least 500 on the quantitative section.
6. Submit an official transcript of post-baccalaureate work showing at least a 3.5 grade point average.
7. Be recommended for approval by the program faculty.
8. Applicants from foreign countries will be appraised individually.

**Exceptions:**

A limited number of applicants can be admitted to the program as exceptions to requirements 5 and 6. In order to be considered for this exception group, the candidate must have compensating qualifications which are documentable. Some examples of these qualifications might be:

1. GPA of 3.9 in post-baccalaureate work.
2. Scholarly publication.
3. Creative program development.
4. Designing of creative instructional methods and/or materials.

**Program Structure:**

<table>
<thead>
<tr>
<th>Reading/Language Arts</th>
<th>24 quarter hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialization R/LA</td>
<td>16 quarter hours*</td>
</tr>
<tr>
<td>Cognate Area**</td>
<td>24 quarter hours*</td>
</tr>
<tr>
<td>Dissertation</td>
<td>16 quarter hours*</td>
</tr>
<tr>
<td>Statistics/Measurement/Research Design</td>
<td>16 quarter hours*</td>
</tr>
<tr>
<td>Foundations and Curriculum</td>
<td>16 quarter hours*</td>
</tr>
<tr>
<td>Total</td>
<td>96 Minimum Hours</td>
</tr>
</tbody>
</table>

* All represent post-master’s credit and are minimal requirements.

**Supporting courses outside major area.**
Department of Science and Health Education

Degree programs are available with majors both in Science Education and in Health Education. In Science Education, degree programs are offered at all levels—Baccalaureate (B.A.); Master’s (M.A. and M.Ed.); Education Specialist (Ed.S.); and Doctoral (Ph.D.). In Health Education, an undergraduate (B.A.) program is offered. Descriptions of programs in both fields are provided on the following pages.

SCIENCE EDUCATION

Requirements for the Baccalaureate Programs
(B.A. Degree):

Two baccalaureate degree programs are offered which are designed to prepare students for teaching secondary school science. In addition to College requirements, the minimum requirement for acceptance into either program is the completion of 24 quarter hours of required science courses with no grade less than a "C".

A. Botany (BOE), Chemistry (CHE), Physics (PHE), Zoology (ZOE):
A student planning to teach science at the secondary level may complete the departmental major in the corresponding science area (in Botany, Chemistry, Physics, or Zoology). Requirements for these programs are listed in the catalog under the science departments of the College of Natural Sciences.

B. Science Education (SCE):
An alternate program is available in which the prospective teacher must meet the minimum requirements of an interdisciplinary major in the Natural Sciences. This requires a minimum of 36 credit hours in the discipline of major concentration and a minimum of 24 credit hours within the Natural Sciences and outside the concentration area. These latter 24-32 hours must be approved by the student's adviser and include at least three 3000 level courses. (Total program, 68 credit hours minimum). Concentrations are available in biology, physics, and chemistry. A typical program for a biology concentration includes:
Minimum credit within concentration (36-44 credit hours)
BSC 2010C (4) MCB 3010C(5) PCB 4023C (5)
BSC 2011C (4) PCB 3063 (4) or
BSC 2012 (4) PCB 4043C (4) PCB 5115C
Additional selections from:
BOT 3010 (5) ZOO 3203C(5) ZOO 4303C(5)
BOT 3713C (5)
Minimum credits outside of concentration (24-32 hours):
Courses outside biology would normally include:
BCH 3033 (4) CHM 2046L(1) CHM 3210 (3)
CHM 2045 (3) CHM 2047 (3) CHM 3210L(2)
CHM 2045L(1) CHM 2047L(1) CHM 3211 (3)
CHM 2046 (3)
PHY 2050, 2050L (4:1) and PHY 2051, 2051L (4:1) or
PHY 2052, 2052L (4:1)
Electives (0-8)
Additional courses selected from Chemistry, Mathematics, Physics, and Geology are recommended.
The student with either a departmental or interdisciplinary major must earn a grade of "C" or higher in all courses required in the program, both in the major concentration and in supporting courses of the major.

For either program, SCE 4631 is recommended for students with a Biology concentration and SCE 4630 is recommended for students with a Physics or Chemistry concentration. College requirements for graduation must also be completed satisfactorily. In the Professional Education Core, a minimum of 36 credit hours is required which includes SCE 4330 (Science Methods) and two courses for diagnosing reading problems—RED 4360 and SCE 4305.

Requirements for the Master's Degrees:
A. Master of Arts (M.A.)
An M.A. degree program is offered with a major in Science Education (SCE). Three plans are available. College admission and graduation requirements for all three plans are specified in the sections, Master's Level Degree Programs and Master of Arts Programs. In addition to College admission requirements, applicants must have a baccalaureate degree (or equivalent) in the area to be the specialization - Biology, Chemistry or Physics. Specialization in each of these three disciplines is available in a cooperative program with the College of Natural Sciences. In each instance, before admission to the degree program, the student must satisfy the Biology, Physics, or Chemistry adviser that he has the competence to undertake the program. Education courses include:

EDF 6431 EDF 6211 EDF 6606
and or
EDF 6481 EDF 6215 EDF 6517
or
EDF 6544 and
SCE 6634
Specialization shall consist of at least 27 credit hours, approved by the adviser in the discipline. Satisfactory completion of the program must be certified by both the College of Natural Sciences and the College of Education.

B. Master of Education (M.Ed.)
An M.Ed. degree in Curriculum and Instruction (CUR) is offered with a concentration in Science Education. This concentration is designed to improve teaching competencies in Science for teachers who are certified in Science and who have successfully completed two years of teaching. In addition to the general college requirements, listed under Master of Education Programs, a concentration in Science Education requires:
Quarter Hours
Process Core 20
Science Methods 12-16
(and related education courses) 18-22
Science 50
Requirements for the Education Specialist Degree
(Ed.S.):
An Ed.S. in Curriculum and Instruction with emphasis in Science Education is offered for those with a master's degree who wish to extend their knowledge and skills in Science Education. Admission requirements and the Program of Studies are described below.

A. Admission requirements.
1. Master's degree.
2. Either a minimum score of 1000 (Verbal plus Quantitative) on the Graduate Record Examination (GRE); OR a minimum grade point average of 3.0 (B) for the last two years of undergraduate study.
4. Two or more years teaching experience within grades K-14.
5. Minimum credits in Science:
a. Major (Biology, Chemistry, Earth Science or Physics) - 65 quarter hours.
b. Supporting Science disciplines-one full year of each of the other three Science disciplines (other than the major as listed in (a) above).

B. Program of Studies.
Area Minimum Quarter Hours
1. Major
a. Science Education 12
b. Science 12
Requirements for the Doctor of Philosophy Degree (Ph.D.):

A Ph.D. degree program in Curriculum and Instruction with emphasis in Science Education is offered. It is designed for those with a master’s degree who wish to prepare for leadership roles in Science Education. The program places emphasis on developing ability in education research, Science curriculum evaluation and development, conducting teacher-training programs, and decision-making as it pertains to Science Education. Admission and program requirements are listed below.

A. Admission Requirements.
1. Master’s degree in Science Education or Science.
2. Full teacher certification within grades K-14.
3. Two or more years teaching experience within grades K-14.
4. A minimum score of 1000 on the Graduate Record Examination (GRE).
5. A minimum grade point average of 3.0 (B) for the last two years of undergraduate study.
6. Minimum credits in Science:
   a. Major (Biology, Chemistry, Earth Science or Physics) - 65 quarter hours.
   b. Supporting Science disciplines—one full year of each of the other three Science disciplines (other than the major as listed in (a) above).

B. Program of Studies.

<table>
<thead>
<tr>
<th>Area</th>
<th>Minimum Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Major</td>
<td></td>
</tr>
<tr>
<td>a. Science Education</td>
<td>24</td>
</tr>
<tr>
<td>b. Science (Cognate)</td>
<td>16</td>
</tr>
<tr>
<td>c. Dissertation</td>
<td>24</td>
</tr>
<tr>
<td>2. Statistics/Measurement/Research Design</td>
<td>16</td>
</tr>
<tr>
<td>3. Foundations of Education</td>
<td>16</td>
</tr>
<tr>
<td>4. Computer Language Competence</td>
<td>-</td>
</tr>
<tr>
<td>Total Credits (Post Master's Hours)</td>
<td>96</td>
</tr>
</tbody>
</table>

C. Residency Requirement.
Minimum of three years beyond Bachelor’s Degree, one year full-time residency.

HEALTH EDUCATION

Requirements for the B.A. Degree (HES):

The two-year Health Education program is designed to prepare health educators for the public schools or community health programs through combined course work and field work/internship in public schools and community health programs. This program is a competency based curriculum with an S (Satisfactory) / U (Unsatisfactory) grading system. Prerequisites for entering the program include admission to the College of Education, a survey course in health science (HES 2000 or equivalent), biology with laboratory, and an interview for program guidance.

The Health Education Selective Admissions Committee will base its admission decisions on the following:
1. Applicant’s previous scholastic record and performance on the American College Test.
2. Interview for program guidance.
3. References (3).
4. Related work experience.
5. Written statements by student about reasons for wanting to become a Health Educator.

The following are courses required in the Health Education Program (61 hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES 2400</td>
<td>3</td>
</tr>
<tr>
<td>HES 3122</td>
<td>3</td>
</tr>
<tr>
<td>HES 3123</td>
<td>3</td>
</tr>
<tr>
<td>HES 3140</td>
<td>4</td>
</tr>
<tr>
<td>HES 3141</td>
<td>4</td>
</tr>
<tr>
<td>HES 3300</td>
<td>3</td>
</tr>
<tr>
<td>HES 3730</td>
<td>3</td>
</tr>
<tr>
<td>HES 4940L</td>
<td>12</td>
</tr>
<tr>
<td>HES 4943</td>
<td>5</td>
</tr>
<tr>
<td>HES 4944</td>
<td>5</td>
</tr>
</tbody>
</table>

The following courses are required in the Professional Education Core:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 3214</td>
<td>4</td>
</tr>
<tr>
<td>EDF 3604</td>
<td>4</td>
</tr>
<tr>
<td>EDF 4200</td>
<td>5</td>
</tr>
<tr>
<td>EDF 5342</td>
<td>4</td>
</tr>
<tr>
<td>EGO 4200</td>
<td>4</td>
</tr>
<tr>
<td>RED 4360</td>
<td>4</td>
</tr>
<tr>
<td>SCE 4305</td>
<td>2</td>
</tr>
</tbody>
</table>

For students not seeking teacher certification, the following courses are deleted:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 3604</td>
<td>4</td>
</tr>
<tr>
<td>EDF 4200</td>
<td>5</td>
</tr>
<tr>
<td>EDF 5342</td>
<td>4</td>
</tr>
<tr>
<td>RED 4360</td>
<td>4</td>
</tr>
<tr>
<td>SCE 4305</td>
<td>2</td>
</tr>
</tbody>
</table>

The following courses are added for those not seeking teacher certification:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES 3244</td>
<td>4</td>
</tr>
<tr>
<td>HES 3510</td>
<td>4</td>
</tr>
<tr>
<td>HES 4276</td>
<td>4</td>
</tr>
</tbody>
</table>

Department of Social Science/Letters Education

The following programs are housed in the Department of Social Science/Letters:
- English Education
- Foreign Language Education
- Humanities Education
- Social Science Education
- Speech Communication Education

ENGLISH EDUCATION

The English Education Section of the Department of Social Science/Letters has as its primary undergraduate mission, the preparation of teachers of English for junior and senior high schools. (Teachers of middle school English ordinarily enroll in Elementary Education and acquire additional background in the English Education section.) The primary graduate missions of this section are to advance the skills of people already teaching English in the public schools and to train them for responsibilities in language arts leadership as department chairs, curriculum coordinators, and consultants in the public schools or as teacher and researchers of English methods in colleges.

The section offers the B.A. degree in both English Education and English-Mass Communications Education and the M.A. degree in English Education, the M.Ed. degree in Curriculum and Instruction with an emphasis in English Education, and the Ed.S. and Ph.D. degrees in Curriculum and Instruction with an emphasis in Communication Education. (The latter two degrees
are interdisciplinary degrees offered in conjunction with other
communication education specialties: Speech Communication,
Drama Education, Foreign Language Education, Humanities
Education, and Reading Education.

Requirements for the B.A. Degree (ENE):
The minimum requirement for acceptance into this program
is a 2.5 grade point average. Graduation requirements: "C"
grade or better in Methods Course.

Specialization Requirements (61-64 cr. hrs.)

AML 3010 (5) ENL 3041 (5) LIN 4370 (5)
ENC 3466 (5) ENL 3133 (5) LIT 3150 (5)
or or ORI 3000 (4)
ENC 3486 (5) ENG 3133 (5) SPC 2023 (5)
ENL 3030 (5)

Two additional 4000-level literature courses
One of the following:
ENG 3130 (3) MMC 3000 (3) MMC 3700 (4)

One of the following:
EDG 4451 (4) LIN 3801 (4) LIN 4600 (4)
EN 4512 (5) or approved substitute

Two special methods courses, LAE 4335 and LAE 4642 and
two reading courses, (RED 4360 and LAE 4530), are included in
the professional education sequence.

Requirements for the M.A. Degree (ENE):

Plan I—Requirements for admission: A bachelor's degree in
English Education from a recognized institution, or Rank II
certification in Secondary English from the State of Florida or
other equivalent certification.

Course Sequence: Process Core (4-16 hours), English Education
(4-16 hours), Engish courses (6 courses selected under
advisement as preparation for terminal examination over a reading
list including selected works from most periods of English
and American literature; students may select one course each in
linguistics and advanced composition for teachers), Education
Electives (selected under advisement to bring the program to a
total of 48 hours).

Plan II—Requirements for admission: A bachelor's degree in
English from a recognized Liberal Arts Institution of higher
learning.

Course sequence: Process Core (16 hours), Curriculum (5
hours), English Education (4 hours), English courses (28 hours
selected as for Plan I, above), Internship (9 hours).

In addition, the State Department of Education requires a
course in Reading in the content areas for certification or recertification.

■ MASS COMMUNICATIONS-ENGLISH EDUCATION

Requirements for the B.A. Degree (MCE):
The minimum requirement for acceptance into this program
is a 2.5 grade point average. Graduation requirements: "C"
grade or better in Methods Course.

Specialization Requirements (63 cr. hrs.)
Mass Communications (23 cr. hrs.)

JOU 3100 (4) JOU 4800 (4) ENG 3156 (5)
MMC 3000 (3) or MMC 3700 (4)

Two of the following or one of the following plus a more
advanced course in that area.
ADV 3000 (4) JOU 3006 (4) RTV 3000 (4)
ENG 3130 (3) JOU 3205 (4) VIC 3000 (4)
FIL 4300 (4) PUR 3000 (4) VIC 3100 (4)

Two special methods courses LAE 4335 and LAE 4642 are
included in the professional education sequence.

English (44 cr. hrs.)

AML 3010 (5) ENL 3041 (5) LIT 3150 (5)

ENL 3030 (5) LIN 4370 (5) SPC 2023 (5)
LIN 3010 (4) or approved substitute

Two additional English courses in literature or one English
literature course and ORI 3000.

Foreign Language Education

Foreign Language Education offers programs leading to the
B.A. degree and certification in the secondary area in the follow-

ling languages: French, German, Italian, Latin, Portuguese,
Russian, Spanish. The undergraduate program, when success-
fully completed, makes the graduates of these programs auto-
matically eligible for teaching certification in the State of Florida.

Programs are offered leading to the M.A. degree in the sec-
ondary area in the following languages: French, German, Span-
ish. The master's programs are designed primarily to improve
the skills of the person already certified in Foreign Language
Education.

Combination programs leading to the B.A. degree and cer-
tification are offered in the following areas: Latin-English Edu-
cation; Latin-foreign Language Education; Foreign Language-
English Education; Dual Foreign Language Education (any
combination of two different foreign languages).

Requirements for the various degrees follow.

■ CLASSICS EDUCATION

Requirements for the B.A. Degree (CLE):
LATIN-ENGLISH EDUCATION

Specialization Requirements (71 cr. hrs.)
Latin (36 cr. hrs.)

Select three courses from the following:
CLA 3000 (5) CLT 3370 (4) EUH 3412 (4)
CLA 4100 (4) EUH 2101 (4) EUH 3413 (4)
CLA 4120 (4) EUH 2102 (4) HIS 3930 (4)
CLT 3290 (4) EUH 3401 (4) PHP 4000 (4)
CLT 3300 (4) EUH 3402 (4) PHP 4010 (4)
CLT 3322 (4)

Select six additional upper level Latin courses from the follow-

ing:

LWN 4311 (4) LWN 4381 (4) LWN 4665 (4)
LWN 4312 (4) LWN 4500 (4) LWN 4675 (4)
LWN 4322 (4) LWN 4501 (4) LWN 4900 (1-4)
LWN 4361 (4) LWN 4660 (4) LWN 4930 (1-4)
LWN 4362 (4)

English (35 cr. hrs.)

ENC 3466 (5) or ENC 3486 (5) LIT 4370 (5)
SPC 2023 (5)

Two of the following:

ENL 3010 (5) ENL 3133 (5) ENL 3401 (5)
ENL 3030 (5) ENL 3320 (5) ENL 3430 (5)
ENL 3041 (5) ENL 3351 (5) ENL 3441 (5)

One of the following:

AML 3010 (5) AML 3102 (5) AML 3107 (5)
AML 3111 (5)

One of the following:

ENG 3138 (5) ENG 4744 (5) LIT 3150 (5)
ENG 3156 (5)

LATIN-FOREIGN LANGUAGE EDUCATION:

Specialization Requirements (72 cr. hrs.)

Select three courses from the following:
CLA 3000 (5) CLT 3370 (4) EUH 3412 (4)
CLA 4100 (4) EUH 2101 (4) EUH 3413 (4)
CLA 4120 (4) EUH 2102 (4) HIS 3930 (4)
CLT 3290 (4) EUH 3401 (4) PHP 4000 (4)
CLT 3300 (4) EUH 3402 (4) PHP 4010 (4)
CLT 3322 (4)
Select six additional upper level Latin courses from the following:

- LNW 4311 (4)
- LNW 4381 (4)
- LNW 4675 (4)
- LNW 4312 (4)
- LNW 4500 (4)
- LNW 4900 (1-4)
- LNW 4322 (4)
- LNW 4501 (4)
- LNW 4930 (1-4)
- LNW 4361 (4)
- LNW 4660 (4)
- LNW 4362 (4)
- LNW 4665 (4)

**Foreign Language Course Requirements**: are 36 hrs. beyond intermediate courses:
- Composition I and II
- Conversation I and II
- FRW 4230 (4)
- GEW 4101 (4)
- SPW 4100 (4)
- FRW 4300 (4)
- ITW 4100 (4)
- SPW 4101 (4)
- GEW 4100 (4)
- ITW 4101 (4)

Plus additional selected hours in the minor language to total 27.

*Spanish majors only.

**SINGLE FOREIGN LANGUAGE EDUCATION**

After consultation with a foreign language education adviser, the Dean may give permission for a student to elect a single foreign language major. A minimum of 45 credit hours beyond intermediate course requirements must be earned in the single foreign language. Among the 45 hours must be the following:

- **French (45 cr. hrs.)**
  - FRE 3240 (4)
  - FRE 4241 (4)
  - FRW 4230 (4)
  - FRE 3420 (4)
  - FRE 4421 (4)
  - FRW 4300 (4)

Plus additional selected hours of upper level courses to total 45 hrs.*

- **German (45 cr. hrs.)**
  - GER 3240 (4)
  - GER 4241 (4)
  - GEW 4100 (4)
  - GER 3420 (4)
  - GER 4421 (4)
  - GEW 4101 (4)

Plus additional selected hours of upper level courses to total 45 hrs.*

- **Italian (45 cr. hrs.)**
  - ITA 3240 (4)
  - ITA 4241 (4)
  - ITW 4100 (4)
  - ITA 3420 (4)
  - ITA 4421 (4)
  - ITW 4101 (4)

Plus additional selected hours of upper level courses to total 45 hrs.*

- **Russian (45 cr. hrs.)**
  - RUS 3400 (4)
  - RUT 3110 (4)
  - RUT 3111 (4)
  - RUS 4401 (4)

Plus additional selected hours of upper level courses to total 45 hrs.*

- **Spanish (45 cr. hrs.)**
  - SPN 2240** (4)
  - SPN 4301 (4)
  - SPW 4101 (4)
  - SPN 3300 (4)
  - SPW 4100 (4)
  - SPN 3241** (4)
  - SPW 4130 (4)

Plus additional selected hours of upper level courses to total 45 hrs.*

*FOL 5752, FOW 5405, LIN 3010, LIN 3801, LIN 4377 may be used to satisfy selected course requirements of the foreign language.

**These courses will not count in major for students who are fluent in Spanish.

**Requirements for the M.A. Degree (FLE): (FRENCH, GERMAN, SPANISH)**

Plan III is a program of graduate studies for holders of a non-education baccalaureate degree who do not wish to meet teacher certification requirements in the State of Florida. The primary difference in this plan from Plan II is that students will not be required to take EDF 5691, Curriculum & Instruction and EDF 6947, Internship.

- **A. Process Core (16 hours)**
  - EDF 6431
  - EDF 6481
  - or
  - EDF 6606

- **B. Current Trends Course in Teaching Specialization (4 hours)**

- **C. Specialization (27 hours minimum)**
  - This is an individually planned graduate major in the teaching field or in an appropriate College of Education program for K-12 specialists.
  - The M.A. in Foreign Language Education requires 20 to 25 quarter hours in Education courses:
    - EDF 6431
    - EDF 6211
    - EDF 6606
    - EDF 6517
    - EDF 6544
    - EDF 6841
    - EDF 6215
    - EDF 6517
    - EDF 6544
    - FLE 6665
In addition, Plan II requires an internship in the Foreign Language. A minimum of 27 quarter hours are required in the Foreign Language courses on the 5000 and 6000 levels. However, depending upon the candidate's background and strengths, Foreign Language course requirements can go as high as 36 quarter hours. Unless otherwise approved by adviser, at least 21 hours in French should be on the 6000 level; in Spanish at least 18 hours should be on the 6000 level.

HUMANITIES EDUCATION

The Humanities Education Program seeks to prepare secondary school humanities teachers who have extensive academic work in the humanities. B.A. and M.A. degree programs are available.

At the B.A. degree level, students develop teaching strategies, materials, and curricula to use in teaching the humanities to students in grades 7-12. Although emphasis is placed upon meeting the requirements of the State of Florida, students also are encouraged to gain sufficient experience to allow them to move on to other states as qualified humanities teachers. Whenever possible, students are encouraged to gain a second certification area to allow even greater professional mobility.

At the M.A. level, experienced humanities teachers are offered continued work in their professional area to expand their understanding of man's accomplishments and enlightenment. The degree also is available to individuals who wish to gain certification in the humanities but whose undergraduate degree was in another academic area. Students are expected to demonstrate research and writing abilities in relation to synthesizing information on man's accomplishments in the humanities. Having demonstrated this ability, they are expected to be able to show how the material may be taught to students in secondary schools and/or community colleges.

Although all graduates in Humanities Education are expected to demonstrate teaching abilities in the area, neither degree limits its products to teaching. The work in this area is considered to be a good general background for any profession which deals with human evaluation, perpetuation of man's accomplishments, and the production of creative or artistic products.

Requirements for the B.A. Degree (HUE):

The minimum requirement for acceptance into this program is a 2.5 grade point average. Graduation requirements: 2.5 GPA in major and "C" grade or better in Methods Course.

Specialization Requirements (4 cr. hrs. in HUM 4906, 3 cr. hrs. in HUM 4813, and 42 cr. hrs. from the following):

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 4433, 4434</td>
<td>(4,4)</td>
</tr>
<tr>
<td>HUM 4435, 4436</td>
<td>(4,4)</td>
</tr>
<tr>
<td>HUM 4437, 4438</td>
<td>(4,4)</td>
</tr>
<tr>
<td>HUM 4440, 4441</td>
<td>(4,4)</td>
</tr>
<tr>
<td>HUM 4442, 4443</td>
<td>(4,4)</td>
</tr>
<tr>
<td>HUM 4444, 4445</td>
<td>(4,4)</td>
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<tr>
<td>HUM 4471, 4473</td>
<td>(5,5)</td>
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<tr>
<td>HUM 4905</td>
<td>(1,5)</td>
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<tr>
<td>HUM 5452, 5454, 5456</td>
<td>(4,4,4)</td>
</tr>
<tr>
<td>HUM 5485, 5486</td>
<td>(4,4)</td>
</tr>
<tr>
<td>HUM 5412</td>
<td>(4)</td>
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<tr>
<td>HUM 5414</td>
<td>(4)</td>
</tr>
<tr>
<td>HUM 5415</td>
<td>(4)</td>
</tr>
<tr>
<td>HUM 5465</td>
<td>(4)</td>
</tr>
</tbody>
</table>

Also required (a minimum of 9 cr. hrs. in the creative or performing arts from the following areas: Theatre, Art, Music, Dance, and English.) Academic work in these areas taken prior to entering the College of Education will be considered toward the satisfaction of this requirement.

Course work to meet Florida reading requirements is required. Majors are encouraged to gain certification in a second area.

Requirements for the M.A. Degree (HUE):

Plan I—Requirements for admission: A bachelor's degree in Humanities Education or a related area which included teacher certification; 1000 on the GRE and an academic average of B in the last two years of undergraduate work; approval of Humanities Education adviser.

Course Sequence: HUM 4813 (if not taken previously) (4 hours); EDF 6431 and EDF 6481 (8 hours); 2 courses from EDF 6211 or EDF 6215, EDF 6606, EDF 6517, EDF 6544 or other Education areas approved by the Humanities Education adviser (minimum of 8 hours); HUM 4870 (4 hours); HUM 6909 (3 hours); and 6 graduate courses from the Humanities Department, 2 of which may be at the 5000 level (24 hours). Candidates must complete a comprehensive examination successfully, after completing written papers for the Humanities Department.

Plan II—Requirements for admission: A bachelor's degree in Humanities or a related subject area; 1000 on the GRE and an academic average of at least B in the last two years of undergraduate work; approval by the Humanities Education adviser. Any entrance requirement waivers must be approved by both the Humanities Department and the Humanities Education adviser. Requires continued work in the humanities. B.A. and M.A. degree programs are available.

Course Sequence: HUM 4813 (if not taken previously) (4 hours); Process Core (21 hours); HUM 4870 (4 hours); RED 4337 (4 hours); HUM 6909 (3 hours); EDF 6947 (9 hours); and 6 graduate courses from the Humanities Department, 2 of which may be at the 5000 level (24 hours). Candidates must complete a comprehensive examination successfully, after completing written papers for the Humanities Department. The examination should be scheduled during a quarter when the candidate is not interning.

SOCIAL SCIENCE EDUCATION

The goals and objectives of the secondary Social Science program at the undergraduate level are designed to prepare students to meet Florida state certification requirements. In working toward state certification requirements, candidates for the undergraduate degree enroll in courses for the purpose of acquiring subject knowledge in the social sciences as well as knowledge and skills related to social science methodology and curriculum.

The Social Science program at the elementary level is for the purpose of providing candidates in elementary education with the knowledge and skills needed in developing a competent Social Science program at the elementary school level.

At the graduate level, students may elect to pursue an M.A. degree in secondary Social Science Education or an M.Ed. degree in Curriculum and Instruction with specialization in Social Science Education. The master's programs are intended mainly to improve the skills and knowledge of the classroom teacher.

Requirements for the B.A. Degree (SSE):

The College of Education provides a program of study which enables students to attain a degree in secondary social science education (7-12). To teach at the secondary level the minimum requirements of a social science education major must be met. All programs in the social science education major specify 64 credits or more in the social sciences. A teaching emphasis requires a minimum of 24 credits in one discipline within an approved specialization which will lead to certification in the broad area of social sciences. However, a student may concentrate his study in one of the separate subject areas (political science, history, geography, American history). Each program contains both required and elective courses which each student in consultation with his adviser will select.

Graduation requirements: 2.5 GPA in major and "C" grade or better in Methods Course.

Requirements for the M.A. Degree (SSE):

Advanced training for the purpose of becoming better teachers in grades 7-12. Plan I is for certified teachers, and Plan
II for those with a social science baccalaureate degree but not certified to teach.

**Plan I**—For teachers who are certified to teach general secondary social studies or one of the separate subject areas.

Education courses include: EDF 6431, SSE 6636 and 9-12 hours of electives.

Each student in consultation with his adviser will select at least seven courses at the 5000 or 6000 level from courses offered in the College of Social and Behavioral Sciences. Three or more of these courses must be at the 6000 level.

**Plan II**—Students will complete all of the Plan I requirements, take SSE 4333, EDF 5206 and EDF 6947, plus any other social science courses which the Social Science Education department deems necessary for fulfilling minimum state certification requirements.

### Speech Communication Education

The program in Speech Communication Education offers B.A. and M.A. degree programs leading to secondary school certification in speech. It cooperates with other departments in the University that have graduate courses in human communications, to offer the Ph.D. degree in Curriculum and Instruction with an emphasis in Communication Education to qualified and experienced communication educators.

At the undergraduate level emphasis is placed upon preparing students with a liberal arts background to teach speech communication courses in grades 7-12. Although particular attention is devoted to the needs and requirements of Florida, a genuine effort is made to assist majors at all levels to gain a diversified background in communication skills that will allow easy national and international mobility among English speaking schools. Whenever possible, majors are encouraged to obtain the necessary courses and skills to permit them to be certified in more than one academic area.

The M.A. degree program in Speech Communication Education gives advanced in-service education to experienced teachers and also provides a route for liberal arts graduates with considerable course work in speech communication to attain an advanced degree and state certification in speech simultaneously. The M.A. program also offers opportunities to teachers of other secondary school subjects to gain certification in another academic area. Thus, prospective language arts supervisors and English or Language Arts Department chairpersons are encouraged to increase their competencies in areas not permitted in their undergraduate programs, in order to understand more of the areas they will be expected to supervise.

The Ph.D. degree in Curriculum and Instruction with an emphasis in Communication Education encourages highly qualified experienced teachers to pursue a program of research in several different areas of human communications. It requires a study of interrelationships among those various areas in theoretical and applied situations.

Although the primary emphasis of this program, at all degree levels, is the preparation and continued education of teachers, the program recognizes its graduates are suited to many other professions that require oral language facility. A degree in this program offers training in reasoning, human relations, group processes, aesthetics, research methodologies, and public presentations.

### SPEECH COMMUNICATION-ENGLISH EDUCATION

#### Requirements for the B.A. Degree (SED):

The minimum requirement for acceptance into this program is a 2.5 Grade Point Average. Graduation Requirements are a 2.5 GPA in the major and a "C" grade or better in Methods Course.

#### Specialization Requirements (66-68 credit hours)

<table>
<thead>
<tr>
<th>Communication (37-38 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 3003 (4) LIN 2200 (4) ORI 3000 (4) SPC 2023 (5)</td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
</tr>
<tr>
<td>SPC 3441 (4) SPC 3513 (4)</td>
</tr>
<tr>
<td><strong>Two of the following:</strong></td>
</tr>
<tr>
<td>SPC 3210 (4) SPC 3441 (4) SPC 3601 (5) LIN 4600 (5)</td>
</tr>
<tr>
<td>SPC 3301 SPC 3513</td>
</tr>
<tr>
<td><strong>At least two electives from:</strong></td>
</tr>
<tr>
<td>COM 4120 ORI 4120 ORI 4310 SPC 3653</td>
</tr>
<tr>
<td>LIN 3010 ORI 4140 ORI 5145 SPC 4680</td>
</tr>
<tr>
<td>LIN 3801 ORI 4230 SPC 3633 THE 3080C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English (29-30 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Two of the following:</strong></td>
</tr>
<tr>
<td>ENL 3010 ENL 3133 ENL 3351 ENL 3430</td>
</tr>
<tr>
<td>ENL 3030 ENL 3320 ENL 3401 ENL 3441</td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
</tr>
<tr>
<td>AML 3010 AML 3102 AML 3107 AML 3111</td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
</tr>
<tr>
<td>ENG 3138 ENG 3156 ENG 4744 LIT 3150</td>
</tr>
<tr>
<td><strong>One of the following:</strong></td>
</tr>
<tr>
<td>ENC 3466 ENC 3486</td>
</tr>
<tr>
<td><strong>The following:</strong></td>
</tr>
<tr>
<td>LIN 3010 (if not taken under communication above)</td>
</tr>
</tbody>
</table>

The following special methods courses are included in the professional education sequence:

- LAE 4642 (4) SED 4335 (4) SED 4374 (2)
- RED 4360 (2) SED 4371 (5)

#### SPEECH COMMUNICATION EDUCATION

**Requirements for the M.A. Degree (SPH):**

**Plan I**—Requirements for admission: A bachelor's degree in Speech or Communication Education, Theatre or Drama Education, or English Education from a recognized institution; or current certification in Speech/Communication, Theatre, or English and a minimum of 30 quarter hours of college course credits in oral communication.

**Course Sequence:** EDF 6431 and 3 electives in Education approved by the adviser (13-16 hours); SED 6700 and SED 6760 (10 hours); and 7 courses in the Department of Communication including COM 6001, 3 courses in rhetoric and/or communications, 2 courses in oral interpretation, and 1 course in speech science or linguistics (minimum of 27 hours). Candidates must complete a comprehensive examination successfully.

**Plan II**—Requirements for admission: A bachelor's degree from a recognized institution and a minimum of 30 quarter hours of college course credits in oral communication.

**Course Sequence:** Process Core (21 hours); SED 4371, SED 6670, and SED 6670 (15 hours); SED 4374 and RED 4360 (4 hours); 7 courses in the Department of Communication including COM 6001, 3 courses in rhetoric and/or communication, 2 courses in oral interpretation, and 1 course in speech science or linguistics (minimum of 27 hours); and EDF 6947 (9 hours). Candidates must complete a comprehensive examination successfully.

#### COMMUNICATION EDUCATION

**Requirements for the Ed.S. Degree:**

The Ed.S. program in Curriculum and Instruction with an emphasis in Communication Education is intended for practicing educators who seek a broader understanding of human communication. Candidates must hold a master's degree in an area of Communication Education or be certified as a teacher and
have a master's degree in one of the content areas of human communication (including Communication/Speech, English, Linguistics, Mass Communications, and Theatre). Candidates should expect to study areas different from their previous academic specialization, if they have prior degrees in only one area of human communication.

Each candidate's program will be reviewed by the graduate faculty in Communication Education. Programs will be individualized for each candidate, based on existing proficiencies and anticipated future needs. A typical program would include:

I. Curriculum, Supervision, and Related Areas (8-10 hours)

II. Evaluation/Research (8 hours)

III. Specialty in Communication and Education
   A. Content Area Courses other than prior specialization (8 hours)
   B. Communication Education courses with primary emphasis in areas other than prior specialization (12 hours)
   C. Ed.S. Project (12 hours)

Minimum Hours Required: 48-50

Interested candidates should contact: Coordinator of Ph.D./Ed.S. Programs, Communication Education, Department of Social Science and Letters Education, College of Education, University of South Florida, Tampa, Florida 33620.

Requirements for the Ph.D. Degree:

The Ph.D. degree in Curriculum and Instruction with emphasis in Communication Education is intended for individuals who have had considerable academic work in one or more of the areas of human communication. Candidates will be expected to study areas different from their previous fields of specialization in order to gain a wider understanding of the field of human communication. Each candidate's program will be based upon the individual's current academic proficiencies and presumed needs by the graduate faculty in Communication Education. This program does not permit narrow specialization in only one area of Communication Education.

This program encourages Communication Educators to develop new forms of communication; refine, preserve, and understand older forms of communication; and prepare future educators who will be capable of teaching the content and practice, form and process, of communication as an art and science.

The structure for this graduate program normally will be as follows, provided the student has the necessary prerequisites for all courses taken in this program:

I. Educational Foundations (16 hours)

II. Statistics/Measurement/Research Design (16 hours)

III. Specialization/Major:
   A. Content Area Courses (12 hours)
   B. Communication Education Courses (12 hours)

IV. Dissertation (24 hours)

V. Cognate Area (16 hours)

VI. Language/Computer Science/Personal Proficiency (no credit)

Minimum Hours Required: 96 hours

In addition to admission requirements specified under University and College requirements, each candidate must have completed two years of full-time teaching experience.

Interested candidates should contact: Coordinator of Ph.D./Ed.S. Programs, Communications Education, Department of Social Science and Letters Education, College of Education University of South Florida, Tampa, Florida 33620.
The Engineering programs of the college have been developed with an emphasis on three broad aspects of engineering activity—design, research, and the operation of complex technological systems. Students who are interested in advanced design or research should pursue the Five-Year Program leading to the Master of Science in Engineering degree. Other students interested more in operational responsibilities may wish to complete their initial engineering education at the baccalaureate level. For this purpose a Bachelor of Science in Engineering degree is offered which provides the student a broad education with sufficient technical background to effectively contribute in many phases of Engineering not requiring the depth of knowledge needed for advanced design or research.

The College of Engineering recognizes that modern engineering solutions draw on knowledge of several branches of engineering. It also recognizes that future technological and societal developments will lead to shifting of the relative emphasis on various branches of engineering, triggered by new needs or a reassessment of national goals. For this reason the college’s program includes a strong engineering foundation (core) portion, designed to equip the prospective engineer with a broad base of fundamental, technical knowledge. To this foundation is added the student’s specialization (option) of sufficient depth to prepare him/her to successfully embark on a professional career.

While the baccalaureate degree is considered the minimum educational experience for participating in the Engineering profession, and as such the first professional degree, students are strongly encouraged to pursue advanced work beyond the baccalaureate either at this or other institutions. It is becoming increasingly evident that a large segment of today’s engineering profession is involved in some form of post baccalaureate study. Engineers are earning advanced degrees in ever increasing numbers in order to obtain the information and training necessary to meet tomorrow’s technological challenges. All are faced with the continuous problem of refurbishing and updating their information skills and most are obtaining advanced information by means of formal graduate study, seminars, special institutes and other such systems designed for this purpose.

The Bachelor of Science in Engineering degree program, which requires 201 quarter hours, and the five year program leading to the Master of Science in Engineering degree, which is

**Professional Engineering Degree Programs**

Bachelor of Science in Engineering degree (Professional Program)—various options.

Master of Science in Engineering degree (Thesis or Project)

Master of Engineering degree (Non-Thesis)

**Applied Science Degree Programs**

Bachelor of Science in Engineering Science degree—Computer Science Option

Bachelor of Science in Engineering Science degree—other options

Master of Science in Engineering Science degree—Computer Science Concentration

Master of Science in Engineering Science degree—other concentrations

Doctor of Philosophy degree in Engineering Science

**Technology Degree Program**

Bachelor of Engineering Technology degree

Computer Service Courses (Undergraduate and Graduate)

The above spectrum of program offerings provides the prospective student with a choice of avenues depending upon individual interests and capabilities for a significant technological contribution. These programs are described in more detail under their respective catalog headings.

Laboratory experience as well as real-world participation in technological problem-solving is a key aspect of a professional engineer’s or a technologist’s college education. The College of Engineering, in implementing this need, augments its own modern laboratory and research facilities by close contact with the professional societies and the many industries in the metropolitan Tampa Bay area.

Students interested in particular programs offered by the College of Engineering should address their inquiries to the College of Engineering marked for the attention of the following:

<table>
<thead>
<tr>
<th>Area of Interest</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Professional Program</td>
<td>Specific department or Office of the Dean</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Office of the Dean</td>
</tr>
<tr>
<td>Computer Science, Computer Engineering Technology</td>
<td>Assistant Chairman for Computer Science, Department of Electrical Engineering</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>Director of Engineering Technology</td>
</tr>
<tr>
<td>Computer Service Courses</td>
<td>Department of Industrial and Management Systems Engineering</td>
</tr>
</tbody>
</table>

**PROFESSIONAL ENGINEERING**
an integrated program of 246 quarter hours, are the programs specifically designed to prepare an individual for a professional career as an engineer. Both programs have as their foundations a 152 quarter hour core of subject material encompassing Humanities, Social Science, Mathematics, Science, and Engineering which is required of all students. In addition to the core subject material each student will complete a specialization option under the direction of one of the administrative departments of the college. Those options which are available and the administrative unit responsible for the options are as follows:

Option Department
General All Departments
Chemical Chemical and Mechanical Engineering
Electrical Electrical Engineering
Industrial Industrial and Management Systems Engineering
Mechanical Chemical and Mechanical Engineering
Structures, Materials & Civil Engineering and Mechanics
Fluids

The Engineers' Joint Council for Professional Development has inspected and accredited the curricula of the College of Engineering defined by the Chemical, Electrical, Industrial, Mechanical, and Structures, Materials & Fluids options.

Preparation for Engineering

The high school student anticipating a career in engineering should elect the strongest academic program that is available while in high school. Four years each of English, mathematics and science (preferably including Chemistry and Physics), as well as full programs in the social sciences and humanities, are most important to success in any engineering college. A foreign language, while not a necessity, provides a desirable background for students, many of whom will continue for advanced study.

Prospective students who are considering engineering at the University of South Florida who lack certain preparation in high school should elect to follow a program which will assist them in overcoming their deficiencies. One alternative might be that such a student select a summer program at the University of South Florida to update knowledge in mathematics and the physical sciences. Another alternative might be for the prospective Engineering student to take some remedial work and a less accelerated program at the University of South Florida. For financial or other reasons, students may wish to avail themselves of the state's system of junior/community colleges which offer a wide range of remedial course work, and many of which also offer full programs in preengineering (first two years' course work.) The University of South Florida offers all required pre-engineering courses every quarter. Therefore, every student can start the program at that point where his/her prior education terminated, and can proceed from that point at a rate commensurate with the student's capability and time availability.

Junior/community college students planning to transfer to the University of South Florida's engineering program at the junior level from a State of Florida operated college or university should follow a pre-engineering program leading to an A.A. degree. All transfer students should complete as much of the mathematics, science and engineering core course work as is available to them. Transfer students should be aware that the college expects them to meet the college regulations listed on pages 104-105, just as it expects its own students to meet these requirements. The University's College of Engineering is available to assist junior/community colleges in the development of course material and in the training of staff for their offering of applicable core pre-engineering course work. Junior/community college transfer students should note that in addition to freshman and sophomore level courses, all required junior level courses are given each quarter, thus permitting full continuity in studies for the student at all times.

The College of Engineering can assist students who are planning to obtain an Engineering degree from the University of South Florida and who have started their studies elsewhere in formulating a sound total program. Interested students should contact the Dean's Office furnishing sufficient detail to permit meaningful response.

Admission to the College

Freshmen and transfer students may elect to enter the College of Engineering's professional engineering program upon initial entry into the University by declaring the Bachelor of Science in Engineering degree program as their major. If not declared on initial entry, a student can at any time declare his/her intent to pursue the Bachelor of Science in Engineering degree program by applying in person in the Advising Office of the college.

To qualify for admission a student must have been accepted by the University as a degree-seeking student, must be in good academic standing, and must be otherwise acceptable to the college. More stringent requirements may be invoked by the college to limit enrollment to a level which is compatible with available resources. For information on supplementary admissions requirements contact the Office of the Dean, College of Engineering.

Undergraduate and graduate students whose native language is other than English entering the College of Engineering must have taken, during the last year, the Test of English as a Foreign Language (TOEFL), and have the score sent to the University's Admissions Office. A score of 550 or better is required.

Potential engineering students should note that the critical course structure of the engineering program makes it desirable to enter the program as soon as the interest in and potential ability for engineering is recognized. Students should note that the characteristics of the engineering program do not require an identification of the area of engineering specialization (option) at the time of declaring engineering as a major. Students need to make this decision no later than their junior year.

Engineering coursework identified as 3000 level or higher is considered professional level work and students enrolling for this work must have been admitted to the college or have received prior permission from the Office of the Dean or the department chairperson sponsoring the coursework.

Engineering Advising

Effective pursuit of engineering studies requires careful attention to both the sequence and the type of courses taken. The engineering curriculum differs in key respects from the study plans of other majors—even in the freshman year. It is therefore important, and the college requires, that each student plan a curriculum with, and has it approved by, a faculty adviser in the College of Engineering.

Students transferring from other colleges within the University must contact the Coordinator of Engineering Advising in the Dean's Office for a faculty adviser assignment prior to acceptance into the college. New students must attend the University's Orientation program. They are assigned an engineering adviser during this program and receive advisement for their first quarter at that time.

Students who have made a decision regarding the engineering option they plan to follow may be assigned a faculty adviser in the department corresponding to their interest. Students who have decided to follow a program of engineering studies but who are undecided on the specialty are advised in the Dean's Office.

The student and adviser jointly work out a plan of study which meets both the student's career objectives and the College of Engineering's degree requirements. A student may change advisers with the concurrence of the new adviser and the Dean's Office. The advisers maintain the College of Engineering's student records. A student transferring within the University normally starts the process to change majors in the advising office of the college where the old major is housed.
Departments & Programs

The supervision of the academic programs for the college is the function of the four administrative departments together with several coordinators. The departments are responsible for the professional program in engineering. Specific positions are responsible for the special programs in Engineering Science and Engineering Technology. Each department is responsible for programs, faculty, laboratories and students assigned to it.

Chemical and Mechanical Engineering

This department offers study pertinent to the analysis and design of machines and systems needed by our modern society, through courses dealing with the classical Mechanical and Chemical Engineering subjects of lubrication, vibration and fatigue analysis, machine design, thermodynamics, heat transfer, environmental control, transport phenomena and reactor dynamics. In addition, it provides instruction in other fields of increased importance to the engineers of the future. Some of these fields are computer simulation, instrumentation, automatic control, power utilization, acoustics, and nuclear processes and the design and evaluation of innovative systems for energy utilization and pollution control. This department administers the Chemical and the Mechanical Options of the Bachelor of Science in Engineering (B.S.E.) degree programs, and offers several concentrations within this option.

Civil Engineering and Mechanics

This department offers course work and study pertinent to Civil Engineering, Engineering Mechanics, and Materials Science. Topics included are structural analysis, design and optimization; metals, polymers; ceramics; solid and fluid mechanics; stress analysis, vibrations, continuum mechanics, aerodynamics, gas dynamics, wave propagation, numerical methods; water resources, waste treatment, environmental engineering, and hydropower engineering. The department administers the Structures, Materials and Fluids option of the Bachelor of Science in Engineering (B.S.E.) degree program, and offers several concentrations within this option. It also administers the area of Civil Engineering and Engineering Mechanics for the Master of Science in Engineering (M.S.E.) degree. Evening graduate programs are available. The department administers the Ph.D. program.

Electrical Engineering

This department offers study in all areas fundamental to Electrical Engineering and the electrical and computer sciences: circuit analysis, machine design, electronics, communications, electromagnetics, control, solid state, systems analysis, electronic computer design, software engineering, etc. Basic concepts are augmented with well-equipped laboratories in networks, electronics, automatic control, digital systems, electromechanics, microwave techniques and communications. In addition, a small general purpose computer facility, a microprocessor laboratory, and a microelectronics fabrication laboratory are available to undergraduate and graduate students. The department administers the Electrical Option of the Bachelor of Science in Engineering (B.S.E.) degree program, the Master of Engineering (M.E.) degree program in Electrical Engineering, and the area of Electrical Engineering for the Master of Science in Engineering (M.S.E.) degree. This department also administers the bachelor's level Computer Science Option and the master's level Computer Science Concentration in Engineering Science. Evening graduate programs are available. The department administers the Ph.D. program.

Industrial and Management Systems Engineering

This department offers study pertinent to the design, evaluation and operation of a variety of industrial systems ranging from service areas, such as data processing, to manufacturing plants. Topics include production control, inventory control, data processing systems design, statistics and operations research models. The department administers the Industrial Option of the Bachelor of Science in Engineering (B.S.E.) degree programs, the Master of Engineering (M.E.), and the Master of Science in Engineering (M.S.E.) degree programs in the area of Industrial Engineering. Evening graduate programs are available. The department administers the Ph.D. program. The department also instructs students in Computer Service courses offered by the University of South Florida.

Engineering Core

Both the four-year and five-year curricula of the College of Engineering are founded on a common core of course work which is required of all students. This course work is designed to give each student a thorough foundation of knowledge on which specialization studies and a professional career can be based. Emphasis is placed on four key elements; a solid foundation in science and mathematics, a basic understanding in all major engineering disciplines, familiarity with Social Science and Humanities—to develop the whole individual, and good communication skills.

This common foundation of 152 minimum quarter hours breaks down as follows:

- Social Science and Humanities Core 47 credit hrs. min. (including communication skills)
- Mathematics and Science Core 49 credit hrs. min.
- Engineering Core 56 credit hrs. min.

Special requirements exist for the Chemical option. Students selecting this field should make sure they familiarize themselves with these. Detailed information can be obtained from the Chemical and Mechanical Engineering department or the college's Advising Office.

1. Social Science and Humanities Core Requirements (47 credit hours minimum)

Prospective Engineering majors must take 9 credit hours of Freshman English (ENC 1102, 1135, 1168).

An additional 38 credit hours of course work is required in this core area, of which at least 34 hours must be selected from the current "Approved Social Science and Humanities Courses" list for Engineering and Engineering Science students. A minimum of 12 credit hours of this course work must be of 2000 level or higher. At least 8 credit hours must be taken in each the Humanities/Fine Arts area and the Behavioral and Social Sciences area (to meet the University's General Distribution Requirements). It is recommended that the student pursue specific subject areas to some depth, since this develops areas of knowledge and interests which aid fuller development of the individual and later assist in relating a professional career to non-technical environments and situations.

It is desirable that at least 35 hours of this course work be taken in the first two years. Students are responsible for checking with their advisers to be sure that the specific courses they are taking meet the requirements of the Bachelor of Science in Engineering degree program.

Students who transfer from a State of Florida community college with an Associate of Arts degree and who have met that college's General Education Requirement will normally find that their General Education course work satisfies the major portion—but not all—of the Social Science and Humanities Core requirement.

Credit by Examination can be obtained for some of this course work. CLEP General Examination credit acceptable to the University is accepted for the areas of English Composition, Humanities and Social Science. Credit for CLEP Subject Examinations and CEEB Advanced Placement Tests can be accepted when the subject covered is recognized to be equivalent to USF course(s) on the "Approved Social Science and Humanities Courses" list. Questions in this area should be addressed to the Coordinator of Engineering Advising in the Dean's Office.
2. Mathematics and Science Core Requirements (49 credit hours minimum)

The student with a satisfactory high school preparation must take 49 credit hours of mathematics and science course work. (Some credit towards this core requirement can be obtained by passing applicable CEEB Advanced Placement Tests or CLEP Subject Examinations.)

In mathematics this course work consists of a Calculus for Engineers sequence (or a calculus sequence of equivalent level), differential equations, and six hours of advanced mathematics courses supportive of the student's selected field of specialization (option).

In science the course work consists of one year of General Chemistry and one year of Physics (with calculus), and normally one additional advanced science course supportive of the student's area of specialization (option). Chemical option students should contact their department for special advanced chemistry requirements in this area.

Students whose high school preparation is insufficient to enter the Calculus for Engineers and/or the General Chemistry sequence are required to take supplementary mathematical (algebra and trigonometry) and/or chemical foundation course work.

3. Engineering Core Requirements (56 credit hours minimum)

The prospective engineering major must take 56 credit hours of engineering foundation course work drawn from the major disciplines. This course work is designed to equip the student with a sound technical foundation for later more advanced specialized course work and the eventual formation of professional judgment. This course work includes introductory studies in such areas as engineering analysis and computation, electrical engineering principles, thermodynamics, statics, dynamics and fluids, and properties of materials.

All but 10 credit hours of the engineering core are common to all areas of specialization (option) of the Bachelor of Science in Engineering program. The remaining 10 credit hours of course work must be chosen with concurrence of the departmental adviser to fit the option selection of the student. Details on this selection are available in the departmental office of the option selected, or in the college's Advising Office.

- FOUR-YEAR PROGRAM—
BACHELOR OF SCIENCE IN ENGINEERING DEGREE (EGU)

The Bachelor of Science in Engineering degree is awarded upon successful completion of a program consisting of the required three areas of core course work—minimum of 152 credit hours—which is described above, and an additional 49 credit hours of course work in a designated area of specialization (option). Details covering the options are available on request from the responsible department, or from the college's Advising Office.

Options are offered in the following disciplines of engineering.

1. General Option (49 credit hours)

All professional departments may offer the general option which consists of 49 credit hours of course work individually arranged by the student with the approval of the student's adviser. This option is used where a student wishes to deviate from a prescribed disciplinary option utilizing course work from several different disciplines both within and without the College of Engineering.

Pre-medical students follow this option. It accommodates up to 49 hrs of special pre-med course work (Biology, Organic Chemistry, etc.) selected by student and adviser to meet normal admissions requirements of medical schools.

Pre-law students find this option permits a strong technical and legal academic preparation.

2. Option in Chemical (49 credit hours)

Students pursuing the Chemical Option take designated, specialized course work in advanced chemistry, thermodynamics, energy conversion, separation processes, transport phenomena, heat and mass transfer, reacting systems, process control systems, as well as approximately 15 credit hours of chemistry and technical electives. Students must also satisfactorily complete a design and/or case study as part of their program. Special characteristics of the chemical option make it imperative that students retain constant close contact with their adviser.

Students completing this option normally pursue careers in chemical process industries, in public service (regulatory, planning and/or environmental), or in consulting or research. Products covered include paper and pulp, petroleum and petrochemicals, polymers and fibers, synthetics, pharmaceuticals, foods, fertilizers, etc. Such modern societal problems as controlling pollution, handling wastes, advancing medical technology, providing food and energy more efficiently, etc., depend on the chemical engineer, among others, for their solutions.

3. Option in Electrical (49 credit hours)

Students pursuing the Electrical Option take designated, specialized course work in network analysis, electronics, communications, electromagnetic theory, linear systems and control system analysis, and microelectronics. This course work is supplemented by electives in logic, sequential circuits, digital design and microprocessors; distributed networks and UHF principles; and/or electromechanics and power system analysis. Students must also complete a Design Project prior to graduation.

Students completing this option normally pursue industrial careers in the power, electrical, electronic, or information industries or in related governmental laboratories and public service agencies. The electrical graduate may apply his/her knowledge to such diverse areas as television, communications, remote guidance, sensing (of people, vehicles, weather, crops, etc.), automation, computer and information systems, electric power generation and transmission, electrically propelled transportation, etc. The graduate may do this by performing needed engineering functions related to the research and development (often requires also an advanced degree), design, production, operation, sales, or management of these products/services.

4. Option in Industrial (49 credit hours)

Students pursuing the Industrial Option take designated, specialized course work in industrial processes and production control; engineering valuation; network analysis, computer simulation and systems analysis; operations research; design of experiments and engineering statistics. This course work is supplemented by courses in production and facilities design; computer languages, systems, and projects; and quality control.

Students completing this option enter careers in a broad range of industries, businesses and governmental and public service areas. Their preparation covers activities common to all types of organizations; planning, analysis, implementation, and evaluation. In addition to traditional career opportunities in production and process areas of high-volume industries, the industrial graduate nowadays finds challenging careers in hospitals, transportation and service industries, and in municipal, county, state and federal administration.

5. Option in Mechanical (49 credit hours)

Students pursuing the Mechanical Option take designated, specialized course work in thermodynamics and heat transfer; physical measurements and energy conversion; machine analysis and design; mechanical design and controls; and fluid machinery.

This is supplemented by elective coursework in such areas as power plant analysis, nuclear and reactor engineering; refrigeration and air conditioning; acoustics; lubrication; and vibration and balancing.
Students completing this option normally enter careers as design, consulting, research and development, or sales engineers in a wide range of industries which either turn out mechanical products or rely on mechanical machines, devices and systems for their production. Thus, mechanical graduates may follow careers in such fields as transportation, power generation and conversion, instrumentation, automatic control, machine design and construction, refrigeration, heating, and air conditioning. These opportunities occur in many industries because mechanical processes are required for most industrial production.

6. Option in Structures, Materials and Fluids (49 credit hours)

Students pursuing the Structures, Materials and Fluids Option take designated coursework in solid mechanics, stress analysis, and structures; materials; fluid mechanics; water resources; engineering analysis applied to this discipline and a senior research/design project from the Department of Civil Engineering and Mechanics. This course work is supplemented by courses in one of the following areas of concentration, plus electives.


b. Structural Engineering concentration—courses in structural analysis design, composite structures, connecting matrix and computer techniques.

c. Water Resources concentration—courses in water resources, hydrology, and urban water systems.

Students completing this option enter careers as engineers in the civil, structural, sanitary, environmental, hydraulics, materials, engineering mechanics, aeronautical, etc. disciplines. All of these fields share the need for knowledge in the areas of engineering mechanics, civil engineering, and materials science. Through choice of the proper area of concentration the student has the opportunity to channel his academic studies specifically towards his/her career choice. Structures, Materials and Fluids students commence their engineering careers in either industry, with engineering consulting firms, or in public service at the federal, state or local level. Initial assignments include planning, design and implementation of water resources, transportation, and housing systems; regional planning, design and management for abatement of air, water and solid waste pollution problems; research and development of new materials, material processes and testing procedures; design of bridges, single and multistory structures; supervision of construction projects.

7. Other Options (49 credit hours)

Students should recognize that the title of an academic program to prepare for a specific engineering career may differ from the career title. The USF option titles are descriptive of the academic discipline the option draws on. The field of engineering application frequently is used in describing engineering career titles. The following table may help prospective students to identify the desired USF option.

<table>
<thead>
<tr>
<th>Engineering Career</th>
<th>USF Option</th>
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<tbody>
<tr>
<td>Aerospace</td>
<td>Electrical or Mechanical</td>
</tr>
<tr>
<td>Biomedical</td>
<td>Usually Electrical (should plan on graduate studies)</td>
</tr>
<tr>
<td>Civil</td>
<td>Structures, Materials and Fluids</td>
</tr>
<tr>
<td>Environmental</td>
<td>Structures, Materials and Fluids</td>
</tr>
<tr>
<td>Ocean</td>
<td>Structures, Materials and Fluids</td>
</tr>
<tr>
<td>Petroleum</td>
<td>Chemical</td>
</tr>
<tr>
<td>Solar Energy</td>
<td>Mechanical</td>
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FIVE-YEAR-PROGRAM—MASTER OF SCIENCE IN ENGINEERING DEGREE (EGG)

This program consists of a minimum of 152 credit hours of core course material plus 94 credit hours of specialization including a maximum of 18 hours of research or design project. Students are admitted to this program early in the beginning of their fourth year of study based on an evaluation by the faculty of their department. Unlike the traditional master’s degree, which is attempted as a fifth year after completion of the baccalaureate degree, in this program both the fourth and fifth years are open to graduate level course work and additional calendar time is available for design or research projects.

The program leads concurrently to both the Master of Science in Engineering degree and the Bachelor of Science in Engineering degree with the specialization phase of the program being individually arranged and involving course work, design, research and/or operational experience. Should the student be unable to complete the full five years, the baccalaureate can be awarded provided the requirements for that degree have been met. Either an engineering report or a research thesis is required. See later section relative to master’s program for additional information.

COLLEGE REGULATIONS

1. Humanities and Social Science Requirements

While the engineering undergraduate student is expected to complete certain requirements during the first two years of study which are directed toward the humanities and social sciences, and which are fulfilled by the completion of the Distribution requirements of the University (or general education requirements at other institutions), the University of South Florida expects more of its prospective engineering graduates than this minimum. The engineer must not only be a technically competent individual, but also must be a person who can understand, adjust and contribute to the social environment. The undergraduate engineering program at the University requires, in addition to the minimum Distribution requirement of the University, an additional 22 credit hours of Humanities and Social Science course work.

Florida community college transfer students who have completed their General Education Requirements will not have to meet USF’s General Distribution requirements. However, as is the case with USF students who have to take more than the minimum Distribution Requirements coursework in this area, the community college transfer student must expect to take some additional carefully selected upper level coursework in this area to meet the education standards for professional engineering programs in the Social Science and Humanities area.

2. English Requirement

Students who have been admitted to the College of Engineering may be required to take an examination in order to evaluate their preparedness in the use and understanding of the English language. The examination will be administered by the faculty of the University’s English program.

Students evidencing an English deficiency will be required to initiate the necessary corrective programs, with the assistance of their advisers. It is recognized that such deficiencies can exist even though a student has met the University’s minimum English requirements. Correction of any deficiency must commence the term after a student has been notified and must be completed prior to recommendation of the student for graduation by the faculty of the college.

3. Mathematics Requirement

Students who are pursuing an engineering program are expected to acquire a facility for the rapid and accurate solution of problems requiring the use of mathematics. This requirement includes the ability to translate physical situations into mathematical models. Students evidencing a lack of manipulative ability or the ability to apply mathematics will be required to take remedial course work in engineering analysis and problem solving that is over and above their regular degree requirements. Faculty of the college who encounter students who are deficient
4. Continuation Requirements

All undergraduate students registered in the College of Engineering are expected to maintain the minimum of 2.0 average ("C" average) for all work attempted while registered in the college, as well as a minimum 2.0 average for all Engineering course work attempted of 3000 level or above, or the more stringent requirements of limited access programs, where applicable. Students who do not maintain this requirement will be declared ineligible for further registration for course work and degree programs in the college unless individually designed continuation programs are recommended and have been prepared by the student's adviser and approved by the academic committee of the college.

Key courses, including but not limited to, Freshman English, Calculus, Physics, Engineering, and Science courses in the student's area of specialization, must be passed with a grade of "C" or better before taking the next course in the sequence.

Students pursuing an engineering degree program are expected to take their courses on a graded (ABCDF) basis. (Exceptions are required courses not available on a graded basis.)

Students receiving "I" grades must remove this deficiency at the first opportunity in accordance with a written agreement between student and instructor.

Continuation in the program after 3 withdrawals and/or failures in a specific engineering course of 3000 level or higher, requires specific approval from the college.

A minimum average of 2.0 or "C" for engineering coursework of 3000 level or above attempted must be maintained while registered in the college.

5. Requirements for Graduation

In addition to the completion of the course work and/or project requirements of the respective programs of the college, students must be recommended for their degrees by the faculty of the college. It is expected that students completing their master's program would have completed their advanced work with a minimum average of 3.0 or "B." Students attempting but not completing their master's requirements may elect to request the awarding of the bachelor's degree, provided they have met that degree's requirements.

The college requires that a student complete the Mathematics and Science Core, Engineering Core, and specialization requirements for the baccalaureate degree in seven years. Deviations require specific prior permission from the Dean of the college.

In addition to the college requirements listed above, degree candidates are expected to meet applicable special departmental requirements.

Cooperative Education Program

A wide variety of industries and government agencies have established cooperative programs for engineering students to provide them the opportunity to become familiar with practical aspects of industrial operations and engineering careers. Students in the Cooperative Education (Co-op) Program alternate one or two quarters of paid employment in their major field with like periods of study. Students following the Co-op program usually encounter no problems in scheduling their program, since required Social Science and Humanities, Mathematics and Science, and Engineering Core courses are offered every quarter. Students normally apply for participation in this program during their freshman year and pursue actual Co-op employment during their sophomore and junior years. The senior year is generally pursued on a full-time study basis, since many specialization courses are not offered every quarter.

Florida Engineering and Industrial Experiment Station (USF)

The Florida Engineering and Industrial Experiment Station developed from early research activities of the engineering faculty at the University of Florida and was officially established in 1941 by the Legislature. Its mandate is to "organize and promote the prosecution of research projects of engineering and related sciences with special reference to such of these problems as are important to the industries of Florida." In 1977 the University of Florida extended the provisions of the Engineering and Industrial Experiment Station to the Engineering College of the University of South Florida and the other two State engineering colleges. The legislature supported this extension with an appropriation. The four colleges of engineering now work together in a joint effort through EIES to assist industry with special problems that can be appropriately solved by engineering colleges. It is estimated that during the year 1980-81 a sponsored research volume of approximately 1.1 million dollars will flow through EIES (USF). All departments, faculty as well as students, contribute to this research at the University of South Florida. The direct exposure of students to real research needs of the State adds extra meaning and depth to the engineering education offered by the college.

Florida—NASA State Technology Applications Center (STAC)

The State University System, the National Aeronautics & Space Administration and certain cooperating colleges of engineering of Florida, including the University of South Florida, have jointly developed the State Technology Applications Center. STAC offers rapid access to more than 10 million modern published articles related to almost every field of human endeavor and thus provides information to help solve vexing problems at significant savings in man hours and money. This service is a bright new resource for Florida business and industry. Just a short decade ago this concept would not have been feasible. Through perseverance the computer minded community developed a remarkable system of "key wording" information which is stored in the memories of computers. Using these "key words", the computer locates pertinent and required publications, at times with titles far removed from the subject matter in question — titles that may be passed over in the usual library investigation. STAC charges a minimal fee for its search since its operation is partially supported through NASA and State funds. The STAC Office at the College of Engineering, Room 304, Engineering Building, University of South Florida, Tampa, FL 33620, tel. 813/974-3499, serves the south central area of Florida.
Engineering Master's Degree Programs

The College of Engineering offers three professionally oriented programs leading to a degree at the master's level. These are the post-baccalaureate Master of Science in Engineering degree program, Master of Engineering degree program, and the Five-Year Master of Science in Engineering degree program. Each professional department may elect to award one of these degrees depending upon prior arrangements with the student. Admission to the master's program is dependent upon a favorable evaluation by the department concerned. Applicants are expected to meet the minimum requirements of the University and those outlined below and in addition any special requirements specified by the departments and reported to the Dean of the college. Other requirements may be considered.

**POST-BACCALAUREATE MASTER OF SCIENCE IN ENGINEERING DEGREE (EGP)**

This graduate program of the college is designed for those students wishing advanced study which is research or design oriented.

**Entrance Requirements**

1. A baccalaureate degree in Engineering from an approved institution is required. Degrees in Mathematics, Physics, Chemistry and other fields may be accepted on an individual basis to meet this requirement. In such cases it is probable that supplemental remedial work in engineering will be necessary.
2. A minimum total score of 1000 on the verbal and quantitative portions of the Graduate Record Examination and/or a minimum grade-point average of 3.0 out of a possible 4.0 for all work attempted during the last two years of undergraduate work is required.
3. Those who do not meet the regular entrance requirements may attempt a trial program as a Special (non-degree seeking) Student. Up to 18 hours of work attempted on this basis may be accepted into a graduate program upon satisfactory completion. Before attempting such a trial program the student should determine from the departmental adviser a list of courses and performance criteria for admission.

**Program Requirements**

1. A minimum of 45 credits of approved course work is required.
2. An overall grade point average of 3.0 is required for all work attempted in the program. No grade below "C" may be accepted in a graduate program. In the event that a student's average drops below 3.0 the student will be placed on a probationary status and must obtain a directed program from his/her adviser approved by the Dean prior to continuing further course work toward the degree.
3. All students are required to pass a final comprehensive examination which may be written or oral prior to awarding the degree. These examinations are arranged and administered by the student's department.
4. Students in this program must register for and take a comprehensive examination during the quarter in which they apply for the degree. This credit may not be used as part of the course work requirement. Contact Department for details.

**MASTER OF ENGINEERING DEGREE PROGRAM (EGM)**

This non-thesis degree program is designed primarily to meet the needs of engineers actively engaged in the profession who wish to pursue graduate study at the master's level.

**Entrance Requirements**

Entrance requirements for the Master of Engineering program are the same as those for the post-baccalaureate Master of Science in Engineering degree program. It is expected that those applying to this program will be experienced or actively engaged in the engineering profession.

**Program Requirements**

1. A minimum of 45 credits of approved course work is required.
2. Students must maintain overall grade point average of 3.0 out of possible 4.0. No grade below "C" will be accepted in a graduate program. In the event that a student's average falls below 3.0 the student will be placed on probationary status and must obtain a directed program from his/her adviser and approved by the Dean prior to continuing further course work toward the degree.
3. All students are required to pass a final comprehensive examination which may be written or oral prior to awarding the degree. These examinations are arranged and administered by the student's department.
4. Students in this program must register for and take a comprehensive examination during the quarter in which they apply for the degree. This credit may not be used as part of the course work requirement. Contact Department for details.

**THE ENGINEERING FIVE-YEAR MASTER'S DEGREE PROGRAM (EGG)**

This program consists of a minimum of 246 credits of course work and results in concurrent awards of the Bachelor of Science and Master of Science in Engineering degrees. Unlike traditional master's programs following the baccalaureate degree, in this program both the fourth and fifth years are open to graduate level study and additional calendar time is available for research or design projects.

**Entrance Requirements**

1. Students who have senior standing (135 credits) with at least 24 credits completed at the University of South Florida in the engineering curriculum may apply for admission to the Five-Year Program.
2. A minimum total score of 1000 on the verbal and quantitative portions of the Graduate Record Examination is expected.
3. Above-average performance in the engineering program is expected.

Students apply for admission to this program through their department. They should consult their adviser when they need additional information.

**Program Requirements**

1. A minimum of 246 credits of approved course work must be
compiled. Of this total 152 credits must comprise the engineering central core with an additional 94 credits of specialization. A maximum of 18 credits may be allowed for design and research.

2. Students admitted to the five-year program are expected to maintain a superior level of academic performance. A 3.0 out of a possible 4.0 grade point average is expected in the courses in the student’s graduate course of study. A student in the Five-Year Program who fails to maintain the required academic standards will be placed on probation. Failure to comply with the terms of the probation will result in the student being dropped from the program.

3. Students in this program must complete a design or research project for which up to 9 credits of 4000 level project course work of appropriate departmental prefix and up to 9 credits of the course titled “Masters Thesis” in the student’s department may be used to fulfill degree requirements.

4. If a thesis is submitted it must be in accordance with the Handbook for Graduate Theses and Dissertations, University Graduate Council. For design projects a comprehensive report must be filed with the Office of the Dean of Engineering, following where practical the guidelines of the handbook.

5. All students are required to pass a final comprehensive examination which may be written or oral prior to awarding the degree. These examinations are arranged and administered by the student’s graduate committee.

APPLIED SCIENCE (ENGINEERING)

Degree programs in Engineering Science are offered by the College of Engineering which are designed for students who do not wish to pursue the professionally oriented degree programs in engineering but who wish to obtain a strong technical background coupled with other interests.

Engineering Science is an applied science discipline which relates to new and innovative areas of endeavor at the frontiers of technological development and research. It represents a marriage between basic science and its utilization in such varied fields as computer science, biology, social and environmental sciences, applied mathematics, bio-medical engineering, ocean engineering, and energetics. The common denominator to this wide range of subjects is a strong foundation in rigorous scientific and engineering principles and practices.

This training provides a most desirable background for graduate study in the areas of concentration mentioned and in other professional areas such as law, medicine, and business.

Preparation for Engineering Science

Students anticipating pursuit of studies in Engineering Science should follow the guidelines given for Engineering in this catalog when planning their high school and/or community college studies.

Admission to Engineering Science

Admissions requirements and procedures are the same as for Engineering.

Engineering Science Advising

Students pursuing a course of study in Engineering Science are assigned to an adviser who is familiar with the requirements of this program and whose special interests match the student’s specialization objectives. Comments and requirements spelled out in the section on Engineering Advising in this catalog are applicable to this program.

BACHELOR OF SCIENCE IN ENGINEERING SCIENCE DEGREE (EGC)

The College of Engineering offers a curriculum leading to the Bachelor of Science in Engineering Science degree which stresses the scientific aspects of engineering. The curriculum is a four year program with a minimum requirement of 180 quarter hours, and it provides the student with an unusual depth of study in mathematics, science, and engineering without limiting the opportunities to broaden one’s education in humanities and social sciences. The exact composition of the curriculum followed by a given student is determined by the student with the advice and consent of the academic adviser, and based on the option chosen.

An option in Computer Science provides a continuum of training and knowledge in the foundations of information processing. Courses range from studies in software and programming, data structures, data base systems, operating systems, and systems analysis to the analysis of computer architecture and organization, logic design, automata theory, hardware simulation, microprocessors and reliability considerations. Finally a number of specialized electives allows concentration on applications of computers to a variety of activities such as scientific computation, computer-aided design, business systems, biomedical research, and pattern recognition.

Graduates from this program follow fruitful careers in either scientific or business applications of computers. They are often involved in the systems level definition of information processing complexes for both manufacturers of computers and for users. A wide and expanding variety of design and applications opportunities characterize this field. This is the reason for requiring a broad foundation in applied mathematics and the physical sciences, and also to develop communications abilities and clear perceptions in the social sciences and the humanities. Research and development opportunities as a computer scientist, often following graduate training, are present in the areas of artificial intelligence, software engineering, digital data communications, data base management, fault-tolerant computing and testing, microprogramming and simulation.

This program is administered through the Coordinator for Computer Science Program, Department of Electrical Engineering.

An option in Applied Mathematics covers applied analytical techniques to establish a more fundamental understanding of basic physical phenomena leading to engineering applications. Areas of mathematics considered from an applied viewpoint include modern algebra, theory of algorithms, classical advanced calculus, complex variables, probability and statistics, numerical procedures, approximation theory, operations research, and applied mathematical programming. The use of computers is emphasized. This program provides the student with an opportunity that is not available in either a pure mathematics curriculum or in a design-oriented engineering program.

An option in Environmental Science is designed for students who desire to develop the broad interdisciplinary background necessary for careers in environmental protection with industry and government. Training is provided in the sociological sciences of politics, government, and social science; the communication arts (speaking and writing); and the scientific and technological aspects of air, water, and noise pollution. This option is administered through the Department of Civil Engineering and Mechanics.

Other options are designed for such areas as Ocean and Energetics.

Baccalaureate Requirements (minimum 180 credit hours)

The Bachelor of Science in Engineering Science degree pro-