Catalog

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

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

Cover Photo Credits:
Tampa and Sarasota Campuses: USF Photography Department
St. Petersburg Campus: Jose Font, St. Petersburg Times and Evening Independent
Fort Myers Campus: Roy I. Mumme

DEGREES OFFERED AT THE UNIVERSITY OF SOUTH FLORIDA*

Undergraduate Degrees
Bachelor of Arts
Bachelor of Engineering Technology
Bachelor of Fine Arts
Bachelor of Independent Studies
Bachelor of Science
Bachelor of Science in Chemical Engineering
Bachelor of Science in Civil Engineering
Bachelor of Science in Computer Engineering
Bachelor of Science in Electrical Engineering
Bachelor of Science in Engineering Science
Bachelor of Science in Industrial Engineering
Bachelor of Science in Mechanical Engineering
Bachelor of Social Work

Graduate Degrees
Master of Accountancy
Master of Arts
Master of Business Administration
Master of Education
Master of Engineering
Master of Fine Arts
Master of Music
Master of Public Administration
Master of Science
Master of Science in Chemical Engineering
Master of Science in Civil Engineering
Master of Science in Computer Engineering
Master of Science in Electrical Engineering
Master of Science in Engineering Management
Master of Science in Engineering Science
Master of Science in Industrial Engineering
Master of Science in Mechanical Engineering

Advanced Graduate Degrees
Education Specialist
Doctor of Education
Doctor of Philosophy

Professional Degree
Doctor of Medicine

* See index for individual degree programs

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

Equal Opportunity Complaint Procedure

A student or employee who thinks or feels that a condition, University policy or procedure, or act by someone connected with the University is unfair, unjust or a hindrance to his/her participation in University activities and programs primarily because of his/her race, color, creed, sex, age, national origin, handicap or Vietnam veteran status, may file an Equal Opportunity Complaint. This includes sexual harassment. The complaint may be filed with the Minority Student Advocate, the College Equal Opportunity Coordinator, or the Director of Equal Opportunity Affairs. Additional information about this procedure may be obtained from the Office of Equal Opportunity Affairs, ADM 229, or by calling 974-4373.

It shall be prohibited for any University employee to discriminate or to take any other retaliatory action against an individual who, in good faith, has opposed an alleged unlawful practice or has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.
ACCENT ON LEARNING

GENERAL CATALOG
OF THE
UNIVERSITY OF
SOUTH FLORIDA
1982—83
Visiting the University

Prospective students and other interested persons are invited to visit the University campuses. Most University offices receive visitors from 9:00 a.m. - 5:00 p.m., Monday through Friday. Self-guided cassette tours of the Tampa campus are available at the University Center Information Desk.

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

The Tampa Campus of the University is located on Fowler Avenue (State Road 582) approximately two miles east of Interstate 275 and Nebraska Avenue (U.S. Route 41) and seven miles north of Interstate 4. The other campuses of the University are located in the places noted below.

Communicating With The University

Communications regarding the services and programs listed below should be directed by letter or by phone to the appropriate office on the Tampa, St. Petersburg, Fort Myers, 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.

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<th>Service/Program</th>
<th>Office/Department</th>
<th>Phone Number</th>
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<td>Academic Services, SVC 255</td>
<td>974-2645</td>
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<tr>
<td>Academic Advising (for upperclassmen and graduate students)</td>
<td>Office of the Dean of the appropriate college</td>
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<td>Applications and Admissions</td>
<td>Office of Admissions, SVC 126</td>
<td>974-3350</td>
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<td>College of Medicine: Assistate Dean for Admissions, MDC 1415</td>
<td>974-2229</td>
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<td></td>
<td>New Campus Office of Admissions (Sarasota)</td>
<td>355-7671</td>
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<tr>
<td>Athletics (Intercollegiate)</td>
<td>Director of Athletics, PED 214</td>
<td>974-2125</td>
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<tr>
<td>Bachelor of Independent Studies Program</td>
<td>External Degree Program, FAO 149</td>
<td>974-4058</td>
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<td>Cooperative Education Program</td>
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<td>974-4301</td>
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<td>974-2331</td>
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<td>Office of Housing and Food Service, RAR 229</td>
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<td>Student Government Office, CTR 156A</td>
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<td>International Students</td>
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<td>Office of the Director of Libraries, LIB 207</td>
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<td>University Police Department, UPB</td>
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<td>974-4051</td>
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<td>Veterans Affairs</td>
<td>Office of Veterans Affairs, SVC 209</td>
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UNIVERSITY OF SOUTH FLORIDA

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

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

Fort Myers Campus
College Parkway
Fort Myers, Florida 33907
Telephone: (813) 334-3780

Sarasota Campus
5700 N. Tamiami Trail
Sarasota, Florida 33580
Telephone: (813) 355-7671
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Use the edge index by flexing the book to locate the first page of each section listed in the Contents.
## ACADEMIC CALENDAR

The Academic Calendar for New College of USF appears on page 134. The Academic Calendar for the College of Medicine appears on page 119. See separate calendar for Regional Campuses' registration dates, page 6.

### Dates of beginning and ending of terms

- **Spring Semester, 1983**
  - Last day to apply for admission
  - Former Student Application Deadline—last date to make application for readmission to avoid delayed registration
  - Evening Courses Only Registration
  - Registration by appointment
  - Non-Degree Seeking (Special) Student/State Employee Registration
  - Classes begin
  - Last day to withdraw/drop and receive full refund of registration fee
  - 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
  - Labor Day Holiday
  - 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 end of Spring Semester
  - Last day to drop or withdraw from courses without academic penalty
  - Veterans Day Holiday
  - Thanksgiving Holidays
  - Classes end
  - Final Examination Week

- **Fall Semester, 1982**
  - Last day to apply for admission
  - Former Student Application Deadline—last date to make application for readmission to avoid delayed registration
  - Evening Courses Only Registration
  - 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
  - Labor Day Holiday
  - 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 end of Fall Semester
  - Last day to drop or withdraw from courses without academic penalty
  - Veterans Day Holiday
  - Thanksgiving Holidays
  - Classes end
  - Final Examination Week

### Course Dates

#### Fall Semester, 1982

- **July 2, Friday**
  - August 9, Monday
  - August 24, Tuesday
  - August 25-26, Wednesday-Thursday
  - August 26, Thursday
  - August 30, Monday
  - September 3, Friday
  - September 3, Friday
  - September 3, Friday
  - September 6, Monday
  - September 10, Friday
  - September 10, Friday
  - September 24, Friday
  - October 29, Friday
  - November 11, Thursday
  - November 25-26, Thursday, Friday
  - December 10, Friday
  - December 13-18, Monday-Saturday

#### Spring Semester, 1983

- **November 12, Friday**
  - December 6, Monday
  - January 4-5, Tuesday-Wednesday
  - January 5, Wednesday
  - January 6, Thursday
  - January 11, Tuesday
  - January 11, Tuesday
  - January 11, Tuesday
  - January 18, Tuesday
  - January 18, Tuesday
  - February 4, Friday
  - March 4, Friday
  - March 4, Friday
  - March 7-11, Monday-Friday
  - April 20, Wednesday
  - April 22-23, Friday and Saturday and April 25-28, Monday-Thursday
  - May 1, Sunday

*Earlier deadlines may be required by some graduate programs and by some limited access undergraduate programs. See appropriate sections for further information.*
SUMMER TERM, 1983

Session A
(First Seven Week Session)

*March 11, Friday
April 11, Monday
May 3, Tuesday
May 4-5, Wednesday-Thursday
May 5, Thursday
May 9, Monday
May 11, Wednesday
May 11, Wednesday
May 11, Wednesday
May 18, Wednesday
May 30, Monday
June 3, Friday
June 3, Friday
June 24, Friday

Last day to apply for admission
Former Student Application Deadline—last date to make application for readmission to avoid extended delay at registration
Evening Courses Only Registration
Registration by appointment
Non-Degree Seeking (Special) Student/State Employee Registration
Classes begin
Last day to withdraw/drop and receive full refund of registration fees
Last day to add courses
Last day for late registration (see late registration fee); last day to register as a Non-Degree Seeking (Special) Student
Last day to register for Continuing Education courses
Last day for Continuing Education course refund
Memorial Day Holiday
Last day to apply for degree to be earned at the end of Summer Term
Last day to drop courses without academic penalty
Last day to withdraw without academic penalty
Last day of classes

1983

Session B
(Second Seven Week Session)

*March 11, Friday
April 11, Monday
May 3, Tuesday
May 4-5, Wednesday-Thursday and June 22-23, Wednesday-Thursday
May 5, Thursday
June 29, Wednesday
June 29, Wednesday
June 29, Wednesday
July 4, Monday
July 22, Friday
August 12, Friday

Last day to apply for admission
Former Student Application Deadline—last date to make application for readmission to avoid extended delay at registration
Evening Courses Only Registration
Registration by appointment
Non-Degree Seeking (Special) Student/State Employee Registration
Classes begin
Last day to withdraw/drop and receive full refund of registration fees
Last day to add courses
Last day for late registration (see late registration fee); last day to register as a Non-Degree Seeking (Special) Student
Independence Day Holiday
Last day to drop courses without academic penalty
Classes end

Session C
(Fourteen Week Session)

*March 11, Friday
April 11, Monday
May 3, Tuesday
May 4-5, Wednesday-Thursday
May 5, Thursday
May 9, Monday
May 13, Friday
May 13, Friday
May 13, Friday
May 30, Monday
July 4, Monday
July 22, Friday
August 12, Friday

Last day to apply for admission
Former Student Application Deadline—last date to make application for readmission to avoid extended delay at registration
Evening Courses Only Registration
Registration by appointment
Non-Degree Seeking (Special) Student/State Employee Registration
Classes begin
Last day to withdraw/drop and receive full refund of registration fees
Last day to add courses
Last day for late registration (see late registration fee); last day to register as a Non-Degree Seeking (Special) Student
Memorial Day Holiday
Independence Day Holiday
Last day to drop courses without academic penalty
Classes end
### REGIONAL CAMPUSES

#### Fort Myers

**Fall Semester, 1982**
- August 25-26, Wednesday-Thursday
- August 26, Thursday
- August 30-September 3, Monday-Friday

**Spring Semester, 1983**
- January 3-4, Monday-Tuesday
- January 4, Tuesday
- January 5-7, Wednesday-Friday and January 10-11, Monday-Tuesday

**Summer Term, 1983**
- **Session A (1st seven-week session)**
  - May 4-5, Wednesday-Thursday
  - May 5, Thursday
  - May 9-11, Monday-Wednesday
- **Session B (2nd seven-week session)**
  - May 4-5, Wednesday-Thursday
  - June 22-23, Wednesday-Thursday
  - June 23, Thursday
  - June 27-30 Monday-Thursday
- **Session C (fourteen-week session)**
  - May 4-5, Wednesday-Thursday
  - May 5, Thursday
  - May 9-11, Monday-Wednesday

#### St. Petersburg

**Fall Semester, 1982**
- August 24, Tuesday
- August 25, Wednesday
- August 26, Thursday
- August 30, Monday
- December 10, Friday
- December 13-18

**Spring Semester, 1983**
- January 3, Monday
- January 3, Monday
- January 4, Tuesday
- January 5, Wednesday
- April 20, Wednesday
- April 22-23, Friday and Saturday and April 25-28, Monday-Thursday

**Summer Term, 1983**
- **Session A (1st seven-week session)**
  - May 3, Tuesday
  - May 4, Wednesday
  - May 5, Thursday
  - May 9, Monday
  - June 24, Friday
- **Session B (2nd seven-week session)**
  - May 3, Tuesday
  - May 4, Wednesday and June 22, Wednesday
  - May 5, Thursday
  - June 27, Monday
  - August 12, Friday
- **Session C (Fourteen-week session)**
  - May 3, Tuesday
  - May 4, Wednesday
  - May 5, Thursday
  - May 9, Monday
  - August 12, Friday

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<td>Session C</td>
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**Sarasota**

Orientation-Newly Admitted Students (only)
Regular Registration, Degree-Seeking Students
Regular Registration, Non-Degree Seeking (Special) Students
Late Registration and Non-Degree Seeking (Special) Students Registration

**NOTE:** Registration dates for the Sarasota Campus are tentative. See the Sarasota Campus Class Schedule for final registration information, including times and locations.

NOTE: See page 304 and inside back cover for maps of Tampa, St. Petersburg, and Sarasota campuses.
The University of South Florida broke with tradition when it was founded 26 years ago. USF was not located in a small quiet town; USF was placed in one of Florida’s—and the nation’s—most dynamic metropolitan areas and assigned responsibility for providing higher education 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 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.

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.

USF—THE METROPOLITAN UNIVERSITY...
A BREAK WITH TRADITION

USF AND YOU?

WHAT IS 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 repeated the first step in a broad and comprehensive expansion of the State University System.

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

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

Regional campuses of USF were opened in St. Petersburg in 1965, Fort Myers in 1976, and Sarasota in 1975.

Dr. John S. Allen, astronomer and educator, served as USF's first president from 1957 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 in its twenty-sixth year of existence, the University has graduated more than 60,000 students—ninety percent of whom reside in Florida—and served over 16,000 persons in non-credit courses. Enrollment in the fall of 1981 totalled over 25,000. The University's economic impact on the area is equally significant: now exceeding $137 million annually.

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

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. The University’s stated mission is “to achieve preeminence as a general purpose university of academic excellence.” Its role as a comprehensive, multi-campus institution places particular emphasis upon the instructional, research, and service needs of its several metropolitan areas, with an orientation toward the solution of problems peculiar to the modern metropolitan environment.

Students Served

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

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

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

Programs Offered

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

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

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, Marine 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.

Accreditation

USF was fully accredited in 1965 by the Southern Association of Colleges and Schools, the official accrediting agency for educational institutions in the South. A self-study of the University's programs and purposes, periodically required for continued accreditation, was recently completed and provides a firm foundation for the future growth of the University. Accreditation was reaffirmed in December, 1973. But the University Community continues to reexamine its mission and goals and to ensure that is never loses sight of its only reason for existence; serving you.
USF AT TAMPA, FORT MYERS, ST. PETERSBURG, SARASOTA:
PART OF A MODERN METROPOLITAN ENVIRONMENT

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

The Tampa Campus of the University is located on a 1695-acre tract of land ten miles northeast of downtown Tampa, a city of over a quarter of a million people.

The St. Petersburg Campus, on a 24-acre site around the Bayboro Harbor, is located in downtown St. Petersburg and serves more than 620,000 people living in the Pinellas County.

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

The Fort Myers Campus serves more than 358,000 people in five counties on Florida’s lower West Coast. The campus has been located at the Gwynne Institute Building in downtown Fort Myers since its inception in 1974. It is expected that permanent facilities will be occupied in the Summer, 1982 on a new 55-acre campus being developed adjacent to Edison Community College.

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

Academic Programs of USF Regional Campuses

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

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

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

The University of South Florida at Fort Myers opened in September, 1974. Until 1982 the campus was located in the historic Gwynne Institute, an institution with an enrollment of 170,000 persons in a four-county area.

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

Acquired by the State University System in 1975 from the Board of Trustees of the private institution, New College, the Sarasota Campus has 26 buildings including a student center, classrooms, a library with more than 170,000 volumes, science laboratories, and recreation facilities.

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

The Fort Myers 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 21 full-time regular faculty members who are responsible for graduate research and teaching in marine science.

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

Continuing Education

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

Special Programs

A number of special programs offer USF students flexibility and relevance. They include the Off-Campus Term Program, Bachelor of Independent Studies (External Degree Program), Cooperative Education Program, Weekend College 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 or 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 unequaled in Florida—and all are air-conditioned and easily accessible from every corner of the well-kept campus, called by some “one of the prettiest in the nation.” And parking spaces are always available somewhere on campus.

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

ORGANIZED FOR EFFECTIVENESS

In addition, the Alumni Affairs director serves as Executive Director of the Association and as such is responsible for managing the Alumni Association and as such is responsible for managing the Alumni Association business and other program affairs. 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 21 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. 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.

University Relations

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

Office of Alumni Affairs

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

Office of Development

The purpose of the University Office of Development is to identify and solicit sources of private funding for the support of ongoing and selected new programs at USF for which State resources are not available or are insufficient to meet program objectives.

The Development Office solicits private contributions to the USF Foundation Inc. [a 501 (c)(3) non-profit corporation] through alumni and friends, corporations, foundations, organizations and by various types of deferred or planned gifts.

In completing its mission, the Development Office coordinates all University fund-raising programs. Approval for all new fund raising projects should be obtained through the Director of University Development.

Various support groups (the arts, athletics, library, sciences, business, engineering, etc.) seeking fund raising guidance and assistance may wish to consult with the Development Office.
ADMISSIONS AND RELATED MATTERS

The Office of Admissions, part of the Division of Student Affairs, administers the application and admissions processes for undergraduate and graduate students, assists prospective students in securing information about the University of South Florida and coordinates new student orientation programs.

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

The University encourages applications from qualified applicants of both sexes and from all cultural, racial, religious, ethnic, and age groups. In the admission process there is no discrimination on the basis of these factors or on the basis of handicap.

The University supports equal educational opportunity for minority and disadvantaged students. Requests for waiver of the $15.00 application fee are considered by the Director of Admissions if payment of this fee creates severe financial hardship and serves as a deterrent to application. Minority and disadvantaged applicants who do not meet all minimum admissions requirements may be considered for admission if there is sufficient evidence to suggest their ability to do satisfactory work at USF. These policies are further described under "Applying for Admission" and "Requirements for Admission."

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

Applying for Admission

Obtaining an Application

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

Applications for admission to the College of Medicine may be obtained by writing to the Office of Student Affairs, College of Medicine, 12901 North 30th Street, University of South Florida, Tampa, Florida 33612.

When to Apply

Applications for admission are accepted as early as 12 months before the requested entry date. Applications for admission and the $15.00 non-refundable application fee must be submitted by the published University application deadline (see academic calendar, page X) for the requested entry date or by the application deadline for the requested degree program (see specific program in this catalog), whichever is earlier. The University application deadline is normally about eight weeks prior to the first day of classes in each term. Application closing dates for limited access and some graduate degree programs are usually much earlier than the University application deadline. Applications for admission and application fees from international citizens (non-resident aliens) must be received at least six months prior to the requested entry date. The application for admission and the application fee may be returned to the sender when the application is received after the published closing date or after any enrollment limit or program limit is reached for the requested term of entry. (see Updating An Application for Admission, page 13)

For first-time-in-college and undergraduate transfer applicants, the application deadline for receipt of the credentials is two weeks after the governing application deadline. For graduate applicants, the deadline for receipt of credentials is the same as the governing application deadline.

Who Should Apply

An application for admission must be submitted by all students who have not previously been admitted to a University of South Florida degree program. Former USF degree-seeking students must file another application for admission when applying for a second degree program or another level of study. Students who have previously been admitted and enrolled as degree-seeking students and have paid an application fee will not be required to pay another fee.

The Director of Admissions may waive payment of the application fee for minority and disadvantaged applicants who are Florida residents if the fee serves as a deterrent to application. In case of confirmed financial hardship, the Director of Admissions will authorize Finance and Accounting to pay the fee for the applicant.
Updating An Application for Admission

Applicants who are accepted for admission and do not enroll in the term for which admitted or applicants for whom an admissions decision has not been made because of missing credentials may request a new entry date that is within 12 months of the originally requested entry date. All requests for change of entry date, must be submitted in writing, must specify the new anticipated entry date, and must be received by the published application deadline for the new term of entry and/or degree program requested. An applicant will be permitted to request a change of entry date twice without submission of another application and payment of another application fee. A new application and fee must be submitted when 12 months have elapsed since the originally requested entry date. An applicant who requests a new entry date must meet the admissions requirements in effect for the new term requested. Entry dates for some programs are limited to specified terms.

General Admission Policies

- All official transcripts, test scores, and any other required credentials must be received directly from the issuing agencies. It is the applicant’s responsibility to initiate the request for credentials to the issuing agencies and to assure their receipt by the USF Office of Admissions in Tampa.
- All credentials and documents submitted become the property of the University of South Florida. The originals or copies of the originals will not be returned to the applicant or forwarded to another institution or person.
- SAT/ACT scores of undergraduate applicants anticipating a major in teacher education may be no more than five years old.
- An applicant admitted on a provisional basis must submit the requested missing credentials, such as official final transcripts or test scores, which substantiate eligibility for admission before a second registration will be permitted.
- All undergraduate applicants who are denied admission have the right to appeal and will be advised of the appeal procedures by the Office of Admissions. The Faculty Committee on Student Admissions will hear all undergraduate appeals for admission.
- An application for admission or residency affidavit submitted by or on behalf of a student which contains false, fraudulent, or incomplete statements may result in denial of admission, of further registration in degree programs, or of enrollment.
- The University may refuse admission to a student whose record shows previous misconduct not in the best interest of citizens of the University community.
- All students entering the University with fewer than 60 semester or 90 quarter hours of credit are required to earn at least 9 semester hours during one or more summer semesters prior to graduation. (See Summer Enrollment Requirements, page 34.)
- Prior to beginning classes, all new undergraduate students are required to participate in an Orientation/Academic Advising/Registration program on the USF campus where they will take all or the majority of courses in their first semester at USF. Normally lasting one to one-and-a-half days, these programs are designed to help new students become acquainted with the University, choose courses, register for classes, and complete all other necessary procedures. New students receive Orientation/Academic Advising/Registration information after admission.

Quota/Limited Access Programs

Undergraduates seeking entrance to quota/limited access degree programs must meet special program requirements in addition to requirements for admission to the University. While many quota/limited access programs admit students only at the junior level, some programs admit students for the freshman or sophomore years. The admissions criteria and procedures for quota/limited access programs at USF furnish equal access to A.A. degree holders from Florida public community/junior colleges, A.A. degree transfers from other SUS institutions, and USF students of equivalent status.

USF, with approval of the Board of Regents and the Articulation Coordinating Committee, has established the following undergraduate programs as quota/limited access: Liberal Studies and Mass Communications in the College of Arts and Letters; all degree programs in the College of Business Administration; Health Education and Professional Physical Education in the College of Education; all degree programs in the College of Engineering; all degree programs in the College of Nursing; Social Work in the College of Social and Behavioral Sciences. The admissions requirements for these degree programs may be found with other program information in appropriate sections of this catalog.

Minimum Requirements for Admission

First-Time-in-College Applicants

To be considered for admission, first-time-in-college applicants must submit an SUS Application for Admission, a non-refundable application fee of $15.00, an official high school transcript, official GED scores if applicable, SAT or ACT scores, and a TOEFL score if applicable.

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

1. First-time-in-college applicants must submit an official test score from the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or from the American College Test (ACT).
2. For first-time-in-college applicants earning a high school diploma, the following academic units (non-remedial, year-long courses) to be completed in grades nine through twelve are being phased in as a requirement.
   a. Recommended for entry beginning in the Fall Semester, 1982:
      three units of English (two of the three should incorporate substantial writing requirements); two units of mathematics (algebra I or above); two units of natural science (one of the two should incorporate substantial laboratory requirements; and five additional units from the areas of English, mathematics, natural science, social science, and foreign language.
   b. Required for entry beginning in the Fall Semester, 1984:
      three units of English (two of the three must incorporate substantial writing requirements); two units of mathematics (algebra I and above); two units of natural science (one of the two must incorporate substantial laboratory requirements; and five additional units from the areas of English, mathematics, natural science, social science, and foreign language.
   c. Required for entry beginning in the Fall Semester, 1986:
      four units of English (three of the four must incorporate substantial writing requirements); three units of mathematics (algebra I or above); three units of natural science (one of the three must incorporate substantial laboratory requirements):
and six additional units from the areas of English, mathematics, natural sciences, social science, and foreign language.

3. First-time-in-college applicants must meet one of the following:
   a. At least a “B” average (3.0 on a 4.0 scale), as computed by USF, in all non-remedial, academic courses in English, mathematics, natural science, social science, and foreign language taken in grades nine through twelve. (An SAT or ACT score must be submitted but no minimum is required.)
   b. At least a “C” average (2.0 on a 4.0 scale), as computed by USF, in all non-remedial, academic courses in English, mathematics, natural science, social science, and foreign language taken in grades nine through twelve and a total score of at least 850 on the combined verbal and quantitative parts of the SAT or a composite score of 18 on the ACT.
   c. A GED diploma with an overall percentile score of at least 60 for the mathematics part and a percentile score of at least 50 on each of the five tests and a total score of at least 850 on the combined verbal and quantitative parts of the SAT or a composite score of 18 on the ACT.

4. A first-time-in-college applicant whose native language is not English must present a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). This requirement may be waived if, immediately prior to the expected USF entry date, the applicant has spent four consecutive years in a school where all courses are taught in English. If otherwise qualified, applicants who present TOEFL scores between 500 and 550 may be considered for admission on academic probation with the condition that they must take a specified sequence of English courses. International citizens (non-resident aliens) must also comply with all requirements for admission of international applicants (page 14).

5. An undergraduate transfer applicant at the freshman level to a limited access degree program in Engineering must meet additional requirements specified by the program.

6. The University may admit an approval percentage of the projected freshman enrollment with eligibility criteria other than the minimums established by the Board of Regents. This alternative will be utilized for those freshman applicants who, based on all appropriate evidence, can reasonably be expected to do satisfactory academic work at the University of South Florida and whose addition to the student body helps the University’s aims to commitment to equal opportunity/affirmative action goals, academic excellence and other special needs of the University. First-time-in-college applicants who do not meet stated requirements should submit appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates potential for successful academic work at the University of South Florida.

Early Admission Applicants (First-Time-In-College)
The University of South Florida provides an early admission program to meet the needs of highly capable, mature high school students. Under the early admission program these students may enter the university as regularly enrolled, degree-seeking students prior to graduation from high school. To be considered for early admission, applicants must submit an SUS Application for Admission, a non-refundable application fee of $15.00, an official high school transcript, SAT or ACT scores, and a TOEFL score if applicable. The Supplemental Information for Early Admission Form (available from the Office of Admissions in Tampa), and a personal letter outlining reasons for seeking early admission are also required. Early admission applicants are evaluated on an individual basis and must demonstrate strong capability for academic work based on the high school record and admissions test scores.

Undergraduate Transfer Applicants
The University of South Florida accepts transfer credits only from those institutions accredited by one of the six regional accrediting agencies. If the applicant is applying from a non-accredited school, the admission decision will be based on the student’s prior work, if any, at an accredited institution.

To be considered for admission, transfer applicants with fewer than 52 semester or 78 quarter hours of earned college credit must submit an SUS Application for Admission, a non-refundable application fee of $15.00, an official high school transcript, an official GED score if applicable, SAT or ACT scores, official transcripts from all colleges attended, and a TOEFL score if applicable.

To be considered for admission, transfer applicants with 52 or more semester or 78 or more quarter hours of earned college credit must submit an SUS Application for Admission, a non-refundable application fee of $15.00, official transcripts from all colleges attended, and a TOEFL score if applicable.

A.A. Degree Graduates from Florida Public Community/Junior Colleges and SUS Institutions will be admitted as juniors into the upper division of the University within curricular, space, and fiscal limitations. Official transcripts should be submitted after the A.A. degree has been posted, unless the applicant has applied for nursing or physical education programs or for financial aid. These A.A. degree graduates will be admitted to a limited access degree program must also meet all requirements specified by that program.

The admission of Florida community/junior college A.A. transfer students is governed by the Articulation Agreement between the state universities and public community/junior colleges in Florida (see page 44).

Undergraduate transfer students who have attended another college after receipt of the A.A. must meet the same minimum requirements as undergraduate transfers who have not earned the A.A. from a public community/junior college or State University in Florida.

Undergraduate Transfers Who Have Not Earned an A.A. Degree from a Florida Community/Junior College or SUS Institution must meet the following requirements:

1. Undergraduate transfer applicants must be in good standing and eligible to return to the last regionally accredited institution attended as a degree-seeking student.

2. Undergraduate transfer applicants must have an overall “C” (2.0 on a 4.0 scale) in all college level work attempted and at least a “C” average at the last regionally accredited school attended.

3. Undergraduate transfer applicants with fewer than 52 semester or 78 quarter hours must also satisfy the minimum admissions requirements for first-time-in-college applicants listed above. (see page 13).

4. An undergraduate transfer applicant whose native language is not English must present a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived if, immediately prior to expected USF entry date, the applicant has spent four consecutive years in a school where all courses are taught in English. If otherwise qualified, applicants who present TOEFL scores between 500 and 550 may be considered for admission on academic probation with the condition that they must take a specified sequence of English courses. International citizens (non-resident aliens) must also comply with all requirements for international applicants (see page 14).

5. Undergraduate transfer applicants seeking admission to a limited access degree program must also meet all requirements specified by that program.

6. Exceptions to University admissions criteria may be made on an individual basis when a student, based on all appropriate evidence, can reasonably be expected to do satisfactory academic work at the University of South Florida and whose addition to the student body helps the University’s aims and commitment to equal opportunity/affirmative action goals, academic excellence, and other special needs. Applicants who do not meet stated requirements should submit appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates potential for successful academic work at USF.

Graduate Applicants
Graduate applicants should refer to the section on the Graduate School (page 48).

International Applicants (non-resident alien)
To be considered for admission, international applicants (non-resident aliens) must submit a USF International Student Application for Admission, a non-refundable application fee of $15.00, a TOEFL score if applicable, a Statement of Financial Responsibility, a recommendation from last institution attended, undergraduate or graduate admissions test scores as specified for appropriate applicant category, and transcripts showing subjects and grades from the first year of secondary work to the time of application. (Transcripts in a language other than English must be accompanied by a certified English translation signed and sealed by the
United States Consul or other authorized government official.) An international applicant (non-resident alien) must meet all admission requirements for the appropriate applicant category (first-time-in-college, undergraduate transfer, graduate). Other minimum requirements are as follows:

1. An international applicant whose native language is not English must present a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). This requirement may be waived if, immediately prior to the expected USF entry date, the applicant has spent four consecutive years in a school where all courses are taught in English or if the applicant has an A.A. degree from a Florida community/junior college or SUS institution. If otherwise qualified, applicants who present TOEFL scores between 500 and 550 may be considered for admission on academic probation with the condition that they must take a specified sequence of English courses.

2. International applicants must present evidence of United States equivalent qualifications and academic preparation for desired degree program.

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

4. International applicants must show proof of financial resources sufficient to cover all educational, maintenance, and personal expenses while attending USF, without financial assistance from the University.

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

Transient Applicants

An undergraduate transient student comes to the University from a regionally accredited institution and is permitted to enroll at USF for one term only before returning to the parent institution.

SUS undergraduate transient applicants must submit an SUS Application for Admission, a recommendation from an academic dean at the parent institution, and evidence of a visiting arrangement with the appropriate dean at USF. SUS applicants who submit the required credentials by the published application deadline date for the term requested (see page 4, 5) will be cleared for enrollment.

Non-SUS undergraduate transient applicants must submit an SUS Application for Admission, a non-refundable application fee of $15.00, and a statement from the Registrar at the parent institution documenting that the student is in good standing. Non-SUS applicants who submit the required credentials by the published deadline date will be cleared for enrollment.

Non-Degree Seeking (Special) Student

The Non-degree seeking (special) student enrollment process is on a space available basis and has been established for those individuals who, while not desirous of earning a degree, would like to enroll upper level (3000 and above) in university courses. Teachers needing to take courses for certification purposes, high school students (with the permission of their respective guidance counselor), individuals desirous of taking courses for self-enrichment, and senior citizens are examples of those eligible to utilize this enrollment method. Former USF degree-seeking students may only enroll as non-degree seekers if they have completed their previous degree program or earned an equivalent degree at another institution. Should the latter be the case, a formal transcript (reflecting the degree) from that institution must be sent to the USF Registrar’s Office (attn: Registration area) prior to registration.

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

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

Non-degree seeking students are subject to the same academic policies as undergraduate degree-seeking students and must adhere to deadline dates published in the University Class Schedule. Non-degree seeking students are not eligible to receive University honors or participate in the USF/Florida Public Community College Dual registration program. Non-degree seeking students are subject to the academic probation and dismissal policy listed on page 31 of this catalog. Non-degree seeking students who are academically dismissed from the University may appeal to the Academic Regulations Committee (ARC) to return. The student may appeal to this committee either through the ARC representative for the Division of University Studies or the representative for the college offering the courses in which the student seeks to enroll. See page 31 for further information. Potential non-degree seeking students should also refer to the section of the catalog of the college(s) offering the course(s) of interest to them to determine if any special college requirements exist which must be met prior to enrolling.

*Florida residents, 60 years of age or older by the first day of a respective term (Florida Senior Citizens), may attend on a space-available basis certain undergraduate and graduate courses without paying fees. Examinations will be required and grades will be given. A maximum of 3 courses per term may be taken. Complimentary parking permits and library cards will be provided for these individuals. Senior citizens register by attending the special Senior Citizen registration or by presenting the Non-Degree Seeking Registration Form of Senior Citizen Tuition Waiver to the course instructor during the registration period printed in the University Class Schedule (Please be certain not to use the Non-Degree Seeking (Special) Student Form. Fees must accompany that form.) Admission regarding this type of enrollment will be available at the Information and Registration Session held each term. During the first 5 days of the term, forms will be available in the Registrar’s Office, Student Services Building (SVC) room 137. Further information may be obtained by contacting the Pre-Admission Advisor for Mature Students in the Office of New Student Relations, Student Services Building (SVC) 122, (813) 974-2076. Senior citizens desirous of taking courses on one of USF’s regional campuses should contact the respective campus’ Registrar’s Office for registration instructions.

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

I. Centralized Registration

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

II. De-Centralized Registration

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

*See Florida residency requirements on page 19 of this catalog

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 Admissions in Tampa.) High school students seeking dual enrollment status are pre-advised by and obtain the Non-Degree Seeking Registration Form (Special Student) from Academic Services in the Division of Undergraduate Studies on the Tampa Campus. Dual enrollees register as non-degree seeking (special) students and are admitted to USF classes on a space available basis during the first week of every semester. Up to 14 semester hours of college credits earned through dual enrollment may be applied toward a student’s USF undergraduate degree upon admission and enrollment as a degree seeking student after high school graduation.

Lifelong Learning: Mature Student Counseling

Recognizing that education is a life-long process, the University of South Florida has developed programs and courses designed specifically to meet the needs of students over 25 years of age. The University seeks to promote a better understanding of life in a changing world by means of instruction offered in a variety of ways-with and without academic credit. Programs are available for adults who wish to begin a college program.
for those who are seeking to complete their interrupted college education, and for those who have earned a community college degree and now wish to earn the bachelor's degree. A wide variety of courses and programs is offered in the daytime, evening, and thru independent study 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. In addition, the Tuition Waiver for Senior Citizens is offered for Florida citizens age 60 and over (see below).

Students who are above the traditional college age often have unique educational considerations that require special services. Pre-admission counseling for mature students is available in the Division of Lifelong Learning, School of Continuing Education.

Senior Citizen Tuition Waiver
Florida residents, 60 years of age or older by the first day of a respective semester/term may enroll on a space available basis in certain undergraduate and graduate courses without paying tuition. Academic credit will not be awarded, examinations will not be required nor will grades be given. A maximum of 3 courses per semester/term may be taken.

An orientation registration is held at the beginning of each semester/term. Senior Citizens are encouraged to attend this program for additional information and ease in registration. For further information contact the Division of Lifelong Learning in the School of Continuing Education.

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

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

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

Students who have attended another institution since their last enrollment must request that official transcripts of all work attempted at the other institution be sent to 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 to be FSR.

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.

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 transcripts of all past course work to discuss advisement and placement with the appropriate academic adviser and should contact the college of their major soon after registration so that an official evaluation may be completed.
2. Effective Fall Quarter (I), 1976, all courses from a Florida Community College/University, bearing the same State Common Course prefix and last three numbers, are automatically transferred and transfer students may not be required to repeat these courses. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses—dance, acting, vocal, and instrumental music.
3. A transfer student from an accredited junior/community college may satisfy the General Distribution Requirements of the University by completing (before transfer) the general education program prescribed by the institution. Transcripts must certify that the general education requirements have been completed and, if appropriate, include graduation data.
4. Once students have earned a total of 60 semester hours of credit from one or more institutions, they may not transfer to USF any additional credit hours earned at lower level institutions. Under special circumstances, students may petition through the Academic Regulations Committee for acceptance of subsequent lower level transfer work above the 60 hours. At least 60 semester hours of work credited toward the baccalaureate degree must be earned in a senior institution.
5. Credit will not be awarded for GED tests.
6. Service school courses will be evaluated with reference to the recommendation of the American Council of Education when official credentials have been presented. Such recommendation, however, is not binding upon the University.
7. A maximum of eight semester hours of credit for ROTC and military science courses will be awarded. Specific applicability towards a degree will vary with each college. Student must confer with his/her college adviser to determine the acceptability for his/her major. This was effective Quarter I (Fall), 1975. ROTC and military science taken prior to Fall, 1975 are not acceptable for transfer credit.
8. A maximum of 30 semester hours of extension, correspondence, military service education and College Level Examination Program (general examinations) credits can be applied toward a degree.
9. When transferring courses from previous institutions, USF will accept only the credit hours earned. Grades for those hours are not transferable. This means those grades will not be computed in the student's grade point average.
10. Foreign transcripts will be evaluated by the Office of the Registrar and the student's college when sufficient materials are available for a fair and accurate evaluation. If sufficient information is not available the student will be required to request an evaluation from the World Education Service at the cost of the student.

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

Other General Information
Evening Courses
The admission requirements and achievement levels in the day and evening courses are the same. Any student accepted to the University may enroll in any appropriate courses offered in the evening.
Opportunities for Accelerated Progress Toward Undergraduate Degrees

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

1. Recognition of satisfactory performance on tests offered through the College Level Examination Program (see CLEP, page 40).
2. Recognition of satisfactory performance on tests offered through Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Programs, page 40).
3. Dual enrollment as a special (non-degree) student at USF prior to graduation from high school or a community college (see Dual Enrollment (High School), page 15 and USF Florida Public Community College Dual Enrollment, page 38).
4. Early admission for high school students (see Early Admission (First-Time-In-College) on page 15).
5. Open University (O.U.) courses by television (see page 45).

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

Internal devices (such as auditions, portfolio reviews, and placement tests) 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 are not to be construed as examining mechanisms for the granting of credit.

Florida Community College System

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

Articulation Agreement Summary

More than half the students enrolled in the upper division of the state universities have a community college origin. To accommodate this partnership, an articulation agreement between the state universities and public community/junior colleges 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 of Arts degree. This degree, which is the basic transfer degree of Florida community/junior colleges and the primary criterion for admission of transfer students to upper division study in a state university, shall be awarded upon:

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

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 Office of Academic Services.

Any student entering the University with fewer than 60 semester hours and upper level transfer students without an academic major are assigned initially to the Office of Academic Services 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 advising office in Academic Services. A student must declare a major no later than the end of the junior year (90 semester hours).

Students transferring to the University with 60 semester hours or more with a major are assigned to the college of that major for advising. It is necessary, however, that all students check in with their colleges upon arrival on campus 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 Advising Office in Academic Services and periodically visit their advisers to keep abreast of any policy, procedural, or curriculum changes which may affect them. In fact, some colleges require adviser approval of student programs each semester.

To assure continuity, high quality, and commonality in advising (to the extent possible with widely varying programs), the coordinator of advising of reach college and the Office of Academic Services, and representatives from the related offices of the Registrar, Admissions, 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.
Course Registration for Admitted Students

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

Schedule adjustments for students who register during early or 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 appropriate semester's 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).

Continuing Education Credit Courses

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

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

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

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

Although some continuing education credit courses are generated by the University itself, most originate though requests that are initiated by individuals or interested groups. Requests for continuing education courses in the field of Education should be submitted to County Extension Coordinators designated by the county superintendents of schools.

Requests for continuing education courses in all other areas should be transmitted by individuals, groups, companies, agencies, etc., directly to the school of Continuing Education, University of South Florida, Tampa, Florida 33620.

Enrollment in Continuing Education Courses

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

1. The enrollment form and payment of fees must be postmarked no later than the deadline announced in the University Class Schedule.
2. On-campus students enrolling in a continuing education course must use the enrollment by mail procedure.
3. Fees for continuing education courses are assessed the same as fees for classified and unclassified students. Consult the Fees Section on page 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.
FINANCIAL INFORMATION

Resident Status—Florida and Non-Florida

1. For the purpose of assessing registration and tuition fees, a student shall be classified as a "Florida" or "non-Florida" student.
   (a) A "Florida student" is a person who has domicile in the State of Florida and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls. In determining residency, the University may require evidence such as voter registration card, driver's license, automobile registration, location of bank account, rent receipts, or any other relevant materials as evidence that the applicant has maintained continuous residency. Physical presence for the entire twelve-month period need not be required so long as the conduct of the student, taken in total, manifests an intention to make Florida his or her permanent dwelling place. If such student is a minor, it shall mean that the parent or parents, or legal guardian of the student shall have domicile in and have resided in the state of Florida for the period stated above.
   "Florida student" classification shall also be construed to include students who hold an Immigration and Naturalization Form 1-151, Resident Alien Registration Receipt Card, or Cuban Nationals or Vietnamese Refugees who are considered as Resident Aliens, provided such students meet the residency 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" registration rates is on the applicant for such classification.
   A resident alien student, to qualify for Florida residency, must have resided in the state of Florida for 12 months after receipt of his/her resident status. This is to include a resident alien parent of a student who is under the age of 18.
   (b) In applying this policy:
      (1) "Student" shall mean a person admitted to the institution, or a person allowed to register at the institution on a space available basis.
      (2) "Minor" shall mean a person who has not attained the age of 18 years, and whose disabilities of minority have not been removed by reason of marriage or by a court of competent jurisdiction.
      (3) "Domicile" for fee paying purposes shall denote a person's true, fixed, and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he expects to return when he leaves, without intention to establish domicile elsewhere.
      (4) "Parent" shall mean a minor's father or mother, or if one parent has custody of a minor applicant, it is the parent having court assigned financial responsibility for the education of the student; or if there is a court appointed guardian or legal custodian of the minor applicant, it shall mean the guardian or legal custodian.
      (5) The term "dependent as defined in sections 151(c)(1)(2)(3) and (4) of the Internal Revenue Code of 1954. A copy of these provisions in the internal Revenue Code of 1954 is incorporated in this rule by reference.
      (6) A "non-Florida" student is a person not meeting the requirements of subsection (a) above.

2. In all applications for admission or registration at the institution on a space available basis, a Florida applicant, or, if a minor, the parent or legal guardian of the minor applicant, shall make and file with such application a written statement, under oath, that the applicant is a bona fide citizen, resident, and domiciliary of the state of Florida, entitled as such to classification as a "Florida student." 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.

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 registered 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." A "non-Florida student" 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.

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 determined 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.

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(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 or 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.

### Fees

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 39.

**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 will receive a schedule and bill at the time they register and each time they drop or add during the drop/add period. The student is responsible for paying fees in full by the appropriate due date stated in the particular semester’s “Schedule of Classes.” Failure to do so will result in the student being assessed the $25.00 late payment fee.

A. **Fee Structure**

Fees are assessed by course level—not student classification.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Anticipated Fees Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Resident</td>
</tr>
<tr>
<td></td>
<td>Non-Resident*</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Lower level (0001-2999)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Upper level (3000-4999)</td>
<td>28.00</td>
</tr>
<tr>
<td>Graduate (5000 and over)</td>
<td>38.00</td>
</tr>
<tr>
<td>Thesis and Dissertation</td>
<td>41.00</td>
</tr>
</tbody>
</table>

*See "Resident Status," above.

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

(2) In addition to the above, each student who enrolls for six or more credit hours on the Tampa or Sarasota Campus must pay a $23.00 student health fee for the semester. A student enrolling for five or less credit hours on the Tampa or Sarasota Campus may voluntarily pay the health fee by the end of the first week of classes.

(3) Effective Summer 1982, the undergraduate fees shown above will be reduced by an estimated $11.00 per credit hour for courses taken during the Summer session.

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

Students who are not registered for any courses and apply for graduation must pay for one hour at the level of graduation (i.e., $28.00 for a Bachelor's degree or Associate of Arts degree and $38.00 for a higher level degree).

5. **Cashier’s Office Hours—**
   Regular Registration—See regular registration dates and times in “Schedule of Classes” for appropriate semester.
   First Week of Classes—Monday through Thursday, 9:00 a.m. through 6:30 p.m.
   Remainder of Semester—Monday through Friday, 9:00 a.m. through 5:00 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. **J.D. Card Validation Hours—**
   Regular Registration—See regular registration dates and times in “Schedule of Classes” for appropriate semester.
   First Week of Classes—Monday through Thursday, Cashier’s Office, ADM 131, 9:00 a.m. through 6:30 p.m.
   Remainder of Semester—Monday through Friday, Cashier’s Office, ADM 131, 9:00 a.m. through 3:00 p.m.; Accounts Receivable, ADM 176, 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 “O” series in the course number. The “Schedule of Classes,” which is printed each semester, 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 $2,037.00 per year in installments of $509.25 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 $4,763.00 per year in installments of $1,290.75 each to be paid in July, October, January, and April.
Refund of Fees

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

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

2. Withdrawals/Drops
   A. When officially requested by a student, a full refund of registration fees will be made if a student withdraws from the University or drops classes on or before the final day of the regular "Drop/Add" period. 
   B. No refund of registration fees will be made if the student withdraws/drops after the final day of the "Drop/Add" period except in the following cases:
      (1) University action beyond the student's control, (i.e., cancellation of course(s), course prerequisites not met, misadvisement, administrative error, etc.) with supporting explanatory statement on University letterhead from the appropriate official—All course fees are refunded, but requests must be made by the end of the term immediately following the term in which the errors/action occurred.

(2) Withdrawal for non-exceptional circumstances from all classes after the end of the drop/add period, but prior to the end of the fourth week of classes—In these cases, the refund is partial and is calculated as follows: (Total Course Fees minus the Health Fee, Late Fee, and $3.76 per credit hour) x 25% = Refund. Students must complete a Refund Request Form in the Office of Veteran's Affairs. (3) Drops or withdrawals from courses for exceptional circumstances during the second week of classes—A detailed explanatory statement and documentation must be attached to a Fee Adjustment Form and must be submitted to the Office of Finance and Accounting for this category of refunds.  
(4) Drops or withdrawals from courses for exceptional circumstances after the end of the second week of classes but prior to the end of the eighth week of classes—A detailed explanatory statement and documentation must be attached to the Fee Adjustment Form and the request must be submitted to

Staff/State Employee Waivers
Career Service employees of any State agency wishing to enroll in tuition-free courses should obtain a State waiver 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 classes. Payment for thesis, dissertation, and direct individual study courses cannot be waived. If not brought in during the first week of classes, the employee is subject to a $25.00 late fee charge. All hours in excess of six must be paid for at the regular rate. State employees registering under this rule for twelve or more credit hours shall also pay the student health fee.

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

<table>
<thead>
<tr>
<th>Meal Plan per Semester</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Meal Plan per Semester</td>
<td>$453.75</td>
</tr>
<tr>
<td>20 Meal Plan per Semester</td>
<td>$495.00</td>
</tr>
</tbody>
</table>

**Prices listed are subject to change for the academic year 1982-83. Food Service prices may be revised each semester, if necessary.

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 classes in the Administration Building. Warrants must be picked up and fees paid by the end of the first week of classes. Any recipient not responding by the end of the first week of classes will be subject to a $25.00 late payment fee unless prior arrangements are made with the Loans and Scholarships Office.

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 semester or a late payment fee will be assessed. 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 semester.

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 for that semester cancelled. This means, specifically, that a student who does not receive credit for any courses taken during that semester. 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. Intern Certificate of Participation
   Students who present Intern Certificates for payment of their registration fees will have to pay $3.76 per hour charge for all credit hours taken during the semester. By paying $3.76 per credit hour charge and presenting an Intern Certificate, a student will be allowed to register for an unlimited number of credit hours during a single semester. These students will not be charged a student health fee.

9. Staff/State Employee Waivers
   Career Service employees of any State agency wishing to enroll in tuition-free courses should obtain a State waiver 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 classes. Payment for thesis, dissertation, and direct individual study courses cannot be waived. If not brought in during the first week of classes, the employee is subject to a $25.00 late fee charge. All hours in excess of six must be paid for at the regular rate. State employees registering under this rule for twelve or more credit hours shall also pay the student health fee.

10. 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.

11. Room Rent
    Room rent is paid in accordance with information in the Housing Catalogue.

<table>
<thead>
<tr>
<th>Per Semester</th>
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</thead>
<tbody>
<tr>
<td>$425.00</td>
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12. Food Service
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**Prices listed are subject to change for the academic year 1982-83. Food Service prices may be revised each semester, if necessary.
the Office of the Registrar during the third week through the eighth week of classes. These circumstances must also be acknowledged by the University as being well beyond the control of the student. In these cases the refund, if approved is partial and is calculated as follows: (Total Course Fees minus the Health Fee, Late Fee, and $3.76 per credit hour) x 25% = Refund.

In no case will a fee adjustment be made for exceptional circumstances after the end of the eighth week of classes.

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 may result in cancellation of the student’s registration. There is a $10.00 charge for each returned check.

Payment of Accounts Due the University
Charges against students for loss or breakage of University equipment, books, fines and other charges are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript for any student whose account with the University is delinquent. Payments should be brought into the Cashier's Office in the 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 education 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 requirements for educational purposes.

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

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

Vehicle Regulations and Fees

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 Department 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 whom owns the vehicle. A decal 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 $25.00 for an academic year.

Yearly fees for students registering after the first semester will be adjusted proportionally. Students may park in remote areas for a lesser fee. All decals expire on 30 August of the academic year.

Motorcycles
The fee for motorcycles and mopeds will be $6.00 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.

Evening Students
Vehicle registration requirements and fees apply to evening students as well as day students.
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 28 for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office.

To be eligible for full-time VA benefits at USF, undergraduates and non-degree seeking (special) students must enroll for 12 or more semester hours and degree seeking graduate students must enroll for 6 or more semester hours each normal academic semester.

VA regulations require that students take only courses that are applicable to their degree program or other approved program, attend classes, and make satisfactory progress toward their degree. There are many other VA rules and regulations of which students 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, graduate student enrolled in undergraduate courses, 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 24, 31, and 38) and can only be reinstated after counseling, and approval by the VA.

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

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

Social Security Benefits

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

Railroad Retirement Annuity Award

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

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

Bookstores

Textbook Center

Textbooks and some Reference books are located in the Textbook Center on West Holly Drive, 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 Bull Shop features collegiate clothing, imprinted mugs, gifts, and novelty items.

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

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

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

The University of South Florida is committed to the concept of total student development—intellectual, social, physical, and moral. The curricular, co-curricular, and extra curricular programs of the University are designed to achieve this end and are presented to offer USF students a wide variety of beliefs, opinions and ideas in an atmosphere of openness where all views may be aired. The programs of the University are presented according to the guidelines established by the Florida Board of Regents (Section 6-c, Administrative Code of Florida).

Students who attend the University of South Florida are admitted to the University under guidelines as well as policies and procedures of the University. University officials, and in particular the Vice President for Student Affairs and his staff, are charged with interpreting the policies of the Board of Regents to students, their families and others in the University community. The programs and activities developed and implemented by the Student Affairs staff at the University of South Florida are intended to improve the quality of life at the University and to meet the University's goal of total student development.

Office of Students Affairs

The Vice President for Student Affairs and the Student Affairs staff strive to provide a campus environment which is conducive to learning and which enhances the quality of life for the students at the University. New students and prospective students receive assistance in gaining information about the University before they arrive on campus during the admission process. The Student Affairs staff also offers services to students to help them cope more effectively with the many facets of college life while attending the University. Student Affairs programs and activities include academic counseling, health service, individual and/or group counseling, alcohol/drug education, child care, career planning, bookstore, procedures for redressing grievances, standards for students' conduct, due process in the event of disciplinary action, and advice and/or assistance in time of trouble. The Student Affairs staff cooperates with the Division of Undergraduate Studies to insure that students receive the necessary amount of academic advising prior to registration. A variety of programs and activities are offered by the Student Affairs staff to help students become involved in campus life outside the classroom: orientation for new students, residence halls, student organizations and activities, student government, student publications, intramural and recreational sports, the Sun Dome, 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, the members of the University community 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 for the academic and personal freedom within the University community.

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

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

Students have often asked for advice on standards of dress and personal appearance. The University does not have a formal dress code but campus attire is expected to be appropriate for the activities 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 Student Government officers, student representatives to the S.G. Senate and college councils. Student Government is an agency representing student interests in programs, plans, policies and procedures of the University, and securing student representation to University governance. The Student Government office oversees the Activity and Service Fee Fund, offers free legal referral assistance by a staff of attorneys, and aids students with off-campus housing (apartment listings, roommate service, etc.) To receive an off-campus housing listing mail a self-addressed, stamped envelope to the Student Government office. Others areas, such as, academic grievances, minority problems, health and accident insurance, refrigerator rental and programming productions are also managed in the Student Government office.

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.

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 10.

Financial Aids

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

Student Health Service

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

The Health Center is located on the fourth floor of the University Center Building.

A walk-in clinic is maintained for outpatient treatment from 7 a.m. to 11 p.m., Monday through Friday. Medical laboratory hours are from 8 a.m. to 4 p.m. Pharmacy hours are from 10 a.m. to 6 p.m.

International Students

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

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

Disabled Students

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

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

Additional services may be obtained through the Special Services Program and/or the Coordinator of Handicap Services. Services include readers, notetakers, interpreters and tutors. Aids include Braille dictionaries and typewriters, tapes and tape recorders, Visual Tek, telecommunications devices, talking calculators, etc.

The coordinator of Handicap Services at the University of South Florida, 3321, L.I.B., can provide specific information.

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 that students experience identity with the university community, finding on-going opportunities for intellectual, social, recreational, and vocational growth. Within the functional, pleasant surroundings of the residence halls professional staff members are available to foster academic and personal adjustment and to facilitate interpersonal communications 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.

Residence Halls

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

The Argos Complex of residence halls—Alpha, Beta, and Gamma—represents traditional hall living. This arrangement provides attractive double-room accommodations designed for both studying and sleeping. The 40-50 residents occupying a living unit share common bath facilities which are attended daily by the hall's housekeeping staff. Centrally-located Lobby areas, laundry rooms, and snack machines further describe the housing arrangements for 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, Ep, silon, 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 bathroom 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 Andors or Argos Complex, residents will enjoy the comfort, freedom and peace of mind that comes from living in fully air-conditioned halls with 24-hour security control. In addition, most rooms are carpeted throughout and all rooms are furnished to provide a bed, desk, chair, dresser, closet, and bookshelf for each resident. Outside, two swimming pools and numerous tennis, handball, racquetball, and basketball courts await leisure-time recreation fans. And, of course, there are always opportunities for residents to become involved in the on-going area of residence hall programming.

Off-Campus Housing

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

Food Service

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

University Center

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

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

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

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

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

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 Of-
ficers of the State of Florida. The telephone number for on campus emergencies (personal injuries, fires, crimes in progress) is 2911. The telephone number for on campus non-emergencies and business is 2628.

**Clubs and Other Organizations**

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

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

**Dance, Music, and Drama Clubs**

The excellent program in the College of Fine Arts offer many opportunities for involvement of students, both those who major in this area and those majoring in other areas of the University. A number of activities and organizations are sponsored by the Fine Arts College's departments of Art, Dance, Music and Theatre. Productions produced by the Theatre Department are open for participation by students both on stage and in support areas. The Music Department welcomes student participation in its instrumental and choral organizations. Dance productions are also available for participation by all qualified students. Contact the departmental office of the activity of interest for information about procedures for participation.

**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 16 national fraternities, 9 national sororities and 2 colonies functioning on the Tampa Campus. They carry out a program of social, educational, service, and recreational activities for their members. Membership is open to any student, by invitation. Their programs are coordinated through the Interfraternity Council, Panhellenic Council and Black 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 Delta, Sigma Gamma Rho, 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, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, Sigma Phi Epsilon, Tau Epsilon Phi, and Tau Kappa Epsilon.

The two colonies are Chi Phi Fraternity and Kappa Alpha Fraternity.

**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 the 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: Bahai Club, Baptist Campus Ministry, Campus Advance, Campus Bible Fellowship, Campus Crusade for Christ, Canterbury Club, Catholic Student Center, Chabad House, Christian Science Organization, Fellowship of Christian Athletes, Hillel Club, Inter-varsity Christian Fellowship, Latter Day Saints Student Association, Navigators, Transdenominational Prayer Group, and the University Chapel Fellowship (methodist, Presbyterian, and the 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, C.A.U.S.E., Circle K, Diamondette Service Club, NCAA Volunteers for Youth, Paraprofessional Counseling, Rehabilitation Counseling Association, Tape Bank Service, and Women's Peer Counseling Center.

Membership to Honorary Organizations is usually by invitation. Honorary Organizations at USF are: Alpha Epsilon Delta (Pre-Med), Alpha Epsilon Rho (Broadcasting), Alpha Phi Sigma (Criminal Justice), Alpha Pi Mu (Data Processing), Beta Alpha Psi (Accounting), Civil Engineering Honor Society, Kappa Delta Pi (Education), Kappa Tau Alpha (Mass Communications), Mortar Board, Omicron Delta Kappa, Phi Alpha Theta (History), Phi Kappa Phi, Phi Sigma (Biology), Pi Gamma Nu (Social Sciences), Pi Mu Epsilon (Math), Pi Sigma Alpha (Political Science), Psi Chi (Psychology), Sigma Alpha Iota (Music), Sigma Theta Tau (Nursing) and Tau Beta Pi (Engineering).

**Professional Fraternities**

Many profession-oriented groups exists at USF. These include: Delta Sigma Pi, Phi Beta Lambda, Phi Chi Theta, Phi Mu Alpha, Pi Sigma Epsilon and Sigma Xi.

**Special Interest Organizations**

Students have organized and continued to organize clubs and organizations covering a broad range of interest. Included are those oriented to academic majors, departments and colleges; groups providing programs, information, and governmental experience, and associations of students with a common interest in specific recreational, technical, ideological, or other areas of special concern. Complete information is available at the Office of Student Organizations, CTR 217.

**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 are provided an opportunity to increase physical fitness, develop skills, team competition, 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, golf, cross country, bowling, racquetball, and wrestling, as well as the team sports of soccer, touch football, basketball, volleyball, and softball. Competition is scheduled through fraternal societies, residence halls, and independent divisions. Team awards are presented.

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

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

**Intercollegiate Athletics**

The University of South Florida fields intercollegiate teams in both men's and women's sports. The University is a member of the National Collegiate Athletic Association and competes in the University Division I level in men's baseball, basketball, cross country, golf, soccer, swimming, and tennis. The women compete in basketball, golf, and tennis and Division II in softball, volleyball and swimming. Schedules are arranged to include quality competition which reflect the high standards of the University, and women's sports. The University 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 Office of Admissions**

The Office of Admissions in Tampa administers the application and admissions processes for undergraduate and graduate students and assists prospective freshmen and graduate students, as well as mature and minority students, in securing information about the University of South Florida and its programs. The Office serves as the initial point of contact for these prospective students who are unfamiliar with the University.

Pre-admission advising is available by appointment. In conjunction with other University offices, Admissions administers the Early Admission, Dual Enrollment, Scholarships for Excellence, USF PREVIEW, Honors at Entrance, and New Student Orientation, including FOCUS: YOU AND USF, programs.

**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 skill. Special services are provided by the State Division of Vocational Rehabilitation and that 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 computerized career information and guidance system (CHOICES) and a comprehensive Career Information Library are available 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.

The Counseling Center Outreach Program makes available workshops and structured groups in a variety of career and personal growth areas which are of concern to University students. Although most

**Student Publications**

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

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

Omnibus, a magazine, is published as a supplement to the Oracle. Omnibus is a tabloid magazine containing general interest features and photos, prose, poetry, and graphics produced by students.

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

Chinsegut Hill, USF's conference center
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 (Programs to Advance Veterans Education) program and all veterans and service members—and their dependents—can utilize the services of this program. Highlights of the PAVE program include veterans pre-admissions and pre-registration advising, and veterans benefits advising. These offices receive requests for VA education benefits which are processed through the VA Certification section of the Registrar’s Office to the Veterans Administration.

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

The VA Tutorial Program affords VA students the opportunity for tutoring in needed subject areas. Under the GI Bill, students can receive an allowance from the VA to pay for a tutor. There is the opportunity for developmental course-work and GED certification through cooperation 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.
ACADEMIC POLICIES AND PROCEDURES,
PROGRAMS AND SERVICES

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

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

General Academic Regulations and Information

Semester System

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

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

Catalog

A student is entitled to one USF General Catalog per issue. Students wanting additional copies must purchase them from the University Bookstore.

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

Academic Load

The Maximum load of an undergraduate student is 18 hours, unless approval is received from the Dean of the Student's college or an authorized representative. Students classified as Undecided must receive approval from the Dean of Undergraduate Studies. The standard load for an undergraduate student to graduate within 4 years is 15 hours during a regular Semester. The minimum load for a student to be considered academically full-time is 12 hours during the Fall and Spring Semesters. Contact Office of Records and Registration for full-time equivalents for Summer Sessions. For academic load for Graduate students see Graduate School, page 48.

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 semesters of years, or even less frequently if there is little demand.

Course Attendance at First Class Meeting

Introduction (Policy, Purpose and Intent)

So that the University of South Florida may effectively utilize classroom space and to ensure all students the opportunity to enroll in classes where demand exceeds availability of seats, the following policy has been put into effect.

Statement of Policy

Students are obligated to attend the first class meeting of all classes for which they have registered in order to ensure their enrollment in those classes. The consequence of non-attendance is that the student is subject to having his/her space assigned to another student, especially in those classes where demand exceeds availability of seats.

The following categories of students have the responsibility to drop the course(s) by the end of the drop/add period in order to avoid fee liability.

1. Students who do not attend the first class meeting and subsequent classes.
2. Students who do not attend the first class meeting but do attend subsequent ones but are notified by the instructor that their space is no longer available.

If the student is in doubt regarding his/her status in class, it is his/her responsibility to communicate with the instructor to see whether there is still space available in the class.

Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or department prior to the first meeting to request waiver of the attendance requirement.

The above process requires faculty to take attendance at all class meetings during the first week of class and to report any absences to their chairperson or designated office. This is to ensure that students who must drop the course because of non-attendance at the first class meeting are appropriately informed should they attend a subsequent class meeting.

Adds

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

Drops

A student may drop a course(s) during the drop/add period. (First five days of classes.) No entry of the course(s) will appear on any records and a full refund of fees is due for course(s) dropped within these periods.

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

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

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

Cancellation Before First Class Day

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

Withdrawal

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

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

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 the full name, social security number, and date of birth, and indicate names and address to whom the transcript is to be sent. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. No charge is assessed for transcripts.

College Level Academic Skills Program (Sophomore Test)

Beginning Fall Semester, 1982, all sophomores shall be required to take the Florida Test of College Level Communication and Computation Skills. These tests will be administered Fall Term (October 16, 1982) and Spring Term (March 15, 1983) to sophomores who expect to finish their sophomore year (60 semester hours) at the end of the appropriate term.

Communication is a process that involves receiving and assimilating ideas and information through reading and listening, and generating and transmitting ideas and information through writing and speaking. Students must demonstrate reading, listening, writing, and speaking skills in standard American English.

Computation is a process by which entities, magnitudes, order relations, and symbolic systems are identified and applied. Competence in computations requires (1) mastery of algorithmic processes; (2) acquisition of concepts relative to objects, magnitudes, and relations; (3) ability to generalize and to select applicable generalizations for use; (4) proficiency in problem solving. Students must demonstrate these competencies in the areas of arithmetic, geometry and measurement, algebra statistics (including probability), logical reasoning, and computing technology.*

* with necessary adaptations for the handicapped.

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/her 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 33 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—Excellence performance
C—Average performance
D—Below average performance, but passing
F—Failure
I—Incomplete
IF—Incomplete grade changed to Failure
IU—Incomplete grade changed to Unsatisfactory
N—Audit
R—Course Repeated
S—Satisfactory
U—Unsatisfactory
W—Withdrawal from course without penalty

Grade Point Average

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

S/U Grade System

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

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

1. Required courses in the major may not be taken on an S/U basis.
2. Specifically designated required courses in the distribution requirements of the student’s college may not be taken on an S/U basis.
3. All elective courses for the major and all elective courses in the distribution requirements, and all other free elective courses may be taken on an S/U basis except where:
   a. The certifying college restricts the number of courses which may be taken on an S/U basis in any one or all of the above areas or restricts to 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”.
   c. “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” grade is not computed in the grade point average for either undergraduate or graduate students. The time limit for removing the “I” is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed one academic semester, whether or not the student is in residence, and/ or graduation, which ever comes first. “I” grades not removed by the end of the time limit will be changed to “IP” or “IU”, whichever is appropriate. Whether or not the student is in residence, any change to “IP” or “IU” grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on the appropriate probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course requirements to change an “I” grade. However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

“Z” Grade

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

Grade Forgiveness Policy

The University of South Florida Forgiveness policy permits an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade providing the repeat grade is D or higher (exception—see Honors at Graduation, page 37) Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. Courses which are repeated and the repeat grade is “F” will have both grades calculated into the GPA. 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 have been previously approved by the college dean and is on file in the Office of Records and Registration.

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

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

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

Academic Probation and Academic Dismissal for Undergraduate Students

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

NOTE: 1. Students admitted in probationary status must accumulate 30 semester credits and maintain a minimum cumulative 2.0 GPA for each term enrolled with single term GPA below a 1.0 GPA before the probationary status is removed. Advising is mandatory prior to registration. Undergraduate Studies shall monitor credentials of students in this status and assist advisors with appropriate information when needed. Not meeting these conditions would result in the student being permanently dismissed from the University.

2. Any degree-seeking undergraduate student whose cumulative GPA falls below 1.0 after attempting an accumulated twelve or more USF Semester hours will be dismissed for academic reasons (AD) at the end of the semester in which it occurs.
Students are strongly encouraged to confer with their academic advisers to explore ways of improving academic performance.

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

The determination and notification of probationary status or academic dismissal will be made by the Registrar’s Office on the student’s semester grade report and academic record. An explanation of any required procedures to be followed will be enclosed with the grade report. A student who attends another college or university during academic dismissal 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 fails below a 2.0 GPA from the University of South Florida and subsequently achieves an AA from a Community College (or a four-year institution), that student when (re)admitted to the University will be credited with a maximum of 60 semester hours and have his/her academic record cleared. Only with the endorsement of the Dean of the College of the student’s major, and approval by the Academic Regulations Committee, may the student receive credit for hours beyond the 60 which were earned previously at USF or another four-year institution.

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

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

College Policies For Academic Progress

Colleges may determine and implement standards of academic progress for undergraduate students (majors in the college) in addition to those established by the University. Students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled. Such students will not be permitted further enrollment in the University until they are admitted to another college or to the University Studies 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 which to continue at USF should follow these steps:

Students with fewer than 60 attempted hours may apply to be admitted to a different college or to University Studies.

Students who have attempted 60 hours but fewer than 90 hours may apply to be admitted to a college or petition the Academic Regulations Committee for admission to University Studies.

Students with 90 hours or more may apply to be admitted to a different college.

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

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

Class Standing

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

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Special/Unclassified</td>
</tr>
<tr>
<td>1</td>
<td>Freshman</td>
</tr>
<tr>
<td>2</td>
<td>Sophomore</td>
</tr>
<tr>
<td>3</td>
<td>Junior</td>
</tr>
<tr>
<td>4</td>
<td>Senior</td>
</tr>
</tbody>
</table>

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

Change of Major

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

Change of Graduate Program: Graduate students desiring to change their 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 respective office.

Student Information Changes

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

Final Examination

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

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

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style, or content of the examination. It is the policy of the University of South Florida that all students facing an examination (of any type) shall have equal advance notice of the form and content of that examination. The University regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool.
Six days shall be set aside for final examinations and any comprehen-
sive final examination must be given during this designated period. The
period of two hours shall be allotted for each final examination. If a stu-
dent has a direct conflict of scheduled examinations or has three or more
examinations scheduled on the same day, the student may petition the ap-
propriate instructor to reschedule one of the student’s examinations. The
final examination schedule shall be published in the same manner and
place as the schedule of classes.

Honors Convocation

The Honors Convocation is designed to recognize undergraduate students
for high academic performance during the previous academic year.
To be eligible to participate in the Honors Convocation, an
undergraduate student must, during the academic year preceding the Fall
Honors Convocation, have a University of South Florida grade point
average of 3.5 or above for all completed hours; a minimum of 24 Uni-
versity 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.
Admission into the Program is determined by the University Honors
Program Committee. In order to complete the University Honors Pro-
gram, the student must also be accepted into and complete work for
his/her departmental major program.

Dean’s List

Full-time undergraduate students who demonstrate superior academic
achievement during one semester will be honored on a “Dean’s List.” To
be eligible for the Dean’s List, a student must be in a “pool” (defined
hereafter) and must complete 12 hours of graded (A-F) USF courses with
no incomplete grades during the semester. The “pool” consists of all
students who have registered for at least 12 hours of USF courses in a
given semester. The Dean’s List shall consist of the fewer of: 1) the upper
10% of the enrollment of the college, of 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 Undergraduate
Studies 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 commit-
tee, a student must secure the appropriate form from the Office of
Records & Registration. Completed forms should be returned to the Of-
fice of Records & Registration by 5:00 p.m., Friday, to be reviewed at the
next week’s meeting. Student’s will receive notification of the
committee’s action the following week.
If the student wishes a personal interview with the committee he/she
should make arrangements with the representative from his/her college
prior to submitting his petition.

Student Academic Grievance Procedure

Student academic grievance procedures exist at USF to provide students
the opportunity for objective review of facts and events pertinent to the
cause of academic grievances. Such review is accomplished in a collegial,
General Distribution Requirements

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

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

Area I—English Composition
Freshman English (ENC 0000 or 1101, and ENC 1104).

Area II—Fine Arts and Humanities
Any course offered by American Studies; Art; Classics; Communication (excluding ESL 1383, 1384); Dance; English (excluding ENC 0000, 1101, 1104, REA 0105); *Foreign Languages; Humanities; Liberal Studies; Linguistics, (only SPC 2050, 3010, 3881); Music; Philosophy (excluding PHI 3100); Religious Studies/Ancient Studies; Theatre.

Area III—Mathematics and Quantitative Methods
Any course offered by the Department of Mathematics and/or any Engineering Computer Service course and/or any of the following courses: Business and Economic Statistics, CEE 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) or: Afro-American Studies; Aging Studies; Anthropology; Criminal Justice; Economics; Geography; History; Political Science; Psychology; Sociology; Interdisciplinary Social Sciences (excluding STA 3122); Women’s Studies; and/or any of the following courses: Educational Psychology, EDF 3210; Survey of the Mass Communications, MMC 3000.

Acceptable in the total of 40 semester hours but not part of any of the five areas:
*The Teacher in a World of Work, EVT 3063;
*Use of the Library, LIS 2001;
*Honors Program courses: Reading Seminars, IDS 3901, 3902; Seminar, IDS 3931; Independent Study, IDS 4938.

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

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

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

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

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

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

**Major Program.

Note: Education majors must take course in at least two different departments under Areas II and V.

Freshman English Requirement in the 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 1101 the first semester, and ENC 1104 the second semester of their freshman year. If a student fails the first course, he must repeat it the next semester and take the second course in the following semester. If a student either fails or does not attempt the examination during his first nine weeks, he must take ENC 1101 in the following semester. In this case, he will complete the sequence by the first semester of his sophomore year.

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

Credit by Examination

A student who feels he/she has already acquired the basic content of a course on his/her approved schedule should inquire about credit-by-examination. Some exams are offered through the College Level Examination Program (CLEP/see page 40) and others may be offered within departments. Interested students should obtain additional information from their advisers or the Office of Evaluation and Testing Services.

Graduation Requirements—Baccalaureate Degree

University Requirements

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

At least 60 semester hours must be earned from a baccalaureate-granting institution regardless of credit hours transferred from a Community/ Junior College unless the student has received prior approval for waiver of this policy from the college of his/her intended major. This policy does not affect approved articulation programs based on the A.S. degree. For information regarding such programs consult the Office of Community College Relations.

All students entering the University of South Florida with less than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attending during one or more summer semesters. The University may waive the application of this rule in cases of unusual hardship to the individual. (See Summer Enrollment Requirement below.)

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

Summer Enrollment Requirement

As stated above, effective September 1, 1976, all students entering the University of South Florida with less than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer semesters. The University may
Foreign Language Competency

Beginning in 1986, any student who graduates with a B.A. degree must have achieved a foreign language competency in one foreign language. For further information, see an advisor.

Academic Residence

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

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

Candidates at the graduate level should refer to the residency requirements on page 48.

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 under each college: the major code, after each major.

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

American Studies (AMS)
Classics (Interdisciplinary Classics) (CLS)
Classics (Latin, or Latin-Greek) (CLS)
Classics and Foreign Language (CLF)
Communication (SPE)
Communication-English (ENS)
Communication-Theatre (STA)
English (ENG)
French (FRE)
German (GER)
Italian (ITA)
Languages (combination) (FOL)
Liberal Studies (ALS)
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 and Marketing 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)
Zoology Education (ZOE)

College of Engineering

Chemical Engineering (ECH) (B.S.Ch.E.)
Civil Engineering (ECE) (B.S.C.E.)
Computer Engineering (EC) (B.S.Cp.E.)
Electrical Engineering (EE) (B.S.E.E.)
Engineering (EGU) (B.S.E.)
Engineering Science (EGC) (B.S.E.S.)
Engineering Technology (ET) (B.E.T.)
Industrial Engineering (IE) (B.S.I.E.)
Mechanical Engineering (EME) (B.S.M.E.)

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 (OLY) (B.A.)
Geology (OLS) (B.S.)
Mathematics (MTH)
Medical Technology (MET) (B.S.)
Microbiology (MIC)
Natural Sciences Interdisciplinary (INS)
Physics (PHY) (B.A.)
Physics (PHS) (B.S.)
Zoology (ZOO)

College of Nursing: (B.S.)

Nursing (NUR)

College of Social and Behavioral Sciences: (B.A., B.S.W.)

African and Afro-American Studies (AFA)
Anthropology (ANT)
Criminal Justice (CCJ)
Economics (ECN)
Economics
Art
College
College
Theatre
Music
Dance

4. University of South Florida course work for a minor must have a Spanish/Portuguese.

3. A student may not receive a major and a minor in the same program.

2. A minimum of 8 semester hours of credit used to satisfy the requirements of a minor that requires approximately one half the upper division credits required for the major. The department may require the same admission or retention standards as required for the major.

Each academic minor conforms to the University requirements:

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

Minor Fields of Study

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

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

College of Business Administration:
Economics

College of Fine Arts:
Art
Dance
Music
Theatre

College of Natural Sciences:
Geology
Mathematics

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

Student's Choice of Catalog

In order to graduate from the University of South Florida, each degree-seeking student must meet all of the graduation requirements specified in the USF catalog or his/her choice. A degree-seeking student may choose any USF catalog published during his/her continuous enrollment.

Students who have transferred from one Florida public institution to another are affected by the following Board of Regents policy: "Graduation requirements in effect at the receiving SUS institution at the time a student enrolls at a Florida public institution of higher learning shall apply to that student in the same manner that graduation requirements apply to its native students provided the student has had continuous enrollment as defined in the SUS institution's catalog."

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

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

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

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

Repeat Course Work

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

Double Undergraduate Major

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

Second Undergraduate Major

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

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

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

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

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 120).

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

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

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

A student applying for a minor must:
1. File a separate request for certification for the minor in the department of the minor, during the semester of graduation.
2. Apply for the minor on the "Application for Degree," listing both the minor and college responsible for the minor on the application.
3. No "I" grade in required courses.

Students who are not registered for any courses and apply for graduation or certification of a minor must pay for one hour at the level of graduation.

Honors at Graduation
Any baccalaureate candidate whose overall grade point average for all work attempted at USF on the standard grading scale in 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 designated of "magna cum laude." (With Higher Honor)
Candidates with a GPA of 3.71 but below 3.90 shall receive a diploma designated of "cum laude." (With Highest Honor)
Candidates with a GPA of 3.90 or above shall receive a diploma designated of "summa cum laude." (With Highest Honor)

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

Commencement
Commencement ceremonies at USF are held twice a year; December and May. All students who have graduated the previous Summer Term and are candidates for degrees in the Fall Semester are eligible to participate in the December graduation. Candidates for degrees for the Spring Semester are eligible to participate in the May graduation. Information for those eligible will be mailed to them during the Semester in which they should participate. If information is not received, the student should contact the Office of Records and Registration. Graduate students (Master's, Education Specialists, and Doctorate) will not participate in commencement exercises until all requirements for such degrees have been fulfilled.

Commencement at the Sun Dome
Graduation Requirements—Graduate Programs

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

Certification Requirements—Associate of Arts

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

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

Application for the Associate of Arts degree is obtained from the Undergraduate Studies Office of Academic Advising prior to the application deadline. The degree must be awarded prior to the student’s academic registration instructions and course approval.

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.

Release of Student Information

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

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

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

NOTE: General release of the aforementioned types of "directory information" is accomplished pursuant to USF policy. USF policy prohibits use of such information for commercial purposes. Students must inform the USF Office of Records & Registration, in writing (on forms available for that purpose), of the information they wish withheld from the University Directory and other listings or "directory information." Such requests will be effective for the academic year during which they were initiated unless earlier, written notice to the contrary is received by the Office of Records & Registration.

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

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

Special Academic Programs

USF/Florida Public Community College Dual Enrollment

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

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

School of Continuing Education

The School of Continuing Education serves the multiple continuing education needs of the community through its divisions of Conferences and Institutes, Lifelong Learning, and Special Degree Programs, the English Language Center and Weekend College. Educational services offered by the divisions range from adult degree programs to continuing education credit courses at off campus locations and a wide variety of noncredit programs and services designed to meet individual and organizational educational needs. Programs are offered in many locations but are coordinated from the division offices on the Tampa campus.
Credit Courses: For a discussion of credit course offerings, refer to page 18.

Noncredit Programs and Services: A variety of noncredit educational programs (workshops, seminars, short courses, etc.) of varying lengths are scheduled through the year by the colleges of the university and the school’s division of Lifelong Learning, making it possible for the University to serve greater numbers of 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 awarded to participants in selected programs sponsored by the School of Continuing Education and approved by an academic unit. Transcripts indicating awarded CEU’s are available on request.

The School of Continuing Education develops programs for business and industry, government, professional, civic, and service groups. A variety of instructional methods are 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. Registration in most programs is open to all adults who have a desire for knowledge and interest in the subject matter.

Bachelor of Independent Studies

External Degree Program

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

The curriculum consists of interdisciplinary studies that are divided into four study 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.

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. The exam may be taken on or off campus, and for admission to the External Degree Program. Fourth area study is essentially a thesis-oriented experience.

The English Language Center (ELC)

The English Language Center offers intensive English as a Second Language (ESL) to non-native speakers. Students are given a placement test upon registering for the Program. This test determines the level of proficiency into which the student is placed. The range of proficiency levels are Elementary, Low-intermediate, High-intermediate, Advanced, and pre-university ESL.

Students are in classes five hours a day, five days a week. The curriculum includes training in English pronunciation, listening comprehension, spoken English, grammar drills, reading comprehension, and composition skills. Students who complete Advanced ESL usually score above 500 on the Test of English as a Foreign Language (TOEFL). Those who complete Pre-university ESL classes usually score above 550 TOEFL. The program is non-credit. The cost is $1,000.00 per semester with an additional non-refundable $25.00 application fee. The English Language
Center is authorized to issue the Certificate of Eligibility (I-20) to students who require a Student Visa (F-1) and who meet criteria set forth by the United States Immigration and Naturalization Service.

The Division of Lifelong Learning

The Division of Lifelong Learning offers a number of programs, courses, and services designed to meet the personal improvement and cultural needs of individuals. The division also coordinates the Senior Citizens Tuition Waiver Program (see page 16).

Weekend College Program

The USF Weekend College Program is an innovative means of obtaining a B.A. degree for adults who work full time. It is not a separate degree program; students in the program may major in any discipline that offers a B.A. degree.

The program features three instructional modes: a weekly class offered at an off-campus site (an office, factory, union hall, etc.), a television course broadcast four days a week, and a weekend conference course. The weekly class is a regular course listed in the USF Catalog. The television course is part of a nationally known curriculum. The weekend conference course is an intensive, three-times-a-semester analysis of a specific area within a discipline. All courses are taught by regular USF faculty. Typically a student enrolled in the Program would receive 11-12 hours credit for the three courses.

Weekend College is patterned after and developed through the cooperation of the national To Educate the People Consortium, headquartered at Wayne State University. The program also receives significant support from the United Labor Agency of the Florida AFL-CIO, especially in the development of class sites.

The program is aimed toward working adults who desire a B.A. degree but find the lengthy process or part-time study difficult or impossible. It is also directed toward workers in business or industries that provide tuition rebates for their employees.

Three different areas of approximately one year each are emphasized in the program. Typically students begin with the social science area, move to humanities and conclude with natural science. Completion of these areas, together with requirements for freshman English and any other standard B.A. requirements, fulfill the general distribution and electives outside of the major requirements for a B.A. degree. All that remains for the students is completion of approximately one year's work in a selected discipline or major.

Students in the Program must conform to all USF requirements in respect to admission, good standing, graduation requirements and the like. Weekend College is administered through the School of Continuing Education.

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 nine weeks after the first enrollment in college level courses. CLEP Subject Examinations, with the exception of the College Composition with Essay Subject Examination, are not affected by this policy. 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:

   Courses
   English Composition with Essay ENC 1101 and ENC 1104
   Mathematics MGF 113, 114, 2202

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, Academic Services.

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, Academic Services.

Independent Study

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

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

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

New College of USF

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

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

A residential college with its own admissions and graduation requirements and its own faculty, New College is partially supported by funds from the private New College Foundation. (See full description of New College of USF on page 133.)

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 Indocuration Programs are available. Qualified seniors attend 12 weeks of training in the Officer Candidate Course (OCC) after graduation. For details, contact the placement office or the Marine Officer Selection Officer when he is on campus.

Enrollment in Evening Courses

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

The University of Florida has 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 transferrable. Exception: Grades for University of Florida correspondence course taken by Cooperative Education students while on a training period are transferred and will be used in computing the USF grade point average.

Non-Degree Seeking (Special) Student—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.

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.

Talent Search

The Talent Search Program is designed to assist high school students or drop outs from low-income families who have academic potential to complete high school and to continue their education in a postsecondary institution or training program.

National Student Exchange

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

In addition to the University of South Florida, other universities participating in this program are University of Alabama, California State College at Bakersfield and Chico, Humboldt State University and Sonoma State University, both also in California, University of Northern Colorado, University of Delaware, Eastern Connecticut State College, Georgia State University, University of Georgia, University of Hawaii at Hilo and Manoa, Boise State University and University of Idaho, Illinois State University and Northeastern Illinois University, Indiana University-Purdue at Fort Wayne, University of Northern Iowa, Fort Hays State University and Pittsburg State University in Kansas, University of Maine at Fort Kent, University of Southern Maine, University of Maryland and Towson State University (MD), University of Massachusetts in Amherst and Boston, Oakland University-Rochester (MI), Moorhead State University (MN), Jackson State University (MS), Eastern Montana College, Montana State University, University of Montana, Kearney State College (NEB), University of Nevada in Las Vegas and Reno, Rutgers College-Rutgers University, Trenton State College and William Paterson College all in New Jersey, New Mexico State University, University of New Mexico, Buffalo State College (NY), State University College at Potsdam (NY), North Carolina State University, University of North Carolina at Charlotte, University of North Dakota, Bowling Green State University (OH), Eastern Oregon State College, Oregon State University, University of Oregon, Indiana University of Pennsylvania, West Chester State College (PA), Rhode Island College, University of South Carolina, Winthrop College (SC), South Dakota State University, University of Tennessee-Knoxville, University of Utah, College of the Virgin Islands-St. Thomas, and the University of Wisconsin at Green Bay and River Falls. The number of participating schools increases each year so this list must not be considered complete. An up-dated listing is maintained by the NSE office.

Exchange Programs

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 are 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 Program 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 provides opportunities for sophomores, juniors and seniors to exchange residence at both campuses. The student exchange provides a waiver of out-of-state tuition. University credit earned is applicable towards graduation. Students desiring further information 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 System 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 semester and academic year programs at study centers in Florence, Italy, and London, England; summer program in Belgrade, Yugoslavia.

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

Through USF’s institutional membership in the Institute of International Education, the Council on International Educational Exchange, and the American Association of State Colleges 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 programs in Jamaica and in the Cayman Islands.

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

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

Florida College Exchange Program

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

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

UNDERGRADUATE STUDIES

Undergraduate Studies contains the office of the Dean of Undergraduate Studies, Community College Relations, Cooperative Education and Placement, the Registrar’s Office, Army ROTC, Air Force ROTC, National Student Exchange, the Off-Campus Term (with the College of Social and Behavioral Sciences), the Open University (with Educational Resources), the Honors Program, and Academic Services. Academic Services consists of Academic Advising, Evaluation and Testing, Project Thrust, and Special Services.

Undergraduate Studies is administered by a Dean who supervises the several units and undergraduate academic programs that are not the purview of a single school or college; administers undergraduate student academic appeal processes and waiver policies; allocates undergraduate out-of-state fee waivers; acts on recommendations from the Undergraduate Council, the Academic Regulations Committee, the Council on Academic Advising, and the Faculty Committee on Student Admissions. It is the administrative “home” for the USF undergraduate student who has not yet declared an academic major.

Academic Services

This area is a facility for students who have not yet declared an academic major to receive information, services, and counsel necessary for effective decision-making in regard to his or her academic and professional future.

Academic Advising

The centralized academic advising office of Academic Services in Undergraduate Studies is concerned primarily with the assistance of new lower level students, students who have not selected an academic major, and students who are meeting the specific requirements for entrance into certain limited access programs (e.g., nursing, mass communications, engineering). Good advice and careful planning are extremely important for the exploratory student.

Since the decision about a major affects many aspects of a student’s present and future life, the staff of fulltime advisers maintains close liaison with other areas so that 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, Cooperative Education and Placement, and Financial Aids.

The office serves as an initial point of contact for prospective students who need information about the University’s academic structure.

The office also provides special advising services for minority students in Undergraduate Studies.

This office certifies students for the Associate of Arts degree.

Evaluation and Testing

The office of Evaluation and Testing, Academic Services, 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 test 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 40): 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.

Project Thrust

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

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

Special Services Program

The Special Services Program is a federally funded grant program which provides additional support for selected students who are experiencing academic difficulty, from low income families, or who are physically disabled. The program provides an opportunity for students who might not meet all admission criteria, but whose high school records indicate the potential to succeed in college.
Students who participate in the program receive special instruction in the areas of English composition, reading study skills, and mathematics. These students are also assisted by a counselor/advisor who involves them in experiences that contribute to eliminating academic deficiencies, broadening the academic career perspective, and coping with college life. Free tutoring is available based on student need and faculty-staff referral.

**Air Force ROTC (Reserve Officer Training Corps)**

**Air Force Officer Training Corps**

The Department of Air Force Aerospace Studies was established in September 1946, to select and prepare students, through a permanent program of instruction, to serve as officers in the Regular and Reserve components of the United States Air Force. The curriculum emphasizes the uniformly high level of military understanding and knowledge required of all Air Force officers.

AFROTC training is divided into two phases: The first two years constitute the General Military Course; the last two the Professional Officer Course. The Department offers a four-year and a two-year program. Each of these options leads to a commission as a Second Lieutenant in the United States Air Force. The four-year program requires completion of both the General Military Course, a four week field training course and the Professional Officer Course. Students with prior active military service or previous training at Military schools may, on the basis of their experience, receive a waiver for portions of the General Military Course. The two-year program requires, as a substitute for the General Military course, completion of a six-week Field Training Course at an Air Force Base prior to formal enrollment in the Professional Officer Course. Junior College and other non-ROTC college transfer students with no previous ROTC training, who qualify academically, are eligible for the two-year program.

AFROTC is offered to both men and women students and provides free uniforms and text books. Application for post-commissioning flying training is available to men and women.

**General Military Course**

The General Military Course (GMC), a two-year course, examines the role of U.S. military forces in the contemporary world, with particular attention to the United States Air Force, its originzation and mission. The functions of strategic offensive and defensive forces, general purpose, and aerospace support forces are covered. The development of airpower over the last sixty years is examined by tracing the various concepts of employment of airpower and by focusing on factors which prompted research and technological change. A variety of events and elements in the history of air-power are stressed, especially where these provide significant examples of the impact of airpower on strategic thought.

**The Professional Officer Course**

Enrollment in the Professional Office Course (POC) is open to applicants who demonstrate a high officer potential. Applicant must: (1) be able to fulfill all requirements for a commission prior to his 30th (26½ years if flying applicant) birthday; (2) have two years of academic enrollment remaining in order to obtain degree; (3) sign a written contract agreeing to complete the course; (4) be a citizen of the United States; (5) pass the Air Force Officers' Qualification Test; (6) pass the Officer physical examination; (7) terminate membership (if member) of any reserve component; (8) enlist in Air Force Reserve (Obligated Reserve Section); and (9) have an academic average of 2.0 or above. Veterans entering the University who desire a commission through AFROTC should contact the Professor of Aerospace Studies prior to registration.

All Professional Officer Course cadets receive subsistence amounting to $100.00 per month for up to 20 months. This is in addition to the pay received for the four-week Field Training which is normally accomplished between the Sophomore and Junior year. Field Training pay is 30 percent of the basic pay of a Second lieutenant. Cadets also receive compensation for travel expenses and are furnished food, housing, uniforms, and medical care while attending Field Training, which is conducted at regularly established Air Force Bases. When the student successfully completes the Professional Officer Course and graduates from the University, he is commissioned a Second Lieutenant in the United States Air Force Reserve. Normally he will be called to active duty and given an assignment commensurate with his academic major, the needs of the Air Force and his personal desires. The active duty requirement for those who enter and satisfactorily complete navigator training or pilot training is six or seven years, respectively, from initial call to active duty. For others, the requirement is four years after initial call to active duty.

**Army ROTC**

*(Reserve Officer Training Corps)*

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

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

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

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

![Image of Air Force ROTC students](https://example.com/air-force-rotc-students.jpg)
Office of Community College Relations

All transfer should refer to other sections about undergraduate transfer on page 14.

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 relearn 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.

Cooperative Education & Placement

One of the recognized goals of a college education is to maximize career satisfaction and the University of South Florida has dedicated itself to the purpose of assisting students in realizing their career objectives.

Undergraduate students are encouraged to participate in the Cooperative Education Program and graduating students are urged to take advantage of the Placement Service.

Cooperative Education Program

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

A student must complete a minimum of 30 semester hours of academic work with a grade point average of 2.5 or better before being assigned to an employer. Students transferring from other schools must complete one semester on the USF campus prior to a work assignment in addition to a 2.5 grade point average. Qualifying students are assigned to a team and alternate between semesters of training (paid employment) and semesters of study until they complete a minimum of three semesters of off-campus work assignments. All University of South Florida cooperative programs are approximately four years in length except in the College of Engineering, which requires somewhat longer.

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

Students are encouraged to make application for placement in the program at least one semester prior to their desire to go on a training assignment. Once a student is accepted into the program, the 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 semester requirement and are released from the Cooperative Education Program by the Director of the program. Students signing an agreement covering training periods are obligated to fulfill their agreement.

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

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

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

Plans to develop a Comprehensive Cooperative Education Program in the College of Engineering are in the early stages.

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 improve the establishment of their placement credentials. Resume referral services are available to alumni desiring career relocations.

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

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

You should be aware that registration with the Office of Cooperative Education and Placement (by which the date 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, may of whom may have obtained employment without reporting it.

This survey encompasses University of South Florida seniors who graduated from August 1980 through July 1981. 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 form employers, students, and survey letters. Of the 4,549+ graduating students, 1,635 or 35.9% registered with the Placement Office. Of the 1,635 registered graduating students:

401—24.5%—accepted positions
225—15.6%—remained on active file for referral
979—59.9%—were inactive

NOTE: Questions concerning salary range should be directed to the Cooperative Education and Placement Office for explanation.
SUMMARY 1980-81

<table>
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<tr>
<th>Colleges</th>
<th>Degree</th>
<th>Number of Credits Granted</th>
<th>Registered Students</th>
<th>Percent of Total Number of Students</th>
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*Either Education Specialist or Doctoral Degree
B—Bachelor’s Degree
M—Master’s Degree
D—Doctoral Degree

**10-Month Salary

+ Excluding College of Nursing and Bachelor of Independent Studies

Off-Campus Term Program

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

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

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

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

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

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 the working person, a parent with small children, a student with elective hours to complete, or anyone with the desire to learn. Classes are conveniently scheduled in the afternoons and evenings with repeats on weekend mornings.

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

Academic Services and Support

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 University expects students to become familiar with the University Library book collection, to master the techniques of using it, and 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 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 accommodate over 800,000 volumes.

The present library collection consists of about 590,000 volumes and is constantly growing in order to serve the University community’s need for materials for instruction and research, as well as for personal knowledge and cultural advancement. All academic areas are served, with the exception of the College of Medicine which has its own library.

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

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 entering through the library security system in the lobby. Students are required to have a picture identification card, validated for the current
term, to check out books from the circulating and reserve collections. A statement of the Library's circulation policy is available at the Circulation desk.

The Reserve Department, containing books and articles "reserved" at faculty request for the use of a particular class is 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 U.S. Documents collection is also on the basement level. The Library is a depository for U.S. Government publications and also received the microprint edition of the United Nations documents and official records. The Documents staff is available to assist in using these materials.

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 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 been awarded over 4,000 grants totaling more than $150 million, and have produced tens of thousands of scholarly and creative works. Many of their contributions were basic research; others were practical applications of new knowledge; still others projects made the specialized training and knowledge of USF faculty available to public officials, organizations, and the public, working for social betterment, religious and educational institutions, and business and manufacturing organizations. Through their sponsored activities, USF faculty have made significant contributions to the University's instructional programs.

**Division of Educational Resources**

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

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

The Film Library houses over 4,500 films which are available at no charge for utilization in scheduled USF courses; for rental external agencies or non-academic internal utilization; and for preview in the Film Library located on the Tampa campus. Reference and research for films not in the USF collection are also provided. The collection contains USF-produced films and video cassettes and NRDC materials that are available for purchase.

The University Media Center (UMC) is a resource center for instructional materials and non-book media. Adult non-print materials may be checked out on loan with a university validated I.D. as well as printed material for K-12. A Production Room provides graphics and photographic facilities, duplicating equipment, and a laminator for use by all USF personnel.

The University Media Center Lab (UMC 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 and on a first scheduled day-afternoon classroom hours.

**Graphics The Graphics Division provides a professional, creative design and production service. Design and layout of publications; production of classroom visuals; and visuals for use in film, slide and video presentations, all come within the capabilities of this department.**

Photography The Photography Department provides a wide variety of professional services to students, staff and faculty; from black and white to color, to color slide processing. Passport and application photography are also offered as well as University ID’s for all campuses. In addition to providing coverage of university events, the Photography Department also creates photographs for catalogs and other official University publications.

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

Media Design and Production designs, writes, and produces slide shows, small format video programs, and 16mm films including scripting, visual design, and all stages leading to the final product.

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

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

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

O.U. (Open University) provides opportunities for everyone regardless of previous education to earn college credit with courses offered through media, including television and radio (WUSF-FM and WUSF-TV). Courses are approved by the Department of Education for teacher certification or recertification. Course offerings are announced prior to each academic semester. (For more detailed information, see page 45).

**Computer Research Center**

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

The Computer Research Center makes computing services available to USF users. The professional staff includes Information Resources, Information Studies, Research Computing, and Systems Administrators. The Center staff and faculty can assist in the development of new computing projects. The Center staff also contains Data Entry, Data Control and Computer Operations personnel and Systems (software) technical specialists. Computing projects are established through the CRC Office of Services. The Center operates as a service facility. Charges are made at published rates and are available at the Center.
Computing equipment includes an IBM System 3033N with tape and disk storage-units, card readers and printers and a plotter at the central site, the Student Services Building. Remote batch job entry stations and on-line keyboard terminals operate at various locations. Remote access units are also located at the St. Petersburg, Sarasota, and Fort Myers campuses. The Center maintains key punch machines and other equipment in “open use” areas to enable student and faculty users to prepare and check their programs and data. These areas are accessible in general on a 24-hour basis daily, while computer processing of academic work operates on a basic 8 a.m. to midnight schedule (10 a.m. to midnight Sunday) seven days a week.

Residence Hall Complex
GRADUATE SCHOOL

The Graduate School is administered by a Dean who coordinates the admission of graduate students to the University and the Graduate School, advises on the budgetary request and internal allocation of state funds for the support of graduate training, administers graduate fellowships, allocates graduate out-of-state waivers, and certifies final approval of all graduate theses and dissertations.

Admission to Graduate Study

Graduate students are advised to apply early as the University accepts applications one year in advance. Applications for which all credentials are not received by the deadline for their specific program will not be considered for that semester. Some departments have different, earlier deadlines than those listed on 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 minimum system-wide requirements. Programs may impose more restrictive admission policies if they so desire. These criteria are listed in the appropriate sections 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.

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 Director of Admissions within thirty days of the date of denial. The request shall contain reasons why reconsideration is warranted.

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

Applicants for the College of Business Administration (except Economics) are evaluated based on a combination of indicators, namely, the Graduate Management Admission Test (GMAT), the upper division undergraduate GPA, and other measures that indicate success in the program such as experience, leadership potential, etc. For the MBA and MS in Management the applicant must have a combined total of at least 1000 under the formula: Upper division GPA X 200 plus the GMAT to total 1000 or higher, (1075 is the sought for minimum). For the Master of Accountancy, 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 five times a year and the GMAT four times a year at a multitude of centers in the U.S. and in many foreign countries. Candidates must register for this examination at least four weeks in advance of the test date and should allow six weeks for the receipt of their test scores.

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

Acceptance by the college and the program for which the student is applying includes any additional materials required by the specific program.

Student 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 specific 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 student to graduate degree programs after the students have satisfactorily completed a specific number of credits may do so provided that the number so admitted is included as part of the 10 percent exception.

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

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

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

Procedure for Applying

1. Applicants must submit a USF application for admission and a $15 non-refundable fee prior to the deadline for the program and the University.
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 ex-
accept those applying to Business Administration (see below), must submit scores from the GRE aptitude test taken with 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 programs. See the individual College section for particulars.

5. All credentials must be received in the Admissions Office prior to the deadline for application for the program and for the University.

6. A student's acceptance to graduate standing is granted for the semester and the particular program specified in the official acceptance notification. The student must validate that acceptance by enrolling for that specific semester. If admission has not been granted because of a late application or missing credentials, or if the student does not enroll for that specific semester, the student must request that the Admissions Office extend the student's grace semester for a future semester and specify the new enrollment date. This request must be made in writing with 12 months of the initial requested entry date. If a request for change of semester is not received in the specified time, a new application and fee must be submitted. Request for change in entry date must be received before the program and University deadline of the semester desired.

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

International Applicants

The University is concerned for the welfare and academic success of the International Applicant. 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 at the University. International applicants 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.

A complete USF International Student 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 this formal application does not guarantee admission.

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

1. Completed USF International Student Application.
2. A $15.00 nonrefundable fee submission with the application.
3. A letter of recommendation from the last institution attended to the Director of Admissions.
4. Three letters or 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 889
        - 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.

Non-Degree Seeking (Special) Students

Students who are qualified to enroll in specific graduate courses but who do not intend to work toward a graduate degree may enroll as Special Students. Special Students may enter classes on a space available basis by obtaining consent of the course instructor. Special Students must meet all stated prerequisites of courses in which they wish to enroll. Certain classes are available only to degree seeking majors and may not be available for Special Students. No more than 12 hours of credit earned as a Special Student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree granting college and must be appropriate to the program.

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

Graduate Readmission

(Former Student Returning)

Degree-seeking graduate students who have not been in attendance at the University during either of the two semesters immediately preceding the semester enrollment is desired should follow the readmission procedure on page 16. Any graduate degree-seeking student who has not been in attendance at the University for two academic years must reapply through the Office of Admissions by the appropriate deadline.

The Traveling Scholar Program

The University System of the State of Florida has a Traveling Scholar program which will enable a graduate student to take advantage of special resources available on another campus but not available on his own campus.
A Traveling Scholar is a graduate student, who, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and the application fee of the host institution and a guarantee of acceptance of earned credits by the sponsoring institution.

A Traveling Scholar must be recommended by his own graduate adviser, who will initiate a visiting arrangement with the appropriate faculty member of the host institution. After agreement by the Dean of the Graduate School at the University of South Florida and the student’s adviser and the faculty member at the host institution, Deans at the other institution will be fully informed by the adviser and have authority to approve or disapprove the academic arrangement.

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

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

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

### Conditions

Each university retains its full right to accept or reject any student who wishes to study under its auspices. Traveling Scholars will normally be limited to one semester on the campus of the host university and are not entitled to displacement allowance, mileage, or per diem payments. The sponsoring institution, however, may, at its own option, contribute to the financial support of the Traveling Scholar in the form of fellowships or graduate assistantships.

### Graduate Assistantships, Fellowships and Out-of-State Waivers

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

2. To be eligible to obtain a graduate research assistantship, a student may be degree-seeking or a Special Student for one semester of enrollment only and be registered for a minimum of 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.
- Communications:
  - Communication—M.A.
  - Linguistics (ESL)—M.A.
- English—M.A.
- French—M.A.
- Mass Communications—M.A.
- Philosophy—M.A.
- Religious Studies—M.A.
- Spanish—M.A.

##### College of Business Administration

- Accountancy—M.Acc.
- Business Administration—M.B.A.
- Executive M.B.A.—M.B.A.
- Economics—M.A.
- Management—M.S.

##### College of Education

- Administration & Supervision—M.Ed.
- Adult & Vocational Education—M.A.
  - Adult Education
  - Business & Office Education
  - Distributive Education
  - Industrial—Technical Education
- Art Education—M.A.
- Curriculum & Instruction—M.Ed.
- Elementary Education—M.A.
- Exceptional Child Education—M.A.
- Emotional Disturbance
- Gifted
- Mental Retardation
- Specific Learning Disabilities
- English Education—M.A.
- Foreign Language—M.A.
  - French
  - German
  - Spanish
- Guidance & Counseling Education—M.A.
- Humanities Education—M.A.
- Junior College Teaching—M.A.
- Biology

##### College of Engineering

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

##### College of Fine Arts

- Art—M.F.A.
- Music—M.M.

##### College of Natural Sciences

- Botany—M.A.
- Chemistry—M.S.
- Geology—M.S.
Graduate School

Doctoral Degree Programs

College of Arts & Letters
English—Ph.D.

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

College of Engineering
Chemical Engineering—Ph.D.
Civil Engineering—Ph.D.
Electrical Engineering—Ph.D.
Engineering Science—Ph.D.
Industrial Engineering—Ph.D.
Mechanical Engineering—Ph.D.

College of Medicine
Medical Sciences—Ph.D.

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

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

Intermediate Program

College of Education
Education Specialist—Ed.S.

Marine Science—M.S.
Mathematics—M.A.
Microbiology—M.A.
Oceanography—M.S. (Cooperative Program with Florida State University)
Physics—M.A.
Zoology—M.A.

College of Nursing
Nursing—M.S.

College of Social & Behavioral Sciences
Anthropology—M.A.
Communication: 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.
Social Work—M.S.W.
Sociology—M.A.

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

Appeals

Graduate students may appeal actions regarding their academic status:

1. In actions based on departmental requirements, the student may appeal first to his department through his major professor, then to the college dean or his representative, and then to the Graduate Dean if necessary.

2. In actions based on the University minimum requirements, appeal shall be made directly to the Graduate Council.

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

Academic Load—Minimum University Regulations

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

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

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

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

Transfer Credit

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

Post-baccalaureate and Special Student credit* must be evaluated and transferred by the time of enrollment. All transferred credit must (1)
be approved by the program or college concerned, and (2) have been completed with a grade of "B" or better. The graduate department/program will be responsible for evaluating and initiating the transfer. Earned degrees are transferred in full.

No more than 12 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

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

The student may apply a maximum of four hours of such credit (excluding Directed Research, Thesis/Dissertation, Design, Practicum, or Internship) toward a master's degree. Directed Research, (master's and doctoral level) and Thesis and Dissertation courses are designated as Credit Varies and are awarded credit on an S/U basis only. Before a student undertakes work under Directed Research, a written agreement between the student and the professor concerned, setting forth in detail the requirements of the course, shall be completed. The Z grade shall be used to indicate continuing registration in Thesis/Dissertation courses. Upon satisfactory completion of the Thesis/Dissertation course, the final grade to be assigned will be an S. Other procedures involving grades such as dropping or adding courses, withdrawals, audits, etc., are the same as those used for undergraduates.

Change of Graduate Degree Program

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

Student's Choice of Catalog

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

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

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

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

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

Application for Degree

Each student who plans to complete his/her graduate requirements by the end of a term must submit an "Application for Degree" to the Office of Records & Registration by the deadline noted in the Academic Calendar for the term in which he/she expects to graduate. The application form is available in the Office of Records & Registration. (Inquiries regarding approval or denial should be made to the colleges.) A grade equivalent 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 (Master's, Education Specialists, and Doctorate) will not participate in commencement exercises until all requirements for such degrees have been fulfilled.

Exclusions

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

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

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

Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean.
Supervisory Committee

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

Time Limitations

The University of South Florida has definite time limits covering the following items:
1. Test scores for the Graduate Record Examination (GRE) and Graduate Management Admission Test (GMAT) must be within five years preceding application.
2. Acceptance to graduate standing is granted for the semester and particular program specified in the official acceptance notification. Students must validate their acceptances by enrolling that semester or reapply. In the event that students wish to change the date of entrance, they may notify the Office of Admissions in writing of intent to do so.
3. Graduate students who have not been in attendance during either of the two semesters immediately preceding the semester enrollment is desired may file a Former Student Returning Application through the Office of Records and Registration. Former students returning must apply by the deadline listed in the Catalog. Any graduate degree-seeking student who has not been in attendance at the University for two consecutive academic years must reapply through the Office of Admissions by the appropriate deadline.
4. All work applicable to the Master's Degree requirements must be completed within seven years from the time a student is admitted into the program.

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

Final Comprehensive Examination

Prior to clearance for the degree, candidates must perform satisfactorily on a comprehensive examination in their major fields. When graduate students take their comprehensive examination, they must be enrolled for a minimum of two (2) hours of graduate credit in their disciplines. If all course work 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 Thesis and Dissertations available in the University Bookstore. An Abstract must also accompany the thesis. The thesis must be submitted to the Dean of the Graduate School at least three weeks before the end of the semester in which the student is to receive the degree. The Graduate School will not accept a thesis after the first day of the semester unless the candidate is enrolled in the proper thesis course for at least two hours. If the student elects to turn the thesis in by the first day of the semester, the student will not be required to register for two hours of thesis. However, the student must have been enrolled the preceding semester for at least two hours of thesis. Only after the thesis has been approved for filing in the University Library can the student be certified for the 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.

Ed.S. Degree and Ed.D. Degree

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

Ph.D. Degree

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

Student Committees

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

5. Tools of Research

Before a student is eligible to take the comprehensive qualifying examination, he/she must normally have completed two of those "tools of research" requirements designated by the department or college for the particular degree program in which the student is working (e.g., two foreign languages; one foreign language and statistics; computer language and statistics). If courses are used to fulfill "tools of research," graduate credit counting toward the degree will not be given for those courses. The choice of the particular "tools of research" that the student will undertake will be the prerogative of the student's dissertation 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 8 hours of graduate work per term, or the chairperson of the student's supervisory committee may certify that the student be considered as in full-time residence.

Time Limitations

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

3. Graduate students who have not been in attendance during either of the two semesters immediately preceding the semester enrollment is desired may file a Former Student Returning Application through the Office of Records and Registration. Former students returning must apply by the deadline date listed in the catalog. Any graduate degree-seeking student who has not been in attendance at the University for more than two consecutive academic years must reapply through the Office of Admissions by the appropriate deadline.

4. Any graduate work counted toward the fulfillment of the requirement of the Ph.D. degree after admission to candidacy must be done within a seven-calendar-year period.

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

Comprehensive Qualifying Examination

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

Admission to Candidacy

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

Final Oral Examination

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

The chairperson of the examination shall be appointed by the dean of the college and shall not be a member of the student's Dissertation Committee or the department or program in which the degree is sought.

Dissertation

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

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

Cooper Hall housing the College of Arts and Letters
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 divisions in the College of Arts and Letters are American Studies, Classics, Communication, English, Foreign Languages, Humanities, Liberal Studies, Linguistics, Mass Communications, Philosophy, and Religious Studies.

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. Majors in departments with several options must specify on this form their choice of option.

The student will then be assigned to an adviser from the major field and will be counseled in the selection of courses which will fulfill his/her educational needs and satisfy the requirements for the Bachelor of Arts degree. 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, Interdisciplinary Classics) (CLS)
- Communication (SPE)
- Communication-English (ENS)
- Communication-Theatre (STA)
- English (ENG)
- Foreign Languages, Combination (FOL)
- French (FRE)
- German (GER)
- Humanities (HUM)
- Italian (ITA)
- Liberal Studies (ALA)
- Mass Communications (COM)
- Philosophy (PHI)
- Religious Studies (REL)
- Russian (RUS)
- Spanish (SPA)

A minimum of 120 semester hours credit with an overall average of 2.0 or better in all work done at the University of South Florida must be completed in order to earn the Bachelor of Arts degree, except for courses taken by majors in the Mass Communications department, which requires a 2.5 in all its departmental work and for admission. The degree program must include the completion of (1) General Distribution Requirements, (2) a departmental major, and (3) elective courses. At least 80 semester hours must be completed in courses outside the department/language of the major, except for students with a double major in languages. Mass Communications requires 85 hours outside the department. A student must have a graduation check in the Dean’s office one semester prior to the semester in which he/she intends to graduate.

1. General Distribution Requirements

   This work comprises a total of forty (40) semester credits which (except for English) may be spread over the normal four-year degree program. The requirement includes:
   - Six (6) hours credit in English Composition
   - Six (6) hours credit in Humanities/Fine Arts
   - Six (6) hours credit in Natural Sciences
   - Six (6) hours credit in Social and Behavioral Sciences

   The remaining ten (10) hours are to be divided among the last four areas at the discretion of the student and adviser. There can be no more than 8 hours in any department. See page 34 for details.

2. The Departmental Major

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

3. The Departmental Minor

   Nine departments or programs in the college offer minors: American Studies, Classics, Communication, English, Foreign Languages, Humanities, Linguistics, Philosophy, and Religious Studies. In general, these require half as many hours as are required for the major. These minors are open to degree-seeking students with a major within another department in this college or elsewhere in the University, or with two languages in the Foreign Languages department. Specific requirements for the different minors appear under the departmental summaries that appear later in this section. No S/U grades will be accepted for a minor in the College of Arts and Letters.
4. Elective Courses
Of the minimum of 120 semester hours required for a bachelor's degree in the College of Arts and Letters, forty (40) are normally earned in general elective courses. This number varies with the credit 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 120 semester hours required for the degree. However, up to four elective PE credits earned in Quarter III, 1972, or later, may be counted toward the 120-hour requirement.

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

5. Transfer Work
Work transferred from other schools will not be included in the grade point average computed for graduation, except in determining whether students are eligible to graduate with honors. (See page 37.)

GRADUATE LEVEL DEGREE PROGRAMS

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

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

NON-DEGREE PROGRAM

1. AMERICAN STUDIES (AMS)

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

Requirements for the B.A. Degree:
Required Core Courses (24 cr. hrs.)
- AMS 3001 (4)
- AMS 3230 (4)
- AMS 3201 (4)
- AMS 4933 (4)
- AMS 3202 (4)
- AMS 4936 (4)

Other American Studies Courses and Related Electives from Supporting Departments Chosen in Consultation with an American Studies Adviser (22 cr. hrs.)

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

Requirements for the Minor
Total Semester Hours Required (18 cr. hrs.)
a. Required Courses (12 cr. hrs.)
   1. AMS 3001 (4)
   2. Any two of the following
      AMS 3201 (4)  AMS 3210 (4)  AMS 3230 (4)

b. Supplemental Courses (6 cr. hrs.)
   These six hours may be taken from courses with an AMS prefix or selected from pertinent courses in related departments. In the latter case courses should be chosen in consultation with an American Studies Adviser.

Students must indicate their intent to minor in American Studies with the department adviser. The Declaration of Minor form should be completed during this initial meeting with the adviser.

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

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

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

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 53. Specific requirements for the degree are listed under the Department of English.
CLASSICS (CLS, CLA, CLT, GRE, GRW, LAT, LNW)

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

Major programs leading to the Bachelor of Arts degree are offered in Latin, Latin-Greek, and Interdisciplinary Classics. Major programs in Classics require a minimum of 36 hours or course-work; Latin, Greek, and interdisciplinary Classics may also be taken as minors. The minors consist of a minimum of 22 hours of course-work.

Instruction in Modern Greek (GRE 3110, 3111) is available.

LATIN (Basic preparation for the Latin major: a minimum of two years of high school Latin or LAT 1100 and LAT 1101. LAT 1100 and LAT 1101 may be used to satisfy general distribution requirements but do not count as credit toward major.)

Required courses for the Latin major:
24 hours selected from the following:
- LNW 4311 (4)
- LNW 4381 (4)
- LNW 4665 (4)
- LNW 4312 (4)
- LNW 4500 (4)
- LNW 4675 (4)
- LNW 4322 (4)
- LNW 4501 (4)
- LNW 4900 (1-4)
- LNW 4361 (4)
- LNW 4660 (4)
- LNW 4930 (4)
- LNW 4362 (4)

Supporting courses required for the major:
12 hours selected from the following:
- ARH 4100 (4)
- CLT 3102 (4)
- EUH 3402 (4)
- ARH 4170 (4)
- CLT 3370 (4)
- EUH 3412 (4)
- CLA 4100 (4)
- EUH 2101 (3)
- EUH 3413 (4)
- CLA 4120 (4)
- EUH 2102 (3)
- PHP 4000 (3)
- CLT 3040 (3)
- EUH 3401 (4)
- PHP 4010 (3)
- CLT 3101 (4)

LATIN-GREEK

Required courses for the Latin-Greek major:
16 hours in advanced Latin (see Latin major above) and 8 hours in beginning Classical Greek, GRE 1100, 1101.

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

MINORS

Required courses for the Latin minor:
15 hours in advanced Latin (see Latin major above).

Supporting courses required for the Latin minor:
8 hours selected from the following:
- CLT 3102 (4)
- EUH 3412 (4)
- CLT 3370 (4)
- EUH 3413 (4)

Required courses for the Greek minor:
16 hours in advanced Greek.

Supporting courses required for the Greek minor:
8 hours selected from the following:
- ARH 4170 (4)
- EUH 3402 (4)
- CLA 4100 (4)
- PHP 3100 (3)
- CLT 3101 (4)
- PHP 4000 (3 or
- CLT 3370 (4)
- PHP 4010 (3)
- EUH 3401 (4)

INTERDISCIPLINARY CLASSICS AND THE ANCIENT WORLD MAJOR

A. Basic Preparation
- Beginning Latin, Greek, or Hebrew, or high school equivalent (no major credit)

B. Advanced Courses
1. Two advanced courses in Latin, Greek or Hebrew.
   (See Latin and Latin-Greek or HEB 4250, 4251) (8)
2. Prehistoric and Ancient Art (ARH 4100) (4)
   Greek and Roman Art (ARH 4170) (4)
3. History of Ancient Philosophy (PHH 3100) (3)
   Plato (PHP 4000) or Aristotle (PHP 4010) (3)
4. Classical Mythology (CLT 3370) (3)
5. Two courses (with adviser's approval) from:
   - Ancient History I (EUH 2101) (3)
   - Ancient History II (EUH 2102) (3)
   - Hellenic Greece (EUH 3401) (4)
   - Hellenistic Greece (EUH 3402) (4)
   - Roman Republic (EUH 3412) (4)
   - Roman Empire (EUH 3413) (4)

6. Two courses* (with adviser's approval) from:
   - Ancient Civilization (CLA 3000)
   - Greek Civilization (CLA 4100)
   - Roman Civilization (CLA 4120)
   - Egyptian Civilization (CLA 4160)
   - Mesopotamian Civilization (CLA 4171)
   - Mid-Eastern Mythology (CLA 3851)
   - Greek Literature in Translation (CLT 3101)
   - Roman Literature in Translation (CLT 3102)
   - New Testament Greek (GRE 3040)
   - New Testament Greek II (GRE 3041)
   - Classical Arts and Letters I (HUM 4433)
   - Classical Arts and Letters II (HUM 4434)
   - Classical Political Theory (POT 3013)
   - Land of the Bible (REL 3201)
   - Introduction to the Bible/Old Testament (REL 3210)
   - Introduction to the New Testament (REL 3243)
   - Biblical Archaeology (REL 3280)
   - History and Criticism of Public Address (SPC 4680)
   - Rhetorical Theory (SPC 6231)
   - Women in Western Civilization (WST 3210)
   - Theatre Origins (THE 4180)
   - Literature of the Western World Through the Renaissance (LIT 3101)

The Bible as Literature (LIT 3374)

*must total 6-8 hours

7. Senior Seminar (CLA 4935) (3)

(36 Hours)

Requirements for the minor:
1. One year of Latin, Greek, or Hebrew at the University level.
   (LAT 1100, LAT 1101, or GRE 1100, GRE 1101, or HEB 3100, HEB 3101) (8)
2. One course in Art History (4)
3. One course in Ancient Philosophy (3)
4. Classical Mythology (4)
5. One course in Ancient History (3)

(22 Hours)

COMMUNICATION
(SPE/ENS/STA)

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

Requirements for the B.A. Degree in Communication:
A major in Communication requires a minimum of 34 credit hours from departmental offerings (excluding SPC 2023, to be completed as part of the general education requirements). A grade of "D" as a final grade within a departmental course will not be counted toward a Communication major or minor. The core requirements for all majors are as follows:

1. COM 3003 (3)
2. At least one course from each of the four disciplinary dimensions (12 hours).
   - A. Communication Aesthetics
     ORI 3000 (3)
   - B. Communication History/Criticism
     SPC 4680 (3) or SPC 3653 (3) or SPC 3633 (3)
   - C. Communication Science
     SPC 3210 (3) or SPC 3441 (3) or SPC 3301 (3)
D. Communication Application  
SPC 2050 (formerly LIN 2200) (3) or SPC 3513 (3) or SPC 3601 (3) or ORI 4310 (3)

III. Areas of Emphasis (19 hours)
Students will select courses from departmental offerings (3000 level or above) consistent with individual areas of interest. Departmental advisers are available to recommend course choices supportive of scholastic or career objectives such as the following: Business and Professional Communication, Communication Education, Cross-cultural Communication, Organizational Communication, Oral Performance, Political Communication, Pre-law, Pre-seminary.

Requirements for Combination Programs

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

One course from:
ENL 3012 (4) ENL 3220 (4)
ENL 3022 (4) ENL 3230 (4)
ENL 3201 (4) ENL 3333 (4)

One course from:
AML 3031 (4) AML 3041 (4)
AML 3032 (4) AML 3051 (4)

One course from:
CRW 3100 (4) ENC 3310 (4)

One course from:
AML 4123 (4) LIT 3073 (4)
ENG 3105 (4) LIT 4032 (4)
ENG 3114 (4) LIT 4043 (4)
ENL 4131 (4)

Also required:
LIN 3010 (3) THE 3080C (4)

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

Each of the following:
THE 2020 (2) TPA 2223 (2)
TPA 2200 (2) TPF 2110 (2)

Two courses from:
THE 3110 (4) THE 4442 (3)
THE 4370 (4) TPF 3111 (3)
THE 4401 (3)

Two courses from:
TPA 3086 (3) TPF 3790 (2)
TPA 3810 (3) TPF 4150 (4)
TPP 3235 (3) TPF 4151 (4)
TPP 3510 (2)

One additional course from either of the last two categories.

Minor

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

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

Requirements for the M.A. Degree:

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

Requirements for the M.A. Degree in Communication
I. Core requirements (12 hours)
   Introduction to Graduate Study (COM 6001) (3)
   Rhetorical Theory (SPC 6231) (3)
   Communication Theory (COM 6400) (3)

II. Options
A. Non-Thesis Option (36 hours)
   In addition to the 12 hours of core specified above, each student will complete the following:
   1) 18 hours of departmental electives
   2) Six elective hours (may include courses from other departments within the University with adviser approval)
B. Thesis Option (30 hours)
   In addition to the 12 hours of core specified above, each student will complete the following:
   1) 12 hours of departmental electives
   2) Three elective hours (may include courses from other departments within the University with adviser approval)
   3) At least three hours of thesis credit

ENGLISH (ENG)

Freshman English Requirement in the 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 not been notified of failing CLEP prior to registration and who do not intend to attempt the examination a second time, must take ENC 1101 the first semester, and ENC 1104 the second semester of their freshman year. If a student fails the first course, he must repeat it the next semester and take the second course in the following semester.
2. First-time enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test, must attempt CLEP during their first nine weeks. During this semester they should not enroll in ENC 1101. If a student either fails or does not attempt the examination during his first nine weeks, he must take ENC 1101 in the following semester. In this case, he will complete the sequence by the first semester of his sophomore year.

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

Requirements for the B.A. Degree
The program in English provides the student with options in English and American Literature and in Creative Writing. Both options offer the student flexibility in choices of courses and variety in selections. Both options supply a logical, balanced, and complete sequence of courses in English studies. The English-Education and the Communication-English sequences are described under the section for Communication in Arts and Letters and the section for the College of Education. Major requirements are as follows (a grade of "D" will not be counted toward the English major):

Option I: English and American Literature. Ten courses (40 hours) as follows:

1. All of the following:
   AML 3041 (4) ENL 3022 (4)
   ENL 3012 (4)

2. Two of the following period courses:
   AML 3031 (4) ENL 3230 (4)
   AML 3032 (4) ENL 3241 (4)
   AML 3051 (4) ENL 3250 (4)
   ENL 3201 (4) ENL 3273 (4)
   ENL 3220 (4)

3. Two of the following courses in major authors:
   AML 4300 (4) ENL 4311 (4)
   ENL 4300 (4) ENL 4341 (4)
   ENL 4303 (4)

4. Three of the following, at least one of which must be at the 4000 level:
   AML 3031 (4) AML 4261 (4)
   AML 3032 (4) AML 4300 (4)
   AML 3051 (4) ENG 3105 (4)
   AML 4101 (4) ENG 3114 (4)
   AML 4123 (4) ENG 4013 (4)
Option II: Creative Writing. This option is designed for aspiring writers of fiction or poetry. This program, in addition to giving credit for writing through a variety of course offerings, attempts to provide information about procedures for publishing.

A. FICTION OPTION: Ten courses (40 hours) as follows:

1. All of the following:
   - CRW 3100 (4)
   - CRW 3110 (4)
   - CRW 3111 (4)

2. Three of the following:
   - AML 3041 (4)
   - CRW 3300 (4)
   - CRW 3310 (4)
   - CRW 3320 (4)
   - CRW 4120 (4)
   - CRW 4320 (4)

3. Two of the following (see number 4, Option I, English and American Literature).

B. POETRY OPTION: Ten courses (40 hours) as follows:

1. All of the following:
   - CRW 3100 (4)
   - CRW 3300 (4)
   - CRW 3310 (4)
   - CRW 3320 (4)
   - CRW 4120 (4)

2. Three of the following:
   - AML 3041 (4)
   - CRW 3300 (4)
   - CRW 3310 (4)
   - CRW 3320 (4)
   - CRW 4120 (4)

3. Three of the following, at least one of which must be at the 4000 level (see number 4, Option I, English and American Literature).

Requirements for the M.A. Degree in Junior College Teaching:

This program is intended for those who plan to teach in junior and community colleges. It emphasizes lower-level college teaching.

Requirements for admission. See M.A. program above.

Course Work:

1. EDG 6947 (1-6) (Internship if required—waivers must be endorsed by the College of Education)
2. EDH 6011 (3)
3. EDH 6018 (3)
4. RED 4337 (3)
5. The following English courses:

   a. ENG 6017 (3) (offering in advanced composition for teachers only)
   b. LAE 6375 (3)
   c. One of these:
      - ENL 6206 (3) ENL 6227 (3)
      - ENL 6216 (3) ENL 6228 (3)
   d. One of these:
      - ENL 6236 (3) ENL 6256 (3)
      - ENL 6246 (3)
   e. One of these:
      - AML 6017 (3) AML 6018 (3)
   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 eliminated from the program, subject to a review by the student’s graduate advisory committee.

Public Presentation. Each student will be required to present, before graduation, a major project or work. The performance will be evaluated by the student’s examining committee.

Thesis. Thesis optional (see Options, above).

Requirements for the M.A. Degree in English:

This program is designed primarily to train college teachers. It 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 6009 (1) (this must be taken early in the sequence)
2. Thirty credit hours, which must include:
   a. LAE 6375 (3)
   b. One of these:
      - ENL 6206 (3) ENL 6227 (3)
      - ENL 6216 (3) ENL 6228 (3)
   c. One of these:
      - ENL 6236 (3) ENL 6256 (3)
      - ENL 6246 (3)
   d. One of these:
      - AML 6017 (3) AML 6018 (3)
   e. LIT 6934 (1-6)

Options: It is possible, at student option, to take ENG 6971 (thesis) in place of one of the elective courses. A student may transfer from another university up to six hours of graduate credit. He may take up to six hours of credit in another department (the courses to be approved in advance by the Department of English Graduate Committee).

A student receiving one grade of "C" or lower in a graduate course will be placed on academic probation. A student receiving two grades of "C" or lower will be eliminated from the program, subject to a review by the student’s graduate advisory committee.

English and American Literature Minor

Requirements: Four courses (16 hours) as follows:

1. Two of the following:
   - AML 3041 (4)
   - ENL 3012 (4)
   - ENL 3022 (4)
2. One of the following period courses:
   - AML 3031 (4)
   - AML 3032 (4)
   - AML 3051 (4)
   - AML 3021 (4)
   - ENL 3220 (4)
3. One course at the 4000 level.
   S/U grades will not count toward the minor.

Creative Writing Minor

Requirements: Four courses (16 hours) as follows:

1. Two of the following:
   - CRW 3100 (4)
   - CRW 3110 (4)
   - CRW 3111 (4)
2. One of the following:
   - CRW 4120 (4)
   - CRW 4320 (4)
3. One of the following (see number 4, Option I, English and American Literature).
   S/U grades will not count toward the minor.

Requirements for the M.A. Degree:

The M.A. in English is designed primarily to train college teachers. The program includes study of college teaching, as well as the study of literature.

Requirements for admission. An average of "B" in the last two years of undergraduate work (a GRE total score of 1000 may be substituted for...
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 major work or idea. The performance will be evaluated by the student's examining committee.

Requirements for the Ph.D. Degree
The aim of this 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 a minimum of 30 hours of course work beyond the M.A. degree, exclusive of credits devoted to the doctoral dissertation. In addition, each student must fulfill the university's graduate school tools-of-research requirements. A dissertation is required.

To enter the program a student should possess one of the following:
1. A USF M.A. in English with a grade of 1 or 2 on the English M.A. final exam;
2. An M.A. in English from another university, in which case the student may be asked to pass a preliminary qualifying exam;
3. An M.A. in another discipline in which case the student will be required to take supplementary graduate work and pass a preliminary comprehensive exam before being officially admitted to the program.

After completing the necessary course work (which will be selected after consulting with his or her advisory committee), a student must take a nine-hour written doctoral comprehensive exam. Students passing this exam and fulfilling the tools-of-research requirements are admitted to doctoral candidacy. Students failing this exam more than once are removed from the program.

After completion of an approved dissertation the student will defend this dissertation in a two-hour oral examination and may be examined as well on his major field. The doctoral degree is awarded thereafter.

A student may transfer from another university up to six hours of graduate credit. 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 eliminated from the program, subject to a review by the student's graduate advisory committee.

### FOREIGN LANGUAGES (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 French, German, Italian, Russian, and Spanish. All major programs in Foreign Language require a minimum of 32 hours of course-work above the intermediate level.

The following languages may also be taken as a minor: French, German, Italian, Latin (under Classics), Russian, Spanish, and Spanish/Portuguese. The minor consists of 16 hours of course work in the chosen language above the second-year level. In order to begin taking courses for the minor, the student will have satisfactorily completed the intermediate level or have equivalent proficiency in the foreign language.

Instruction in less commonly taught languages is available upon sufficient demand.

**FRENCH (FRE)**

- **Required courses for the major (13 cr. hrs.)**
  - FRE 3240 (4) FRW 4100 (3)
  - FRE 3420 (3) FRW 4101 (3)

- **Supporting courses required for the major**
  - 19 hours in 3000, 4000, or 5000 level courses planned with the adviser.
  - **Required courses for the minor (seven cr. hrs.)**
  - FRE 3240 (4) FRED 3420 (3)

- **Supporting courses required for the minor**
  - Nine hours in 3000, 4000, or 5000 level courses except courses in translation.

**GERMAN (GER)**

- **Required courses for the major (14 cr. hrs.)**
  - GER 3240 (3) GEW 4100 (4)
  - GER 3420 (3) GEW 4101 (4)

- **Supporting courses required for the major**
  - 18 hours in 3000, 4000, or 5000 level courses planned with the adviser.
  - **Required courses for the minor (six cr. hrs.)**
  - GER 3240 (3) GER 3420 (3)

- **Supporting courses required for the minor**
  - Nine hours in 3000 or 4000 level courses except courses in translation.

**ITALIAN (ITA)**

- **Required courses for the major (15 cr. hrs.)**
  - ITA 3240 (4) ITW 4100 (4)
  - ITA 3420 (3) ITW 4101 (4)

- **Supporting courses required for the major**
  - 17 hours in 3000 or 4000 level courses planned with the adviser.
  - **Required courses for the minor (seven cr. hrs.)**
  - ITA 3240 (4) ITA 3420 (3)

- **Supporting courses required for the minor**
  - Eight hours in 3000 or 4000 level courses.

**RUSSIAN (RUS)**

- **Required courses for the major (14 cr. hrs.)**
  - RUS 3400 (4) RUT 3110 (3)
  - RUS 4401 (4) RUT 3111 (3)

- **Supporting courses required for the major**
  - 18 hours in 3000 or 4000 level courses planned with the adviser.
  - **Required courses for the minor (eight cr. hrs.)**
  - RUS 3400 (4) RUS 4401 (4)

- **Supporting courses required for the minor**
  - Eight hours in 3000 or 4000 level courses.

**SPANISH (SPA)**

- **Required courses for the major (19 cr. hrs.)**
  - SPN 3241 (3) SPW 4100 (3)
  - SPN 3300 (4) SPW 4101 (3)
  - SPW 3200 (3) SPW 4130 (3) or SPW 4131 (3)

- **All 3000 Level courses may be waived with approval by the Division Director.**

- **Supporting courses required for the major**
  - 13 hours in 3000, 4000, or 5000 level courses planned with the adviser.
  - **Required courses for the minor (seven cr. hrs.)**
  - SPN 3241 (3) SPN 3300 (4)

- **Supporting courses required for the minor**
  - Nine hours in 3000, 4000, or 5000 level courses except courses in translation.

  - Up to nine hours may be substituted for required courses and/or required supporting courses by successfully passing SPN 3470 (Overseas Study).

**SPANISH/PORTUGUESE OPTION**

- **Required courses for the minor, Spanish/Portuguese option (11 cr. hrs.)**
  - SPN 3241 (3) POR 3210 (4)
  - SPN 3300 (4)

- **Supporting courses required for the minor**
  - Five hours in 3000 or 4000 level Portuguese or Spanish courses except courses in translation.

**Requirements for the M.A. Degree:**

Requirements for Admission. General requirements for graduate work are given on page 48.

Students who do not have an undergraduate major in French or in Spanish may be required to take additional undergraduate courses before being admitted to the M.A. program. The student must have a 3.0 grade point average over the last two years of undergraduate work attempted, or a total score of 1000 on the Graduate Record Examination. All applications must be approved by the Division of Language.
**Program Requirements.** For a master's degree in French or Spanish, the following are required:

1. Reading proficiency in a second foreign language.
2. Satisfactory completion of a written comprehensive examination on French language and literature or Spanish and Spanish-American language and literature based on, though not restricted to, a reading list.
3. A thesis written under the direction of a director and two additional readers.
4. Course work following one of the plans listed below:

   **Plan A**
   
   27 hours in one language, plus six hours of FRE 6971 or SPW 6971 (thesis).

   **Plan B**
   
   A total of 27 hours consisting of 18-21 hours of course work in one language, plus 6-9 hours in a second language or in another department (the courses to be approved in advance by the Division of Language Graduate Committee), plus six 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.

**Requirements for the B.A. Degree**

The curriculum for the Humanities major comprises interdisciplinary courses in the verbal, visual and musical arts of specified periods and cultures. Course requirements are as follows:

1. 28-36 credits among 4000 and 5000 level Humanities courses, with the option of up to eight hours being substituted from among the following four courses: CLA 3000, CLA 3851, CLA 4160, or CLA 4711.
2. HUM 4813, two credits.
3. HUM 4906, three credits.
4. Six credits in the creative or performing arts.

**Requirements for the Minor in Humanities:**

The curriculum for the Humanities Minor is comparable to that of the program for the B.A. degree, but it is less comprehensive. Course requirements are as follows:

1. Eighteen semester hours of Humanities courses.
2. Not over eight of these eighteen hours may be taken at the 3000 level, and no Humanities courses at the 1000 or 2000 level may be used to fulfill the minor requirement.

**Requirements for the B.A. Degree in Humanities Education:**

A program designed to prepare secondary school Humanities teachers is available through the College of Education. For requirements, see the College of Education, page 96.

**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 96.

**LIBERAL STUDIES (ALA)**

**Requirements for the B.A. Degree:**

The Liberal Studies Degree is conceived to fulfill the intent of the traditional Liberal Arts degree and is offered for students who require a broad academic approach for realization of their conceived academic or pre-professional goals.

For admission to the program, the student must (1) have a minimum of 20 to a maximum of 80 semester hours, (2) have a minimum Grade Point Average of 3.0 at time of admission, and (3) submit a written proposal explaining the student's special academic circumstances and goals for which this major is appropriate.

**Core Curriculum (15 hours minimum)**

- IDS 3300 (4)
- IDS 4344 (3)
- (and 2 of the following three courses)
- IDS 3310 (4)
- IDS 3320 (4)
- IDS 4930 (1-4)

In addition, the student must complete the General Distribution Requirements and a minimum of 15 semester hours of a foreign language. The remaining 50 semester hours will be devoted to disciplinary study in the Liberal Arts disciplines. When admitted to the program, the student will formulate, in collaboration with the program director, a program of studies to be pursued toward his or her particular academic goals.

**Linguistics (LIN/ESL)**

Linguistics is primarily an upper-level and graduate discipline with strong interdisciplinary concerns. Although no baccalaureate degree is offered, the minor in linguistics may provide a broader educational experience for students majoring in adjacent arts and sciences such as Anthropology, Communication, Communicology, English, Foreign Languages, Philosophy, Psychology, Sociology, and others.

**Requirements for the Minor**

The minor in Linguistics requires a minimum of 18 semester hours as follows:

- LIN 3010 (3) LIN 4377 (3)
- plus a minimum of 12 semester hours from the following:
  - ANT 3610 (3) LIN 4710 (3)
  - CLA 3801 (2) PHI 3100 (3)
  - LIN 4040 (3) SPC 3210 (3)
  - LIN 4701 (3)

**Requirements for the M.A. Degree**

Students interested in graduate study in Linguistics are urged to acquire a language background in their undergraduate programs, regardless of their major field of study. The minor in Linguistics is also strongly advised. Undergraduate coursework equivalent to the material covered in LIN 3010, LIN 4040, and LIN 4377 is a prerequisite to graduate study; prospective graduate students who have not had these courses or their equivalents must remedy the deficiency by enrolling in LIN 6407 during their first term as graduate students. Credits earned in the courses LIN 3010, LIN 4040, LIN 4377, and LIN 6407, therefore, may not be counted toward the requirements for graduate degrees in the M.A. programs.

**Requirements for admission**

The Linguistics Program offers two graduate tracks: The Master of Arts in Linguistics (thesis), and The Master of Arts in Applied Linguistics (Teaching English as a Second Language—non-thesis). In addition to the general requirements of the University, an applicant must (1) have a baccalaureate degree from an approved college or university, (2) have a 3.0 or "B" undergraduate average or better on all work attempted during the last two years of undergraduate enrollment, (3) plus submit a score of 1000 on the aptitude portion of the Graduate Record Examination (GRE) distributed as follows: a minimum of 500 on the Verbal portion, plus a minimum of 500 on either the Quantitative or the Analytic portion of the test; and (4) receive approval of the Programs Graduate Committee. Students who meet all other requirements, but who have not taken the GRE at the time of application, may be admitted provisionally to the Program pending receipt of acceptable scores which must be filed before the end of the first term of the student's provisional acceptance and enrollment. In the case of students whose native language is not English, the Programs Graduate Committee may elect to waive the GRE minimum score requirement. All students whose native language is not English will be required to take the Test of English as a Foreign Language (TOEFL) exam, upon which a minimum score of 550 is required for admission. In any case, all students will be required to take the GRE exam.
Requirements for the M.A. Degree in Linguistics (Thesis)

I. Core Requirements (18 hours)
   - Introduction to Graduate Study in Linguistics (3)
   - Phonological Description (3)
   - Sociolinguistics (3)
   - Language Acquisition (3)
   - History of Linguistic Thought (3)
II. Additional Requirements (15 hours)
   A. Nine hours of approved electives
   B. Six hours of thesis credit

Requirements for the M.A. Degree—Applied Linguistics (TESL) Track (non-thesis)

I. Core Requirements (18 hours)
   - Same as for the M.A. degree in Linguistics (thesis option above)
II. Additional Requirements (21 hours)
   A. TSL 6371 (3)
   - TSL 6372 (3)
   - LIN 6405 (3)
   B. Six hours of approved electives
   C. A minimum of six hours of internship through enrollment in TSL 6945

A written and oral Comprehensive Examination is required for all M.A. degree tracks in the program.

■ MASS COMMUNICATIONS (COM)

The Mass Communications department, accredited by the American Council on Education for Journalism in News-Editorial and Public Relations, offers approximately 70 courses varying in content from the highly technical and field-specialized in some cases to an essential liberal arts orientation in others. The program introduces students to the theories, principles, and problems of communications, emphasizing the concept of freedom of information as the cornerstone of Constitutional Democracy and preparing students for future leadership roles in communications media. Graduates should understand the structure and functions of mass media systems as well as the basic processes of communication. In addition, students specialize in an area of mass communications (advertising, broadcasting, film, magazines, news-editorial, public relations, or visual communications) to blend a strong introduction to professional skills with the theoretical orientation.

Majors seeking careers in the mass media will be directed to the various media with which the department maintains close contact for summer internships and part-time work. A limited number of students will have the opportunity to serve as interns with a mass communications organization and take MMC 4945 for three hours credit. See MMC 4945 in catalog course listings.

Note: Students may not receive credit for an internship (MMC 4945) and a practicum (ADV 4940, JOU 3940, JOU 4941, PUR 4700, RTV 3941, RTV 4942, VIC 3943).

Requirements for the B.A. Degree:

To be admitted to the core curriculum in Mass Communications, students must have completed 45 hours with a 2.5 minimum Grade Point Average, and ENC 1101 and 1104 with a minimum grade of "C" in each. Certified typing ability of 35 words per minute is a prerequisite for admission to the department. 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 course, "Writing for the Mass Media" (MMC 3100) and "Mass Communications and Society" (MMC 3602), and a bachelor's degree requirement examination are a part of the Mass Communications core curriculum and one sequence offer students a guided set of essential courses plus some options of their own choosing. Majors will take at least 45 hours of electives outside the department in addition to the 40-hour University distribution requirement. Students will be encouraged to use a substantial number of their electives in courses which support the major.

Required are six hours in the Mass Communications core curriculum (MMC 3100 and MMC 3602) and 21 to 22 hours in a major sequence. The remaining four to eight hours will be selected from a restricted list of selective requirements—for a minimum of 31 and a maximum of 35 hours in Mass Communications courses within the 120-hour degree requirement (at least six hours outside Mass Communications courses). Six hours in Mass Communications writing courses (three hours in addition to MMC 3100) are a part of the graduation requirement.

A maximum of nine semester hours in Mass Communications courses will be accepted from a community college or other lower-level program towards a degree in Mass Communications from the department. It is suggested that the nine hours include the equivalent of the departmental core curriculum and one sequence introduction course. Approval by an appropriate adviser is required. At least eighteen (18) hours of resident departmental courses are required.

The departmental sequence requirements are:

Departmental Core Curriculum

MMC 3100 (3) MMC 3602 (3)

Sequence Requirements

Sequence Selections

I. ADVERTISING Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Department</th>
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II. BROADCASTING Requirements

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Programming and Production Option

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III. FILM Requirements

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IV. JOURNALISM Requirements

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Note: The following courses are required outside the department to complete sequence requirements: ECO 2013 or ECO 2023, MAR 3023, MAR 3613 or MAR 4403 or MAR 4203 or MAR 4243. See specific courses for prerequisites.
Selective Requirements

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Note: The following courses are required outside the department to complete sequence requirements: ECO 2013, CRW 3100, PHI 1103, POS 2041, POS 3142, and SOC 1020. See specific courses for prerequisites.

V. PUBLIC RELATIONS Requirements

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Note: The following courses are required outside the department to complete sequence requirements: ECO 2013, MAN 3010, POS 2041, and POS 2112. See specific courses for prerequisites.

VI. VISUAL COMMUNICATIONS Requirements

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Note: Most Mass Communications courses have prerequisites. They are specified in the course description, pg. 175. Refer to each prerequisite listed to determine progressive prerequisites for each course.

Note: A Mass Communications-English-Education (MCE) major is available through the College of Education (See page 95 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 36 semester hours in course work including a thesis. Twenty-four of these hours (including six hours for the thesis) are taken in the Department of Mass Communications. The remaining 12 hours are taken in graduate-level courses offered by other departments of the University. Thus a full-time student can complete the program in three semesters of work, or longer for a part-time candidate.

Courses in the Department of Mass Communications will stress critical study of mass media practices and performance, and the reciprocal effect of the media and their audiences on each other.

Courses outside the department will be selected in the liberal arts and/or business management areas to complement the student's work in the major field of study. For example, a student interested in reporting urban affairs for a newspaper may elect supporting courses in Sociology and Political Science; a student interested in advertising or public relations practice may elect courses in Marketing and Management; another might choose to take courses in two or more disparate disciplines in several departments of the University.

To be admitted to the program, an applicant must: (1) have a baccalaureate degree from a regionally accredited institution and present a "B" or better average in undergraduate work; (2) score 1000 or above on the GRE (Aptitude Test) with 600 or above on the Verbal part; and (3) furnish a written statement of reasons for desiring the graduate degree together with four letters of recommendation. Apply to the USF Director of Admissions for application forms.

■ PHILOSOPHY (PHI)

Requirements for the B.A. Degree:

Majors in philosophy must complete at least 30 credit hours with the following courses required for graduation:

PHI 3100
PHI 3100
PHH 3420

or approved substitutes. Majors must also take nine credit hours of 4000-6000 level courses.

Requirements for the Minor in Philosophy:

A minor in philosophy consists of the completion of at least 18 credit hours which include two of the following courses or an approved substitute for one only:

PHH 3100
PHH 3420
PHH 3440
PHH 4600

No credit taken on an "S/U" basis may be applied toward the minor.

Requirements for the M.A. Degree in Philosophy

Requirements for Admission. For admission students must have a "B" average in the last two years of undergraduate work or a score of at least 1000 (composite) on the GRE. Credit toward the M.A. taken outside 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 48.

1. Reading knowledge of a foreign language approved by the student's advisor.
2. 30 credit hours including 21 hours of classroom instruction.
3. A written or oral comprehensive examination.
4. A thesis-type paper, written under the direction of an adviser assigned by the Graduate Coordinator, and approved after an oral defense, by a three-person supervisory committee.

Honors Program

The Department of Philosophy offers the Philosophy major the opportunity of participating in the Philosophy Department Honors Program. A student may graduate with departmental honors if he/she: (1) is accepted by the department as an honors candidate, (2) completes three honors courses with a grade point average of 3.5 or better, and (3) completes the courses necessary for a Philosophy major with a grade point average of 3.2 or better. The three honors courses will consist of two upper-level courses in which the student attends regular class sessions but makes arrangements with the instructor for additional work. The student will receive additional credit for honors work by enrolling for one hour of directed study for each course taken as an honors course. The third honors course will be a research project, and the student will enroll for the project under PHI 4905.

■ RELIGIOUS STUDIES (REL)

In Religious Studies, students are afforded a variously dimensioned field of study which should facilitate an educated person's understanding of his presuppositions on the meaning of life, the nature of the religious-social milieu in which he lives, and the religious dynamic in human
history. It also aims toward an understanding of the religious thought and life-styles of people possessing religious heritages other than the Judaic-Christian heritages.

 Majors in Religious Studies will, in addition, courses designed to give depth in certain areas of religious investigation and to supply language tools and critical analysis methods which will prepare them for advanced graduate study.

Requirements for the B.A. Degree
A total of 36 credit hours are required for a major chosen from Religious Studies courses. Of the 36 hours required for a major in Religious Studies, nine hours may be selected from related courses in other departments, with the prior approval of a departmental adviser.

All Religious Studies Majors are required to take:
1. REL 3000, 4 hrs.
2. Two courses in the history and/or literature of the major western religions: e.g., Judaism, Christianity, Islam, 8 hrs.
3. Two courses in the history and/or literature of other major world religions: e.g., Hinduism, Buddhism, Taoism, 8 hrs.
4. REL 4931, 3 hrs.
5. Concurrently with REL 4931 or in the semester following, REL 4910, for 1 hour credit, to be satisfied by the writing of a paper on a subject related to the REL 4931 seminar and supervised by an assigned faculty person.

A student majoring in Religious Studies may not apply towards his major requirements more than nine hours of credit from the directed readings course, REL 3900, or the undergraduate research course, REL 4910.

All transfer students must take a minimum of 24 hours in Religious Studies courses at USF.

Each student's program must be planned with a faculty adviser in Religious Studies.

Requirements for the Minor in Religious Studies
Eighteen (18) credits in Religious Studies courses, including the following: REL 3000, Introduction to Religion; one course, 4 hrs., in a major Western religion; one course, 4 hrs., in a major Eastern religion; REL 4910, Undergraduate Research, 1 hr., a paper on a topic approved by the Department Chairperson, and supervised by an assigned faculty person.

It is a department requirement (intended to assist in the fulfilling of the above requirements) that the student declare himself as a minor in the department two semesters prior to graduation.

Only letter grades will be counted toward the 18 credit hours necessary for the minor.

Ancient Studies Sequence
Within the Department of Religious Studies there is also a sequence of courses in Ancient Studies. This sequence provides a program for students interested in the civilizations of the Ancient Mediterranean and Middle East.

The sequence in Ancient Studies requires 38 credits (of which 24 credits must be in Religious Studies courses). The prerequisite is normally two years of high school Latin or one year of college Latin. (The latter can be taken concurrently with other required courses but without credit toward it. It can be waived in special cases with the consent of the coordinator.)

The sequence of Ancient Studies courses is to be arranged in consultation with the coordinator of the sequence and approved by the department chairperson.

For related interdisciplinary electives, see Classics.

Judaic Studies Sequence
The department has a sequence of courses in Judaic Studies. A student may fulfill the requirements of the department for the B.A. degree (36 hrs.) by enrolling in the Judaic Studies Sequence, and the remainder of his/her courses from the listed electives.

CORE:
- REL 3000 Introduction to Religion 4 hrs.
- REL 3611 History of Judaism I 3 hrs.
- REL 3612 History of Judaism II 3 hrs.
- REL 3613 Modern Judaism 2 hrs.
- REL 4221 Bible I: Old Testament Law and History 4 hrs.
- REL 4224 Bible II: Prophets, Writings 4 hrs.

TOTAL 20 hrs.

ELECTIVES (select 16 hrs.):
- ANT 4367 Cultures of the Middle East 3 hrs.
- ASN 3030 The Middle East 3 hrs.
- HEB 3100 Basic Hebrew I 4 hrs.
- HEB 3101 Basic Hebrew II 4 hrs.
- LIT 3374 The Bible as Literature 4 hrs.
- LIT 4930 Hasidic Literature to Yiddish Theater 4 hrs.
- LIT 4930 Modern European and American Jewish Literature 4 hrs.
- REL 3201 Land of the Bible 4 hrs.
- REL 3280 Biblical Archaeology 4 hrs.
- REL 3600 Introduction to Judaism 3 hrs.
- REL 3900 Directed Readings 1-4 hrs.
- REL 4295 Dead Sea Scrolls 4 hrs.
- REL 4910 Undergraduate Research 1-4 hrs.
- REL 4931 Seminar in Religion 3 hrs.

With the approval of the Department Chairperson, substitutions may be made in both the core and elective courses where the changes are considered to be in the student's best interest.

Requirements for the M.A. Degree
The M.A. degree in Religious Studies at the University of South Florida is designed to give graduate education in Religious Studies to public and junior college teachers, counselors, community workers, and clergy, to those who have no professional aim, but who desire an M.A. in Religious Studies. It can be pursued by those with goals in higher education (including Ph.D. studies) and also by those who simply wish to enlarge their academic and professional potential.

Requirements for Admission: Applicants must have an academic average of B or better in all work attempted while registered as an upper division student working for a baccalaureate or a combined score of 1000 on the aptitude section of the Graduate Record Examination (minimum 600 on verbal). Any undergraduate major is acceptable, but if applicants are judged weak in preparation for graduate study in Religious Studies, then the student may be required to make up deficiencies for no graduate credit.

Program Requirements: Candidates will take 36 hours in Religious Studies (including thesis), or, with departmental approval, 18 hours in Religious Studies graduate courses (including thesis) and 18 hours in an approved, planned sequence in some other graduate department of the University.

Candidates will take the Proseminar and any three other seminars for a total of 12 hours. The remaining eight courses or 24 hours required may be taken in other graduate seminars or courses. A candidate may transfer up to eight hours of graduate credit from another university, with departmental approval.

There will be a comprehensive examination written from the three areas of the seminars elected by the student.

There is a thesis and a non-thesis option. Candidates not planning to go on to doctoral studies may elect six additional hours in Religious Studies or in another academic discipline (within the 36 hours required) as part of an approved, planned sequence.
The College of Business Administration offers courses of study leading to both undergraduate and graduate degrees. These programs are designed to prepare men and women for careers in business and public service.

The undergraduate curriculum which leads to a Bachelor of Arts degree is composed of several segments: (1) broad general education in the arts, humanities and sciences; (2) the common body of knowledge for management responsibilities; (3) specialized areas of concentration in Accounting, Economics, Finance, Management, Marketing, and General Business, including International Business; and (4) opportunities for breadth in both business and nonbusiness subjects. Through flexibility in its requirements, the College is able to satisfy the different interest and career objectives of students with diverse backgrounds.

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.

Both graduate and undergraduate programs are accredited by the American Assembly of Collegiate Schools of Business.

### BACCALAUREATE LEVEL DEGREE PROGRAMS

#### General Requirements for Degree

Satisfactory completion of 120 academic semester hours. Of the 120 hours, business course credits may vary from a minimum of 60 to a maximum of 66, non-business course credits may vary from a maximum of 60 to a minimum of 54. The variance depends upon the major field chosen and the mixture of General and Business Electives. The requirements for graduation are:

- **General Distribution**
  - I. English 6 (min.)
  - II. Fine Arts & Humanities 6 (min.)
  - III. Mathematics and Quantitative Methods 6 (min.)
  - IV. Natural Sciences 6 (min.)
  - V. Social and Behavioral Sciences 6 (min.)

- **Foundation Courses in Business**
  - ACC 2001 Financial & Managerial Accounting I (3)
  - ACC 2021 Financial & Managerial Accounting II (3)
  - BUL 3112 Business Law I (3)
  - COC 2201 Computers in Business I (3)
  - ECO 2013 Economic Principles: Macroeconomics (3)
  - ECO 2023 Economic Principles: Microeconomics (3)
  - ECO 3101 Intermediate Price Theory (3)
  - FIN 3403 Principles of Finance (3)
  - GEB 2111 Business & Economic Statistics I (3)
  - GEB 3121 Business & Economic Statistics II (3)
  - MAN 3010 Principles of Management (3)
  - MAN 3810 Introduction to Management Science (3)
  - GEB 4511 Business Policy (3)
  - MAR 3023 Basic Marketing (3)

- **Major Areas**
  - Accounting, Economics, Finance, General Business, Management, Marketing

- **Electives** sufficient to reach 120 hours.

MAC 2243 or the equivalent is required for all students enrolled in the College of Business Administration. This course is a prerequisite to many courses in the College and must be completed early in the student's program. A grade point average of 2.0 must be achieved in a major field for students to be certified for graduation.

*Students wanting to major in any specific area should refer to that department's requirements.

#### Admissions to the College of Business Administration

**Undergraduate Programs**

To qualify for admission a student must have been accepted by the University as a degree-seeking student, must have completed 45 semester hours, including MAC 2243 or the equivalent with a grade of "C" or better, and must be otherwise acceptable to the College. Beginning Fall 1983 additional requirements will be invoked by the College to limit enrollment to a level which is compatible with available resources. For information on these supplementary admission requirements contact the Office of Undergraduate Advising, College of Business Administration.

Ferguson Hall housing the College of Business Administration
Transfers from Junior/Community Colleges:

Junior/community college students should complete the program of general education at the junior/community college.

Student pursuing the associate degree in university transfer/parallel curricula at the junior/community college should take two semesters of mathematics to include a course in pre-calculus 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 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 toward graduation. Individual courses will be evaluated and appropriately credited toward requirements in the student’s program at the University of South Florida.

Student Advising and Records

The Undergraduate Studies Office provides the following services for College of Business Administration students:

1. Academic advising and program information for all undergraduates.
2. Orientation for all undergraduate students applying for admission to the College of Business Administration. Such orientation is mandatory prior to acceptance.
3. Registration, drop/add, and general College of Business Administration and university policy information for business students, both graduate and undergraduate.
4. Evaluation of undergraduate 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 18 to 24 hours of business courses beyond the undergraduate Business Core. No more than 9 hours of these courses may be in any single business discipline. The program shall also contain such non-business electives as will contribute to the academic objectives of the student.

■ ACCOUNTING (ACC)

The Department of Accounting offers an undergraduate degree, the Bachelor or Arts (B.A.), which prepares students for accounting careers in manufacturing, retailing, service organizations, federal, state, and/or local government as well as other not-for-profit entities. The B.A. degree also prepares students for entry into the professional degree program: The Master of Accountancy (M.Acc.). This professional program prepares the students for careers in public accountancy. Department advisers will assist students in designing programs to meet specific career objectives.

Requirements for the B.A. Degree

Students must complete 20 hours of upper level accounting in addition to requirements listed on page 65 of the current catalog. Specific course requirements outside the major field and not listed on page 65 are ENC 3310, Advanced Expository Writing, or its equivalent and MAC 2243, Elementary Calculus.

Required Accounting Courses (20 credit hours)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 3101 Intermediate Accounting I</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 3121 Intermediate Accounting II</td>
<td>(4)</td>
</tr>
<tr>
<td>ACC 3401 Cost Accounting and Control I</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 3730 Accounting Information Systems</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 4501 Federal Taxes I</td>
<td>(3)</td>
</tr>
<tr>
<td>ACC 4601 Auditing I</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>(20)</strong></td>
</tr>
</tbody>
</table>

* Business Communications, GEB 3211, may be substituted for ENC 3310. Students selecting this option can also elect ACC 4521, Federal Taxes II, and meet the minimum graduation requirements of 120 semester credits.

Students planning to enroll in the M.Acc. program should take ACC 4521, Federal Taxes II, as part of their required accounting courses resulting in a 23 hour major.

Accounting majors can use the forgiveness policy only once in upper level courses. Accounting courses taken by accounting majors on an S/U basis will not be counted toward the 120 hour graduation requirement. Independent Research, ACC 4914, will not be accepted as credit toward the minimum degree requirements in the accounting concentration.

Accounting majors must earn a “C” grade in each of the sequential upper level accounting courses before being allowed to go on to the next course: i.e., ACC 3101, ACC 3401, ACC 4501.

Students planning to prepare for the uniform CPA examination in the State of Florida are advised of the following significant change in the accounting concentration. Applicants desiring to take the uniform CPA examination to practice as a certified public accountant after August 1, 1983, (for the May 1984 exam) are required to have completed a five-year (150 semester hour) program of study.

Any further questions concerning the CPA examination should be directed to the faculty of the Department of Accounting.

■ 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 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 the other disciplines to acquire the skills and insights provided in economics.

Requirements for the B.A. Degree

Within the 120 semester hour program as listed on page XX students must complete 18 hours of upper level economics beyond business core requirements.

The economics courses required are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 3203</td>
<td>(3)</td>
</tr>
<tr>
<td>ECO 4303</td>
<td>(3)</td>
</tr>
<tr>
<td>History of Economic Thought (3)</td>
<td></td>
</tr>
<tr>
<td>Additional Upper level economics courses (12)</td>
<td></td>
</tr>
</tbody>
</table>
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 in provided by the ECO 4905 and ECO 4914 courses. However, no more than 3 hours of credit may be earned in ECO 4905 and ECO 4914. Students interested in majoring in economics are encouraged to contact the academic advisers for more information about the program. In addition, the department maintains a file describing the varied career opportunities for economists in business, government, and education.

Requirements for a Minor in Economics
A student may minor in economics by completing 18 or more credit hours in economics as follows:
(a) A minor must include these four courses in basic economics:
- ECO 2023 Economic Principles (Microeconomics) (3)
- ECO 2013 Economic Principles (Macroeconomics) (3)
- ECO 3101 Intermediate Price Theory (3)
- ECO 3203 Intermediate Income and Monetary Analysis (3)
(b) In addition, a minor must include two or more upper level courses taught in the Economics Department (excluding the variable credit course ECO 4955, 4914, and 4935), bringing the total credit hours in economics to a minimum of 18. GEB 3121, Business and Economic Statistics II, or its equivalent, is acceptable for credit in a minor.
(c) Before being recognized as a minor in economics, a student must obtain approval by the adviser in the Economics Department of the courses involved in the student's minor program.
(d) A grade point average of 2.0 or better must be achieved in the minor coursework for a student to be certified for graduation with a minor in economics.
(e) At least 12 of the required 18 credits must be taken in residence at USF.

FINANCE (FIN)
The Finance program provides a broad-gauged analytical program for students anticipating a career in the management of both large and small organizations. Students seeking a financial career in business, in financial institutions or careers in the field of insurance or 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 problems faced by organizations in both the private and public sectors as well as in the domestic and multinational environment. Finance relies on 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 the concepts of capital budgeting, asset and liability management, and the examination of the economic, social, and regulatory impact upon the decision-making process.

Requirements for the B.A. Degree
Within the 120 semester hour program as listed on page 65, students must complete a minimum of 15 hours of upper level finance courses.

Required finance courses:
- FIN 3233 Money and Banking (3)
- FIN 4414 Advanced Corporation Finance (3)
- FIN 4504 Principles of Investments (3)
- Minimum additional upper level finance hours (6)
Minimum Total 15

MANAGEMENT (MAN)
The undergraduate degree in the Department of Management prepares students for entry level positions in Human Resource Management, Industrial Relations, Production and Operations Management, Information Systems Management, and Small Business Management. It also prepares students for entry into graduate programs, such as the Master of Science in Management and the Master of Business Administration.

As early as possible, students should consult with a faculty member in order to select a sequence of courses which satisfies the requirements for graduation through one of the special focus majors.

Requirements for the B.A. Degree:
With the 120 semester hour program as listed on page 65 students must complete 18 hours of Management.

All students are required to take MAN 3150—Organizational Behavior Analysis. In addition, students will take the courses offered in one of the special focus sequences as listed below.

Human Resource Management
- MAN 3301 Personnel Management (3)
- MAN 3401 Industrial Relations (3)
- Plus 9 hours of electives to be selected from:
  - MAN 4201 Organizational Theory and Management (3)
  - MAN 4210 Organizational Development and Change (3)
  - MAN 4930 Special Topics (Personnel) (3)
  - MAN 4120L Managerial Behavioral Laboratory (3)
  - COM 3122 Interview Communication (3)
  - INP 4404 Industrial Psychology (3)

Industrial Relations
- MAN 3301 Personnel Management (3)
- MAN 3401 Industrial Relations (3)
- Plus 9 hours of electives. At least 6 hours must be drawn from the following:
  - MAN 4410 Labor Relations Law (3)
  - MAN 4430 Seminar in Negotiations and Administration of Labor Agreements (3)
  - ECP 3203 Labor Economics (3)

Production and Operations Management
- MAN 4504 Operations Management: A Systems Approach (3)
- MAN 4703 Simulation of Modeling Techniques (3)
- MAN 4930 Special Topics (Manufacturing Systems) (3)
- Plus 6 hours of electives

Information Systems Management
- GEB 3612 Information Systems: Analysis and Design (3)
- MAN 4930 Special Topics (Managing EDP Functions) (3)
- MAN 4930 Special Topics (Controlling EDP Functions) (3)
- Plus 6 hours of electives

Small Business Management
- MAN 4802 Entrepreneurship and Small Business Management (3)
- MAN 4804 Small Business Management Counseling (3)
- Plus 9 hours of electives

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 deals with people, who are constantly changing in their needs, wants and desires; and coupled with these changing tastes is a fiercely competitive environment sustained by all the resources 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 the conceptualization, implementation and evaluation of the buying, merchandising, and control functions.

Each student is strongly encouraged to set up his own plan of study with the assistance of a Marketing department faculty 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 120 semester hour program as listed on page 65, students must complete a minimum of 18 hours in marketing beyond MAR 3023.

Required Marketing courses:

- MAR 3722 Marketing Management (3)
- MAR 3613 Marketing Research (3)
- MAR 4713 Marketing Management Problems (3)
- Additional upper level marketing courses (9)

Total (18)

It is strongly recommended that marketing majors include courses in speech, computer science, finite mathematics, social psychology, and mass communications as part of their general electives.

Regional Campuses

Due to limited enrollment and faculty, only the following majors are offered at the Regional Campuses:

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.

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 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 Capi 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.

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 newsletter, 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 business 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, Executive MBA, 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 48). Applicants are expected to demonstrate the ability to perform successfully in graduate studies in business. General inquiries should be directed to Associate Dean and Director of Graduate Studies, College of Business Administration, University of South Florida, Tampa, Florida 33620.

Accreditation

All graduate programs in the College of Business Administration are accredited by The American Assembly of Collegiate Schools of Business (AACSB). The College is also a member of the Graduate Management Admission Council (GMAC).

Admissions

Admission to the graduate programs in the College of Business Administration is open to qualified men and women holding an undergraduate degree in arts, letters, science, humanities, engineering, or business from an accredited institution in the United States or from a recognized academic institution in a foreign country. In making admission decisions, the College does not favor any particular academic discipline nor does it make any distinction in good character between applicants with experience and those coming directly from an academic program. The important factors besides the Graduate Management Admission Test (GMAT) and Grade Point Average (GPA) are the applicant's motivation in undertaking graduate work and the degree of focus in the applicant's career plans for the future. In addition, students are evaluated based on work or job-related experience, maturity, and leadership qualities. Students are admitted for either of the two semesters or the summer session, however, the Fall semester is the preferred entrance date for the student who requires all or approximately all of the Common Body of Knowledge courses. No new students will be accepted in the M.B.A. or M.S. in Management programs for the Summer Terms.

All applicants are expected to demonstrate the ability to perform successfully in graduate studies. To be admitted all students must meet the requirements below:

1. Applicants must possess an undergraduate degree (any discipline) from a regionally accredited institution and follow General University guidelines for applying for graduate study as outlined in the current USF Catalog.
2. Submit satisfactory GMAT scores for the M.B.A., M.Acc., and M.S. degree in Management. Applicants for the M.A. degree in Economics must furnish satisfactory GRE scores. Scores on both the GRE and GMAT must be those taken within five years preceding application. See information on specific criteria for admission. (page 48)
3. Possess acceptable undergraduate grade point average. Candidates offering grade point averages less than 3.0 (B) are expected to achieve higher than normal scores on admission tests.
4. Submit three letters of recommendation.

Application Deadline

Applicants for graduate programs in the College of Business Administration should have all application material including test scores in the Admissions Office by the following deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>May 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>October 15</td>
</tr>
<tr>
<td>Summer Term</td>
<td>March 11</td>
</tr>
</tbody>
</table>

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) x 200 + GMAT total score. Admission in a selective process.
2. The applicant who has a minimum Undergraduate Grade Point Average of 3.0 and a minimum GMAT score of 475 is usually admitted without additional supporting data.
3. An applicant may offset a low UGPA with a higher GMAT score or vice versa. When the applicant scores between 1000 and 1075 on the above stated formula, additional evidence is required. Usually, the applicant is invited for an interview and also asked to submit a written statement outlining goals and objectives, strengths and weaknesses. The applicant may also be asked to submit letters of recommendation in support of the application.

The Master of Accountancy
1. A score of 475 or higher on the GMAT, and
2. Cumulative 3.0 grade point average (B) in all work while registered as an upper division student working for a baccalaureate degree.
3. Cumulative 3.0 grade point average (B) in all accounting courses taken as an undergraduate.
4. Students who do not have the equivalent of an undergraduate degree in accounting at USF, including an accounting systems course, may be required to take additional courses. The number of additional courses deemed necessary will depend on the academic background of the individual student.

M.A. Degree in Economics
1. Score of 1000 or higher on the GRE, and
2. 3.0 grade point average (B) or better in all upper division undergraduate work.

Contact Persons

Students interested in specific programs within the college should contact the appropriate graduate studies adviser:

M.B.A.—Associate Dean Charles A. McIntosh, Jr., Director of Graduate Studies
M.Acc.—Professor Robert M. Keith
M.A. degree in Economics—Professor Howard Dye
M.S. degree in Management—Professor Harold Schroder
—or E. Hargis

Special Students

See “Special Student paragraph in Graduate Studies Section (page 49) 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 or Graduate Studies in the College. To be eligible to register for graduate courses, he/she must meet the following conditions:

1. Be a graduate of a regionally accredited undergraduate institution.
2. Have a completed application on file with the Office of Graduate Admissions. This includes having the required academic transcripts.

3. Have an undergraduate GPA of 3.0 or better in the last two years of full academic study.

4. File a Special Student application with the College of Business Administration at least three weeks prior to the beginning of the semester.

5. Be approved as a Special Student by the Director of Graduate Studies, College of Business Administration. Approval is a selective process.

The Special Student status is usually approved for only one semester. The most common delay in an acceptance decision is the lack of GMAT scores. Special Students are expected to take the GMAT at the next administration following entry in this category.

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.

A full-time student on academic probation for two consecutive semesters is subject to dismissal. The part-time student on academic probation must bring his/her GPA to a cumulative 3.0 (B) in the next twelve credit hours of graduate work or be subject to dismissal.

THE MASTER OF BUSINESS ADMINISTRATION (M.B.A.) DEGREE

The Master of Business Administration (M.B.A.) is a professional degree designed to prepare graduates for managerial roles in business and not-for-profit organizations. Graduates will develop the necessary skills and problem-solving techniques that will permit them to make an early contribution to management and to eventually move into broad, general management responsibilities at the executive level. The program is designed to meet the needs of qualified men and women with degrees in the liberal arts, engineering, the sciences, and humanities, as well as those with prior preparation in business administration. The College makes no distinction in the selection process between applicants with experience and those coming directly from academic life. However, experience is a meaningful background which will permit the student to better understand the subject matter to be mastered.

The faculty utilizes various delivery systems in the classroom, namely, the traditional lecture/discussion, case method, simulation, model building and laboratory techniques. These methods emphasize an analytical, conceptual, and theoretical balance throughout the program which helps sharpen students' resourcefulness in sorting complex problems and selecting optimal courses of action. Students are given many opportunities to demonstrate their writing and verbal competency and improve interpersonal communication.

Program and Curriculum

The M.B.A. program requires a maximum of 60 semester hours and a minimum of 36 semester hours. The full-time student without course waivers will require two years (four semesters) to complete the program. Part-time students can complete all work within a reasonable time—approximately three years without course waivers. Students who have completed undergraduate courses in business and economics may receive course waivers and reduce their course load from the maximum requirement.

Courses are scheduled to accommodate both full-time and part-time students. All courses are at the graduate level. Students entering the program are expected to have sufficient competency in mathematics to include college algebra* and communication skills, written and verbal, to make the academic transition a smooth experience. Students that are deficient in any of these areas are expected to take the necessary courses during the first semester of study.

The Curriculum consists of:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 6705</td>
<td>Financial Accounting for Managers</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6716</td>
<td>Microeconomic Analysis</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6725</td>
<td>Financial Management</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6735</td>
<td>Social, Legal, Political Environment of Business</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6745</td>
<td>Marketing Management</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6756</td>
<td>Statistical Methods for Management</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6757</td>
<td>Quantitative Methods for Operations</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6775</td>
<td>Information Systems for Management</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6836</td>
<td>The Management Process</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6895</td>
<td>Business Policy</td>
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</tr>
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<td>Sub-Total</td>
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<td>30</td>
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Other Required:

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 6412</td>
<td>Management Accounting and Control</td>
<td>(3)</td>
</tr>
<tr>
<td>GEB 6717</td>
<td>Macroeconomic Analysis</td>
<td>(3)</td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
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<tr>
<td>Electives</td>
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</tr>
<tr>
<td>Total Semester Hours</td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

General Information

Students are encouraged to develop a field of specialization or concentration which may be in Accounting, Economics, Finance, Management, Marketing, International Business and Information Systems.

Constraints

1. Maximum program—60 semester hours
2. Minimum program—36 semester hours
3. To insure breadth within the program, each student must take at least 15 semester credit hours or equivalent or work beyond that in the Common Body of Knowledge and outside the field of specialization in two or more disciplines.
4. At least one international course must be included within the program.
5. Student must take at least one course within the program in each of the academic departments.
6. Students with an undergraduate degree in Accounting may not take GEB 6705 or ACC 6412 for graduate credit.

Waiver Policy

A reduction of the 60 semester credit hour program may be accomplished by waivers of the Common Body of Knowledge courses except for GEB 6895, Business Policy. The waiver of either ACC 6412, Management Accounting and Control or GEB 6717, Macroeconomic Analysis require the substitution of another course as an elective.

Waiver is a departmental decision usually based on: (1) transcript analysis if the student has completed a minimum of six semester hours (departments may require additional hours) in the fields, with a grade of "B" or better from an AACSB accredited school and completed within

* The USF course which meets this requirement is MAC 2243.
the last five years; or (2) pass a subject proficiency examination.
the student.

International Business
Students are required to take at least one international business course in their program. The student may also obtain a concentration in the field by taking the several courses offered by the various departments.

Concentrations
Students are encouraged to have at least one area of concentration in their overall graduate programs. These concentrations may be in Accounting, Economics, Finance, Management, Marketing, and International Business and Information systems.

Thesis
Students may elect a 6 credit hour thesis subject to departmental approval in any of the areas of concentration of the College.

M.B.A. with Concentration in Finance
Students seeking a graduate education with a concentration in the field of Finance should enroll in the Master of Business Administration Program. In addition to the M.B.A. Core, students would choose a minimum of 9 elective hours in Finance. Topics of interest in the finance program include Corporate and Managerial Finance, Banking and Financial Institutions, Money and Capital Markets, Investments, International Finance, and Finance Theory. A thesis can serve as part of the elective course work; however, a thesis is not required. Student electing the M.B.A. with Concentration in Finance should meet with the chairperson of the Finance Department at the beginning of their M.B.A. Program.

M.B.A. with Concentration in Marketing
Students seeking a master's degree with a concentration in Marketing should enroll in the M.B.A. Program. A concentration in Marketing requires a minimum of nine elective hours in addition to the Marketing Management Foundation courses.

Course topics include: marketing research, sales management, promotional management, logistics and physical distribution management, international marketing and marketing strategy. A thesis (6 credit hours) can serve as part of the elective course work, however no thesis is required. Candidates with an undergraduate marketing major are particularly encouraged to consider the thesis option.

Students electing the M.B.A. with a concentration in Marketing should meet with the Chairperson of the Marketing Department at the beginning of their M.B.A. course work.

THE EXECUTIVE M.B.A.
The Executive M.B.A. is a two-year accredited program designed to meet the unique needs of both mid-career managers, who have demonstrated the potential to reach senior management positions, and senior managers, who want to significantly increase their personal and organizational effectiveness. The program provides an opportunity to broaden and enrich their management skills, to extend their knowledge of modern business techniques and to further develop their understanding of the social, political and economic forces that shape the business environment and influence top decisions.

Because managerial effectiveness in today's and tomorrow's dynamic, rapidly changing business environment requires more than excellent technical skills, the Executive M.B.A. is structured as an integrative program that will enhance the participant's ability to think across functional lines and better understand the whole enterprise in a competitive situation.

The first three semesters begin with a three-day residency session; thereafter, classes are scheduled on alternate Fridays and Saturdays. The one-day-a-week format allows the participants to continue carrying full job responsibilities while they study and master a broad range of managerial skills. The fourth semester starts with the alternate Friday-Saturday arrangement and concludes with a residency session.

The program leads to the academic degree of Master of Business Administration (M.B.A.) and consists of the following segments:
- Introduction to Strategy and Business Policy
- Managerial Decision Analysis
- Business, Government and Society Relations
- Financial Accounting
- Organizational Assessment and Design
- Introduction to Marketing Strategy

Managerial Accounting
Human Performance and Organizational Effectiveness
Management Information Systems
Macroeconomic Analysis for Managers
Operational Marketing
Financial Management I
Strategies for Organizational Change
Applied Research Project
Microeconomic Analysis for Managers
Marketing Decision Making
Financial Management II
The Administration of Human Resource Systems
Production and Operations: Systems Strategies and Policies
Business Problems Analysis
International Business
Capital Markets and Investments
Business Policy and Strategy
Taxation for Managers
Bargaining Behavior and the Management of Conflict

Admission Requirements
Applicants are considered for admission on the basis of individual application and interviews. Each applicant must be nominated for the program by his or her employer. Applicants are normally expected to have had at least five years of significant managerial experience and be currently employed in a management position. A Bachelor's degree from an accredited institution is required for admission. Candidates will be expected to take the Graduate Management Admissions Test (GMAT) prior to admission to the program. For further information, please call the office of the Director of the Executive M.B.A. Program: (813) 974-4264.

THE MASTER OF ACCOUNTANCY
(M.Acc.) Degree

Requirements for the Masters of Accountancy Degree:
The Master of Accountancy Program is designed to meet the increasing needs of business, government, as well as public accounting for persons who have professional training in accounting as well as background in such areas as quantitative methodology, economic analysis, and management science. Students completing the requirements for the M.Acc. Degree will have met the requirements to sit for the Uniform CPA Examination in Florida.

All students are required to satisfy the Common Body of Knowledge as indicated in the M.B.A. Program (page 70). This may be satisfied through completion of coursework in the various areas. The academic advisor will determine the specific courses and number of hours required. Students entering the program must have taken MAC 2244, Elementary Accounting I and ACC 4521, Federal Tax II or ACC 5211, Advanced Accounting.

For the student who has the equivalent of an undergraduate major in accounting at USF, (i.e., 23 to 24 hours of accounting coursework excluding Elementary Accounting) the program consists of 36 semester hours. A minimum of 15 semester hours of the program is devoted to the study of professional accounting. Another 15 semester hours of the program consists of study in the related areas of financial management, economics, management science, quantitative decision models, the social, legal, and political environment of business, and business policy. The remaining 6 semester hours of the program are elected by the student in consultation with his/her graduate advisor. Elective courses taken in the area of accounting may not exceed 3 semester hours. Students enrolled in the M.Acc. program may not take ACC 5805, Contemporary Accounting Thought.

Required Courses are:

<table>
<thead>
<tr>
<th>Accounting Courses (15 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 6511 Federal Tax Research and Planning (3)</td>
</tr>
<tr>
<td>(or ACC 6745, Systems Theory and Quantitative Application, 3)</td>
</tr>
<tr>
<td>ACC 6811 Development of Accounting Thought (3)</td>
</tr>
<tr>
<td>Electives (at 5000 or 6000 level) (9) (15)</td>
</tr>
</tbody>
</table>
Business Courses (15 credit hours)

BUL 5665 Law and the Accountant (3)
ECO 6206 Aggregate Economics (3)
ECO 6115 Microeconomic Analysis (3)
FIN 6246 Advanced Money and Capital Markets (3)
GEB 6895 Business Policy (3) (15)

Electives (6 credit hours)

At least one of the elective courses must be taken outside the field of accountancy.

Total (36)

At least two-thirds of the total program must be taken at the 6000 level.

THE MASTER OF ARTS (M.A.) DEGREE IN ECONOMICS

Requirements for the M.A. Degree:
The M.A. degree in Economics is offered by the College of Business Administration. Applicants should submit results of the Graduate Record Examination Aptitude Test and meet other University requirements specified on page 48. 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 or urban social patterns and problems, anti-trust and other forms of government regulation business.

All three approaches involve preparation in economic theory and quantitative methods. Students in the professional programs then supplement these skills with courses in applied economics. Students preparing for doctoral studies normally take additional courses in economic theory, mathematics and statistics. Students selecting public sector economics emphasize applied economics. Work in other areas, particularly, the social sciences, may be an integral part of these programs. Research and the writing of a thesis may be incorporated into any of these approaches. The nature of the thesis subject indicates the area of specialization of interest.

The economics department participates in the Junior College Teaching Program jointly with the College of Education as outlines on page 86.

Students must satisfy all University requirements listed on page 48. In addition, the department requires students to complete 30 hours of graduate credit selected with the approval of the graduate adviser of the department. At least 21 hours must be in economics. These 21 hours must include:

ECO 5424 Econometrics (3)
ECO 6115 Microeconomics (3)
ECO 6206 Aggregate Economics (3)
ECO 6305 History of Economic Thought (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 M.S. program in Management has been designed to meet the needs of persons who aspire to enter the role of supervisor, director, or manager. Most applicants have performed, or are performing, technical or functional roles, or mid-lower management roles in small or large public and private organizations and have chosen to pursue a career in managing.

The program aims to develop the scholarly knowledge, and the technical, managerial, and leadership skills required to perform as a competent manager in a modern organization. It focuses on operations and on project and organizational design and management, which are basic for managers who are directly involved in the production and delivery of goods and services. The program offers a special interest focus for applicants from the Health Care industry, in the public sector, as well as for those in the private sector.

The method of delivery optimizes opportunities for (1) interaction between participating students from each sector; (2) the development of managerial skills; and (3) the application of knowledge, skills and technology to ongoing management problems in the student's organization. Coursework includes a lecture-discussion format which focuses on the acquisition of knowledge and skills and a management laboratory which focuses on the integrated application of knowledge and skills for various courses to organizational problems.

The curriculum contains a total of 52 semester hours. It includes coverage of the Common Body of Knowledge, Advanced Management Courses and a thesis. Students who have completed the Common Body of Knowledge, or its equivalent (see waiver policy) should contact the coordinator regarding advanced placement.

Students admitted to the program normally begin their studies in the Fall semester each year. Applications for admission, including Graduate Management Admission Test (GMAT) scores, should be submitted to the Office of Admissions before April 30 to ensure sufficient time to conduct the admission process prior to registration for the Fall semester. Participating students will be enrolled in Sections -011 (Common Body of Knowledge Courses) or Section -012 (Advanced Management Courses) depending upon their academic qualifications. Each section of courses takes three semesters to complete and will terminate at the end of the Summer Semester of each academic year. Classes are scheduled to meet for blocks of four or eight hours, one evening each week, or on alternative Saturdays.

All interested students should contact the M.S. Management Office, Department of Management, College of Business Administration, University of South Florida, Tampa, FL 33620 or phone (813) 974-4155.

The Program of Studies normally includes the following courses:

Year 1—27 Semester Hours

Semester I

ACC 5315 Financial/Managerial Accounting (3)
GEB 6716 Microeconomic Analysis (3)
MAN 6930 Managerial & Supervisory Skills (3)

Semester II

FIN 6718 Governmental Financial Planning and Budgeting (3)
GEB 6745 Marketing Management (3)
GEB 6756 Statistical Methods for Management (3)

Semester III

GEB 6735 Social/Legal/Political Environment of Business (3)
GEB 6757 Quantitative Methods for Operations Management (3)
MAN 6930 Selected Topic (3)

Year 2—25 Semester Hours

Semester I

MAN 6219 The Management of Organizational Development and Change (3)
MAN 6061 Organizational Theory and Measurement (3)
MAN 6911 Directed Research (1)

Semester II

MAN 6568 Quantitative Applications for Management Decisions (3)
MAN 6409 Management of Conflict (3)
MAN 6971 Special Topics (3)

Semester III

MAN 6971 Thesis (3)
GEB 6895 Business Policy (3)
MAN 6930 Special Topics (3)
Regional Campuses

Graduate courses as part of the Master of Business Administration Program are offered at all three regional campuses: St. Petersburg, Sarasota, and Fort Myers. All required Common Body of Knowledge Courses and a limited number of electives are offered at the St. Petersburg Campus. Normally, only required Common Body of Knowledge Courses are scheduled at Fort Myers and Sarasota. In order to complete the entire M.B.A. program, a candidate from Fort Myers or Sarasota should expect to take courses on the Tampa or St. Petersburg Campuses. Students at St. Petersburg Campus may want to take courses at the Tampa Campus to either accelerate their program or have a wider choice of electives.

GRADUATE BUSINESS ASSOCIATION

The Graduate Business Association (GBA) is composed of graduate students in the College of Business Administration. The goals of the GBA include:

1. To enhance the quality of education for graduate students in the College of Business.
2. To function as a liaison between graduate students and the administration/faculty.
3. To provide the framework necessary for continued student involvement at the administrative level in the academic affairs affecting graduate programs.
4. To facilitate career planning and placement.
5. To foster fellowship among graduate students.

Graduate students are eligible for Beta Gamma Sigma national business honorary society.

Further information regarding the Graduate Business Association may be obtained from the Dean's Office in the College of Business Administration.

Financial Aid

Applicants may apply for various financial aid. Awards are made to exceptionally well qualified individuals. These awards are:

1. University Fellowships—Awarded on the basis of outstanding academic credentials. To be considered for Fellowships, students must have all application material in not later than March 1.
2. Loans—Apply to the University Financial Aids Office.
3. Other Financial Aids—Apply to the Director of Graduate Studies, College of Business Administration.
   (a) graduate assistantships,
   (b) scholarships (apply by April 1 for the following academic year), and
   (c) tuition waivers—both in-state and/or out-of-state.

Application for the above should accompany the application for graduate study and will be considered when all credentials are received by the College.
COLLEGE OF EDUCATION

The College of Education places an emphasis on students learning what is relevant for the world today and on their getting deeply involved in their own 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 National Education Association
The Student National Education Association is the professional organization that represents all the prospective teachers on the USF campus. As a member of SNEA, 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 opportunities 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 educational facilities, prominent speakers, seminars, state and national conventions, and social events. The specific activities are determined by the members and the exceptionalities in which they are interested. All interested students are invited to join.

Student Music Educators National Conference
Student Music Educators Conference is an affiliate of the Music Educators National Conference and the Florida Music Educators Association. It is devoted to the furtherance of knowledge and understanding of music education on all levels. Membership is open to any student in the University of South Florida who is interested in the teaching of music.

Phi Beta Lambda
Phi Beta Lambda is a business fraternity open to all students, including freshmen, expressing an interest in Business. The emphasis is on promoting free enterprise and instilling leadership qualities.

Kappa Delta Pi
Kappa Delta Pi is a national co-educational honor society in Education. The society was founded to recognize and encourage excellence in scholarship, high personal standards, improvement in teacher preparation, and distinction in achievement.

Physical Education Association (PEA)
The Physical Education Association (PEA) is open to all students enrolled in the Physical Education Program. Social and professional meetings are conducted throughout the year to promote interaction within the organization.

Student Guidance Organization (SGO)
The Student Guidance Organization is a Guidance Organization for graduate students presently enrolled in the Guidance Program. Social and professional meetings are conducted throughout the year. Members also participate in annual retreats and attend district and state meetings.

Mathematics Education Clinic
The Mathematics Education Clinic is mission-oriented in a broad sense in that it is primarily concerned with children and youth who evidence learning problems in mathematics. However, an important purpose of the clinic is one of obtaining hypotheses that can be studied to obtain generalizable professional knowledge to improve the teaching and learning of mathematics.

Clinical, correlation, normative and experimental approaches are used in the study of the etiology and symptomatology of mathematical learning disabilities. General models and specific teaching strategies are provided the classroom teacher and the student-clinician for carrying out effective diagnostic and prescriptive programs.

Close professional relations are maintained between the Mathematics Education faculty and the appropriate faculties in the College of Education whose interests and professional skills are related to the work of the Clinic.

Library Student Association (LSA)
LSA is a professional organization associated with the Library, Media, and Information Studies Department and is open to all members of the university community interested in librarianship.

The USF group provides programs and guest speakers of interest to the campus community and publishes a newsletter for its members. It is the official voice of students in the department and members of the association are included on faculty-student committees within the department.

The Distributive Education Clubs of America (DECA)
The College Chapter of DECA is an integral part of the Distributive
Education Teacher Preparation Program at the University of South Florida and provides Distributive Education majors with leadership opportunities, social experience, learning activities and professional involvement. The participation in the many activities of Collegiate DECA is required of undergraduate majors and is encouraged for graduate students.

**Black Organization of Students in Education**
The Black Organization of Students in Education was organized Quarter III, 1978. A constitution was written and submitted for approval. BOSE stands provisional as a university organization until confirmation.

**BACCALAUREATE LEVEL DEGREE PROGRAMS**

**Admission to the College**

While students admitted to the University are expected to have the qualifications to graduate, this does not necessarily mean they have the qualifications to become teachers.

The College of Education administers the admission policies to all teacher programs of the University. All students who plan to teach must apply for admission to a teacher education program through the Student Personnel Office of the College of Education.

Prospective secondary and K-12 teachers are enrolled in teacher education programs involving both the College of Education and various other colleges of the liberal arts areas.

Admission to an upper level teacher education program is contingent upon meeting the following minimum college requirements:

1. Completion of a College of Education upper level application form.
2. Completion of the General Distribution requirements for Education majors. Provisional admission may be granted if no more than three individual General Distribution courses remain to be taken, provided Freshman English has been completed.
3. Completion of a minimum of 60 semester hours.
4. An overall grade point average (GPA) of 2.0.
5. Students must submit a score from the American College Test (ACT) or Scholastic Aptitude Test (SAT) that was completed no longer than five years prior to their application. It is recommended that this test be taken not more than one year prior to the application deadline. Admission to the programs will be based upon the applicant's performance on either the ACT (minimum score of 17) or the SAT (minimum score of 835). Students who meet all other admission requirements but who do not achieve the ACT or SAT minimum test score may still be considered for admission as an exception.
6. Additional criteria established by each program. (See admission to Programs below).

**Admission to Programs**

Admission to some programs is based on additional selection criteria beyond the College requirements stated above. Some programs accept a limited number of students. Additionally, selected programs admit students only in specific semesters. 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.

**Performance Standards**

Students admitted to 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 semester of enrollment. Students who earn unsatisfactory scores on either test will be given an opportunity to undertake remediation, but must pass both tests by the end of the second semester of enrollment. Students who do not pass both tests by the end of the second semester of enrollment will not be permitted to continue.

**Admission Deadlines to the College**

The Physical Education program admits students only for Semester I of each year. The application deadline for Semester I is April 1 for this program.

Students applying for Elementary or Exceptional Child Education programs are encouraged to apply at least one month prior to the University deadlines, for the semester 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 before desired semester according to schedule below.
4. Completion of the professional education sequence and a minimum of two-thirds of specialization, varying with the program, and a minimum of 2.0 grade point average.
5. An overall 2.0 grade point average.
6. Successful completion of English and Mathematics proficiency exams. Other areas of examination vary with programs. See program for specific requirements.
7. Acceptance by a school approved by the College of Education and the Florida Department of Education.

Application for internship must be made prior to term in which experience is desired, except when the program has specific tracks and dates for applications to be submitted. The applications may be obtained in the Office of Clinical Education.

Applications for Fall Semester are due the preceding January 15. Applications for Spring Semester are due the preceding September 15.

**Admission to Classes**

The control of entry to all classes on all campuses will rest with the department chairperson. Each department will establish and publish priorities for allowing College of Education, other university, and special students to enroll in classes.

Students who are registered in a class but fail to attend classes during the first week may be dropped from the class roll.

**College Requirements for Graduation**

A student to be certified by the College of Education as having completed its requirements must have earned 120 semester hours credit, including the last 30 credit hours on campus, with a minimum overall grade point average of 2.0. An average of 2.0 or better also must be made in the student's professional education sequence and in his/her teaching specialization courses. Satisfactory completion of the internship is also required. A student must also have completed the major requirements in an approved teaching program (which includes general preparation, teaching specialization, and professional preparation). A minimum of 8 credits in professional courses in addition to internship and 12 credits in specialization courses must have been earned in residence. The student must complete a minimum of 30 hours after admittance to an upper level program.

Since 15 hours is considered a normal, full-time load, students are reminded that programs requiring more than 120 credit hours may require additional semesters for completion of the program.
Specific Requirements

A minimum of 120 credit hours including the following:

General Distribution ........................................ 40 credit hours
Professional Education Core ............................... 32-49 credit hours
Teaching Specialization ..................................... 27-49 credit hours
Program requirements ...................................... Check individual program descriptions for requirements beyond the College minimum.

As part of the 120 credit hours minimum requirement for graduation, students may count, as part of the 120 hour requirements, courses in Elective Physical Education and up to 6 hours of USF Army or Air Force ROTC credits.

The College of Education will not permit either USF lower level students or transfer students to transfer a "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.

Programs Leading to the Baccalaureate Degree

The College of Education has programs leading to the Bachelor of Arts degree in the following fields:

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education</td>
<td>Art Education</td>
<td>(ARE)</td>
</tr>
<tr>
<td>Botany Education</td>
<td>Mathematics, Science &amp; Health Education</td>
<td>(BOE)</td>
</tr>
<tr>
<td>Business &amp; Office Education</td>
<td>Education</td>
<td>(BTE)</td>
</tr>
<tr>
<td>Chemistry Education</td>
<td>Mathematics, Science &amp; Health Education</td>
<td>(CHE)</td>
</tr>
<tr>
<td>Distributive and Marketing Education</td>
<td>Education</td>
<td>(DEC)</td>
</tr>
<tr>
<td>Elementary-Early Childhood Education</td>
<td>Education</td>
<td>(EEC)</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Childhood/Language Arts Education</td>
<td>(EDE)</td>
</tr>
<tr>
<td>English Education</td>
<td>Social Science/Letters Education</td>
<td>(ENE)</td>
</tr>
<tr>
<td>Emotional Disturbance Education</td>
<td>Exceptional Child</td>
<td>(EED)</td>
</tr>
<tr>
<td>Foreign Language Education</td>
<td>Social Science/Letters Education</td>
<td>(FLE)</td>
</tr>
<tr>
<td>Health Education +</td>
<td>Mathematics, Science &amp; Health Education</td>
<td>(HES)</td>
</tr>
<tr>
<td>Humanities Education</td>
<td>Social Science/Letters Education</td>
<td>(HUE)</td>
</tr>
</tbody>
</table>

Industrial-Technical Education: Adult & Vocational Education
Mass Communications-English Education: Social Science/Letters Education
Mathematics Education: Mathematics, Science & Health Education
Mental Retardation Education: Exceptional Child Education
Music Education: Music Education
Physical Education: Professional Physical Education
Physics Education: Mathematics, Science & Health Education
Social Science Education: Social Science/Letters Education
Specific Learning Disabilities Education: Exceptional Child Education
Speech Communication-English Education: Social Science/Letters Education
Zoology Education: Mathematics, Science & Health Education

See Departmental Section for specific program requirements.

Teacher Education Programs

There are three distinct areas in the teacher educational program, and all teacher candidates must meet certain minimum requirements in each. The three areas and their requirements are as follows:

1. General Distribution Requirements (40 credit hours)

The five areas of General Distribution and the specific requirements are as follows:

<table>
<thead>
<tr>
<th>Area I</th>
<th>English Composition: Freshman English (ENC 1101, and ENC 1104)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area II</td>
<td>Fine Arts and Humanities: Any course offered by the Department of American Studies, Art, Communication (excluding all LINC prefixes except SPC 2050, 3010, 3801), Dance, English (excluding ENC 0000, 1101, 1104, REA 0105), Foreign Languages, Humanities, Liberal Studies, Music Philosophy (excluding PHI 3100), Religious Studies, Theatre, a minimum of six hours from two different departments.</td>
</tr>
<tr>
<td>Area III</td>
<td>Mathematics and Quantitative Methods: MAE 3810, MAE 3811, MTG 3204 for any program requiring MAE 4310; a minimum of</td>
</tr>
</tbody>
</table>

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.
The required courses in the professional education core are as follows:

Students may not elect to take any of the above a single department toward distribution requirements.

Courses required for a student's major program will not be counted in the total 40 hours although areas of general distribution requirements may be waived where appropriate. A student will be limited to 8 hours in a single department toward distribution requirements in any area. Students may not elect to take any of the above S/U.

2. Professional Education Core (35-45 credit hours)
The required courses in the professional education core are as follows:

- EDF 3122 Learning and the Developing Child (4) for Elementary Majors
- or

3. Teaching Specialization Preparation (27-49 credit hours)
Course requirements in the area of teaching specialization vary accordingly to subject field of specialization. These specialization requirements are listed with the programs that follow in the Departmental Section.

**MASTER'S LEVEL DEGREE PROGRAMS**

**Admission**
Candidates for admission to graduate study must present satisfactory evidence of:

1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score—1000 minimum.
2. Any additional requirements specified by the program.
3. Receive favorable recommendation from department chairperson.

**Filing of Program**
During the first term of graduate study the candidate for the master's degree must file a planned program of studies. This Graduate Planned Program is to be completed in consultation with the adviser. The completed report should be filed with the Coordinator of Graduate Advising in the College of Education.

**Quality of Work**
Candidates for the master's degree must maintain a 3.0 GPA. If at any time the student's GPA falls below the minimum, the student will be placed on probation. During the probationary status the student's academic progress will be reviewed to determine: 1) removal from probation; 2) continuation on probation. 3) drop from graduate program.

**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/she 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.

**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, (3) current USF graduate admission requirements, (4) College of Education requirements for admission to graduate study. Successful completion of the program leads to the M.Ed. degree and Florida certification in Administration and Supervision.

**CURRICULUM AND INSTRUCTION**

**Requirements for the M.Ed. Degree (CUR):**
This is a practitioner rather than a research degree. No specific research and thesis will be required. The objective of this program is to prepare classroom teachers in instructional leadership and teaching skills through graduate study in a selected variety of courses in curriculum, methods, supervision, learning principles, human interaction, and areas of specialization which may include courses in other colleges.

To be admitted to this program, the applicant must be certified and have two years of teaching experience. The degree requires at least 33 semester hours with 60 percent or more at the 6000 level. Programs will consist of 11 semester hours of Process Core and will also contain EDG 6250. For all students the remainder of the (minimum) 8 semester hours of required concentration and (minimum) 12 semester hours in areas 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 area in which the M.A. is offered. See the Departmental section for more detailed descriptions.
## Programs Leading to the Master of Arts Degree

Qualified persons may pursue graduate study in the following majors:

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
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<tbody>
<tr>
<td>Adult Education</td>
<td>Adult &amp; Vocational Education</td>
<td>(ADE)</td>
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<tr>
<td>Art Education</td>
<td>Art Education</td>
<td>(ARE)</td>
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<tr>
<td>Business and Office</td>
<td>Adult &amp; Vocational Education</td>
<td>(BTE)</td>
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<tr>
<td>Education</td>
<td>Education</td>
<td>(BTE)</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>Marketing Education</td>
<td>Education</td>
<td>(EDC)</td>
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<tr>
<td>Elementary Education</td>
<td>Childhood/Language Arts Education</td>
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<td>Emotional Disturbance</td>
<td>Exceptional Child Education</td>
<td>(EED)</td>
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<td>Education</td>
<td>Social Science/Letters Education</td>
<td>(ENE)</td>
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<td>Education</td>
<td>Social Science/Letters Education</td>
<td>(ENE)</td>
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<tr>
<td>Foreign Language</td>
<td>Social Science/Letters Education</td>
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<td>Education</td>
<td>Education</td>
<td>(EVE)</td>
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<tr>
<td>Gifted Education</td>
<td>Exceptional Child Education</td>
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<tr>
<td>Guidance &amp; Counseling</td>
<td>Counselor Education</td>
<td>(EDG)</td>
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<tr>
<td>Education</td>
<td>Social Science/Letters Education</td>
<td>(HUE)</td>
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<td>Humanities Education</td>
<td>Education</td>
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<tr>
<td>Industrial-Technical Education</td>
<td>Adult &amp; Vocational Education</td>
<td>(EVT)</td>
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<tr>
<td>Education</td>
<td>Education</td>
<td>(EVT)</td>
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<tr>
<td>Education</td>
<td>Library, Media &amp; Information Studies</td>
<td>(LIS)</td>
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<td>Mathematics Education</td>
<td>Mathematics, Science &amp; Health Education</td>
<td>(MAE)</td>
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<td>Mental Retardition</td>
<td>Exceptional Child Education</td>
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<td>Education</td>
<td>Music Education</td>
<td>(MUE)</td>
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<td>Music Education</td>
<td>Professional Physical Education</td>
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<td>Physical Education</td>
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<th>Programs Leading to the Master of Arts Degree</th>
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<tr>
<td>Reading Education</td>
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<td>School Psychology</td>
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<td>Science Education†</td>
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<td>Social Science Education</td>
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<td>Specific Learning</td>
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<td>Disabilities Education</td>
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<td>Speech Communication</td>
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<th>Junior College Teaching Educational Leadership</th>
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<tbody>
<tr>
<td>Biology</td>
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<td>Business</td>
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<td>Chemistry</td>
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<td>Economics</td>
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<td>Engineering†</td>
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<td>English</td>
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<td>Political Science</td>
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<td>Sociology</td>
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<tr>
<td>Spanish</td>
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<tr>
<td>Speech Communication</td>
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</tbody>
</table>

See Departmental Section for specific program requirements

*French, German, or Spanish
†With concentrations in Biology, Chemistry, or Physics
‡Engineering bachelor's degree required.

## 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 (3-11 hours)

Students will take a minimum of one Process Core (Foundation) 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:
- a. EDF 6431
- b. EDF 6481
- c. EDF 6211 or EDF 6215
- d. EDF 6517 or EDF 6544 or EDF 6606

B. Current Trends Course in Teaching Specialization (3 hours)

C. Specialization (18 hours minimum)

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 (15 hours)

- a. EDF 6431
- b. EDF 6481
- c. EDF 6211 or EDF 6215
- d. EDF 6517 or EDF 6544 or EDF 6606
- e. EDF 5206

B. Current Trends Course in Teaching Specialization (3 hours)

C. Specialization (18 hours minimum)

This is an individually planned graduate major in the teaching field or in an appropriate College of Education program for K-12 specialists.

## 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 EDF 5206 and EDF 6947.

A. Process Core (11 hours)

- a. EDF 6431
- b. EDF 6481
- c. EDF 6211 or EDF 6215
- d. EDF 6517 or EDF 6544 or EDF 6606

B. Current Trends Course in Teaching Specialization (3 hours)

C. Specialization (18 hours minimum)

This is an individually planned graduate major in the teaching field or in an appropriate College of Education program for K-12 specialists.
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 or researchers. All programs have as their central focus the development and application of disciplined inquiry skills. Rigorous inquiry expands and improves the theoretical and informational base upon which instructional and administrative practices are developed. From this orientation the following objectives are derived:

1. To foster disciplined and rigorous inquiry into educational practices, theories, and proposals.
   a. To create a vigorous community of scholars having complementary proficiencies in inquiry.
   b. To promote and to encourage conclusion-oriented inquiry to provide a base of verified concepts and theories for education.
   c. To promote and to encourage decision-oriented inquiry as a means for extending the validity of findings from conclusion-oriented investigation and to aid in the development of verifiably better practices and policies in education.
   d. To promote the development of alternatives to existing theories and practices. Such alternatives developed out of 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
   a. Contribute to the maintenance of the proficiency of the membership of the system through in-service training and consultation.
   b. Maintain the performance level in the systems and extend professional/personal opportunities by providing programs for personnel in teaching areas and in the areas of administration, supervision, other school services (guidance, school psychology, etc.), curriculum.
   c. Train personnel to conduct different types of inquiry so that the system is self-correcting.
   d. Produce personnel able to design training programs based on the results of both conclusion-oriented and decision-oriented inquiry so that school systems can be both self-sufficient and responsive.

3. To form a center that can assist educational clientele in the design of in-service training programs, in planning, in evaluation of projects, and in developing strategies for coping with other unanticipated problems related to schooling and education.

Programs

Ed.S. Program
The Education Specialist (Ed.S.) program offers specialization in Curriculum and Instruction with emphases in curricular areas such as Adult Education, Communication Education, Early Childhood Education, Exceptional Child Education, Guidance and Counseling Education, Library, Media, and Information Studies, Mathematics Education, Measurement and Evaluation, Reading and Language Arts Education, Science Education, and Vocational and Technical Education. The Ed.S. degree is also available in Educational Administration and Supervision and Educational Program Development. This degree consists of a minimum of 36 semester hours (includes 9 hours specialist project) beyond the master's degree and is more flexible in its requirements.

Candidates for admission to Ed.S. study must present satisfactory evidence of:

1. Undergraduate Grade Point Average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score-1000 minimum (Quantitative and Verbal), and a master's degree.
2. Three letters of recommendation.
3. Favorable recommendation from program chairperson.
4. An earned master's degree.*
5. Any additional requirements specified by the program.

*School Psychology is an exception to this requirement

Ed.D. Program
The Doctor of Education Degree is available with specializations in Educational Administration/Supervision and Educational Program Development. The focus of this degree program is on the improvement of educational practice. Program content and method designed to improve practice shall be planned with the context of four basic components: 1) Specialization, 2) Foundations, 3) Research, and 4) Language/Computer Science. Although research skills are recognized as being the basis of any doctoral program, the Ed.D. is considered less a research than a practitioner degree.

A partial list of existing professional roles for whom the Doctor of Education is designed is as follows:

1. Central Administration
   a. Superintendent
   b. Assistant Superintendents:
      - Finance
      - Federal Programs
      - Research
      - Personnel
      - Instruction
   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—1,000 minimum (Quantitative and Verbal)
2. Certification in the field of study in which the candidate is seeking the Ed.D.
3. A master's degree from an accredited institution of higher learning
4. Three letters of recommendation
5. Favorable recommendations from the program coordinator
6. Any additional requirements specified by the program
Ed.D. Program Structure:

I. Major Area
   A. Specialization
      25 semester hours
   B. Dissertation
      18 semester hours
II. Statistics/Measurement/Research/Design
   12 semester hours
III. Foundations
   16 semester hours
**Total
   71 semester hours

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.

Requirements for the B.A. Degree (BTE):

1. In consultation with the graduate adviser, a program will be planned which includes a minimum of 32 credit hours. The process core requirements consist of 12-14 credit hours in:
   - EDF 6211 or EDF 6215
   - EDF 6431 or EDF 6481
   - EDF 6517, or EDF 6544
   and one of the following:
   - EDF 6606, EDF 6517, or EDF 6544
Specialization requirements of 16 credit hours 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.

Department of Adult and Vocational Education

ADULT EDUCATION

Requirements for the M.A. Degree (ADE):
1. In consultation with the graduate adviser, a program will be planned which includes a minimum of 32 credit hours. The process core requirements consist of 12-14 credit hours in:
   - EDF 6431
   - EDF 6211 or EDF 6215
   and one of the following:
   - EDF 6606, EDF 6517, or EDF 6544
Specialization requirements of 16 credit hours in Adult Education are designed to provide competencies in organization and administration, supervision, adult learning characteristics, curriculum development, program planning, methods of teaching, and research techniques as each of these relate to adult education programs. Generally, specialization courses will be selected from the following, depending upon the individual's background of experience:
   - ADE 4360
   - ADE 5385
   - ADE 6380
   - EDF 5190
   - ADE 5160
   - ADE 6080
   - ADE 6387
   - EDF 6563
   - ADE 5161
   - ADE 6197
   - EVT 4065
   - EDF 6930
2. Requirements in a related area may include a concentration of courses in one of the following areas: psychology, sociology, guidance, administration, complementary basic, or a vocational field.
3. A thesis or review paper may be approved in lieu of certain course work with the permission of the graduate adviser.

BUSINESS AND OFFICE EDUCATION

Requirements for the B.A. Degree (BTE):

The Business and Office Education program offers concentrations in Office Administration and Office Technology.

Students should complete a program in the Specialization Area with a concentration in either Office Administration or Office Technology.
Specific basic competencies in the specialization are required. Competency examinations should be scheduled as soon as possible after selecting 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.

Two semesters of full-time residency must be planned with an adviser and sequenced in the senior year.

General Distribution (40 cr. hrs.):

Recommended selections which are particularly appropriate to the specialization are:

Area II-SPC 2050, MUT 1001, ENC 3011
Area III-COC 3300
One of the following: GEB 2111, MAC 2242, or STA 3122
For Office Administration concentration:
GEB 3121
Area V-WST 2010

Professional Education Requirements (39 cr. hrs.):

EDF 3214 EDF 4200 *BTE 4948 RED 4360
EDF 3604 *BTE 4364 BTE 4936 EVT 4540
or *BTE 4360 BTE 4940 **EVT 4065
EDF 3542
EDF 4430

*These courses must be taken as a block in the semester immediately prior to the supervised teaching or business field experience.

**This course is required for vocational certification in Florida.

Specialization Requirements (47-48 cr. hrs.):

Office Administration
Concentration
Accounting (2 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 Theory
(Theory + 80 WPM)
Elective(s)

 Needed for Both Concentrations
Administrative Office
Management
Business Communications
Business Law
Business Machines

Principles of Management
Office Occupations Proc.
Intro. to Computers
Office Information Processing

Requirements for the M.A. Degree (BTE):

In consultation with the graduate adviser, a program will be planned which will include a minimum of 32 credit hours at the graduate level. In addition, students entering the program who have not yet met competency requirements for business education certification will complete course work in any needed competency area. Students who have not previously completed the undergraduate qualifying competency examination will schedule this examination no later than the first term of enrollment. This degree may be completed with a thesis option.

1. Process core requirements include (11 semester hours):
EDF 6431 and EDF 6481
EDF 6211 or EDF 6215
and one of the following:
EDF 6606 EDF 6517 or EDF 6544

2. A minimum of 16 credit hours in the specialization area of Business and Office Education is required. Specialization courses include:
BTE 5171 BTE 6386 EVT 6563
BTE 5245 BTE 6387 Thesis
BTE 6385 BTE 6944

3. Selected courses from which to choose in Vocational and Adult Education:
ADE 5385 EVT 5367 EVT 6386
ADE 6197 EVT 6300 EVT 6926
EVT 5190 EVT 6385 EVT 6930

4. Selected courses in one related area such as Guidance, Exceptional
Child Education, Business Administration, Junior College, Administration or Supervision (3-8 semester hours)

5. Graduate instructional improvement courses are required as listed in individual student programs.

Requirements for the Ed.S., Ed.D., or Ph.D. Degrees:

These degrees are available with emphasis in the Business Education curricular area. (The Ed.S. and Ph.D. degrees are offered through Curriculum and Instruction; the Ed.D. degree through Educational Administration/Supervision or Educational Development.)

DISTRIBUTIVE AND MARKETING EDUCATION

Requirements for the B.A. Degree (DEC):

Professional Education Core (35 credit hours):
DEC 4362 DEC 4940 EDF 4200 EDF 3604
DEC 4382 EDF 3214 EVT 4540 or DEC 4936 EDF 4430 RED 3600 EDF 3542

Specialization (34 credit hours):
ACC 2001 DEC 4941 EVT 5366 MAR 3023
DEC 4174 EVT 4065 MAR 4403

Elect: 6 Semester Hours from the following:
MAR 4153 MAR 4203 MAR 4343 MAR 3722

Plus electives in Education or Business Administration and Marketing as approved by Distributive and Marketing Education adviser to bring the specialization total to at least 34 hours.

Distributive and Marketing Education undergraduates are required to accumulate a total of five (5) hours of credit in DEC 4941—Supervised Field Experience. Students will enroll for a minimum of two (2) semester hours the first semester they enter the program and for at least one (1) semester hour each subsequent semester they are in attendance as a Distributive and Marketing Education major, not to exceed a total of five (5) hours. Students may not enroll in more than two (2) credit hours of field experience in any one semester. The five (5) credit hours of field experience will be used for individual and group assignments and projects to round out and broaden the vocational background of the student to properly fulfill certification requirements. Students will also be able to receive credit for participation in the required professional activities of the USF Collegiate Chapter of the Distributive Education Clubs of America, which is an integral part of the Distributive and Marketing Education teacher preparation curriculum.

Requirements for the M.A. Degree (DEC):

1. In consultation with the graduate adviser, a program will be planned which will include a minimum of 30 credit hours. Required courses are:
EDF 6431, and EDF 6481 EDF 6211 or EDF 6215
and one of the following:
EDF 6606, EDF 6517, or EDF 6544.

2. Appropriate College of Business Administration courses in marketing, management, economics, finance, and accounting for Distributive Education teacher certification (15 credits maximum).

3. Specialization requirements of 11 credit hours in Distributive Education are designed to provide competencies in administration, supervision, curriculum development, program management, methods of teaching and research techniques as each of these relate to distributive education programs. Generally, specialization courses will be selected from the following, depending upon the individual's background of experience:
ADE 5385 DEC 5185 EVT 5367 EVT 6386
DEC 4382 DEC 6945 EVT 6300 EVT 6926
DEC 4941 EVT 4065 EVT. 6385 EVT 6930
DEC 5175 EVT 5190

4. Selected courses in a related area such as Business Administration, Administration, Supervision, Guidance, Exceptional Child Education (3-8 credit hours).
INDUSTRIAL/TECHNICAL EDUCATION

Requirements for the B.A. Degree (EVT):

Enrollment in the Industrial-Technical Education program is restricted to persons with employment experiences qualifying them to teach Industrial, Technical, or Health Occupations. Special provision is made for students to satisfy four (4) of the required six (6) years of work experience in a specific occupation by completing an Associate of Science degree program in a technological specialty from one of the State Community Colleges or successfully completing an appropriate occupational competency exam. Acceptability of work experience will be determined by the State Department of Education, Division of Certification, Tallahassee, Florida.

Students may validate up to 30 semester hours of credit through the Occupational Competency Testing Program. In addition to the professional core requirements, students must complete 12 semester hours in Adult and Vocational Education as follows:

**Required:**
- EVT 4065

**Electives:** 9 hours selected with adviser approval from the following:
- ADE 5385  EVT 4176  EVT 5366
- EVT 4084C  EVT 4061C  EVT 4254
- EVT 4263C  EVT 4367

In addition students must meet the General Distribution Requirements of 40 credit hours.

Requirements for the M.A. Degree (EVT):

**Plan I**—Before being admitted to the degree program, a prospective student must have met the work experience and professional preparation requirements for certification in Industrial, Technical, or Health occupations. In addition to the process core requirements of
- EDF 6431, and EDF 6481
- EDF 6211, or EDF 6215
and one of the following:
- EDF 6606, EDF 6517, or EDF 6544
specialization requirements must include
- EVT 6948 and EVT 6930.

Courses totaling a minimum of 32 credit hours will be a part of the student’s program which will be planned with the graduate adviser for industrial-technical education. Related electives (1-11 credit hours). See areas of specialization listed above.

The **Plan II** program in Industrial-Technical Education is designed primarily for non-certified teachers. The candidate is required to complete additional professional education courses
- EDG 5206, and EDG 6947
which are in excess of the normal Process Core requirements. A student will be advised of other courses which he must complete. Master's degree candidates wishing to be certified must meet the state's minimum certification requirements in the area of specialization.

ART EDUCATION

The Art 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.

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 or 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 (8 credits minimum)
- Art History (4 credits minimum)

The remainder of credit hours, totaling a minimum of 36 may relate to one of the three area of specialization. An innovative master’s paper or project developed under the guidance of a faculty committee is required before graduation.

After completing studio requirements for state certification each student may elect to emphasize painting, sculpture, graphics, ceramics, or photography/cinematography for the remaining studio electives. Student must attain a minimum of a “C” grade in Art Education and Studio Art courses.

The following courses constitute a program of study:

**Art Education (16 Credit hours)**
- ARE 3044  ARE 4260  ARE 4443
- ARE 3354  ARE 4440  ARE 4642

In these courses students will have the opportunity to work at the elementary school and high school levels.

**Specialization (36 cr. hours)**
- ART 2202C  ART 3110  ART 3510
- ART 2203C  ART 3400  ART 3701

Art Studio Electives approved by adviser

**Plus the following:**
- ARH 4450
- Six to seven hours from Music, Dance, Theatre which will apply towards Humanities under General Distribution requirements.

Requirements for the M.A. Degree (ARE):

After completing studio requirements for state certification each student may elect to emphasize painting, sculpture, graphics, ceramics, or photography/cinematography for the remaining studio electives. Student must attain a minimum of a “C” grade in Art Education and Studio Art courses.

The following courses constitute a program of study:

**Art Education (16 Credit hours)**
- ARE 3044  ARE 4260  ARE 4443
- ARE 3354  ARE 4440  ARE 4642

In these courses students will have the opportunity to work at the elementary school and high school levels.

**Specialization (36 cr. hours)**
- ART 2202C  ART 3110  ART 3510
- ART 2203C  ART 3400  ART 3701

Art Studio Electives approved by adviser

**Plus the following:**
- ARH 4450
- Six to seven hours from Music, Dance, Theatre which will apply towards Humanities under General Distribution requirements.

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 or 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 (8 credits minimum)
- Art History (4 credits minimum)

The remainder of credit hours, totaling a minimum of 36 may relate to one of the three area of specialization. An innovative master’s paper or project developed under the guidance of a faculty committee is required before graduation.
Department of Childhood/Language Arts Education

The Childhood/Language Arts Education department has the responsibility for the development and supervision of programs leading to the Bachelor of Arts degree in Elementary/Early Childhood Education and Elementary Education at the undergraduate level. At the graduate level, the department coordinates the M.A. degree in Elementary Education; Ed.S. and Ph.D. degrees in Curriculum and Instruction with emphasis in Early Childhood and Elementary Education; the Ed.D. degree in Program Development with specialization in Elementary Education.

Elementary Education Certification Programs

Students may complete a program of studies to be eligible for certification in either Elementary or Elementary-Early Childhood Education. The program of studies includes both coursework and extensive field experiences in school settings to enable students to integrate theory with teaching practice.

Upon successful completion of the required courses and the associated internships, Elementary majors will be eligible to apply for certification in grades one through six. Elementary-Early Childhood majors will be eligible to apply for certification for nursery school through 6th grade upon completing the requirements of this program.

Students electing to pursue either the Elementary or the Elementary-Early Childhood major will be assigned to a specified sequence of courses to be followed throughout program enrollment. This sequence includes two semesters of part-time field experience and one semester of full-day internship. All part-time internship courses must be successfully completed as a member of an internship team in designated local schools under the supervision of a faculty team leader. One of these part-time internships is scheduled to be completed in the first semester of the student’s enrollment. A second-half day, in-school experience occurs during the senior year when the majority of coursework has been completed just prior to enrollment in the full-day internship.

Part-time students (students planning to take 9 hours or less per semester) must participate in a modified program schedule and plan to meet internship requirements associated with the programs. These requirements include being available to participate in the internships during regular school hours as specified in the modified program.

Students desiring to complete either of these certification programs on a part-time basis are advised to contact the Student Personnel Office in the College of Education for additional information.

Internships

The Elementary and Elementary-Early Childhood preservice teacher education programs require all students to complete a sequence of internship courses beginning with the student’s first semester of program enrollment. The sequence of internships for the Elementary and Elementary-Early Childhood Certification Program is as follows:

- **First Semester of Program Enrollment**: EDE 4941-Childhood Education Internship Level I (4 semester hours)
- **Fourth Semester of Enrollment or Consent of Department Chairman**: EDE 4942-Childhood Education Internship Level II (6 semester hours)
- **Full-Day Internship**: EDE 4940-Internship (10 semester hours)
- **EDE 4936-Senior Seminar** (2 semester hours) (Total 12 semester hours)

### ELEMENTARY EDUCATION

**Requirements for the B.A. Degree (EDE):**

The major consists of 26 semester hours of elementary specialization courses as well as the 45 semester hours required in the Professional Core for a total of 71 hours required to complete the program. Students are assigned to a specific sequence of courses to be followed each semester beginning in the first semester of enrollment. Included in the Professional Core for the Elementary Education major are the following:

- EDF 3122
- EDF 3604
- EDF 3542

### 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, EDF 6935, RED 6116. A minimum of 33 hours is required. The student will choose from one of the following areas of emphasis:

**A. Elementary Curriculum Emphasis:** At least three courses must be selected from:

- ARE 6358
- LAE 6616
- SCE 6616
- SSE 6617
- LAE 6415
- MAE 6116

Additional work is available through consent of the advisor as part of a planned program.

**B. Language Arts Emphasis:** The following are required:

- LAE 6301
- LAE 6415
- LAE 6616
- RED 6516

**C. Supervision Emphasis:** Required courses are:

- EDA 6061
- EDS 6050
- 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 6405
- EEC 5705
- EEC 6261

**E. Elementary School Mathematics Emphasis:** Individually planned emphasis to include four courses from the following:

- MAE 5636
- MAE 6337
- MAE 6356
- MAE 6549
- MAE 6116
- MAE 6338
- MAE 6548

Additional work in related areas may be planned with the advisor.

**F. Social Studies Emphasis:** SSE 6617 and any four courses from:

- SSE 6117
- SSE 6445
- SSE 6795
- SSE 6354
- SSE 6647
- SSE 6939

### ELEMENTARY/EARLY CHILDHOOD EDUCATION

**Requirements for the B.A. Degree (EEC):**

Students interested in early childhood teaching, which includes children ages 3-8, should pursue a program leading to eligibility for Florida certification both in early childhood and elementary education (N-6). The major consists of an Elementary/Childhood Education specialization of 33 hours, as well as 45 hours of the Professional Core, for a total of 78 semester hours. The Elementary and Elementary/Early
Childhood Education Professional Core are identical in sequence and content.

EDF 3122 or EDF 3604
EDF 3542 EDE 4301

Reading Requirements:
RED 4310
RED 4515

Internships:
EDE 4941 EDE 4936 EDE 4940
EDE 4942

Measurement Requirements:
See Elementary program listing.

Professional Core Total: 45 hours

The Elementary/Early Childhood specialization courses are as follows:
ARE 4313 HLP 4460 MUE 4315
EEC 4203 LAE 4414 SCE 4310
EEC 4303 MAE 4310 SSE 4313
EEC 4706 MAE 4311

Total: 33 hours

Total Elementary/Early Childhood: 78 hours

Students are advised that the Elementary/Early Childhood specialization will require an enrollment of more than the traditional 4 semesters of the junior and senior year in order to complete the program specialization courses and the required sequences of internships.

Requirements for the Ed.S. Degree:
The Childhood Education/Language Arts Department offers the Education Specialist (Ed.S.) degree in Curriculum and Instruction with specialization in both Elementary Education and Early Childhood Education. Candidates for admission to Ed.S. study must meet general admission requirements stated in the catalog as well as those listed below:

1. Early Childhood Education
   a. Admission
      (1) Grade point average of 3.5 in post-baccalaureate work
      (2) Graduate Record Exam (GRE) score of 1000 on Aptitude
      (3) Three (3) years experience in programs for young children
   b. Program of Studies
      (1) Early Childhood Specialization and related courses
          24 hours
      (2) Project
          9 hours
      (3) Electives
          3 hours
      Total: 36 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 examinations.

2. Elementary Education
   a. Admission
      (1) Eligibility for certification in Elementary Education
      (2) Two or more years of successful work experience with children
      (3) One degree must be in Elementary Education
      (4) Be recommended for approval by the program faculty
   b. Program of Studies
      (1) Elementary Education Specialization and related courses
          24 hours
      (2) Project
          9 hours
      (3) Electives
          3 hours
      Total: 36 hours

Requirements for the Ed.D. Degree:
The Childhood Education/Language Arts Department offers the Doctor of Education (Ed.D.) degree in Educational Program Development with specialization in Elementary Education. The degree is designed to provide educators with an opportunity to pursue further the study of a variety of academic areas and to become familiar with the formulation and evaluation of exemplary elementary curricula and programs.

   a. Admission
      In addition to meeting the University and College admission requirements, the applicant must meet the following departmental requirements:
      (1) Have a Master's degree in Education from an accredited University or College with a GPA of 3.5 or better.
      (2) One degree must be in Elementary Education.
      (3) Have current Elementary certification.
      (4) Have two or more years successful work experience in programs for children and submit evidence to indicate that the applicant has a commitment to the area.
      (5) Be recommended for approval by the Elementary Education Advanced Graduate Faculty Committee.
      (6) Submit three letters of recommendation from persons knowledgeable about the candidate's professional competencies and accomplishments.

   b. Program of Studies
      (1) Elementary Education Specialization
          25 hours
      (2) Dissertation
          18 hours
      (3) Foundations, Curriculum, and related areas
          16 hours
      (4) Statistics, Measurement, and Research
          11 hours
      Total: 70 hours

Requirements for the Ph.D. Degree:
The Childhood Education/Language Arts department offers the Ph.D. degree in Curriculum and Instruction with specialization in both Elementary Education and Early Childhood Education. Candidates for admission to either specialization must meet general catalog requirements for admission to the Ph.D. degree as well as the additional requirements listed below:

1. Early Childhood Education
   a. Admission
      (1) Grade point average of 3.5 in post baccalaureate coursework
      (2) Graduate Record Exam (GRE) score of 1100 on the Aptitude.
      (3) Minimum of three (3) years experience in programs for young children.
   b. Program of Studies
      (1) Early Childhood Education concentration
          18 hours
      (2) Dissertation
          18 hours
      (3) Cognate
          11 hours
      (4) Measurement/Statistics
          12 hours
      (5) Foundations
          12 hours
      Total: 71 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 design
          12 hours
      (2) Statistics/Measurement/Research concentration
          12 hours
      (3) Elementary Specialization
          18 hours
      (4) Dissertation
          17 hours
      (5) Cognate area
          11 hours
      (6) Language/Computer Science
          no course credit
      Total: 71 semester hours

Department of Counselor Education

The Department of Counselor Education offers graduate programs leading to the Master of Arts (M.A.) degree in Guidance and Counseling, the Education Specialist (Ed.S.) degree in Curriculum and Instruction with specialization in Guidance and Counseling, and the Doctor of Philosophy (Ph.D.) degree in Curriculum and Instruction with specialization in Guidance and Counseling. The general purpose of these programs is to prepare students to become competent counseling professionals—practitioners, supervisors, educators, or researchers—in a variety of settings.

Students in this department represent a broad spectrum of vocational experiences, of age levels, and of career aspirations. Some intend to work in educational institutions—public and
private—at the elementary, secondary, or college level. Others wish to seek counseling careers in social and vocational agencies, in mental health or rehabilitation facilities, in drug and alcohol abuse treatment programs, in corporate and industrial settings, or in private practice.

**GUIDANCE AND COUNSELING**

**Requirements for the M.A. Degree:**

In addition to meeting the University and College requirements, applicants to the Guidance and Counseling program must present three letters of recommendation, a personal statement of professional goals, and must have an interview with a member of the Counselor Education faculty.

Applications for admission are processed each semester. The deadline for all requirements to be met is four weeks before the end of the semester preceding the term in which the applicant expects to begin the program. The applicant should contact the Counselor Education department to ascertain deadline dates, to obtain instructions regarding the letters of recommendation, and to arrange for an interview.

**Plan I and Plan III**

Plan I is for students who hold teaching certification. Plan III is for those who are not certified and who wish to earn a master's degree but are not interested in school certification.

**A. Process Core Requirements (minimum of 11 hours):**

1. EDF 6431 or EDF 7437
2. One of the following:
   - EDF 5136 EDF 6213 EDF 6217
   - EDF 6120 EDF 6215
3. EDF 6354
4. One additional Foundations course

**B. Specialization Requirements:**

- Elementary School Guidance Emphasis (27 hours):
  - EGC 6606 EGC 6464 EGC 6830
  - EGC 6225 EGC 6509 EGC 6935 (1 credit)
  - EGC 6306
  - Three hours minimum of elective credit from the following courses:
    - EGC 5101 EGC 6772 EGC 6905
    - EGC 6105
    - Secondary and Adult Guidance Emphasis (28 hours):
      - EGC 6006 EGC 6435 EGC 6835
      - EGC 6225 EGC 6510 EGC 6925 (credit)
      - EGC 6306
      - Three hours minimum of elective credit from the following courses:
        - EGC 5101 EGC 6772 EGC 6905
        - EGC 6105

**Plan II**

Plan II is for students who do not hold teaching certification and who desire certification as counselors in public schools.

**A. Process Core Requirements (minimum of 11 hours):**

1. EDF 6431 or EDF 7437
2. One of the following:
   - EDF 5136 EDF 6213 EDF 6217
   - EDF 6120 EDF 6215
3. EDF 6354
4. One of the following:
   - EDF 6517 EDF 6544 EDF 6606

**B. Specialization Requirements:**

(Same as Plan I)

**C. Additional Requirements (9 hours):**

- EDG 5206

The M.A. program in Guidance and Counseling has no full-time residency requirement. A student who is employed on a full-time basis is limited to eight hours per semester. An exception is made only with permission of the student's academic advisor.

**Requirements for the Ed.S. Degree**

The Educational Specialist Program in Curriculum and Instruction with specialization in Guidance and Counseling is designed to improve the skills and competencies of practicing counselors. The program comprises 35 semester hours and can be completed in two years by part-time students through evening course work. Students will be admitted once per year, at the beginning of the Fall semester. The application procedures must be completed by May 15. In addition to meeting the University and College requirements for admission to Ed.S. programs, applicants must meet the following departmental requirements:

1. A master's degree in Guidance and/or Counseling or a master's degree in another field. The following courses or their equivalents must be completed prior to admission: (1) Principles of Guidance or an overview course in a related field; (2) Appraisal Procedures; (3) Informational Service; (4) Counseling Theories; (5) Group Theories; (6) Practicum in Counseling.
2. One year post-master's degree experience as counselor in a professional setting.
3. Three letters of recommendation.
4. An interview with a member of the departmental faculty.
5. An audio-tape recording of a recent counseling session conducted by the applicant.
6. A personal statement submitted by the applicant on his/her professional background, interests, and goals.

The departmental office will offer additional information on the application procedure.

The Ed.S. program (35 semester hours) includes the following courses:

**A. Counselor Education** (minimum of 17 hours):

- EGC 6105 EGC 7437 EGC 7935
- EGC 6772 EGC 7446

**B. Research** (minimum of 12 hours):

1. EDF 7407
2. Research Project/Thesis:
   - EDG 6971 (9 hours)

**C. Cognate Area/Minor** (minimum of 6 hours):

(to be determined jointly by student and advisor)

The Ed.S. program has no full-time residency requirement. The course work listed under Counselor Education (A) is to be taken in sequence. Other course work is to be planned in consultation with the student's academic advisor.

**Requirements for the Ph.D. Degree**

The formal designation of this degree is Doctor of Philosophy in Curriculum and Instruction with specialization in Guidance and Counseling. The academic program is fully aimed at the area of specialization in counselor education. It is designed to provide advanced preparation for counselors, supervisors of counseling and guidance programs, counselor educators, and researchers in counseling and guidance. The program comprises 75 semester hours.

The Counselor Education department admits doctoral students once a year, at the beginning of the Fall semester. Since applications are carefully evaluated by the departmental admissions committee over a period of time, students are encouraged to apply early in the year and the entire application process must be completed by May 15. In addition to the University and College requirements for admission to Ph.D. programs, applicants must meet the following departmental requirements:

1. A master's degree in guidance and/or counseling from an accredited institution or a master's degree in another field.
   - The course work must have included the following prerequisites or their equivalents: (1) Principles of Guidance or an overview course in a related field; (2) Appraisal Procedures; (3) Informational Service; (4) Counseling Theories; (5) Group Theories; (6) Practicum in Counseling; (7) Comparative Guidance and Counseling.
2. A minimum of one year of counseling experience gained in a professional setting after earning the master's degree.
3. A grade point average of 3.5 at the master's level in addition to a minimum of 1000 aptitude score (quantitative and verbal) on the GRE.
4. Three letters of recommendation from former employers, supervisors, or professors. The letters should address themselves to the applicant's personal characteristics, ability, and motivation for advanced graduate study, and professional leadership in the field of counseling and guidance.
5. Two personal interviews with faculty members of the Counselor Education Department to be arranged by appointment at the request of the student.
6. An audio-tape recording of a recent counseling session with a client from the applicant's current setting.
7. A personal statement submitted by the applicant relative to his/her professional background, interests, and goals. Both the evidence of professional commitment and the quality of writing competence will be critically evaluated.
The Ph.D. Program (75 semester hours) includes the following courses:
A. Foundations: 12 sem. hours
   To be selected from advanced graduate level courses
B. Measurement, Statistics, Research Design: 12 sem. hours
   EDG 6407
   EDF 7408
   EDF 7409 or an elective from advanced graduate level courses
C. Counselor Education: 22 sem. hours
   EGC 6772
   EGC 7446
   EGC 7437
   EGC 7935
   (8 semester hours required)

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 38 credit hours. Typically, the students' program will consist of the following:
1. Process Core (6 credit hours)
   - EDF 6431 and one other Foundation course
2. Administration (16 credit hours)
   - EDA 6061
   - EDA 6931
   - EDA 6262
   - EDA 6106
   - EDA 6242
   - EDA 6945
   - EDA 6233
3. Supervision (8 credit hours)
   - EDS 6050
   - EDS 6239
4. Curriculum (8 credit hours)
   - EDG 6250
   - EDG 6693
   - EDG 6694
   - EDG 6695
   - EDG 6931
   - EGC 6772
   - EGC 7446
   - EGC 7437
   - EGC 7935
   - EGC 7894
   (8 semester hours required)

Requirements for the Ed.S. and Ed.D. Degrees:

Admission
Ed.S. Requirements:
1. A minimum GRE of 1000, or a minimum GPA 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 Educational Leadership Department.

Ed.D. Requirements:
Admission to the Ed.D. can be gained according to one of two options:
1. by way of successful completion of the Ed.S. course work; or
2. by direct admission to the Ed.D. as described below.

Option 1—(by way of Ed.S.)
Once a student has completed a minimum of 30 hours of course work in the Ed.S. (Administration/Supervision) program, he/she may apply for admission to the Ed.D. program according to the following requirements:
1. A minimum of a 3.5 GPA in the Ed.S. course work;
2. A minimum of 3.0 in each of the following courses
   - EDF 7407 and EDF 6931;
3. Favorable review by the departmental committee.

Option 2—(direct admission)
1. A minimum GRE of 1000;
2. A master's degree from an accredited institution;
3. Either a GPA of 3.0 or more in the last two years of undergraduate study or a GPA of 3.5 or more in the master's degree;
4. Certification in Administration/Supervision;
5. Screening by the Educational Leadership Department.

Program
The major components of study in the Ed.S. and Ed.D. degree programs are:
1. Specialization in Educational Administration Supervision
   - Required courses
   - Electives
   - Project/Dissertation
2. II. Foundations
   - Social Foundations
   - Psychological Foundations
   - Curriculum
3. III. Measurement and Statistics
4. IV. Computer Science

These programs are organized on the cluster concept. Students are selected by cluster at designated times and block scheduled through the first thirty hours of instruction. Operationally, this means that groups of students enter their study programs jointly in geographically convenient locations. Whereas students are counselled individually, most course selections are made by components as a cluster in consultation with the Leadership Department.

Application for admission is initiated by completing a preliminary application form that can be obtained from the Leadership Department.

■ JUNIOR COLLEGE TEACHING PROGRAM

Requirements for the M.A. Degree:

Areas of specialization in the Junior College Program include:

- Biology
- Geology
- Business
- History
- Chemistry
- Mathematics
- English
- Physics
- Engineering
- Political Science
- Economics
- Sociology
- French
- Spanish
- Geography
- Speech Communication

*Business specialization requires, in addition, a minimum score of 475 on the GMAT plus a minimum of 3.0 GPA for the last two years of baccalaureate study.
**Engineering bachelor's degree required.

Admission
Because of the unique character of the Junior College Program, which integrally involves two colleges of the University, there are admission and advisory regulations which go beyond those listed in the section dealing with Graduate Study.

Application for admission to the program is made in the Office of Admissions. Action on all applications is the joint responsibility of the
two colleges. Admission to the program requires a minimum score of 1000 on the combined verbal and quantitative aptitude tests of the Graduate Record Examination. D 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 on a minimum of 32 credit hours, plus an internship of 6 hours.

1. Specialization

Typically, the student’s program will include 24-30 credit hours of graduate work in a field of specialization. The specialization sequence to be completed will be worked out in consultation with a designated major field adviser. This “typical” program is based on the assumption that the student has an undergraduate background in his specialization area which is roughly equivalent to the pattern of the appropriate University of South Florida major. Students admitted without such preparation may be required to correct deficiencies. By the same token, the unusually well prepared student may be permitted to take fewer courses in his specialization area, substituting approved electives from other fields of study.

2. Professional Education

Typically, the student’s program will include approximately 14 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
EDH 6938
EDG 6947

Typically, the internship will consist of full-time supervised teaching for one semester or part-time teaching for two semesters. 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 course-work.

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. M.Ed., Ed.S., and Ph.D. degrees, with an emphasis in Measurement and Evaluation, are also offered.

Department of Elective Physical Education

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

Department of Exceptional Child Education

The Department of Exceptional Child Education programmatic structure is designed to prepare personnel to plan and implement educational programs for students requiring specialized education services. Personnel training programs are designed for the Baccalaureate, Masters, Educational Specialist, and Doctoral level candidates. Areas of training include mental retardation, gifted and talented, emotional disturbance, physically handicapped, and specific learning disabilities. Depending on the training entry level of the candidate and the specific program specialty selected, the undergraduate training program content offers basic coursework and experiences leading to state certification and competencies to design and implement appropriate programs for exceptional students in public schools and private agencies. Masters and Specialist level programs emphasize the development of leadership personnel to serve in consultant and supervisory capacities in public school and private settings. Doctoral level training further sharpens the theoretical and practical skills of experienced practitioners to assume positions focusing on research, teacher training, and significant leadership roles.

There are different entrance requirements at each level of the program. When the candidate has met the requirements for his/her program admission, a departmental adviser will be assigned. Field based experiences are a significant component of all programs. Practicum and internship experiences are included throughout each training program in educational environments located in those districts proximal to a campus on which there are resident faculty. Transportation to practicum and internship sites must be furnished by the student.

The initiation and continued professional development of degree candidates is stressed. Membership and active participation in student professional groups such as the Student Council for Exceptional Children (SCEC) is expected by all baccalaureate degree candidates.

- EMOTIONAL DISTURBANCE

Requirements for the B.A. Degree (EED)

This program of study is designed to prepare undergraduate students to become competent and certified teachers of emotionally handicapped students in a variety of educational settings.

A. Specialization Requirements (36 hours minimum)

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>EED 4011</td>
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<tr>
<td>LIS 4302</td>
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<tr>
<td>ARE 4313</td>
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<td>MUE 4313</td>
<td>4</td>
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<tr>
<td>EEX 4936</td>
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</table>

Requirements for the M.A. Degree (EED):

Plan I—For students holding valid teaching certification in exceptional student education or elementary education.

(a) Basic course in introduction to exceptional student education (EEX 3010 or EEX 6956 or EEX 4070) required to enter program.
(b) Process Core: (7 hours minimum)

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
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<tr>
<td>EDF 6215</td>
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(c) Specialization: (25 hours minimum)

<table>
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<th>Course</th>
<th>Credits</th>
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<td>EED 6201</td>
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<tr>
<td>EED 6222</td>
<td>4</td>
</tr>
<tr>
<td>EEX 6934</td>
<td>4</td>
</tr>
</tbody>
</table>
Additional courses, including electives, are planned jointly by the student and his/her adviser. Students who have not completed an undergraduate Elementary or Exceptional Child Education degree must complete the following courses or their equivalents.

MAE 4310  RED 4310  RED 4515

Plan II—The student with a non-educational baccalaureate degree may meet initial certification requirements by completing a Plan II program. The course of study includes the requirements of the Plan I program plus EDG 5206 and EDG 6947.

■ GIFTED

Requirements for the M.A. Degree (EGI):
The Gifted Child Teacher Training program provides advanced training for certified teachers to work with the gifted and talented children and to work with other teachers on a consultant or teacher-leader basis.

Emphasis is on development of specific skills to:
1. Identify the gifted
2. make an individual diagnosis of cognitive and affective strengths and weaknesses
3. modify the educational program to develop the gifted child’s potential
4. consult and guide the gifted student, family, and teachers to understand and develop the students’ unique abilities.

Plan II—For students holding valid teaching certification
(a) Basic course in introduction to exceptional student education (EEX 3010 or EEX 6936 or EEX 4070) required to enter program.
(b) Process Core: (7 hours minimum)
   EDF 6431  EDF 6215
   (c) Specialization (31 hours minimum)
   EDE 5391  EGI 5232  EGI 6416
   EGI 5051  EGI 5942  EGI 6936

■ MENTAL RETARDATION

Requirements for the B.A. Degree (EMR)
The planned program includes:

A. Specialization Requirements (minimum 41 hours)
   EEX 3010  EEX 4221  EEM 4321  ERE 4313
   EEX 4221  LIS 4302  ARE 4313
   EEX 3011  or  EEM 4321  HLP 4460
   EEX 3011  or  HLP 4460
   EEM 3800  LAE 4414  MUE 4315
   EMR 4310  MAE 4310  SCE 4310
   EMR 4313  SPA 4004  SSE 4313

Requirements for the M.A. Degree (EMR):
Plan I—For students holding valid teaching certification in exceptional student education or elementary education
(a) Basic course in introduction to exceptional student education (EEX 3010 or EEX 6936 or EEX 4070) required to enter program.
(b) Process Core: (7 hours minimum)
   EDF 6215  EDF 6431
   (c) Specialization (27 hours minimum)
   EEX 6201  EEX 6734  EEM 6303
   EEX 6201  EEX 6734  EMM 6052
   EEX 6324

Plan II—Process Core Requirements (12 hours)
At least 30 hours are allocated to the area of specialization with an emphasis on Mental Retardation.

Prerequisites:
   EMR 3011  EMR 4321  MAE 4310
   or
   EMR 4310  EVT 3063  RED 4310
   or
   EMR 4313  PET 6645

Basic Course Requirements:
   EEX 6934  LAE 6415
   or
   equivalent LIS 6586

Courses required:
   EDF 6217  EEX 6201  MAE 6549
   EDF 6947  ELG 6115  RED 6546
   EED 6201  ELG 6141  RED 6548
   or
   EEX 6934

■ SPECIFIC LEARNING DISABILITIES

Requirements for the B.A. Degree (ELD):
This course of study is designed to prepare the student as a competent learning disabilities teacher.
A. Specialization Requirements (minimum 40 hours)
   EDF 3228  LIS 4302  one of the following:
   EEX 3010  or  ARE 4313
   EEX 4221  LAE 4414  HLP 4460
   ELD 4011  MAE 4310  MUE 4313
   ELD 4110  MAE 4545  SCE 4310
   ELD 4944  SPA 4004  SSE 4313

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—For students holding valid teaching certification in Exceptional Child Education
   (a) Basic course in introduction to exceptional student education (EEX 3010 or EEX 6936 or EEX 4070) required to enter program.
   (b) Process Core: (7 hours)
      EDF 6215  EDF 6431
   (c) Specialization: (31 hours)
      EDF 6217  EEX 6732  MAE 6549
      EEX 6201  ELD 6115  RED 6548
      EEX 6222  ELD 6141

Plan II—Process Core requirements (12 hours)
At least 30 hours are allocated to the area of specialization with an emphasis on Specific Learning Disabilities.

Prerequisites:
   EEX 4221  MAE 4545  RED 4515
   MAE 4310  RED 4310  SPA 2001

Basic Course Requirements:
   EEX 6934  or
   LAE 6415  LIS 6586
   MAE 6548
   or
   LIS 6203

   One Elective chosen from the following:
   ARE 4313  MUE 4315  SSE 4313
   HLP 4460  SCE 4310

■ EXCEPTIONAL CHILD EDUCATION

Requirements for the Ed.S. Degree
The College of Education offers an Educational Specialist (Ed.S.) degree in Curriculum and Instruction with an emphasis in Exceptional Child Education. Candidates for admission to the Ed.S. program must meet the entrance requirements of the College of Education plus the following:
1. Certification in exceptional student education;
2. One year of teaching experience in exceptional student education.

Program Requirements
Project
14 hours
Electives 14 hours
Comprehensive Examination
During the last term of enrollment, the candidate must perform satisfactorily on a written comprehensive examination.

Requirements for the Ph.D. Degree
The Exceptional Child Education Department offers the Ph.D. in Curriculum and Instruction with specialization in Exceptional Child Education. In addition to the University and College criteria for admission to the Ph.D. program, applicants will meet the following departmental requirements:
1. Three years teaching experience in exceptional student education;
2. Grade point average of 3.5 at the masters level;
3. Recommendations of the Department Chairperson.
Program Requirements

The Ph.D. candidate's program of study is individually planned by the student and a faculty advisory committee and approved by the Department Chairperson. The program will include the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation</td>
<td>18</td>
</tr>
<tr>
<td>Exceptional Child Education</td>
<td>18</td>
</tr>
<tr>
<td>EEX 7341 4 hours</td>
<td>EEX 7911 4 hours</td>
</tr>
</tbody>
</table>

At least 10 hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX 7203</td>
<td>4</td>
</tr>
<tr>
<td>EEX 7841</td>
<td>1-4</td>
</tr>
<tr>
<td>EEX 7301</td>
<td>1-4</td>
</tr>
<tr>
<td>EEX 7930</td>
<td>1-4</td>
</tr>
</tbody>
</table>

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 four core courses—LIS 5404, LIS 6608, LIS 6271, 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 39 semester hours.

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.

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 36 hours of approved coursework including at least five hours in cognate courses outside this department, nine hours for a thesis or project, and a final comprehensive exam.

Accreditation and Certification

The Library, Media, and Information Studies department master's degree program is fully accredited by the American Library Association. In addition, completion of the required program of studies for the school media librarianship specialization results in Florida certification as an Education Media Specialist. Students may also plan electives to meet the certification requirements of other states, if they wish to do so.

Additional Information

Even though degree-oriented undergraduate study is not offered by the department, the faculty will counsel those undergraduates interested in exploring the kind of program most appropriate as a basis for graduate study in librarianship at USF. Details concerning the graduate program, including information on the profession, are available from the chairperson, Library, Media, and Information Studies Department, University of South Florida, Tampa, Florida, 33620.

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 four core courses—LIS 5404, LIS 6608, LIS 6271, 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 39 semester hours.
Department of Mathematics, Science and Health Education

The Department of Mathematics, Science and Health Education offers programs leading to the B.A. degree in Mathematics, Science or Health Education; the M.A. degree in Mathematics Education or Science Education; and the M.Ed., Ed.S., and Ph.D. degrees in Curriculum and Instruction with an emphasis in Mathematics Education or Science Education.

The undergraduate programs are designed to prepare students to meet the state certification requirements and to become highly competent secondary teachers. Students in the undergraduate Health Education program may elect to complete a non-certification track. Specialized courses in the teaching of mathematics and science 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 and science education leaders for a variety of positions such as mathematics or science supervisors, mathematics clinicians, researchers and university professors.

The Mathematics, Science and Health Education Department has several faculty members who are actively engaged in research, textbook writing, and/or curriculum development. Currently, advanced graduate students may engage in research, under faculty supervision, in such areas as problem solving, reading in content areas, diagnosis and prescription, development of skill and concept hierarchies, applications of microcomputers in education, the validation of specific teaching strategies, and others.

The facilities include access to the IBM 3033N computer in the Computer Research Center, as well as microcomputers within the Department, the Mathematics Education Clinic, and the University Materials Center. Further, excellent opportunity exists for conducting applied research in elementary and secondary schools within the USF service area.

MATHEMATICS, SCIENCE, AND HEALTH EDUCATION

Requirements for the B.A. Degree in Mathematics Education:

The B.A. (MAE) program is designed to prepare secondary school mathematics teachers.

Admission Requirements: In addition to college requirements, the minimum requirements for acceptance into this program include: 2.2 overall grade point average and 2.2 grade point average in mathematics courses; completion of at least one calculus course.

Course Requirements:

(a) MATHEMATICS: A minimum of 32 semester hours in mathematics above the 2000 level including:

MAC 3411 MAC 3413 MHF 3102
MAC 3412 MAS 3103 MTG 4212

Upper level mathematics electives STA 3023 and MAS 4301 are strongly recommended.

(b) MATHEMATICS EDUCATION: Eleven semester hours in teaching mathematics at the secondary level: CAP 4100, MAE 4320, MAE 4330, and MAE 4885.

The student has the option of completing an interdisciplinary Natural Science major with a concentration in mathematics. This requires a minimum of 24 semester hours in mathematics and a minimum of 16 semester hours in the College of Natural Sciences outside of mathematics. These latter 16 hours must be approved by the student’s adviser and must include a minimum of two courses at the 3000 level or above.

Requirements for the B.A. Degree in Science Education:

The B.A. Programs are designed to prepare secondary school science teachers.

Admission requirements: In addition to the College requirements, the minimum requirements, the minimum requirement for acceptance into either program is the completion of 16 semester hours of required science courses with no grade less than a "C".

Course Requirements:

(a) SCIENCE:

1. A minimum of 45 semester hours for the interdisciplinary Natural Science major with a concentration in Science Education (SCE). This requires a minimum of 24 semester hours in the discipline of major concentration (Biology, Chemistry, or Physics) and a minimum of 16 semester hours within the College of Natural Sciences outside the concentration area.

2. A major in the chosen discipline as specified by the Department of the College of Natural Sciences for a concentration in Botany Education (BOE), Chemistry Education (CHE), Physics Education (PHE), or Zoology Education (ZOE).

(b) SCIENCE EDUCATION:

1. A minimum of 8-12 semester hours in teaching science at the secondary level including SCE 4330 and SCE 4305 required in both programs. Students must complete all science and science education courses with a grade of "C" or higher.

Requirements for the B.A. Degree in Health Education:

The B.A. Program (HES) is designed to prepare health teachers for the public schools or health education professionals for non-school settings. The program combines course work and field work/internship in public schools and community health programs. This is a selective admissions, competency based curriculum. An average grade point average of 2.5 in Health Education courses must be maintained to continue in the program.

Admission Requirements: In addition to the College requirements, the minimum requirements for acceptance into this program include:

1. A survey course in health science (HES 2000 or equivalent).
2. Biology with laboratory.
3. An interview for program guidance.
4. Written statement by the student stating reasons for wanting to become a health educator.
5. Recommendation from the Departmental Admissions Committee.

Applicant’s academic background, ACT or SAT scores, and related work experience may also be considered in the selection process.

Course Requirements:

A. CERTIFICATION PROGRAM: In addition to the Professional Education Core, a minimum of 43 semester hours in Health Education including:

HES 2400 HES 3244 HES 4750
HES 3122 HES 3300 HES 4940
HES 3140 HES 4143 HES 4943
HES 3141 HES 4722

B. NON-CERTIFICATION PROGRAM: In addition to the professional education courses, EDF 3214 and EDF 4430, 46 semester hours in Health Education including:

HES 2400 HES 3300 HES 4942
HES 3122 HES 3510 HES 4722
HES 3140 HES 4143 HES 4750
HES 3141 HES 4276 HES 4943
HES 3244 HES 4700

Requirements for the M.A. Degree in Mathematics Education or Science Education:

ELEMENTARY—This M.A. Degree (EDE) is designed to improve the skills of the classroom teacher in teaching mathematics or science to elementary school youngsters.

Admission Requirements:

1. GRE (Quantitative and Verbal 1000, or GPA (last half of undergraduate degree) 3.0 (B).
2. Certification in elementary education.
3. Recommendations for both the Departments of Elementary Education and Mathematics, Science and Health Education.

Course Requirements: (A minimum of 33 semester hours)

1. Nine semester hours in Elementary Education: EDE 6305, EDG 6935, and RED 6116.
2. Nine semester hours in foundations of education: EDF 6431, EDF 6481, and EDF 6120 or EDF 6215.
3. Twelve semester hours in Mathematics Education or Science Education selected from the following courses: EDG 6831, MAE 5365, MAE 6116, MAE 6337, MAE 6338, MAE 6536, MAE 6548, MAE 6549, SCE 5937, SCE 6116, SCE 6336, SCE 6436, SCE 6634.
4. Three semester hours of electives in Mathematics Education, Science Education or related areas.

Comprehensive Examination: The comprehensive examination will consist of a written and/or oral examination in the major area.

Requirements for the Ed.S. Degree in Curriculum and Instruction with an emphasis in Mathematics Education or Science Education:
The Ed.S. Degree (CMA) is designed to prepare specialists in mathematics education or science education for classroom instruction or leadership and supervisory roles.

Admission Requirements:
1. GRE (Quantitative and Verbal) 1000 or GPA (last half of undergraduate degree) 3.0 (B).
2. Undergraduate degree in Mathematics Education or Science Education or a degree with a strong background in Mathematics or Science.
3. Recommendation from the Departmental Admissions Committee.

Course Requirements: (A minimum of 33 semester hours)
1. Eighteen semester hours in mathematics or science approved by the student's advisor.
2. Nine semester hours in foundations of education: EDF 6431, EDF 6481 and EDF 6211 or 6215.
3. Three semester hours in current trends in secondary school mathematics (MAE 6136) or secondary school science (SCE 6634).
4. Three semester hours of electives in mathematics education or science education.

Comprehensive Examination: The comprehensive examination will consist of a written and/or oral examination in the major area.

Requirements for the M.Ed. Degree in Curriculum and Instruction with an emphasis in Mathematics Education or Science Education:
The M.Ed. Degree (CUR) is a flexible degree program intended to improve the skills of the classroom teacher. The program will be planned on an individual basis by the student and an advisory committee.

Admission Requirements:
1. GRE (Quantitative and Verbal) 1000 or GPA (last half of undergraduate degree) 3.0 (B).
2. Teaching certification.
3. Two years of teaching experience.
4. Recommendations from the Departmental Admissions Committee.

Course Requirements: A minimum of 33 semester hours with 60% or more at the 6000 level.
1. Eighteen semester hours in mathematics/mathematics education or science/science education.
2. Four semester hours in graduate curriculum and instruction (EDG 7657).
3. Twelve semester hours in foundations of education (EDF 6431, EDF 6481, EDG 6211 or 6215, and EDF 6517 or 6544 or 6606).

Comprehensive Examination: The comprehensive examination will consist of a written and/or oral examination in the major area.

Requirements for the Ph.D. Degree in Mathematics Education or Science Education:
The Ph.D. Degree (CMA, CSC) is granted on evidence of proficiency and distinctive achievement in mathematics education or science education and by the demonstration of ability to do original, independent investigation culminating in a dissertation.

Admission Requirements:
1. GRE (Quantitative and Verbal) 1000.
2. GPA (Last half of B.A.) 3.0.
3. A master's degree in mathematics/mathematics education or science/science education with a 3.25 GPA or equivalent.
4. Three letters of recommendation.
5. Recommendation from the Departmental Admissions Committee.

Course Requirements: A minimum of 71 semester hours. This program is highly individualized. Candidates' 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 or Science Education
   B. Cognate Area*
   C. Dissertation
2. Statistics/Measurement Research Design
3. Foundations (Curriculum)

**TOTAL
71 Semester Hours

*Supporting courses outside mathematics education or science education.
**Post master's semester hours.
Department of 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 examination is required before registration in music courses can be permitted.

Special requirements for all music education majors: successful completion of the piano proficiency requirement as defined by the music and music education faculties; participation in a major performing ensemble each semester the student is enrolled in applied music; and the presentation of a one-half hour recital in the major performing medium during the senior year.

Students are encouraged to attend on-campus musical events (major ensemble concerts, student and faculty recitals, ensembles, and Artist Series concerts).

A. Instrumental Specialization (76 cr. hrs.)

Music Education courses (22 cr. hrs.)

<table>
<thead>
<tr>
<th>Music Courses</th>
<th>Minimum 54 cr. hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT 1111</td>
<td>MUT 2117</td>
</tr>
<tr>
<td>MUT 1112</td>
<td>MUT 2217</td>
</tr>
<tr>
<td>MUT 1241</td>
<td>MUT 2247</td>
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<tr>
<td>MUT 1242</td>
<td>MUL 2111</td>
</tr>
<tr>
<td>MUT 2116</td>
<td>MUL 2112</td>
</tr>
</tbody>
</table>

Applied Music (21 cr. hours, minimum 3 hrs. senior level)

Applied Music Secondary (Techniques)

Art, Dance, Theatre (minimum 4 cr. hours)

Performing Ensembles (minimum of one per semester of applied music)

- Piano Proficiency Requirement
  - Graduating Recital
- Music Education courses (21 cr. hours)

<table>
<thead>
<tr>
<th>Music Courses</th>
<th>Minimum 53 cr. hours</th>
</tr>
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<tbody>
<tr>
<td>MUT 1111</td>
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<td>MUL 2112</td>
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</table>

Applied Music (21 cr. hours, minimum 3 cr. hours senior level)

Applied Music Secondary (Techniques)

Art, Dance, Theatre (minimum 4 cr. hours)

Performing Ensembles (minimum of one per semester of applied music)

- Piano Proficiency Requirement
  - Graduating Recital

Requirements for the M.A. Degree (MUE):

Plans in both instrumental and vocal music are offered. A placement examination is required of all new registrants in music theory. Each candidate must meet the undergraduate level of piano proficiency before the semester in which he/she expects to graduate. Participation in ensembles is required for at least two semesters. Two plans are available to the candidate: 32 hours plus thesis or recital, or 35 hours without thesis or recital.

Seven credits in education to include EDF 6215 and EDF 6431; nine credits in music education including MUE 6080 and MUE 6189; six credits in music theory-history-literature, four credits in applied music, and MUS 6793.

Department of Professional Physical Education

The Professional Physical Education program prepares teachers of physical education K-12.

Requirements for the B.A. Degree (PET):

A two-year program is offered at the junior and senior year level which provides a daily internship experience in the local schools for prospective physical education teachers. In order to be considered for program admission, all students must participate in a selective admissions procedure which includes an on-campus conference, as enrollment in this program is limited. During each of the two semesters of the junior year, students should be prepared to spend a minimum of six hours per week in an elementary school physical education experience in addition to their on-campus study. In the senior year students participate in full day teaching experiences at the secondary level.

- Piano Proficiency Requirement
  - Graduating Recital
- Music Education courses (21 cr. hours)

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.

After applying for admission to the University, all students must apply directly to the department on or before April 1. Direct requests to:

Chairperson
Professional Physical Education Program
College of Education

The following are the required courses in the physical education program of study (52 cr. hrs.):

<table>
<thead>
<tr>
<th>Jr. Year</th>
<th>Sr. Year</th>
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</thead>
<tbody>
<tr>
<td>HES 2400</td>
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<td>PET 3301C</td>
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<td>PET 3944C</td>
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</tbody>
</table>

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 semester of study in the program and not later than the completion of six semester 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.D. 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 39 semester 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 39 semester hours, the student then continues work toward the Education Specialist degree with an emphasis in School Psychology.

For the beginning graduate student, the entire program, including the master’s and specialist degrees, consists of approximately 71 semester hours. For the student who has previously completed pertinent graduate training, the program may be shorter. These hours include thesis and a full-time internship, which is usually paid, for one academic year.

The curriculum has been carefully sequenced to assure the systematic development of the complex concepts and skills necessary for the competent practice of school psychology. This fine cooperation of several local departments of school psychological services provides almost continuous field experiences for our students. These experiences assure a strong reality orientation which complements formal conceptual development. Our program of studies is designed to meet all recognized national and state accreditation requirements, and our graduates are eligible for Florida Department of Education certification which is reciprocal with some 30 other states. We believe our curriculum would also make one eligible for certification in most states. We believe our curriculum would also make one eligible for certification in most states with which Florida does not have certification reciprocity.

Since the curriculum is carefully sequenced, the program requires full-time study for students without pertinent prior graduate work. It is assumed that full-time study would allow time for an assistantship or part-time job of up to 20 hours per week. Persons with pertinent prior graduate work may pursue the program on a part-time basis to the extent that the prior graduate work is accepted as equivalent to part of the regular program.

The comprehensive practice of school psychology requires close interaction with several disciplines, and our program of studies is appropriately interdisciplinary. This curriculum is organized within Interdisciplinary Studies in Advanced Graduate Education, and policies are developed jointly by the College of Education and the Department of Psychology, College of Social and Behavioral Sciences. The emphasis of this innovative effort is on consultation oriented interactive and preventive psychology in addition to advanced diagnostic and prescriptive procedures. The program faculty believes organized research data form the best available basis for the practice of school psychology, and they are further committed to the development of leadership and innovation within the profession.

The faculty is dedicated to producing highly trained psychologists through the use of positive techniques. This positive approach can be especially seen in the following policies and procedures:

1. Thorough admission procedures result in the selection of outstanding students. This makes possible a faculty commitment to do everything possible to guide each student to a high level of professional competence. This strategy opposes that of accepting large numbers of students with the assumption that some will "flunk out."

2. The curriculum is well organized and explicit so that the student is always aware of program expectations and of her/his progress in relation to these expectations.

3. The student body is kept small, resulting in greater student-faculty contact than would otherwise be possible.

4. Skills of practice are developed through a non-threatening apprenticeship network, established with local school systems. This model encourages the student to "assist" several professors and practicing school psychologists throughout her/his training. The notion here is to provide positive environments, containing rich feedback, in which competent psychological skills develop.

5. Thesis guidelines have been established for the purpose of reducing the anxiety and ambiguity so often associated with research efforts. The goal is to increase the probabilities that thesis research will be a positive experience while producing quality data with reasonable energy expenditure.

Continuing Education: Elements of the school psychology curriculum will be made available to qualified practicing school psychologists who wish to upgrade their knowledge and skills without necessarily working toward a degree. Other courses and workshops also will be developed for this purpose as the need arises, and a list of pertinent courses available from other departments will be maintained. The faculty will provide appropriate advising.

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 procedures are completed in the Spring Semester preceding entrance into the program in the following Fall Semester. 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 in writing the Director of Graduate Studies in School Psychology, FAO 276, 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 preservice 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. The Center provides training for students earning certification and/or degrees in reading. A large collection of diagnostic and remedial materials is housed in the Center.

READING EDUCATION

Requirements for the M.A. Degree (RED):

The master’s degree in Reading Education is designed to prepare special reading teachers, reading clinicians, and supervisors-directors-coordinators of reading for school systems.
In addition to meeting the University and College requirements, applicants to the reading program must present three (3) letters of recommendation, and a personal statement of professional background, experience and goals. The Board of Regents requires that applicants to the 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 are processed in the semester preceding the one in which the applicant expects to begin the program. The applicant should contact the Reading Department to ascertain the deadline dates for specific semesters and to obtain instructions regarding the transmission of letters of recommendation and statements of goals.

Education courses include:

**Plan I—EDF 6431, EDF 6481 and LAE 6616**
and one of

EDF 6211 EDF 6544 EDF 6120
EDE 6215 or EDF 6213
EDF 6517 EDF 6120

**Plan II** requires EDF 6211, EDF 6431, EDF 6481, and EDF 6606.
Specialization in Reading Education shall include a minimum of 22 credit hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tr>
<td>RED 6116</td>
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<td>RED 6365</td>
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<td>RED 6548</td>
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<td>RED 6546</td>
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<td>RED 6747</td>
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<td>RED 6838</td>
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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 four hours of "C" work in the major area* (Reading courses) and a total of no more than seven hours of "C" work in the program. If either of these criteria is not met, the student will be immediately dropped from the program. The student may then petition to the faculty to be reinstated. Reinstatement will occur when the student retakes one of the courses which a "C" was earned and earns an "A" in that course.

* Major area courses are RED 4310, RED 6116 and all Reading Education courses.

Requirements for the Ed.S. Degree in Curriculum and Instruction (CUR) with an emphasis in Reading/Language Arts Education:

The purpose of the Ed.S. with emphasis in Reading/Language Arts (R/LA) is to prepare in-school leaders in the field. Specific roles which graduates could fill would include directors of R/LA programs for school systems, clinical directors in private or public settings, or supervisors of R/LA curricula. The program is designed to provide experiences to acquire expertise in reading and language arts instructional materials and teaching techniques, university and college teaching, and the treatment of disabled learners (R/LA). A student may elect to acquire more depth in some of these areas than in others; however, a basic knowledge in all will be required. The Ph.D. involves course work, written comprehensives, and a dissertation.

**Admission Requirements:**

1. Meet the general requirements as specified in the current USF catalog.
2. Have certification in at least one related area of education.
3. Have at least one year of successful experience in a professional school role.
4. Have a master's degree in education with a minimum of 10 graduate semester hours in R/LA or related disciplines. If this is not met, admission may be granted if the student is willing to lengthen the program to make up deficiencies.
5. Submit an official record of the GRE score which must total 1100, with at least 500 on the quantitative section.
6. Submit an official transcript of post-baccalaureate work showing at least a 3.5 grade point average.
7. Submit a statement of professional history and goals and three letters of recommendation to the Reading Department.
8. Be recommended for approval by the program faculty.

**Exceptions:**

A limited number of applicants to the program can be admitted as exceptions to Requirements 5 and 6. In order to be considered for this exception, the candidate must have documentable compensating qualifications. Some examples of these qualifications might be:

1. Grade point average of 3.9 in post-baccalaureate work.
2. Scholarly publication.
3. Creative program development.
4. Designing of creative instructional methods and/or materials.

Requirements for the Ph.D. Degree in Curriculum and Instruction (CUR) with an emphasis in Reading/Language Arts Education:

The purpose of the Ph.D. with emphasis in Reading/Language Arts (R/LA) is to prepare leaders in the field. Specific roles which graduates could fill would include college and university faculty, directors of R/LA programs for school systems, or clinical directors in private or public settings. The program is designed to provide experiences to acquire expertise in research into R/LA processes, 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.

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4. Designing of creative instructional methods and/or materials.

**Program Structure:**

- **Specialization R/LA**
  - 18 semester hours*
- **Cognate Area**
  - 11 semester hours*
- **Dissertation**
  - 18 semester hours*
- **Statistic/Measurement/Research Design**
  - 12 semester hours*
- **Foundations and Curriculum**
  - 12 semester hours*

**Total**

71 Minimum Semester Hours

* All represent post master's credits and are minimum requirements.

** Supporting courses outside major area.