**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.

---

**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 Computer Science
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Engineering Science
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Information Systems
- 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 Public Health
- 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 Computer Science
- Master of Science in Electrical Engineering
- Master of Science in 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
- Master of Science in Public Health
- Master of Social Work

**Advanced Graduate Degrees**
- Education Specialist
- Doctor of Education
- Doctor of Philosophy

**Professional Degree**
- Doctor of Medicine

* See index for individual degree programs

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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.

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**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, by calling 974-4373 or the 24 hour EO Hotline 974-3159.

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.
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.

Academic Advising (for freshmen)
Academic Services, SVC 255 974-2645
Academic Advising (for upperclassmen and graduate students)
Office of the Dean of the appropriate college
Applicants and Admissions
Office of Admissions, SVC 126 974-3350
College of Medicine
Associate Dean for Admissions, MDC 1006 974-2229
New College
Office of Admissions (Sarasota) 355-7671
Athletics (Intercollegiate)
Director of Athletics, PED 214 974-2125
Bachelor of Independent Studies Program
External Degree Program, FAO 149A 974-4058
Career Development
Counseling Center for Human Development, SVC 207 974-2831 or 974-2866
Career Resource Center
Alumni Placement Services, SVC 243 974-2171
Career Planning and Advising, SVC 243 974-2171
Cooperative Education Program, SVC 243 974-2171
Senior Placement Services, SVC 243 974-2171
College Level Examination Program (CLEP tests)
Office of Evaluation and Testing Services, FAO 201 974-2741
Community College Relations (transfer students)
Office of Community College Relations, SVC 123 974-2506
Continuing Education Courses and Conferences
School of Continuing Education, AOC 204 974-2403
Counseling
Counseling Center for Human Development, SVC 207 974-2831 or 974-2866
Disabled Student Academic Services
Coordination of Disabled Student Services, LIB 620 974-4309
VOICE/TTY 974-3180
Disabled Student Social Services
University Center Program Office, CTR 217
Financial Assistance (scholarships, loans, employment)
Office of Financial Aids, SVC 262 974-2621
Office of Student Employment, SVC 262 974-2297
Graduate Studies
Graduate School, FAO 126 974-2846
Handicapped Student Services
Coordinator of Handicapped Services, LIB 620 974-4301
Health Services (Student)
Health Center, CTR 312 974-2331
Housing: Campus Residence Halls
Office of Housing and Food Service, RAR 223 974-4310
Housing: Off-Campus
Student Government Office, CTR 156A 974-2401
International Students
Office of Student Organizations, CTR 217 974-3180
Library Resources
Tampa Campus: Office of the Director of Libraries, LIB 207 974-2721
Fort Myers Campus: ECC/USF Learning Resources Center 489-9220
St. Petersburg Campus: Office of the University Librarian 893-9125
Sarasota Campus: Office of the Librarian 355-7671
Mature Student Advising
School of Continuing Education, AOC 204 974-2403
Minority Student Advising
Academic Services, SVC 255 974-2645
Orientation ("FOCUS")
Office of Admissions, SVC 126 974-3350
Parking and Traffic Services
University Police Department, UPB 974-2540
Pre-Admission Advising for Prospective Freshman, Transfer, International, Mature and Minority Students
Office of Admissions, SVC 126 974-3350
Reading Study Skills
Counseling Center for Human Development, SVC 207 974-2831 or 974-2866
Records, Registration
Office of the Registrar, SVC 136 974-4029
Speakers Service
Office of Media Relations and Publications, ADM 264 974-2181
Student Affairs
Office of Student Affairs, ADM 151 974-2151
Transcripts USF
Office of the Registrar, SVC 136 974-4080
Transfer (Undergraduate) Student Problems
Office of Community College Relations, SVC 123 974-2506
Undergraduate Studies
Dean of Undergraduate Studies, SVC 252 974-4051
Veterans Affairs
Office of Veterans Affairs, SVC 209 974-2291
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**ACADEMIC CALENDAR**

The Academic Calendar for New College of USF appears on page 147. The Academic Calendar for the College of Medicine appears on page 132.

### Fall Semester, 1984

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, Tuesday</td>
<td>Last day for international applicants to apply for admission and submit all required credentials and supporting documents</td>
</tr>
<tr>
<td>July 2, Monday</td>
<td>Last day to apply for admission (except international applicants)</td>
</tr>
<tr>
<td>August 6, Monday</td>
<td>Former Student Application Deadline</td>
</tr>
<tr>
<td>August 22, Wednesday</td>
<td>Registration by appointment</td>
</tr>
<tr>
<td>August 27, Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>August 31, Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>September 3, Monday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>September 21, Friday</td>
<td>Last day for registration</td>
</tr>
<tr>
<td>September 29, Saturday</td>
<td>CLAST Registration Deadline</td>
</tr>
<tr>
<td>October 5, Friday*</td>
<td>Graduation Application Deadline</td>
</tr>
<tr>
<td>October 26, Friday</td>
<td>CLAST Test Administration Day</td>
</tr>
<tr>
<td>November 12, Monday</td>
<td>Honors Convocation</td>
</tr>
<tr>
<td>November 22-23, Thursday, Friday</td>
<td>Last day to drop or withdraw from courses without Academic Penalty</td>
</tr>
<tr>
<td>December 7, Friday</td>
<td>Veterans Holiday</td>
</tr>
<tr>
<td>December 10-15, Monday-Saturday</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 16, Sunday</td>
<td>Classes end</td>
</tr>
<tr>
<td></td>
<td>Final Examination Week</td>
</tr>
<tr>
<td></td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### Spring Semester, 1985

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, Saturday</td>
<td>Last day for international applicants to apply for admission and submit all required credentials and supporting documents</td>
</tr>
<tr>
<td>November 9, Friday*</td>
<td>Last day to apply for admission (except international applicants)</td>
</tr>
<tr>
<td>December 5, Wednesday</td>
<td>Former Student Application Deadline</td>
</tr>
<tr>
<td>January 3, Thursday</td>
<td>Registration by appointment</td>
</tr>
<tr>
<td>January 7, Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 11, Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>January 11, Friday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>February 1, Friday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>February 8, Friday</td>
<td>Graduation Application Deadline</td>
</tr>
<tr>
<td>March 8, Friday</td>
<td>CLAST Registration Deadline</td>
</tr>
<tr>
<td>March 8, Friday</td>
<td>Last day to drop courses without Academic Penalty</td>
</tr>
<tr>
<td>March 9, Saturday</td>
<td>Last day to withdraw without Academic Penalty</td>
</tr>
<tr>
<td>March 18-22, Monday-Friday</td>
<td>CLAST Test Administration Day</td>
</tr>
<tr>
<td>April 19, Friday</td>
<td>Spring Semester Break</td>
</tr>
<tr>
<td>April 22-27, Monday-Saturday</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 28, Sunday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>Commencement</td>
</tr>
</tbody>
</table>
SUMMER TERM, 1985

Session A

Dates for each session are tentative. Session dates may be confirmed after January 14, 1985 by the Registrar's Office.

(First Seven Week Session)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, Tuesday</td>
<td>Last day for international applicants to apply for admission and submit all required credentials and supporting documents</td>
</tr>
<tr>
<td>March 18, Monday*</td>
<td>Last day to apply for admission (except international applicants)</td>
</tr>
<tr>
<td>April 8, Monday</td>
<td>Former Student Application Deadline — last date to make application for readmission to avoid extended delay at registration</td>
</tr>
<tr>
<td>May 1, Wednesday</td>
<td>Registration by appointment</td>
</tr>
<tr>
<td>May 3, Friday</td>
<td>CLAST Registration Deadline</td>
</tr>
<tr>
<td>May 6, Monday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>May 10, Friday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>May 10, Friday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>May 27, Monday</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>May 31, Friday</td>
<td>Last day to drop courses without Academic Penalty</td>
</tr>
<tr>
<td>May 31, Friday</td>
<td>Last day to withdraw without Academic Penalty</td>
</tr>
<tr>
<td>June 1, Saturday</td>
<td>Graduation Application Deadline</td>
</tr>
<tr>
<td>June 21, Friday</td>
<td>CLAST Administration Day</td>
</tr>
</tbody>
</table>

Session B

Dates for each session are tentative. Session dates may be confirmed after January 14, 1985 by the Registrar's Office.

(Second Seven Week Session)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1, Friday</td>
<td>Last day for international applicants to apply for admission and submit all required credentials and supporting documents</td>
</tr>
<tr>
<td>April 8, Monday</td>
<td>Former Student Application Deadline — last date to make application for readmission to avoid extended delay at registration</td>
</tr>
<tr>
<td>May 13, Monday*</td>
<td>Registration by appointment</td>
</tr>
<tr>
<td>May 1, Wednesday, and June 19, Wednesday</td>
<td>CLAST Registration Deadline</td>
</tr>
<tr>
<td>May 31, Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>June 24, Monday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>June 28, Friday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>June 28, Friday</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>July 4, Thursday</td>
<td>Last day to drop courses without Academic Penalty</td>
</tr>
<tr>
<td>July 19, Friday</td>
<td>Classes end</td>
</tr>
</tbody>
</table>

Session C

Dates for each session are tentative. Session dates may be confirmed after January 14, 1985 by the Registrar's Office.

(Ten Week Session)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, Tuesday</td>
<td>Last day for international applicants to apply for admission and submit all required credentials and supporting documents</td>
</tr>
<tr>
<td>March 18, Monday*</td>
<td>Last day to apply for admission (except international applicants)</td>
</tr>
<tr>
<td>April 8, Monday</td>
<td>Former Student Application Deadline — last date to make application for readmission to avoid extended delay at registration</td>
</tr>
<tr>
<td>May 1, Wednesday</td>
<td>Registration by appointment</td>
</tr>
<tr>
<td>May 3, Friday</td>
<td>CLAST Registration Deadline</td>
</tr>
<tr>
<td>May 6, Monday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>May 10, Friday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>May 10, Friday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>May 27, Monday</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>May 31, Friday</td>
<td>Graduation Application Deadline</td>
</tr>
<tr>
<td>June 1, Saturday</td>
<td>CLAST Administration Day</td>
</tr>
<tr>
<td>June 14, Friday</td>
<td>Independence Day Holiday</td>
</tr>
<tr>
<td>July 4, Thursday</td>
<td>Classes end</td>
</tr>
<tr>
<td>July 12, Friday</td>
<td></td>
</tr>
</tbody>
</table>

*Earlier deadlines may be required by some Graduate Programs and by some limited access Undergraduate Programs. See appropriate sections of the Catalog for further information. For Graduate and international applicants the credentials deadline is the same as the application deadline. For Undergraduate applicants, the deadline for receipt of credentials is two weeks after the application deadline.

**No classes today between 2:00 p.m. and 5:00 p.m.
The University of South Florida broke with tradition when it was founded 28 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 AND YOU?

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

WHAT IS USF?

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

USF is primarily people. Within its boundaries, it is a community of more than 31,000 teacher-scholars and students and staff. Its principal purpose is teaching—teaching grounded in research and related to the needs of its students and society.

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

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

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

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

The University of South Florida was founded on December 18, 1956, but the first students did not arrive until almost four years later. When USF 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 1974, 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; Dr. Carl D. Riggs, acting president, 1977.

Now in its twenty-eighth year of existence, the University has graduated more than 70,000 students—ninety percent of whom reside in Florida—and served over 16,000 persons in non-credit courses. Enrollment in the fall of 1983 totalled over 27,000. 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 70,000 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 a 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 11 colleges: Arts & Letters, Business Administration, Education, Engineering, Fine Arts, Medicine, Natural Sciences, Nursing, Public Health, 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 Applied Anthropology, Chemical Engineering, Chemistry, Civil Engineering, Computer Engineering, Education, Electrical Engineering, English, Engineering Science, Industrial Engineering, Marine Science, Mathematics, Mechanical Engineering, 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 it never loses sight of its only reason for existence: serving you.
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 1,695-acre tract of land ten miles northeast of downtown Tampa, a city of over a quarter of a million people.

The St. Petersburg Campus is located on a 24-acre site surrounding Bayboro Harbor in downtown St. Petersburg and serves more than 755,000 people living in Pinellas County.

The Sarasota Campus, adjacent to the State-owned Ringling Museum, is located on a 55-acre site adjacent to Edison Community College on College Parkway, was officially dedicated in November, 1982.

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 times chosen to meet the special needs of these students, most of whom are residents in the campus area and are employed in full- and part-time jobs. Selected courses and programs are offered on the campuses by the Colleges of Arts and Letters, Business Administration, Education, Engineering, Natural Sciences, Nursing, 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 Building in the heart of downtown Fort Myers. The campus is now located in permanent facilities on a 55-acre site adjacent to Edison Community College and provides for a significant amount of cooperation between the two institutions such as common library and classroom facilities, and a joint student center. Upper division undergraduate and graduate level programs in the College of Business, the College of Education, the College of Social and Behavioral Sciences, and the College of Nursing are available on campus. Course offerings from other colleges within the university are also available on campus.

The University of South Florida at Sarasota is an educational and cultural center of local, state, and national significance. Its mission embraces two distinct academic programs: the University Programs and New College. The University Programs serve Non-degree Seeking Students and upper-division and graduate students in Business, Education, Social and Behavioral Sciences, and Nursing. New College of USF offers an innovative, highly selective, undergraduate, residential, four-year liberal arts program. It encourages independent study and features small classes and tutorials. As the "gateway" to Sarasota and Manatee Counties, the Sarasota Campus also has a significant responsibility for historical and environmental preservation and enhancement of beautiful Ringling and Caples estates.

USF at Sarasota has 25 buildings including a student center, classrooms, science laboratories, and student residences. A new $7,000,000 campus library and a new classroom and conference center, the latter a gift from Sarasota philanthropist Harry Sudakoff, are scheduled to be constructed in 1984.

The University of South Florida at St. Petersburg is the oldest of USF's Regional Campuses having begun upper level and graduate offerings in 1968. From its beginning in facilities acquired from the U.S. Maritime Service, the Campus has expanded by adding a new library and classroom/office building. A new student services building housing a bookstore, cafeteria, and additional classrooms and faculty offices was completed in February 1984.

Academic programs in a broad variety of disciplines are available on the St. Petersburg Campus and students also have the opportunity to participate in the U.S. Army ROTC program. A number of "Sunshine City" cultural and recreational facilities are within easy walking distance of the campus.

The St. Petersburg Campus also houses facilities for marine science research and training. The USF Department of Marine Science, with headquarters at the campus, is an interdisciplinary venture involving faculty from several departments in addition to 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 operated by the University of South Florida's School of Continuing Education in 15 West Coast Florida counties. In this area, the Florida Board of Regents has designated the University of South Florida for all higher education requirements beyond those supplied by the State Community and Junior College System.

Special Programs

A number of special programs offer USF students flexibility and relevance. They include the Off-Campus Term Program, Bachelor of Independent Studies (External Degree Program), Cooperative Education Program, 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 and WUSF-TV's televised course sequence—"Open University." (O.U.). Each of these programs is described elsewhere in this publication. You are encouraged to explore their potential for helping you attain your educational goals.
FACILITIES AND ATMOSPHERE ON CAMPUS

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

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

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

ORGANIZED FOR EFFECTIVENESS

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

University Relations

The Division of University Relations is organized to generate understanding of and support for the University among its many publics, internal and external, through a coordinated and comprehensive communications, development, information, and publications program. The Division includes the Offices of Alumni Affairs, Development, Governmental 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 administrating alumni programs. In coordinating its effort through the Association, the Alumni Affairs office strives to interest, involve, and inform alumni.

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

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.

Office of Governmental Relations

The Office of Governmental Relations was established late in 1979 as a function of the Division of University Relations. The director is responsible for coordinating the local governmental legislative and congressional priorities of the University as approved by the President and his staff.

These include budget, capital outlay and program priorities. The activities of the office include the monitoring of legislation and the dissemination of information from all levels of government throughout the University as appropriate.

The Director is responsible for coordinating contracts between University officials and members of the legislature from throughout the USF service area. In addition, the director attends meetings of the Post-secondary Education Planning Commission.

Office of Community Relations

The Community Relations Office is responsible for the development and sharing of University and community resources for the purpose of enhancing quality education and community development. Activities of this office include the planning of special University functions, providing official entertainment and information for University guests, recommending University personnel for community planning boards and committees, organizing professional conferences and ceremonies, coordinating efforts of University support groups; such as Town and Gown, and the Fine Arts support groups (Cadre, Krewe, Bravo, and Encore). Working with the University Relations staff, the Community Relations Office increases community awareness and involvement on all campuses of the University of South Florida (Tampa, St. Petersburg, Sarasota, and Fort Myers).

Office of Media Relations and Publications

The Office of Media Relations and Publications (MRP) serves as the University's official link with the media and is responsible for USF's major publications. The MRP staff sends news releases, story leads, and print and broadcast material to editors and reporters, and answers requests for information from newspapers, magazines, and radio and television stations. In addition, the staff is involved in organizing news conferences, and generating publicity for University events; such as, building dedications and groundbreakings, or any other activity which may attract media attention. The publications section of MRP is responsible for USF's general information folders, viewbooks, campus guides, the USF Catalog, and the campus directory. MRP also assists University departments in their individual publications needs, and is responsible for USF's faculty-staff-newsletter, "The Intercom."
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 a selective basis within curricular, space, and fiscal limitations. The selection process may include such factors as grades, test scores, pattern of courses completed, class rank, educational objectives, past conduct, school recommendations, personal recommendations, and personal records. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success.

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

The University supports equal educational opportunity for minority and disadvantaged students. Requests for waiver of the $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.

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 USF International Student 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—first-time-in-college freshman, undergraduate transfer, graduate, or international student.) Applications for admission to the M.D. program in the College of Medicine may be obtained by writing to the Associate Dean for Admissions, University of South Florida, College of Medicine (Box 3), 12901 North 30th Street, 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 fees must be submitted by the published University application deadline (see academic calendar, page 4) 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 four 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, this page).

For first-time-in-college and undergraduate transfer applicants, the deadline for receipt of the credentials is two weeks after the governing application deadline. For all international and 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. Anyone who has previously been admitted and enrolled as a degree-seeking student and has paid an application fee will not be required to pay another fee.

The Director of Admissions may waive payment of the application fee for minority and disadvantaged applicants 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 change of entry date to a term that is within one year 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. 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. However, SAT and ACT scores reflected on the high school transcript are considered official.

- 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, agency, or person.

- SAT/ACT scores of undergraduate applicants anticipating a major in teacher education may be no more than five years old.

- Performance in courses taken as a non-degree-seeking (special) student will not qualify an applicant for admission as a degree-seeking student.

- All credentials and documents submitted become the property of the University. All official transcripts, test scores, and any other required credentials to the issuing agencies and to assure their receipt by the University may not be returned to the applicant or forwarded to another institution.

- 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.

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- 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 transferable credit are required to earn at least 9 semester hours during one or more summer terms prior to graduation. (See Summer Enrollment Requirements, page 36.)

- All undergraduate students must present a score on the College Level Academic Skills Test (CLAST) prior to admission into the upper division of the University (See CLAST, page 30, and Admission to Upper Division, page 51.)

- 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.

Students enrolling for Fall Semester (August) at USF in Tampa are encouraged to participate in FOCUS: YOU AND USF, a special summer Orientation/Academic Advising/Registration program for new undergraduates and parents of freshmen. The FOCUS: YOU AND USF information packet will automatically be mailed to students accepted through July 1, beginning in April.

- Performance in courses taken as a non-degree-seeking (special) student will not qualify an applicant for admission as a degree-seeking student.

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

- First-time-in-college and undergraduate transfer applicants denied admission to the University of South Florida as degree-seeking students will not be permitted to enroll as non-degree seeking (special) students.

Quota/Limited Access Programs

Undergraduate 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 for 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 college-preparatory units (year-long courses) to be completed in grades nine through twelve are required.

   a. Required for entry beginning in the Fall Semester, 1985: three units of English (two of the three must incorporate substantial writing requirements); three units of mathematics (algebra I and above); three units of natural sciences (two of the three must incorporate substantial laboratory requirements); two units of social sciences (history, civics, political science, economics, sociology and psychology); and three additional units from the areas of English, mathematics, natural sciences, social sciences, and foreign languages.

   b. 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 sciences (two of the three must incorporate substantial laboratory requirements); three units of social sciences (history, civics, political science, economics, sociology and psychology); and four additional units from the areas of English, mathematics, natural sciences, social sciences, and foreign languages. Beginning in the Fall Semester, 1987, two units of foreign language will also be required.

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 college-preparatory courses in English, mathematics, natural sciences, social sciences, and foreign languages 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 college-preparatory courses in English, mathematics, natural sciences, social sciences, and foreign languages 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 all five tests 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. For admission in the Fall Semester, applicants should present a "B" average or better (3.0 on a 4.0 scale as computed by USF) or at least a 2.5 grade point average and a combined SAT of 900 or a composite ACT of 20. For purposes of Fall Semester admission, a higher grade point average may be accepted 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 14-15).

5. 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 14-15).

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

7. The University may admit an approved percentage of the projected freshman enrollment with eligibility criteria other than those indicated above. Students who do not qualify for admission in the Fall Semester but who do meet USF's minimum requirements are encouraged to apply for admission in either the Summer or Spring Semester.

8. 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 14-15).

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

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 admission 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-regionally accredited school, the admission decision will be based on the student's prior work, if any, at a regionally accredited institution.

To be considered for admission, transfer applicants with fewer than 52 semester or 78 quarter hours of transferable 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 transferable 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. A.A. degree graduates seeking admission to a limited access degree program must also meet all requirements specified by that program.

The admission of Florida community/junior college A.A. degree graduates seeking admission to a limited access degree program must also meet all requirements specified by that program.

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The admission of Florida community/junior college A.A. degree graduates seeking admission to a limited access degree program must also meet all requirements specified by that program.
test scores as specified for appropriate applicant category, transcripts showing subjects and grades from the first year of secondary work to the time of application and a Pre-Entrance Medical History Form. (Transcripts in a language other than English must be accompanied by a certified English translation.)

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 a SUS application for Admission, a recommendation from an academic dean at the parent institution, and evidence of a visiting arrangement with the appropriate deans at USF initiated by an academic dean at the parent institution. 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 a 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 applicant is in good standing. Non-SUS applicants who submit the required credentials by the published credentials deadline date will be cleared for enrollment.

Non-Degree Seeking Student

The non-degree seeking student enrollment process is on a space available basis and has been established for the few individuals who, while not desirous of earning a degree, would like to enroll upper level in university courses. Teachers needing to take courses for certification purposes, high school students (with the permission of their respective guidance counselor), individuals desirous of taking courses for self enrichment, and senior citizens are examples of those eligible to utilize this enrollment method. Former USF degree-seeking students may only enroll as non-degree seekers if they have completed their previous degree program or earned an equivalent degree at another institution. Should the latter be the case, an official transcript (reflecting the degree) from that institution must be sent to the USF Registrar’s Office ( 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 desirous of admission to the University of South Florida as degree-seeking undergraduates may not enroll as non-degree seeking students. Performance in courses taken in this category will not qualify an applicant for admission as a degree-seeking student. The Faculty Committee on Student Admission must be petitioned for a waiver of this rule.

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

Non-degree seeking students are subject to the same academic policies as undergraduate degree-seeking students and must adhere to deadline dates published in the University Class Schedule. Non-degree seeking students are not eligible to receive University honors or participate in the USF/Florida Public Community College Dual registration program.

Non-degree seeking students are subject to the academic probation and dismissal policy listed on page 32 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 Undergraduate Studies/Academic Services or the representative for the college offering the courses in which the student seeks to enroll. (See page 34 for further information.) Potential non-degree seeking students should also refer to the section of the catalog of the college(s) offering the course(s) of interest to them to determine if any special college requirements exist which must be met prior to 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 not be required nor will grades be given. A maximum of 3 courses per term may be taken. Complimentary parking permits and library cards will be provided for these individuals. Senior citizens register by attending the special Senior Citizen registration. Complete registration information, forms, and advising will be available at the Senior Citizens' Orientation/Registration Session printed in the University Class Schedule. (Please be certain not to use the Registration Form for Non-Degree Seeking Students. Fees must accompany that form.) Advisement regarding this type of enrollment will be available at the Information and Registration Session held each term. Further information may be obtained by contacting the Director of Lifelong Learning in the School of Continuing Education. 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 published in the University Class Schedule.

*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 advised by and obtain the Non-Degree Seeking Registration Form from Academic Services in the Undergraduate Studies Office on the Tampa Campus. Dual enrollees register as non-degree seeking 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—without 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 or undergraduate degree and now wish to earn a higher 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 seek 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 Returns (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 three terms immediately preceding the term that enrollment is desired. Such students should secure a Former Student Returning Application from the Office of the Registrar, and return it to that office by the deadline indicated in the Academic Calendar to avoid extended delay at registration. Consult the appropriate semester's University Class Schedule for any procedural changes.

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

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

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

Former undergraduate students who have completed their baccalaureate degree, transient students, and non-degree seeking 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 courses and for those who re-enrolled only as Non-Degree Seeking students. Students in the above categories are not considered Former Students Returning.

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

Evaluation of Transfer 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, the same State Common Course prefix and last three numbers, are automatically transferred and transfer students may not be required to repeat these courses, unless a college age-of-record policy is involved. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses — 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.

4. At least 60 semester hours must be earned from a baccalaureate-granting institution regardless of credit hours transferred from a Community/College until the students 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.

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. The maximum credit for ROTC and military science courses 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 Universities
- Northwest Association of Secondary and Higher Schools, Commission on Higher Schools
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities and Accrediting Commission for Junior Colleges

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 42).
2. Recognition of satisfactory performance on tests offered through Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Programs, page 43).
3. Dual enrollment as a non-degree seeking 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 40).
4. Early admission for high school students (see Early Admission (First-Time-In-College) on page 13).
5. Open University (O.U.) courses by television (see page 48).

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 undergraduate program requirements that should be followed to ensure maximum ease of transfer into the students’ upper-level programs on a par with their native USF counterparts.

Articulation Agreement 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 or college of the University offering the major as to whether courses with “D” grades in the major may satisfy requirements in the major field.

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

Prior to their initial course registration, all new undergraduate students are required to participate in an Orientation/Academic Advising Program on the USF campus where they will take all or the majority of
courses in their first semester at USF. New students cleared for admission receive Orientation/Academic Advising/Registration instruction from the USF Office of Admissions.

Students who register during continuing registration may make schedule adjustments during the drop/add period. (Deadline information is available in the Academic Calendar.) 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 on a degree seeking basis (see Requirements for Admission) at an early date so that courses taken may be considered for inclusion in a program of studies (see appropriate college programs).

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

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

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

Enrollment in Continuing Education Courses

Enrollment in a continuing education off-campus credit course is accomplished by mail only. Enrollment forms may be obtained at the Office of the Registrar, 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.
Resident Status—Florida and Non-Florida

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

(a) A "Florida student" is a person who has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls. In determining residency, the University may require evidence such as voter registration card, driver's license, automobile registration, location of bank account, rent receipts, or any other relevant materials as evidence that the applicant has maintained continuous residency. Physical presence for the entire twelve-month period need not be required so long as the conduct of the student, taken in total, manifests an intention to make Florida his or her permanent dwelling place. If such student is a minor, it shall mean that the parent or parents, or court-appointed guardian of the student shall have resided 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 I-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 alien status. This is to include a resident alien parent of a student who is under the age of 18.

(b) In applying this policy:

1. "Student" shall mean a person admitted to the institution, or a person allowed to register at the institution on a space available basis.
2. "Minor" shall mean a person who has not attained the age of 18 years, and whose disabilities of minority have not been removed by reason of marriage or by a court of competent jurisdiction.
3. "Domicile" for fee paying purposes shall denote a person's true, fixed, and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he expects to return when he leaves, without intent to establish domicile elsewhere.
4. "Parent" shall mean a minor's father or mother, or if there is a court-appointed guardian or legal custodian of the minor applicant, other than the father or mother, it shall mean the court-appointed guardian or legal custodian.
5. The term "dependent student" as used in this rule, is the same as a dependent as defined in sections 151(c)(1)(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" under the terms and conditions prescribed for citizens, residents, and domiciliaries of the state of Florida. All claims to "Florida student" classification must be supported by evidence as stated in Section 6C-7.05(1), Administrative Code of Florida, if requested by the registering authority.

3. A "non-Florida student" or, if a minor, his parent or court-appointed 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 Section 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." It is recommended that the application for reclassification must be accompanied by a certified copy of a declaration of intent to establish 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."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Obtain a “Change of Residency Request” form from the Registrar’s Office. Complete the form and attach all the requested copies of proof of residency to the form. (Copy of Florida Driver’s or Voter’s Registration Card required.)

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

3. 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 41.

**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. This bill must be presented when payment is made.

   The student is responsible for paying fees in full by the appropriate due date stated in the particular 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>Resident</th>
<th>Anticipated Fees Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower level (0001-2999)</td>
<td>$25.10</td>
<td>$66.10</td>
</tr>
<tr>
<td>Upper level (3000-4999)</td>
<td>28.10</td>
<td>91.10</td>
</tr>
<tr>
<td>Graduate (5000 and over)</td>
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<td>110.10</td>
</tr>
<tr>
<td>Thesis and Dissertation</td>
<td>41.10</td>
<td>113.10</td>
</tr>
</tbody>
</table>

   *See “Resident Status,” above.

   **NOTE:**

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

   (2) In addition to the above, each student who enrolls for six or more credit hours on the Tampa or Sarasota Campus must pay a $25.00 or $23.00 (respectively) 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., $28.10 for a Bachelor's degree or Associate of Arts degree and $38.10 for a higher level degree).

   (5) **Cashier’s Office Hours** — Regular Registration — See regular registration dates and times in "Schedule of Classes." Remainder of Semester — Monday through Friday, 9:00 a.m. through 3:00 p.m.

   (6) **Registration fee payment should be mailed to:**

   Division of Finance and Accounting
   University of South Florida
   4202 Fowler Avenue
   Tampa, Florida 33620

   (7) **I.D. Card Validation Hours** — Regular Registration — See regular registration dates and times in “Schedule of Classes” for appropriate semester. 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 "0700 series" section number. The “Schedule of Classes,” which is printed each semester, can be used as a reference for updated information.

   **C. Florida Public Interest Research Group (FPIRG) Fee** —

   The Florida Public Interest Research Group (FPIRG) is a non-profit, non-partisan research and advocacy organization controlled and funded by Florida’s college students. FPIRG conducts independent, policy-oriented research, monitors governmental and corporate actions affecting Florida residents and advocates for reforms that benefit the general public interest. FPIRG also provides students with the opportunity to combine their university education with meaningful public interest work.

   The FPIRG fee was established through a petition drive in which a majority of students at the Tampa and New College campuses requested the assessment of a new fee to support such work. This fee of $2.50 is assessed to all fee-paying students each semester who enroll in Tampa or New College courses. However, any student may refuse to pay the fee if that student does not support the work of the organization. To refuse the fee the student should initial the appropriate box on
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. Cancellation

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, misuse/abuse, administrative error, etc.) with supporting explanatory statement on University letterhead from the appropriate official.

(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:

\[ \text{Refund} = (\text{Total Course Fees} - \text{Health Fee} + \text{Late Fee} - \text{$3.76 per credit hour} \times 25\%) \times 50\% = \text{Refund} \]

Students must complete a Fee Adjustment Form in the Office of Finance and Accounting for this category of refunds.

(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 the Registrar by the end of the second week of classes. These exceptional circumstances must 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:

\[ \text{Refund} = (\text{Total Course Fees} - \text{Health Fee} + \text{Late Fee} - \text{$3.76 per credit hour} \times 80\%) = \text{Refund} \]

(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 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:

\[ \text{Refund} = (\text{Total Course Fees} - \text{Health Fee} + \text{Late Fee} - \text{$3.76 per credit hour} \times 80\%) = \text{Refund} \]

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.

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 educational expenses. Financial assistance is granted on the basis of financial need, academic promise, and character. Generally speaking, academic merit, combined with financial need, determines whether aid is given, and the financial need determines the amount.

Financial assistance includes scholarships and/or grants, long-term loans, and on-campus employment. Students with a 3.0 or above cumulative grade point average may apply for scholarships as well as other types of assistance, while students with a cumulative grade point average below 3.0 will be considered for assistance other than scholarships. Information about additional scholarships for new undergraduate students awarded solely on the basis of merit is available through the Office of Admissions (see below).

Short-term, or emergency loans, are also available to help students in the event of temporary unexpected educational expenses.

In order to be considered for financial aid, the student must complete a USF Financial Aid Application, and file a Family Financial Statement with The American College Testing 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 each academic year with a cumulative GPA of 2.0 or above, for an average of 12 new hours each semester.

The priority deadline for applying for financial aid scholarships is January 31 for the academic year beginning the following August, and priority will be given to those students who apply for other types of campus-based aid by January 31. This does not include the Pell Grant or Guaranteed Student Loan Programs. In awarding financial assistance, no student is discriminated against because of race, religion, creed, age, sex, color, natural origin, handicap, or marital status.

Academic Scholarships
In accord with its motto, "Accent on Learning," the University of South Florida has created scholarship programs for entering undergraduate students that recognize excellence. One hundred scholarships are awarded annually to entering freshmen through the Freshman Scholar Award program. Also included in the Scholarships for Excellence programs are Black Scholar Awards (twenty awards to entering black freshmen and twenty awards to black graduates of Florida community/junior colleges), Alumni Scholarships (twenty awards to new freshmen or undergraduate transfers), and Community College Scholarships (forty-six awards to Florida community/junior college graduates).

Each year, qualified National Merit Finalists are awarded four-year Merit Scholarships sponsored by the University of South Florida through the National Merit Corporation. All National Merit Finalists who name USF as the institution of their first choice are guaranteed a USF-sponsored National Merit Scholarship.

The priority date for applying for most of these scholarships is February 1. Information about eligibility and selection criteria, and applications for these scholarships may be obtained by contacting the Scholarships for Excellence Coordinator in the Office of Admissions.

Vehicle Regulations and Fees

Motor Vehicles
Students may use properly registered motor vehicles on any University campus. Parking facilities are provided for resident and commuter students. All motor vehicles and bicycles used on campus must be registered with the campus Traffic Department, Division of Public Safety. This applies to full-time or part-time, day or evening students. Each motor vehicle registrant must present a vehicle registration certificate indicating proof of who owns the vehicle. A booklet entitled "USF Traffic and Parking Regulations" will be issued to each student on registering a motor vehicle. Registration fees (unless changed by State statute) for three or four-wheeled motor vehicles will be $15.00 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 physical disabilities which impede walking may apply to the Traffic Department of the local campus for a numbered decal.
handicapped sticker. One-hundred percent disabled veterans, wheelchair-bound, and legally blind persons will receive vehicle registration decals free of charge. Other disabled registrants will pay the regular fee. Special parking spaces will be assigned to handicapped students.

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 8 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/1U", "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 his/her benefits. Additionally, VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons (refer to pages 24, 32 and 35 ) 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 veterans' records are located) directly of enrollment and termination of enrollment.

Social Security Benefits

Full-time 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 to be considered full-time at USF. Contact certifications area in the Office of the Registrar 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.

Social Security benefits are scheduled to be terminated during the 1984-85 Academic year. Students affected by this change will receive notification by the Social Security Administration. Students desiring additional information should contact their local social security office.

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.

Students should contact the Railroad Retirement Board to initiate benefits.
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 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. 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.

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 which can affect students' academic work: financial aids, health service, individual and 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 provide students opportunities to 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 golf course, 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 maintains high standards of academic performance, the members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for the academic and personal freedom within the University community.

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

Disciplinary procedures are followed when a student fails to exercise his/her responsibility in an acceptable manner or commits an offense as outlined in the student handbook. The University disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information in one's own behalf, to seek counsel in one's own best interest, and the right of appeal. Students are entitled to participate in the development of standards of conduct supporting their 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. Other 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 aids program at the University of South Florida is a part of the Student Affairs program. For detailed information about financial aids see page 22.

Student Health Service

Comprehensive health care is provided through the University Student Health Service for all students who have paid the Health Fee. 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.

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 5 p.m. Pharmacy hours are from 9 a.m. to 6 p.m.

International Student Services

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 students, faculty and staff to cultural and national differences in outlook, experience and ideas.

The International Student Center, located in the University Center, meets the special needs of international students, and assists each student in achieving his or her educational objectives. The Advisor is available to counsel students on immigration as well as the financial, social, personal and academic aspects of student life. As a means of orienting international students to American family life, an active American Family Program is maintained. Also, in cooperation with the Intercultural Organization,
varied social and cultural activities are regularly scheduled. Various programs are provided to enable the total student body to participate more fully in the international dimension of the University.

Disability Student Services

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

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

The Disabled Student Academic Services office counsels disabled students in the academic elements of student life. Special reading services, tutoring and other assistance can be found in this office. (see page 45)

The office of Disabled Student Social Services assists disabled students in the social aspects of the University. The Coordinator for Social Services is available for consultation while working to maintain campus and community awareness and provides housing information and special orientations for disabled students.

Housing

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

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

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 plus leisure-time recreation fans. And, of course, there are always opportunities for residents to become involved in the ongoing area of residence hall programming.

The Village student housing complex consists of 30 buildings with 10-two-student efficiency apartments in each building. These facilities are reserved for students who have attained junior, senior, or graduate class standing. Each apartment has its own outside private entrance and is furnished with a bed, desk, wardrobe, bookcases, and a refrigerator. Each apartment has complete cooking facilities and bathroom facilities for the two students residing in them. Within the Village complex the residents have use of a swimming pool and other outdoor recreation facilities. A small convenience store and laundromat are also located within this complex.

Off-Campus Housing

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

Food Service

A variety of food service facilities are provided at USF, including residence hall cafeterias, satellite snack bars throughout the campus, 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, more so than any other campus facility, serves as a focal point of daily activity for students, faculty, administration, alumni, guests and visitors. Located at the heart of campus—Cedar Drive—it is the community center of the University, providing a multitude of services and programs. The University Center seeks to add another dimension to the educational experience by providing an informal association outside the classroom. The University Center was designed with the extracurricular life of the student in mind, to provide a sense of central place and identity for the USF student. It is the place to meet new friends, engage in lively discussions, or take advantage of valuable services designed to improve the quality of life of the USF student. In addition, it is the goal of the University Center to provide meeting space for faculty, alumni and staff, to provide recreational and informational services to the public and to foster a spirit of enthusiasm for the University of South Florida.

The University Center houses a diversity of programs and services. Here, you'll find a cafeteria, organizational offices, meeting rooms, Craft Shop, Game Room, study lounges, the Campus Bookstore, Student Health Service and much more. Most of all, the U.C. is the key to USF, and can provide information about the center or campus.

The Information Desk, located in the lobby, serves as the coordinating center for services and activities in the Center and the University. Services available through the Information Desk are discount ticket sales, recorded campus tours, classified ad placement, Tampa area bus schedules, official USF lost and found, sales board, graduation announcements and current event information. The ticket stub at the Information Desk is an official select-a-seat outlet. Also located in the lobby is an automatic teller machine. All Honor cards can be used here.

Conference facilities are available through the Reservations office on the second floor, and can provide meeting space in one of the many rooms in the Center. Most meeting rooms hold up to 50 persons, with some holding up to 75 people. The largest room, CTR 248, also known as the Ballroom, holds up to 280 persons and is perfect for dinners, or large conferences.

Food service areas in the University Center are located on the first floor and include a cafeteria, snack bar and pub. All catering for events held in the Center is available for those wishing to hold a luncheon, reception or formal dinner.

The U.C. Underground, basement level, houses the Game Room, Craft Shop, Bike Shop, TV room, vending machines, graphic studio and photo lab. The Game Room has 14 billiard tables, video and pinball games, foosball, table tennis, chess, checkers, card tables and a photo machine. The Craft Shop is available to anyone 16 years of age or older. Instruction is provided in leather making, batik, macrame, tie dye, copper enameling, ceramics and print making. Structured classes are offered on a semestery basis. The Bike Shop is operated by students and provides bicycle repair, supplies, parts, accessories and electric wheelchair charging.

The Campus Bookstore, located on the first floor, caters to the needs of students, faculty and staff. Departments of the Bookstore include the Bull Shop for collegiate clothing, Customer Service, and a computer and calculator section. On the basement level of the Bookstore, one can find
magazines, best sellers and study aids. Check cashing services are located on the basement level of the Bookstore. The Student Health Service, located on the fourth floor, is fully equipped with a complete clinic and infirmary. Services provided by the Health Service are outpatient care, psychiatric counseling, a GYN clinic, routine physicals, medications, antigen injections, a wart clinic and special lab tests.

The University Center Program Office provides counseling and activities for students to experience growth outside the classroom setting. The UCPO is an outlet for students to learn emotionally, intellectually and physically, while participating within an organization. The University Center Activities Board is a unique form of programming for USF. Made up entirely of students, the UCAB offers students the opportunity to participate in planning and implementing a variety of programs for the University. Services found in the Program Office are the Sundry Shop, Art Gallery, Flea Market, camping equipment rentals and photo lab. Professional advisors are also available to counsel students for their programming needs.

The Office of Student Organizations and Activities plays an important role in providing a diversity of extracurricular opportunities available to USF students. This office provides services—mail, duplicating, advising, promotions—to more than 250 student organizations. Advising to fraternities, sororities, minority organizations and non-traditional age students are also coordinated through this office. Traditional USF activities such as Torchlight, are directed through this office. The Student Organizations Advisory Board, an all-student committee, is made up of representatives who represent the 250 organizations. The SOAB is a resource to all organizations in regard to their programs, problems and general welfare.

**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 forming new organizations and also to assist in the advising of currently registered groups. For complete lists and current information regarding all student organizations, please contact the Office of Student Organizations and Activities.

**Dance, Music, and Drama Clubs**

The excellent programs 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**

Each year a variety of outstanding visual and performing artists are brought to the University of South Florida campus. The Artist Series provides unusual opportunities for experiencing the finest professional talents in Dance, Music and Theatre. A quality exhibitions program provides many varied and significant works of art presented annually in the University's three galleries. 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. 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.

These events, most of which are open to the general public, are presented both during the day and evening. Special ticket privileges are available to USF students for most events. For information concerning these events contact the Department of Fine Arts Management and Events.

**Fraternities and Sororities**

There are currently 16 national fraternities, 9 national sororities and two locals 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 sorority local is Pi Epsilon Rho.

The fraternities are Alpha Phi Alpha, Alpha Tau Omega, Phi 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 fraternity local is Alpha Tau. The Greek recognition society is the National Order of Omega.

**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. Soon to join them will be the B'nai Brith Hillel Foundation, catering to students of all branches of Judaism. The Chabad House is also an active Jewish center, not currently located adjacent to the others.

Student religious organizations active on campus: Bahai Club, Baptist Campus Ministry, Campus Advance, Campus Bible Fellowship, Campus Crusade for Christ, Canterbury Club-Episcopal Center, Catholic Student Union, Chabad House, Christian Science Organization, Collegiate Associate of the Research of Principles, Dianetics, Eckankar, Fellowship of Christian Athletes, Hillel, Kappa Phi Lambda, Omicron Delta Kappa, Phi Xi Delta Greek Saints Student Assoc., Lutheran Student Movement, Navigators, Students for Non-Denominational Christianity, Transdenominational Prayer Group, Unitarian Universalist Assoc. for Religious Freedom, University Chapel Fellowship, and The Way Campus Fellowship.

**Service and Resource**

The many service organizations at USF provide volunteer services and functions for the University and the Tampa Bay area. The resource organizations offer aid and support to further enhance students' needs and special interests.

The service and resource organizations are Afro-American Gospel Choir, Alpha Phi Omega, Ambassadors, Assoc. of U.S. Army, Auto Maintenance Club, Bacchus, Bamboocochee Couture, Black Student Union, Campus Christian Ministry, Campus Crusade for Christ, Canterbury Club-Episcopal Center, Catholic Student Union, Chabad House, Christian Science Organization, Collegiate Associate of the Research of Principles, Dianetics, Eckankar, Fellowship of Christian Athletes, Hillel, Kappa Phi Lambda, Omicron Delta Kappa, Phi Xi Delta Greek Saints Student Assoc., Lutheran Student Movement, Navigators, Students for Non-Denominational Christianity, Transdenominational Prayer Group, Unitarian Universalist Assoc. for Religious Freedom, University Chapel Fellowship, and The Way Campus Fellowship.

**Professional, Academic and Departmental**

The professional societies at USF center their groups around profession-oriented needs and interests of students. They are Delta Sigma Pi, Florida Nursing Student Assoc., Iota Pi Lambda, Minority Graduates/Professional Student Organization, Omega Psi Phi, Phi Beta Lamba, Pi Sigma Epsilon, Pre-Law Society, Pre-Med Society, Pre-Veterinary Club, Sigma Delta Chi, and the Student National Medical Assoc.

Academic and departmental organizations have grown and will continue to grow from the needs of students studying in each of these areas. These groups are categorized by the college from which they exist. Academic and departmental organizations are the Arts and Letters: Advertising Assoc., American Studies Assembly, Circle of Colloquy, Communications Council, Forensic Union, German Club, Humanities Society, Public Relations Student Society of America, Readers Theatre Guild and the Russian Club. Business Administration: American Society of Personnel Admin., Black Business Student Organization, Graduate Business Assoc., Management Information Systems Society, and the Student Finance Assoc. Education: Assoc. of Childhood Education, Black Organization of Students in Education, Distributive Education Clubs of America.

Honor Societies
Honors societies recognize outstanding students for their scholastic or service achievement. Membership in honor organizations is usually by invitation. Honor organizations are Alpha Epsilon Delta, Alpha Epsilon Rho, Alpha Pi Mu, Alumni Scholars Club, Arts and Letters Honor Society, Beta Alpha Psi, Beta Gamma Sigma, Sigma Pi Sigma, Sigma Pi Mu, and the Honor Societies of Honor Societies. Financial Management Assoc. Honor Society, Gamma Theta Upsilon, Kappa Delta Pi, Kappa Tau Alpha, Mortar Board, Omicron Delta Kappa, Phi Eta Sigma, Phi Kappa Phi, Phi Sigma Pi, Pi Gamma Mu, Pi Mu Epsilon, Pi Sigma Alpha, Psi Chi, Sigma Pi Sigma, Sigma Iota Epsilon, and Tau Beta Pi.

College and Residence Hall Councils
College and residence hall councils are comprised of students who represent students to the University and provide an organizational outlet for students in each college or residence hall. The college councils are Arts and Letters Council, Business Student Advisory Board, Education Council, Fine Arts Advisory Board, Medicine Council, Natural Science Council, Nursing Student Council, Social and Behavioral Science Council, Co-op Advisory Council, Engineering College Assoc., and the Off-Campus Term Advisory Council. Residence hall councils are Alpha, Beta, Delta/Iota, EZE-Eta, Zeta, Epsilon, Gamma, Kappa/Theta and Mu/Lambda hall councils.

International and Political/Social Change
International student organizations exist at USF to meet the needs of international students and to increase the awareness of the University and the community about international students. International organizations and cultural associations include the Arab Student Union, Caribbean Cultural Exchange, Chinese Student Union, Florida High School Model United Nations, Intercultural Organization, Iranian Students Supporting National Council of Resistance, Lebanese Student Union, Model United Nations, Muslim Student Organization, Vietnamese Cultural Club and the Vietnamese Student Assoc.

Organizations for political and social change are College Republicans, L-5 Society, Libertarian Alliance and the Young Democrats.

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

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 for student use.

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, 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 the very latest in fiction, non-fiction, reference, study aids, and children's books. A copy center and check-cashing facilities are also located in this area.

Check Cashing
The Bookstore provides a check cashing and money order facility for students, staff, and faculty. Cash limit is $50.00. Students current fee card and picture ID or current staff card must be presented for identification.

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, augment leisure time skills, and develop a wholesome attitude toward physical activity.

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

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, circus, dance fit, frisbee, karate, lacrosse, rugby, sailing, 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, tennis and riflery. The women compete in basketball, golf, and tennis, softball,
volleyball and Division II swimming. Schedules are arranged to include quality competition which reflect the high standards of the University, and includes contests with regionally and nationally ranked teams. USF became a charter member of the Sun Belt Conference in 1976.

**Student Publications**

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

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

*Omnibus*, a 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.

**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, transfer, 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, Admission with Distinction 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 skills. 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 of these programs are regularly scheduled, they are often organized at the request of special student or staff organizations. Outreach is also instrumental in informing students of services available to them and in helping them in making their college years more fulfilling. A newsletter is distributed monthly and an “Effective Living” column is published in the Oracle, the campus newspaper.

Currently, there are three paraprofessional programs functioning at the Counseling Center. These programs are staffed by volunteer students under the leadership of trained and experienced graduate and undergraduate students. Participants receive training and supervision from the professional staff.

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

**Offices of Veterans Affairs**

Offices of Veterans Affairs are maintained on the Tampa, St. Petersburg, Sarasota, and Fort Myers campuses. These offices provide specialized services to veterans, eligible dependents, and active duty service persons who have a desire to initiate, continue, or resume their education. 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 to apply for the VA Student Deferment of registration and tuition fees and/or the VA advance payment. Veterans may also qualify to work on-campus in the VA Work-Study program assisting the VA and USF to provide services to veterans. Tutoring in needed subject areas. Under the GI Bill, students can receive reimbursement from the VA to pay for a tutor. There is the opportunity for developmental course-work through cooperative efforts with local community colleges. Active referral is made for financial assistance, student job placement, student housing, personal and family counseling, career planning, academic advising, military service school credit, and discharge review.

USF is a Servicemembers Opportunity College (SOC) and encourages active duty personnel to attend the University. For information on Project Ahead, degree completion, and tuition assistance, in-service students should first check with their military education service officer.
The Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of the Registrar about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures 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. 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.

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 from most degree programs 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. Undergraduates may not enroll in 6000-level courses or higher without written approval of the dean of the college in which the course is offered. Contact the Office of the Registrar for full-time equivalents for Summer Sessions. For academic load for Graduate students see Graduate School, page 51.

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 or 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 required to attend the first class meeting of all classes for which they have registered in order to ensure their enrollment in those classes. Students not in attendance at the first class meeting will be dropped from the course. Students having extenuating circumstances beyond their control who are unable to attend the first class meeting must inform the college or department, preferably in writing, that they will be in attendance at subsequent meetings.

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 a 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 for dates). 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 audit and his presence in the classroom is as a listener.

A student must register to audit courses during the late registration period. (No audit registrations are processed during the regular registration period.) Fees for audit are the same as for full enrollment for credit except out of state tuition is not charged. See University Class Schedule for detailed instructions and dates.
Cancellation Before First Class Day

Students may cancel their registration by notifying the Office of the Registrar in writing prior to the first day of classes. If fees have already been paid, the student may request a full refund of fees from the Office of Finance & 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 for date). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals are posted to the academic record with “W” grades assigned to the courses. A grade of “F” will automatically be assigned for all course work from which a student withdraws after the end of the ninth week of the term.

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 the Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. Include in the request the full name, social security number, and date of birth, and indicate names and addresses 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

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida statutes and rules of the State Board of Education.

The CLAST is administered toward the end of the sophomore year to university students as well as to community college students who are completing Associate of Arts degree programs and to community college students who are completing Associate of Science degree and are seeking admission to upper division programs (55 or more hours) in state universities in Florida. Students who do not take the test will not be awarded the Associate of Arts, nor will they be admitted to upper division status in state universities in Florida from private colleges in Florida and from out-of-state colleges. Effective August 1, 1984, the State Board of Education will establish minimum CLAST score standards for the award of the Associate of Arts and for admission to upper division status in state universities in Florida. Prior to August 1, 1984, the use of CLAST scores is limited to student counseling and to curriculum improvement.

The counseling office, located in FAO 201, can tell you how and when to apply to take the CLAST. The counseling office can provide you with a list of CLAST skills and can tell you where the communication and computation skills are taught in the curriculum.

Courses to Satisfy Rule 6A-10.30

State rule 6A-10.30 states that “Prior to receiving an Associate of Arts degree from a public community college or university or prior to entering the upper division of a public university, a student shall complete successfully the following: 1. Twelve semester hours of English courses in which a student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester length course within the general written work of at least 6000 words. 2. Six semester hours of mathematics course work at the level of college algebra or above. For the purpose of this rule, applied logic, statistics, and other such computation course work, which may not be placed within a mathematics department, may be used to fulfill 3 hours of the 6 hours required by this section.”

In order to follow the specifics of this rule, the University of South Florida has designated the following courses in which the student may demonstrate the writing and mathematical skills as set forth in this rule.

**Communication (12 semester hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 &amp; 1104</td>
<td>Freshman English</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>Six semester hours under Area II, Fine Arts and Humanities, from (American Studies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMS 3001</td>
<td>America at the Turn of the Century</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>(Classics)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLT 3101</td>
<td>Greek Literature in Translation</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>CLT 3102</td>
<td>Roman Literature in Translation</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>CLT 3370</td>
<td>Classical Mythology</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>(English)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AML 3041</td>
<td>Survey of American Literature to 1945</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>CRW 3100</td>
<td>Narration and Description</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>CRW 3110</td>
<td>Imaginative Writing: Fiction</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>CRW 3111</td>
<td>Form and Technique of Fiction</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>ENC 3310</td>
<td>Expository Writing</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>ENC 3210</td>
<td>Basic Technical Writing</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>ENL 3012</td>
<td>Survey of British Literature to 1750</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>ENL 3022</td>
<td>Survey of British Literature 1750-1945</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>LIT 2000</td>
<td>Introduction to Literature</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>(Humanities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 4437</td>
<td>Renaissance Arts and Letters</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>HUM 4448</td>
<td>Renaissance Arts and Letters</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>HUM 4440</td>
<td>Enlightenment</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>(Languages)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIN 3801</td>
<td>Language and Meaning</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>(Philosophy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHH 4700</td>
<td>American Philosophy</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>PHM 4322</td>
<td>Ancient and Medieval Political Philosophy</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>PHM 4331</td>
<td>Modern Political Philosophy</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>PHM 4340</td>
<td>Contemporary Political Philosophy</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>(Art)</td>
<td></td>
<td></td>
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<tr>
<td>ARH 3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARH 4760</td>
<td>Introduction to Art (excluding OU sections)</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>(Dance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAN 4120</td>
<td>Critical Studies in Art History</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>Survey History of Dance</td>
<td>3 semester hours</td>
<td></td>
</tr>
</tbody>
</table>
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 34 for information on petitioning.

Grading System

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

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

The University has a four-point system of grading used in computing grade point averages (A = 4 quality points, B = 3, C = 2, D = 1, F = 0). The grade point average (abbreviated GPA throughout this catalog) is computed by dividing the total number of quality points by the total hours attempted at the University of South Florida. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. Grades of S, U, I, IU, Z, and grades which are followed by an "R" (indicating 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 distribu-
tion 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 grade, A, B, or C, shall be equivalent to a letter grade of “S”.
   
   b. Letter grades D or F shall be equivalent to a letter grade of “U”. “S” and “U” grades are not computed in the student’s grade point average.

“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 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 39). 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 substituted in the place of the original course.

1. Complete a “Grade Forgiveness Request Form” (available in the Office of the Registrar) for each course to be repeated.

2. Adhere to the following conditions:

   a. A limitation of applying grade forgiveness to three USF courses with no more than one repeat per course.

   b. With prior approval of the college dean, a course different from a course on the approved list may be substituted in the following cases:

      1. The substitute course is a change in prefix, number, hours, or title, but not a substantive change in content from the original course.

      2. The substitute course replaces a course no longer offered by the institution.

   c. The repeated course must be taken under the standard grading system (A-F) and the latest grade must be D or higher (grades of S/U are not permitted).

   d. All grades remain on the transcript. The original course grade will be annotated with “R” to indicate that the course has been subsequently repeated and the original grade is not computed in the grade point average.

   e. Individual colleges may have further restrictions; therefore, the student should consult with his/her college.

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

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

Academic Probation and Academic Dismissal for Undergraduate Students

The first time the academic record of an undergraduate or non-degree seeking student falls below an cumulative 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 next semester of attendance, that student will be automatically dismissed and will remain out for one semester. Any student who has been dismissed for academic reasons at the end of the semester in which it occurs shall not be readmitted to 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 no single term GPA below a 1.0 GPA before the probationary status is removed. Advising is mandatory prior to registration. For students who are on work training or Cooperative Education, credits will not be transferred.

2. Any degree-seeking undergraduate student whose cumulative GPA falls below 2.0 after attempting an accumulated twelve or more USF Semester graded hours will be dismissed for academic reasons at the end of the semester in which it occurs.

Students are strongly encouraged to confer with their academic advisors to explore ways of improving academic performance.

Any student who withdraws after the fifth day of classes while on Academic Probation 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 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 providing he/she is not enrolled in any academic course 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. 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 falls below a 2.0 GPA from the University of South Florida and subsequently achieves an AA from a Community College (or a four-year institution), that student when re-admitted to the University will be credited with a maximum of 60 semester hours and have his/her academic record cleared. Only with the endorsement of the Dean of the College of the student's major and approval by the Academic Regulations Committee, may the student receive credit for hours beyond the 60 which were earned previously at USF or another four-year institution.

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

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

**College Policies For Academic Progress**

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

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

- 0 Special/Unclassified: Non-degree seeking students
- 1 Freshman: 0 through 29 semester hours passed
- 2 Sophomore: 30 through 59 semester hours passed
- 3 Junior: 60 through 89 semester hours passed
- 4 Senior: 90 or more semester hours passed, however no baccalaureate degree earned here or elsewhere
- 5 Baccalaureate degree holder working on a second Undergraduate program or degree
- 6 Graduate student admitted to Master's Degree Program
- 7 Graduate student admitted to Specialist Degree Program
- 8 Graduate student admitted to a Doctoral Degree Program
- 9 Professional Program (M.D.) or Post-Doctoral Status

All undergraduate students must present a score (passing score after August, 1984) on the College Level Academic Skills Test (CLAST) and fulfill the writing and computation course requirements of 6A-10.30 prior to admission into the upper division of the University.

**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 the Registrar. Students will be notified by the Office of the Registrar 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 51 for further details.

**Pending Status**

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

Each student placed on pending should determine from the Office of the Registrar 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 the Registrar.

**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 struc-
ture 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 comprehensive final examination must be given during this designated period. The period of two hours shall be allotted for each final examination. If a student has a direct conflict of scheduled examinations or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The final examination schedule shall be published in the same manner and place as the schedule of classes.

Honors Convocation

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

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

The Honors Program

Superior students may avail themselves of two Honors opportunities at USF.

University Honors is designed for First-Time-in-College freshmen. This Program is grounded in the liberal arts tradition but is intended for superior students undertaking the four-year bachelor's degree regardless of their intended major. Normally one required course is taken each semester in a carefully planned sequence designed to emphasize sound reasoning skills and creative, independent thought. The General Distribution Requirements for University Honors students are different from that of regular students although the same number of hours is required. Potential University Honors students are actively recruited, but any interested student who feels that he/she may be qualified may request admission. There are no minimal requirements for admission, but students typically have 3.50 high school GPAs and 1200 SAT or 28 ACT scores.

Departmental Honors Programs are available in selected departments that wish to offer Honors-level work for superior students majoring in their disciplines. Requirements vary according to department, but all require the completion of a thesis or project.

Admission to University Honors is determined by the University Honors Committee and the Director of Honors; admission to departmental honors is determined by the individual department. Students who satisfactorily complete University Honors and/or Departmental Honors shall be identified as Honors Graduates at Commencement as well as on their diplomas and transcripts.

Dean's List

Full-time undergraduate students who demonstrate superior academic achievement during one semester will be honored on a "Dean's List." To be eligible for the Dean's List, a student must be in a "pool" (defined hereafter) and must complete 12 hours of graded (A-F) USF courses with no incomplete grades during the semester. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given semester. The Dean's List shall consist of the fewer of: 1) the upper 10% of the enrollment of the college; or 2) students in the college with a USF 3.5 GPA or above (ties at the 90th percentile will be included in the honors group).

The Dean of the College in which the student is majoring will recog-

ize 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 committee, a student must secure the appropriate form from the Office of the Registrar. Completed forms should be returned to the Office of the Registrar by 4:00 p.m., Friday, to be reviewed at the next week's meeting. Students will receive notification of the committee's action the following week.

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

Student Academic Grievance Procedure

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

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

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

Academic Dishonesty And Disruption

Of Academic Process

Students attending the University of South Florida are awarded degrees in recognition of successful completion of course work in their chosen fields of study. Each individual is expected to earn his or her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with established rules and procedures.

I. Plagiarism

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

A. "Plagiarism, for a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." [Direct quotation]


B. As Harry Shaw states in his Concise Dictionary of Literary Terms, "Plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." [Direct quotation with an introductory statement citing the source.]


C. Plagiarism is literary theft. To emphasize that point, Harry Shaw states that the root of the word comes from the Latin word meaning "kidnapping." [Paraphrasing]


Example of proper citation (in body of text):

D. Shaw (1972) states that the root of the word comes from the Latin word meaning "kidnapping." [Paraphrasing; complete information about source will be cited in a section at the close of the text.]

E. Shaw (1972) was correct when he stated that "plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." [Quotation; complete information about source will be cited in a section at the close of the text.]

The following are examples of plagiarism because sources are not cited and appropriate quotation marks are not used:

1. Plagiarism, from a Latin word meaning "kidnapping," ranges from inept paraphrasing to outright theft.
2. Plagiarism comes from a Latin word meaning "kidnapping" and ranges from paraphrasing to theft.
3. Plagiarism ranges from inept paraphrasing to outright theft.

[Footnote/citation styles will depend upon those used by different academic disciplines. Many disciplines in the Natural Science areas, for example, will cite sources within the body of the text.]

Punishment: The student who submitted the subject paper, lab report, etc. shall receive an "F" with a numerical value of zero on the item(s) submitted, and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

II. Cheating

Cheating is defined as follows: (1) the unauthorized granting or receiving of aid during the prescribed period of a course graded exercise: students may not consult written materials (notes or books), may not look at the paper of another student, nor consult orally with any other student taking the same test; (2) asking another person to take an examination in his or her place; (3) taking an examination for or in place of another student; (4) stealing visual concepts and presenting them as one's own (e.g., drawings, sketches, diagrams, musical programs and scores, graphs, maps, etc.); (5) stealing, borrowing, buying, and/or disseminating tests, answer keys and/or other examination material except as officially authorized, research papers, creative papers, speeches, etc.; (6) Stealing (copying) of computer programs and presenting them as one's own. Such stealing includes the use of another student's program, as obtained from the magnetic media (or interactive terminals) or from cards, print-out paper, etc.

PUNISHMENTS: 1) Observation of or exchanging test information with other students during the course of a classroom test. Punishment: The students who receive or give such information shall receive an "F" with a numerical value of zero on the test(s), and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

2) The use of any prohibited device (such as a cheat sheet, recording calculator if forbidden on exam, etc.) during the course of a classroom test to assist the student or other students. Normal punishment: "F" in the course.

3) The use of another student (a stand-in) to take an examination for the enrolled student. Normal punishment: "F" in the course and suspension from school for one year.

4) The stealing, borrowing, or buying of research papers, creative works/papers, speeches and/or tests and other exam materials, or the receipt of or dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records. Normal punishment: "F" in the course (if enrolled) and expulsion from the University.

5) Stealing of computer programs. Punishment: Student who receive or give such programs shall receive an "F" with a numerical value of zero on the program(s), and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

The University drop policies and/or forgiveness policy shall be suspended for a student accused of plagiarism and/or cheating.

Disruption of Academic Process is defined as the act(s) or word(s) of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member direct attention from the academic matters at hand (e.g., noisy distractions; persistent, disrespectful or abusive interruptions of lecture, exam or academic discussions) or present a danger to the health, safety or well being of the faculty member or students.

Disruption of Academic Process will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from class with a final grade of "W" shown on the student record.

Student Violations Involving Alleged Academic Dishonesty/And Disruption Of Academic Process

Alleged violations of academic honesty or alleged disruptions of academic process will be handled initially by the instructor, who will discuss the incident with the student. If the instructor observes the alleged dishonesty occurring during an examination, he/she should, with discretion, notify the student of the fact before the student leaves the examination. In all cases, the instructor must attempt to schedule a meeting with the student to discuss the alleged dishonesty and advise the student in writing of the procedures involved. (If the student fails to make or keep the appointment, the instructor shall file a report outlining the incident with the chairperson of the department responsible for the course.)

Punishment: Punishment for disruption of academic process will determine the final course grade and will range from a private verbal reprimand to dismissal from class with a final grade of "W" shown on the student record.

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 1101 and ENC 1104).

Area II—Fine Arts and Humanities
Any course offered by American Studies; Art; Classics; Com-
munication; Dance; English (excluding ENC 0000, 1101, 1104, REA 0105); Foreign Languages; Humanities; Liberal Studies; Linguistics (only LIN 3010, 3801); 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, GEB 2111, 3121; Logic, PHI 3100; Social Science Statistics, STA 3122.

Area IV—Natural Sciences
Any course offered by: Astronomy; Biology (including botany, microbiology and zoology); Chemistry; Geology; Physics; and/or Introduction to Oceanography, OCE 3001; Anthropology 3511.

Area V—Social and Behavioral Sciences
Any course offered by the Departments (or Programs) of: African-American Studies; Aging Studies; Anthropology (excluding ANT 3511); Criminal Justice; Economics (excluding GEB 2111, GEB 3121); 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 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;

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

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

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

A student may appeal to the Coordinator of Advising in his 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.
†As defined in the Florida Statewide Articulation Agreement.

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 42) and others may be offered within departments. Interested students should obtain additional information from their advisers or the Office of Evaluation and Testing Services.

Freshman English Requirement
All first-time-in-college students are required to take Freshman English (a sequential two-semester course of study) in accordance with the following conditions:
1. First-time enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1104 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are high demand and it is possible that registration space will not always be available.
2. First-time enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test must attempt CLEP during their first nine (9) weeks. During this semester, they should not enroll in ENC 1101. If a student either fails or doesn't attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally complete the sequence by the first semester of his/her sophomore year.

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

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; satisfactorily completed CLAST and the writing and computation course requirements of 6A-10.30; 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 fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer semesters. The University may waive the application of this rule in cases of unusual hardship to the individual. (See Summer Enrollment Requirement below.)

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

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

Foreign Language Competency Policy

All students applying for a B.A. degree from the University of South Florida must demonstrate competency in a foreign language to be selected from among the ones listed below. This rule applies to all students at USF who enroll under the policies/procedures listed in the 1983 USF Bulletin and succeeding ones and who graduate in or after December, 1986. Gaining of this competency may be accomplished through credit courses or non-credit courses offered either at the University of South Florida or elsewhere, or through experience. The demonstration of this competency, however, must be shown by the passing of a competency examination with the one exception noted below. The languages and approved examinations are:

**Classical Languages**
- Greek (Ancient) — College Placement Examination
- Greek (New Testament) — USF Examination
- Hebrew (Classical) — USF Examination
- Latin — College Placement Examination

**Modern Languages**
- French — College Placement Examination
- German — College Placement Examination
- Italian — College Placement Examination
- Portuguese — USF Examination
- Russian — College Placement Examination
- Spanish — College Placement Examination

**Other Modern Foreign Languages**

Approval needed by Director of the Division of Languages

To demonstrate this language competency, all students must pass the appropriate language competency examination: 1) college placement examination with a 4; or 2) USF examinations approved by the Director of the Division of Languages, the Chair of Classics, or the Chair of Religious Studies, whichever is appropriate. A student must take the examination prior to the term in which he/she plans to graduate, but it is recommended that the student take the examination at least three terms prior to graduation. A student may take the examination up to two times. If the student fails to pass the examination the second time, he/she should then take a language course(s) approved by the appropriate director/chair. The student must pass the course(s) with a minimum grade of "C" in order to fulfill the language competency requirement. No retaking of the competency examination is required.

Pre-arranged test dates will be set-up and published. If the language requested may not be tested with a College Placement examination, the student should be advised to get in touch with the appropriate Director or Chair as soon as possible so that an examination may be written.

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 56.

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 parentheses after 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)
- Humanities (HUM)
- Italian (ITA)
- Languages (combination) (FOL)
- Liberal Studies (ALA)
- Mass Communications (COM)
- Philosophy (PHI)
- Religious Studies (REL)
- Russian (RUS)
- Spanish (SPA)

**College of Business Administration: (B.A.)**

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

**College of Education: (B.A.)**

- Art Education (ARE)
- Botany Education (BOE)
- Business and Office Education (BTE)
- Chemistry Education (CHE)
- Classics Education (CLE)
- Distributive 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 (FLD)
- 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)
Colleges of Engineering: (B.S.)
- Chemical Engineering (ECH) (B.S.Ch.E.)
- Civil Engineering (EC) (B.S.C.E.)
- Computer Engineering (EC) (B.S.Cp.E.)
- Computer Science (ECC) (B.S.C.S.)
- Electrical Engineering (EE) (B.S.E.E.)
- Engineering (EGU) (B.S.E.)
- Engineering Science (EGC) (B.S.E.S.)
- Engineering Technology (ET) (B.S.T.)
- Industrial Engineering (EIE) (B.S.I.E.)
- Information Systems (EIS) (B.S.I.S.)
- 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) (B.A.)
- Botany (BOT) (B.A.)
- Chemistry (CHM) (B.A.)
- Chemistry (CHS) (B.S.)
- Clinical Chemistry (CHC) (B.S.)
- Geology (GLY) (B.A.)
- Geology (GLS) (B.S.)
- Mathematics (MTH)
- Medical Technology (MET) (B.S.)
- Microbiology (MIC) (B.A.)
- Microbiology (MIS) (B.S.)
- Natural Sciences Interdisciplinary (INS)
- Physics (PHY) (B.A.)
- Zoology (ZOO) (B.A.)
- Zoology (ZOS) (B.S.)

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

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

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

Academic Minor

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

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

Minor Fields of Study

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

College of Arts and Letters:
- American Studies
- 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
- Human Services
- 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 of his/her choice. A degree-seeking student may choose any USF catalog published during his/her continuous enrollment. Students who have transferred from one Florida public institution to another are affected by the following Board of Regents policy:

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

At 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, (excluding W's) 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.

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 requirements.

Availability of a Baccalaureate Degree for Students Enrolled in or Graduated from a Five-year Master's Program

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

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

B.A. Degree for Medical and Dental Students

Students who are admitted to a medical or dental school after completing their junior year at USF may be awarded the B.A. degree in Interdisciplinary Natural Sciences from the college of Natural Sciences. (See College of Natural Sciences on page 133).

Application for Graduation

To be considered for graduation, a student must submit an "Application for Degree" to the Office of the Registrar by the deadline noted in the Academic Calendar for the term in which he/she expects to graduate. Graduation Applications for Degree are available in the Office of the Registrar. Undergraduate Applications for Degree are to be picked up at the student's college. The college will sign or stamp the form in the area for "Office Use Only," and retain a copy. The student will turn the remaining copies in to the Registrar's Office prior to the application deadline. A.A. Applications for Degree are available in the Office of Undergraduate Studies. (Inquiries regarding approval or denial should be made to the Colleges.)

It is the student's responsibility to clear all "I" grades (incompletes) 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 is 3.5 or higher shall be considered for honors. In addition, transfer students to be eligible for honors must have a grade point average of 3.5 or higher when com-
exceptional achievement 1 % of the college's graduates or 1 student per designation of semester for graduating at the University of Some for the Associate of Arts, an appropriate degree will be awarded. hours of university credit; the last for an A.A. degree. The a warding of the Associate of Arts degree does not alter the Application for the Associate of Arts degree is obtained from the Students who have completed their A.A. requirements in a prior term Records of the Office of Academic Advising prior to the application deadline. The degree must be awarded prior to the student's accumulation of 90 semester hours. Detailed instructions to determine the student's eligibility to receive the A.A. degree are included with the application form. Students who have completed their A.A. requirements in a prior term and apply for the degree while not enrolled, must pay the appropriate fee for one upper level credit hour. The fee is payable at the time of application for an A.A. degree. The awarding of the Associate of Arts degree does not alter the calculation of the grade point average. Certification for the A.A. in no way affects what the individual colleges require for the completion of the major for a bachelor's degree. Limited Access Student Records The following student records are open for inspection only to 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 Commencement Commencement ceremonies at USF (Tampa) are held twice a year: Fall and Spring. 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. Information regarding the ceremony will be mailed to the students during the Semester in which they should participate. If information is not received, the student should contact the Office of the Registrar. Graduate students (Master's, Education Specialists, and Doctorate) will not participate in commencement exercises until all requirements for such degrees have been fulfilled.

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 catalog must be satisfied. Physical Education and Military Science credits do not count toward the A.A. degree. In addition, the student must present a score (passing score after August, 1984) on the College Level Academic Skills Test (CLAST) and fulfill the writing and computation course requirements of 6A-10.30 prior to admission into the upper division of the University.

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 accumulation of 90 semester hours. Detailed instructions to determine the student's eligibility to receive the A.A. degree are included with the application form.

Students who have completed their A.A. requirements in a prior term and apply for the degree while not enrolled, must pay the appropriate fee for one upper level credit hour. The fee is payable at the time of application for an A.A. degree. The awarding of the Associate of Arts degree does not alter the calculation of the grade point average. Certification for the A.A. in no way affects what the individual colleges require for the completion of the major for a bachelor's degree.

Limited Access Student Records

The following student records are open for inspection only to 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

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 during specified times printed in the University Class Schedule. Credit hours for the course(s) taken at the host institution will apply toward graduation only if prior approval was received from the student's USF adviser. The grade point average will not transfer to USF. See your USF college adviser for detailed registration instructions and course approval.

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

The School of Continuing Education serves the multiple continuing education needs of the community through its divisions of Conferences and Institutes, Lifelong Learning, and Special Degree Programs, the International 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.

Division of Lifelong Learning

The Division of Lifelong Learning offers a number of courses, services and programs designed to meet the personal improvement, career, and cultural needs of individuals.

Courses are noncredit which include special interest, career skills, professional development, improving test skills, and youth and teen series.

Services include individual and group advising for adults who want to enter or re-enter USF. (See page 16).

Programs include the Senior Citizen Tuition Waiver Program and other senior citizen programs. (See page 16).

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 people of all ages with richer and more diversified programs. The programs vary in length from one day to ten weeks, and the subject matter is concentrated as needed for the group being served. The Continuing Education Unit (CEU) is awarded to participants in selected programs sponsored by the School of Continuing Education and approved by an academic unit. Transcripts indicating awarded CEUs 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 everyone who has a desire for knowledge and interest in the subject matter.

The Division of Conferences and Institutes

The Division of Conferences and Institutes develops educational programs consistent with the needs of specific groups and organizations. Professional program coordinators are available to provide technical assistance in program planning, budget preparation, program management and evaluation.

The Center For Organizational Effectiveness

The Center for Organizational Effectiveness is an association of members from organizations in the Tampa Bay region who are interested in planning and implementing management strategies and technologies designed to improve the efficiency and effectiveness of their respective organizations. A Board of Directors, made up of management representatives from member organizations, identifies programs and services that are needed, are not currently available to them, and can be delivered in a cost effective manner.

Center Programs

Executive Forum

An Annual Center Seminar. A presentation in response to issues identified by Center members, and given by a person selected on the basis of recent and distinguished contributions to managing.

Interconnect

A seminar series presented by Center members to share experiences about the implementation of innovative managerial technologies in their organizations.

Management Briefings

Special management programs selected by Center members because of their outstanding quality.

Management Round Table

A special interest seminar series. Small seminars designed by Center staff in response to requests by member organizations.

The Center Services

Measurement, development and quality control services will be offered by the Center on a cost basis to member organizations. Services will include the assessment of one or more clusters of managerial or supervisory competencies and organizational factors such as organizational climate, attitudes, communications, etc.

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 areas: the Humanities, Natural Sciences, Social Sciences and Interaarea Studies.

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

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

When certified as eligible for a seminar, the student is invited to attend a two 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 six weeks of periodic
residence on the USF Campus. Each seminar represents a period of intensive, residential learning under the direction of a team of faculty members.

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

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

Fees for the BIS Degree Program are as follows:

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Pre-Enrollment Procedures</td>
<td>$65.00</td>
</tr>
<tr>
<td>1st Study Area Independent Study</td>
<td>$450.00</td>
</tr>
<tr>
<td>1st Study Area Seminar</td>
<td>$450.00</td>
</tr>
<tr>
<td>2nd Study Area Independent Study</td>
<td>$450.00</td>
</tr>
<tr>
<td>2nd Study Area Seminar</td>
<td>$450.00</td>
</tr>
<tr>
<td>3rd Study Area Independent Study</td>
<td>$450.00</td>
</tr>
<tr>
<td>3rd Study Area Seminar</td>
<td>$450.00</td>
</tr>
<tr>
<td>Fourth or Inter-Area Studies</td>
<td>$975.00</td>
</tr>
<tr>
<td>Total*</td>
<td>$3,750.00</td>
</tr>
</tbody>
</table>

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

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

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

**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:

   **Test Courses**
   - English Composition with Essay ENC 1101 and ENC 1104
   - Mathematics MAT 2034, MGF 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. 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 146).

**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. Commissioned officers 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 Indoctrination 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.

**College Reach-Out Program**

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

The focus of the program is the prepare students to meet higher education requirements established for admission to universities. Tutoring services are provided to enhance students' academic skills in English, mathematics, science, and reading.

The program is structured to provide counseling in personal, social, academic, educational, and career opportunities.

Academic requirements are listed:

1. Family income must meet federal and state guidelines.
2. Students must have completed the 8th grade and be presently enrolled in the 9th or 10th grades.
3. Students must have a 2.0 grade average in English, mathematics, reading, and science.
4. Students must attend schools in Hillsborough County.

Applications should be forwarded to the College Reach-Out Program, FAO 159, University of South Florida.

**Enrollment in Evening Courses**

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

**University of Florida**

**Correspondence Courses**

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

**Non-Degree Seeking**

**Student Enrollment**

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

**Non-Degree Seeking**

**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.
Upward Bound

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

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

To qualify, the applicant must meet the following criteria:

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

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

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, California State University at Northridge, 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 Northwestern 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), 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-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).

Recent additions include Alabama State University, College of Charleston (SC), Murray State University (KY), Portland State University (OR), University of Minnesota and University of Rhode Island.

The number of participating schools increases each year so this list must not be considered complete. An up-dated listing is maintained by the NSE office.

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

Application deadline for September or January exchange is March 1 annually. Thereafter, no applications for exchange are processed until September for mid-year exchanges if such are possible. Students are urged to apply early as there are quotas established for participation in the NSE Program. The NSE Program is coordinated by the Off-Campus Term Program. The OCT 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, Columbia.

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 Spain, France; intersession programs in Mexico.

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 contains the Office of the Dean of Undergraduate Studies, Community College Relations, Career Resource Center, Air Force ROTC, Army ROTC, Evaluation and Testing, 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, 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. This unit also provides other support services to enhance student retention.

**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 full-time 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, Career Resource Center, 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.

**Project Thrust**

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

Project Thrust provides tutorial services, study skills classes, extended classes, a special summer program, 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 also are 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.

**Disabled Students**

Additional services to those offered through the Special Services Program can be obtained from the Office of Disabled Student Academic Services. Services include readers, notetakers, and interpreters. Aids include Braille dictionaries and typewriters, tapes and tape recorders, Visual Tek, telecommunications devices, Kurzweil reading machine, talking calculators, etc. Students with a disabling condition who need these services should contact the Coordinator of Disabled Student Services. These requests should be made prior to registration if at all possible.

**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 training is offered to both men and women students and provides free uniforms and textbooks. Application for post-commissioning flying training is available to men and women. Scholarships covering tuition, books, and lab fees are available on a competitive basis.

**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 organization 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 airpower are stressed, especially where these provide significant examples of the impact of airpower on strategic thought. Students incur no military commitment by participating in the GMC.

Army ROTC (Reserve Officer Training Corps)

The University of South Florida is one of 308 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 in most areas of study. Dedicated scholarships are awarded on a competitive basis in engineering, nursing, and most hard-skill studies (i.e., biology, physics, etc.). The scholarship pays for tuition, books, lab fees, and certain other academic expenses. Also included is a $100 a month stipend.

Your prior military experience may serve as credit for the ROTC Basic Course. That means, if credit is granted, you can skip the freshman and sophomore years of ROTC.

An abbreviated curriculum, and a special summer program for transfer students or others who did not participate in Basic ROTC, is also available on the Tampa Campus. Basic Camp for those sophomores and juniors interested in ROTC is available during the summer at Fort Knox, Kentucky.

Adventure training in Air Assault, Airborne, and Northern Warfare is open between semester breaks to those students that qualify.

A contractual agreement may be made for those who wish to serve in the army Reserves or National Guard only 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.

Office of Community College Relations

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

Community junior college and other undergraduate students, who need special assistance, should contact the Office of Community College Relations. 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, 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.

Career Resource Center

One of the recognized goals of a college education is to maximize career satisfaction. The University has dedicated itself to assisting students in realizing their career objectives through programs offered through the Career Resource Center. Prior to utilizing the programs offered through the Center, students may want to seek additional assistance in the areas of personal assessment, values clarification, skills identification, and interest inventories offered through the Counseling Center for Human Development.

The Career Resource Center has a well-developed Career and Employer Information Library, a video-tape library for student viewing, and a staff of professional advisors to assist students.
Alumni Placement Services

Placement Services are available to any alumni of the University. The job data bank, a resume referral service, a monthly Alumni Bulletin, and access to the Career and Employer Library are a few of the services offered to alumni who pay the $15.00 user's fee.

Career Planning and Advising

Group and individual sessions are provided with emphasis on increasing students' awareness of available resources, classes, and potential employers with whom they might consider careers. Weekly classes on resume and cover letter writing, interview tips, job search strategies for the liberal arts major, and orientation classes on the Placement Services and the Cooperative Education Program are available to all students.

Cooperative Education Program

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

A student must complete a minimum of 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 the required 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 fail to keep their agreement to remain with an employer to the end of a given training assignment, will receive a "U" grade and will be dropped from the program. Cooperative Education courses (COE) may not be dropped without permission from the Cooperative Education office.

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.

Senior Placement Services

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

The following data concerning the statistical records of some of our 1982-83 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 Placement Office (by which the data is compiled) is entirely voluntary on the part of the student and that the student is not required to provide follow-up information on employment. This should be considered when examining the different percentages of registered students, the percentages that report employment, and the percentages remaining on active or inactive file, many of whom may have obtained employment without reporting it.

This survey encompasses University of South Florida seniors who graduated from August 1982 through July 1983. Only those students who registered with the Placement Office were surveyed for the placement and salary information contained in this report. This information was gathered from employers, students, and survey letters.

Of 4,344 graduating students (which exclude College of Medicine, College of Nursing, and Bachelor of Independent Studies), 1,554 or 35.8% registered with the Placement Office. Of the 1,554 registered graduating students:

272 — 17.5% — accepted positions
1,297 — 83.5% — remained on active file for referral or were inactivated.

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

SUMMARY 1982-83

<table>
<thead>
<tr>
<th>College</th>
<th>Degree</th>
<th>Number of Graduates</th>
<th>Registered With Placement</th>
<th>Percent of Graduates Registered</th>
<th>Reported Number of Jobs</th>
<th>Percent Registered With Jobs</th>
<th>Average Annual Salary</th>
</tr>
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<tbody>
<tr>
<td>Arts &amp; Letters</td>
<td>B</td>
<td>424</td>
<td>123</td>
<td>29.0</td>
<td>16</td>
<td>13.0</td>
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<td></td>
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<td>40</td>
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<tr>
<td></td>
<td>D</td>
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<td>0</td>
<td>0.0</td>
<td>0</td>
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<td>-0-</td>
</tr>
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<td>-0-</td>
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<td>Administration</td>
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<td>303</td>
<td>64.1</td>
<td>24</td>
<td>16.5</td>
<td>12,645**</td>
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<td>6.4</td>
<td>3</td>
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<td>14,368**</td>
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<td>3</td>
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<td>Engineering</td>
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<tr>
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<td>7</td>
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<td>Behavioral Sciences</td>
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<td>13</td>
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<tr>
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<td>6.3</td>
<td>17,000</td>
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<tr>
<td>Sub-Total</td>
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<td>TOTAL</td>
<td></td>
<td>4,344</td>
<td>1,554</td>
<td>35.8</td>
<td>272</td>
<td>17.5</td>
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</table>

*Either Education Specialist or Doctoral Degree
**10-Month Salary
*Excluding College of Medicine, College of Nursing, and Bachelor of Independent Studies

College of Medicine:  B — Bachelor's Degree
College of Nursing:   M — Master's Degree
College of Business:  D — Doctoral Degree

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

College of Medicine:  B — Bachelor's Degree
College of Nursing:   M — Master's Degree
College of Business:  D — Doctoral Degree

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

The Office of Evaluation and Testing, serves three principal functions:

1. **Admissions and Academic Testing**: Tests required for admission to colleges, graduate and professional schools as well as many other special tests are administered by this office. Examples are the SAT, ACT, GRE, MCAT, LSAT, and CLAST.

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 42)**: 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.

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 programs 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) intercultural studies, (3) law and society, (4) contemporary health problems, (5) volunteers and society, (6) international relations, (7) and three-hour 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.)

The Open University brings USF credit courses to students via television and radio. Broadcast on WUSF-TV, Channel 16 and WUSF(FM) 89.7, the Open University is ideal for the working person, a parent with small children, a student who is unable to get into an on-campus course, or anyone with a desire to learn. Classes are conveniently scheduled in the weekday afternoon and weekends, with repeats of each course program later in the weekday or on the weekends.

Many Open University courses may be used to fulfill General Distribution and/or major requirements and may be used as elective credit for most degree programs. Some Open University courses also may be used by Florida teachers to extend their teaching certificates. Students should check with their departments for clarification on these points. Tuition is identical to that of other USF credit courses, and registration coincides with the University’s registration schedule. Both degree-seeking and non-degree-seeking students may register for The Open University telecourses, and they can eliminate the drive to the Tampa campus by registering at any of USF’s branch campuses: St. Petersburg, Sarasota, or Fort Myers.

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 600,000 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 and faculty 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 exiting 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 Documents collection is also on the basement level. The Library is a depository for U.S. and Florida Government publications and also receives 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 4,000 periodicals, the Library subscribes to newspapers from Florida and major cities in the United States, and from many foreign countries.
The Microform room, also on the second floor, holds a large collection of material in microtext; this material provides access to many important sources otherwise inaccessible.

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

**Division of Sponsored Research**

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

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

From its beginning, USF faculty and staff have been active in the search for new knowledge and have consistently demonstrated their concern about the world in which they live. With the support of private and public agencies, they have contributed to our knowledge about men and women and the world in which they live and applied their findings and skills to the solution of many contemporary problems. Since 1960, the rate of growth in external funding has been phenomenal. During the past five years (1977-1983) USF faculty have received in excess of $78 million dollars from external sources to pursue research and other sponsored fund activities. Many of their contributions were basic research; others were practical applications of new knowledge; still other projects made the special contribution that they had been designed to display material in microtext; this material provides access to many important sources otherwise inaccessible.

**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 to external agencies or non-academic internal utilization; and for preview in the Film Library located on the Tampa campus. Reference and research for films not in the USF collection are also 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 photography 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 as well as the scheduled daytime classroom hours.

The Instructional Television Fixed Service (ITFS) productions are credit classes taught before an actual class and disseminated live via microwave to designated locations within a 25-mile radius of the downtown Tampa area.

**Photography**

The Photography Department provides a wide variety of professional services to students, staff and faculty; from black and white printing 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 Design 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 on Monday from 4:00-6:00 pm, Wednesday from 2:00-3:00 pm, and on Thursday from 9:00-11:00 am. There is no charge for the original ID or to replace a damaged ID providing the damaged card is presented. All other replacements are $5.00 each.

WUSF-TV (Channel 16) is a non-commercial educational television station serving the communities of the nine surrounding counties as an important outreach arm of the University. Channel 16 produces and airs more local programming than any station in the area while bringing the best of the offerings from the Public Broadcasting Service (PBS), the Southern Educational Communications 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 (24 hours Friday and Saturday) of fine arts, public affairs, and educational programming. It is a member of National Public Radio (NPR) and Florida Public Radio. The sub carrier of the station is also programmed 20 hours a day with newspaper and other readings for the "print-handicapped," requiring a special receiver loaned to qualified listeners. Most of the readings are provided by volunteers.

WSFP-TV and WSFP-FM (Fort Myers) are operated as satellite stations of WUSF-TV and FM in the southwest Florida area. Many programs used on these stations are the same as those on the parent stations, though efforts are made to develop and use as many programs designed especially for that area of the state as possible. A Radio Reading Service for southwest Florida is an important part of the WSFP-FM service.

O.U. (Open University) provides opportunities for everyone regardless of previous education to earn college credit with courses offered through media, including television and radio (WUSF-FM and/or WUSF-TV, WSFP-FM and/or WSFP-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 49.)

**University Computing Services**

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.

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

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 and on-line key-board terminals operate at various locations. Remote access units and terminals are also located at the St. Petersburg, Sarasota, and Fort Myers campuses. Key punch machines, terminals, and other equipment are maintained 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.

Florida Mental Health Institute

Florida Mental Health Institute is a multidisciplinary research, training and education unit whose activities focus on delivery of mental health and related services for the residents of the State of Florida. The Institute is housed in a complex of buildings at the northwest corner of the campus and operates a variety of treatment programs for children, adolescents, adults and the elderly. The Institute has collaborative or close working relationships with the Departments of Psychiatry, and Psychology, the Colleges of Education and Social and Behavioral Sciences and other University units. The Suncoast Gerontology Center and the developing School of Public Health are located at the Institute. The Northside Community Mental Health Center which serves the northern section of Hillsborough County is at the Institute and though formally independent of the University has close working relationships.

Although the Institute does not itself offer academic credit courses, there is a wide variety of opportunities for students to participate in Institute activities. Clinical placements, tutorials, independent research or research participation can be arranged by agreement among an Institute faculty member, a unit of the University which will credit the activity and the student. Student volunteers are welcome in several Institute programs and there are usually a number of research assistant positions in which students are employed.
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. Applicants from whom all credentials are not received by the deadline for their specific program, will not be considered for that semester. Some departments have earlier deadlines than those listed on page 33. 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 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 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 General 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 Dean of the Graduate School.

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 at least 1000 on the quantitative-verbal portion of the GRE or 500 on the Graduate Management Admission Test (GMAT) and have a "B" average or better on all work attempted while registered as an upper division student working for a baccalaureate degree.

Evaluation of applicants for the College of Business Administration (except Economics) is 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 M. Foundation in Management, the applicant must have a combined total of at least 1000 points derived from the formula: Upper division GPA X 200 plus the GMAT (1075 is the sought for minimum). For the Master of Accounting, applicants must submit a GMAT score of 475 or higher 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 score at least 1000 on the GRE and a "B" average or better as an upper division undergraduate.

Test scores are required of all applicants and must be received before the student will be allowed to register. The GRE is given five times a year, and the GMAT four times, 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.

Acceptance by the college and the program for which the student is applying may be based on the inclusion of any additional materials required by the specific program.

In admitting students for a given academic year, up to 10 percent of the graduate 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, 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 students 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.

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 to Graduate School and a $15 non-refundable fee to the Office of Admissions, Tampa Campus, prior to the University or program application deadline, whichever is earlier.
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 the Office of Admissions from the testing agency.
   a. Graduate Record Examination General Test. All applicants except those applying to Business Administration (see below), must submit scores from the GRE general test taken within 5 years preceding application.
   b. Graduate Management Admission Test (GMAT). All applicants to Business Administration, except those applying to Economics, must submit scores from the GMAT taken within 5 years preceding application. Those applying to Economics must submit GRE General test scores (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 before the student will be allowed to register.

6. A student's acceptance to graduate standing is granted for the semester and the particular program specified in the official acceptance notification. The student must validate that acceptance by enrolling for that semester. If admission has not been granted because of a late application or missing credentials, or if the student does not enroll for that specific semester, the student must request that the Admissions Office update the application for a future semester and specify the new enrollment date. This request must be made in writing within 12 months of the initial 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 no later than the program or University deadline for the semester desired, whichever is earlier.

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.

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

7. GRE/GMAT Test Scores:
   All applicants to graduate studies (except those applying to the College of Business Administration) must submit scores on the Graduate Record Examination (GRE). Graduate applicants to the College of Business Administration (with the exception of Economics) must submit scores from the Graduate Management Admission Test (GMAT). Applicants for the program in Economics must submit scores from the GRE. Application and information for the required tests may be obtained from the addresses listed below:
   a. For information and to obtain an application for the Graduate Record Examination:
      Graduate Record Examination
      Educational Testing Service
      Box 955
      Princeton, New Jersey 08540, U.S.A.
   b. For information and to obtain an application for the Test of English as a Foreign Language:
      Test of English as a Foreign Language
      Educational Testing Service
      Box 899
      Princeton, New Jersey 08540, U.S.A.
   c. For information and to obtain an application for the Graduate Management Admission Test:
      Graduate Management Admission Test
      Educational Testing Service
      Box 966
      Princeton, New Jersey 08540, U.S.A.

8. International applicants must request all schools attended to submit directly to the Office of Admissions, transcripts of all work attempted. Transcripts and all other documents in a language other than English must be accompanied by a certified English translation signed and sealed by an authorized government or school 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.

9. International applicants must complete a Pre-Enrollment Medical History Form and return it directly to the USF Health Service.

Non-Degree Seeking 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 non-degree seeking students. Non-degree seeking students may enter classes on a space available basis by obtaining consent of the course instructor. Non-degree seeking 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 non-degree seeking students. No more than 12 hours of credit earned as a non-degree seeking 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 non-degree seeking 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 student registration. Please refer to the College 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 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 that will enable a graduate student to take advantage of special resources available on another campus but not available on his/her 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.
Graduate Assistantships, Fellowships and Out-of-State Waivers

(1) To be eligible to obtain a 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 non-degree seeking 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.
- Communication—M.A.
- English—M.A.
- French—M.A.
- *Liberal Arts—M.L.A.
- Linguistics (ESL)—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.

*Pending Board of Regents' Approval

College of Education
- Administration & Supervision—M.Ed.
- Adult & Vocational Education—M.A.
  - Adult Education
  - Business & Office Education
  - Distributive Education
  - Industrial—Technical Education
- Art Education—M.A.
- Curriculum & Instruction—M.Ed.
- Elementary Education—M.A.
- Exceptional Child Education—M.A.
  - Emotional Disturbance
  - Gifted
  - Mental Retardation
  - Specific Learning Disabilities
- English Education—M.A.
- Foreign Language—M.A.
  - French
  - German
  - Spanish
- Guidance & Counseling Education—M.A.
- Humanities Education—M.A.
- Junior College Teaching—M.A.
- Biology
- Business
- Chemistry
- Economics
- Engineering
- English
- French
- Geography
- Geology
- History
- Mathematics
- Physics
- Political Science
- Sociology

College of Engineering
- *Master of Civil Engineering—M.C.E.
- 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 Computer Science—M.S.C.S.
- 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.S.
- Master of Science in Industrial Engineering—M.S.I.E.
- Master of Science in Mechanical Engineering—M.S.M.E.

*Pending Board of Regents' Approval

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

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

College of Nursing
- Nursing—M.S.

College of Public Health
- Master of Public Health—M.P.H.
- Master of Science in Public Health—M.S.P.H.
College of Social & Behavioral Sciences

Anthropology—M.A.
Communiology:
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.

Intermediate Program

College of Education

Education Specialist—Ed.S.

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.
Computer Science And 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

Applied Anthropology—Ph.D.
Psychology—Ph.D.

Regulations Governing Graduate Study

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

Major Professor

An adviser or major professor will be appointed by the Dean of the Graduate School for each student in his/her first term of work and will be recommended 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 is not in good standing at the end of a semester or summer term shall be on probationary status. Such a student may be dropped from degree seeking status after one semester of probation by the Dean of the Graduate School upon recommendation of the dean of the students' college. Notification of probation shall be made to the student in writing by his/her 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. Concerted effort will be made during the probationary period to aid the student in reestablishing his/her standing.

Appeals

Graduate students may appeal actions regarding their academic status:

1. In actions based on departmental requirements, the student may appeal first to the department through his/her major professor, then to the college dean or 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.

A student who has completed the required course work and continues to occupy space and to receive faculty supervision but who has not made a final thesis/dissertation submission shall register for a minimum of two hours of Thesis/Dissertation per term. The exact number of hours is determined by staff and facilities needed to support the student.

Graduate students having completed all requirements except for comprehensive exams or completion of I grades will be allowed use of University Library facilities for one semester, with written approval of the Dean of the Graduate School. During the term in which graduate students take the comprehensive exams, they must enroll for a minimum of two hours of graduate credit in their discipline. If all course work has been completed, such students should be enrolled in Independent Study.

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 or 3 courses. 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.

Credit* that post-baccalaureate and non-degree seeking students wish to transfer 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 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 majors on an S/U basis except for certain courses that are specifically designated in the catalog. Graduate students may take courses outside of their majors on an S/U basis with prior approval of the professor of the course, the major professor, and the dean of the college in which the degree is offered. The student may apply a maximum of four hours of such credit (excluding those courses for which S/U is designated in the University catalog) toward a Master’s degree.

Directed Research (master’s and doctoral level) and Thesis: Master’s (6971) and Dissertation: Doctoral (7980) courses are designated as Credit Varies and are awarded credit on an S/U basis only. Before a student undertakes work under Directed Research, a written agreement between the student and the Professor concerned, setting forth in detail the requirements of the course, shall be completed.

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

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

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

**Change of Graduate Degree Program**

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

**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 the student’s being penalized.

**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 the Registrar 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 the Registrar. (Inquiries regarding approval or denial should be made to the colleges.)

A fee equivalent to one semester hour is charged if the student is not enrolled. Note special enrollment procedures for students submitting theses/dissertations in sections on “Master’s Degree” and “Ph.D. Degree.”

**Commencement Participation**

Graduate students (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 a member of the immediate family of a faculty member is enrolled in a graduate degree program, the faculty member may not serve on any advisory or examination committee or 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 and must be credentialed at the appropriate level to teach that course. Temporary or special credentialing is available to new faculty and adjunct appointees who meet the established criteria for such credentialing. 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, and must be credentialed for thesis or dissertation direction.

**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 which, when completed, will satisfy the degree requirements specified. A copy of this program signed by the student and professor should be maintained in the student’s department file.

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

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

Graduate students may not enroll for more than 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 of credentialed members of the graduate faculty, appointed by the Dean of The Graduate School. 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 recommended by the appropriate chairperson upon request from the student and his/her major professor. The director of a thesis must be a USF faculty member with an advanced degree, or equivalent professional qualifications, appropriate to the required level of supervision, and must be credentialed for thesis direction. 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 the research, and accept the 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 enrollment, they must 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 for which enrollment is desired may file a Former Student Returning Application through the Office of the Registrar. 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 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.
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 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 for Graduate Theses 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 (6971) for at least two hours. If the student elects to submit the final draft of the thesis 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

Occasionally a student may wish to pursue two master's degrees simultaneously. When this occurs, generally there is no duplication of credit. If duplication of credit is requested, the request must be considered by the Graduate Council.

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 83 for policies and procedures.)

Ph.D. Degree

The degree of Doctor of Philosophy is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is not conferred solely upon the earning of credit and completion of courses or by the acquiring of a number of terms of residency. The amount of residency and the requirements suggested below are minimums. 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 beyond 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 Dean of the Graduate School upon recommendation of the chairperson of the department or program in which the degree is sought. Notice of the appointment of the Dissertation Committee shall be sent by the chairperson to the Dean of the College and the Dean of the Graduate School immediately after the appointment is made. The Dissertation Committee will approve the student's course of study and plan for research, supervise the research and the written comprehensive qualifying examination, read and approve the dissertation, and conduct the dissertation defense 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.

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 have been received 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 enrollment, they must 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 for which enrollment is desired may file a Former Student Returning Application...
through the Office of the Registrar. 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 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. Doctoral students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than six semesters beyond receipt of a master's degree 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: Doctoral (7980). 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.

Dissertation

Students in the Ph.D. programs must take an appropriate number of credits for dissertation, the exact number to be determined by the department 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 for Graduate Theses and Dissertations available in the University Bookstore. An abstract is also required. The Graduate School will not accept a dissertation after the first day of the semester unless the candidate is enrolled in the proper Dissertation course for at least two hours. Students who submit the dissertation by the first day of the semester will not be required to register for two hours of dissertation; however, the student must have been enrolled the preceding semester for at least two hours of Dissertation. Prior to college certification for the degree, the dissertation must be approved by the Dean of the Graduate School. The two copies of the dissertation will then be deposited in the University Library. Each dissertation will be microfilmed, with the student being assessed a fee for this service.

Final Oral Examination

When the Dissertation Committee has carefully read 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, along with a draft copy of the dissertation, shall 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 School 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 dissertation defense 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.
COLLEGE OF ARTS & 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 insights that will enrich their lives.
2. To enable students to work in several fields as a means of determining the best vocational choice.
3. To give students the best possible preparation within the chosen vocational field so that the student will be prepared to obtain a job upon graduation or to move successfully into a graduate or professional school.
4. To join with the other colleges of the University in providing liberal arts courses to augment required training in professional schools.
5. To cultivate independent thinking, creative imagination, and value commitment, so that students may become constructive leaders in their chosen activities.

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

The departments and degree programs 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.

S/U Grades
In Arts and Letters courses having S/U grading as an option, S/U contracts must be negotiated within the first four weeks of the term. The contract deadline for the summer term may be sooner than four weeks; students should consult their instructors at the beginning of the course. Freshman English may not be taken S/U.

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. Two programs (Liberal Studies and Mass Communications) have additional requirements, listed under Programs and Curricula.

For entrance into the College, each undergraduate must submit to the Dean's Office a Declaration of Major, signed by an advisor from the major department or program.

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)
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. In addition, no grade of "D" within the major courses of Mass Communications, Communication, or English will be countable toward the degree.

The degree program must include the completion of (1) General Distribution Requirements, (2) a departmental major, (3) elective courses, and (4) CLAST and the writing and computation course requirements of 6A-10.30. At least 80 semester hours must be completed in courses outside the department of the major, except for students with a major in language. Mass Communications requires 85 hours outside the department.

A student must have a graduation appraisal in the Dean's Office one term prior to the term in which he/she intends to receive the diploma.

1. General Distribution Requirements
Six (6) hours credit in English Composition
Six (6) hours credit in Humanities/Fine Arts
Six (6) hours credit in mathematics and quantitative methods
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. No more than eight (8) hours in any department may be counted toward the General Distribution Requirements. See page 35 for details.

2. The Departmental Major
A departmental major consists of a concentration of course work in a specific department. The number of credit hours required for a major will vary from department to department. There must be at least a cumulative grade point average of 2.0 in the major, with the exception of Mass Communications, which requires a 2.5 of its majors in all departmental work.

At least 80 semester hours must be earned in courses outside the student's major department (or language for foreign language majors). For English majors, Freshman English counts toward that total, and for language majors beginning and intermediate foreign language courses will be counted toward this 80-hour requirement.

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

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 14.)

GRADUATE LEVEL DEGREE PROGRAMS

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

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

NON-DEGREE PROGRAMS

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.

Certificate in Russian Studies
The College of Arts and Letters offers a Certificate in Russian Studies for students who wish to gain an intensive multidisciplinary understanding of this important area.

A minimum of 23 to 26 semester hours is required of all students seeking such a certificate, and will be distributed in the following manner:

1. Language-Linguistics-Literature. Twelve hours from the following courses, 8 of which must be in language:
   - LIN 4930 Selected Topics in Linguistics (Russian or another Slavic language) (1-3)

2. History-Interdisciplinary Social Sciences. Six to eight hours from the following courses:
   - EUH 3571 Russian History to 1865 (4)
   - EUH 3572 Russian History to 1865 to Present (4)
   - EUS 3022 Soviet Union Today (3)
   - INR 4083 Readings in Sino-Soviet Relations (3)
   - SSI 3260 Communism in the Modern World (3)
   - SSI 3770 Comparative Military Systems (3)

3. Economics-Geography-Philosophy-Political Science. Six to eight hours from the following courses:
   - CPO 3002 Introduction to Comparative Politics (4)
   - ECO 4323 Marxist Political Economy (3)
   - GEA 3554 Geography of the USSR (4)
   - PHP 4788 The Philosophy of Marxism (3)

Other courses may be substituted for those listed above upon approval of the Russian Studies Coordinator.

PROGRAMS AND CURRICULA

AMERICAN STUDIES (AMS)

The American Studies major is designed for those students interested in studying the relationships among the important elements which shape and identify American Civilization. American Studies is a multi-disciplinary department 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 3201 (4)
- AMS 3210 (4)

Required Courses (12 cr. hrs.)
- AMS 3200 (4)
- AMS 3210 (4)
- AMS 3230 (4)
- AMS 3236 (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.)
   - AMS 3001 (4)
   - AMS 3200 (4)
   - AMS 3210 (4)
   - AMS 3230 (4)

Other courses may be substituted for those listed above upon approval of the American Studies Coordinator.
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 interest 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, 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 6 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 this thesis, the subject of which must be determined in consultation with the graduate advisor, the student must take an oral examination which may include relationships between thesis and material covered on the written examination.

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 wish to have an undergraduate major which focuses on the ancient civilizations which are the cornerstone of the western tradition.

Major programs leading to the Bachelor of Arts degree are offered in Latin, Latin-Greek, and Interdisciplinary Classics. Major programs in Classics require a minimum of 36 hours of course-work; 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 (GREEK 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 the major.

Required courses for the Latin major

24 hours selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNW 4311</td>
<td>4</td>
</tr>
<tr>
<td>LNW 4312</td>
<td>4</td>
</tr>
<tr>
<td>LNW 4322</td>
<td>4</td>
</tr>
<tr>
<td>LNW 4361</td>
<td>4</td>
</tr>
<tr>
<td>LNW 4362</td>
<td>4</td>
</tr>
</tbody>
</table>

Supporting courses required for the major

12 hours selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 4100</td>
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</tr>
<tr>
<td>ARH 4170</td>
<td>4</td>
</tr>
<tr>
<td>CLA 4100</td>
<td>4</td>
</tr>
<tr>
<td>CLA 4120</td>
<td>4</td>
</tr>
<tr>
<td>CLT 3040</td>
<td>3</td>
</tr>
<tr>
<td>CLT 3101</td>
<td>4</td>
</tr>
</tbody>
</table>

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

16 hours in advanced Latin (see Latin major above).

Supporting courses required for the Latin minor

8 hours selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 3102</td>
<td>4</td>
</tr>
<tr>
<td>CLT 3370</td>
<td>4</td>
</tr>
<tr>
<td>EUH 3412</td>
<td>4</td>
</tr>
<tr>
<td>EUH 3413</td>
<td>4</td>
</tr>
</tbody>
</table>

Required courses for the Greek minor

16 hours in advanced Greek.

Supporting courses required for the Greek minor

8 hours selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 4170</td>
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</tr>
<tr>
<td>CLA 4100</td>
<td>4</td>
</tr>
<tr>
<td>CLT 3370</td>
<td>4</td>
</tr>
<tr>
<td>EUH 4000</td>
<td>4</td>
</tr>
<tr>
<td>EUH 4010</td>
<td>4</td>
</tr>
<tr>
<td>PHP 4000</td>
<td>4</td>
</tr>
<tr>
<td>PHP 4010</td>
<td>4</td>
</tr>
</tbody>
</table>

INTERDISCIPLINARY CLASSICS AND THE ANCIENT WORLD MAJOR

A. Basic Preparation

Beginning Latin, Greek, or Hebrew, or high school equivalent (no major credit)

B. Required 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 4170) (4)
3. History of Ancient Philosophy (PHH 3100) (3)
4. Plato (PHP 4000) or Aristotle (PHP 4010) (3)
5. Classical Mythology (CLT 3370) (3)

6. Additional courses with adviser's approval from:

- Ancient History I (EUH 2101) (3)
- Ancient History II (EUH 2102) (3)
- Hellenic Greece (EUH 3401) (3)
- Hellenistic Greece (EUH 3402) (3)
- Roman Republic (EUH 3412) (4)
- Roman Empire (EUH 3413) (3)

Requirements for the minor

1. One year of Latin, Greek, Hebrew or Greek 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)
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:

I. COM 3003 (3)
II. 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 (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
   1 and II above, plus six elective hours in Communication.
   One course from:
      ENL 3250 (4) or ENL 3015 (4)
   One course from:
      AML 3031 (4) or AML 3033 (4)
   One course from:
      CRW 3100 (4) or ENC 3310 (4)
   Also required:
      LIN 3010 (3)
      THE 3080C (4)

B. Communication-Theatre
   1 and II above plus six hours in Communication (ORI prefix). Each of the following:
      THE 2020 (2) or TPA 2223 (3)
      TPA 2200 (3) or TPP 2110 (3)
   Two courses from:
      THE 3110 (4) or THE 4442 (3)
      THE 4370 (3) or TPP 3111 (3)
      THE 4401 (3)
   Two courses from:
      TPA 3086 (3) or TPP 3790L (2)
      TPA 3810 (3) or TPP 4150 (4)
      TPP 3255 (3) or 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 hour 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 quantitative/verbal portion of the Graduate Record Exam. (All prospective M.A. candidates must take the GRE regardless of GPA); (3) a 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)
   A. Introduction to Graduate Study (COM 6001) (3)
   B. Rhetorical Theory (SPC 6231) (3)
   C. Communication Theory (COM 6400) (3)
   D. Communication Aesthetics (ORI 6410) or approved alternate

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

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

ENGLISH (ENG)

Freshman English Requirement

All first-time-in-college students are required to take Freshman English (a sequential two-semester course of study) in accordance with the following considerations:

1. First-time enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1104 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are in high demand and it is possible that registration space will not always be available.

2. First-time enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test, must attempt CLEP during their first nine (9) weeks. During this semester, they should not enroll in ENC 1101. If a student either fails or does not attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally complete the sequence by the first semester of his/her sophomore year.

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

Requirements for the B.A. Degree:
The program in English provides options in English and American literature and in creative writing. The literature option thoroughly covers the major periods of literature in English; the creative-writing option includes training in writing and limited coverage of English and American
literature. The English-Education and the Communication-English programs are described under the section for Communication in Arts and Letters and under the section for the College of Education. Major requirements are listed below. A grade of "D" will not be counted toward fulfilling the major requirements. Students may not use more than one Directed Study toward meeting the major requirements. Transfer students whose courses do not equate with those at USF will be required to earn approximately the same number of hours as those who take their whole major here.

Option I: English and American Literature. Eight courses (32 hours) as follows:

1. Both of the following:
    - AML 3031
    - AML 3033

2. Four of the following:
    - ENL 3015
    - ENL 3230
    - ENL 3250
    - ENL 3273
    - ENL 3333 or AML 4300 for students with a special interest in American Literature

3. Two of the following, at least one of which must be at the 4000 level:
    - AML 4101 ENL 4311
    - AML 4123 ENL 4338
    - AML 4261 ENL 4341
    - AML 4300 LIN 4340
    - ENG 3105 LIN 4340
    - ENG 3114 LIN 4370
    - ENG 4013 LIT 3022
    - ENL 3015 LIT 3073
    - ENL 3230 LIT 3101
    - ENL 3250 LIT 3102
    - ENL 3273 LIT 3144
    - ENL 3333 LIT 3374
    - ENL 4122 LIT 4011
    - ENL 4171 LIT 4930
    - ENL 4303

Option II: Creative Writing. This option is designed for aspiring writers of fiction or poetry. In addition to giving credit for writing through a variety of course offerings, it provides information about procedures for publishing. Courses must be taken in sequence.

A. FICTION OPTION. Nine courses (36 hours)

All of the following:
    - CRW 3100 Prerequisite for writing courses in this sequence
    - CRW 3111 Prerequisite for CRW 4120
    - CRW 4120 LIT 4011

Three of the following:
    - AML 3031 ENL 3250
    - AML 3033 ENL 3273
    - ENL 3015 ENL 3333
    - ENL 3230

Two of the following:
    - AML 4101 ENL 4132
    - AML 4123 LIT 3022
    - ENL 4122 LIT 3144

B. POETRY OPTION. Nine courses (36 hours)

Required:
    - LIT 3716 Prerequisite for writing courses in this sequence
    - CRW 3300 PR: LIT 3716
    - CRW 3311 PR: LIT 3716
    - CRW 4320 PR: LIT 3716, CRW 3300, and CRW 3311

Three of the following:
    - ENL 3015 ENL 3273
    - ENL 3230 ENL 3333
    - ENL 3250

Two of the following, one of which must be at the 4000 level:
    - AML 4101 ENL 4311
    - AML 4123 ENL 4338
    - AML 4261 ENL 4341
    - AML 4300 LIN 4100
    - ENG 3105 LIN 4340
    - ENG 3114 LIN 4370
    - ENG 4013 LIT 3022

English and American Literature Minor
Requirements: Four courses (16 hours) as follows:

1. One of the following:
    - AML 3031
    - AML 3033

2. Two of the following:
    - ENL 3015
    - ENL 3273
    - ENL 3333
    - ENL 3250

3. One course at the 4000 level.

Creative Writing Minor
Requirements: Four courses (16 hours) as follows:

1. Three of the following (note prerequisites):
    - CRW 3100
    - CRW 3111 PR: CRW 3100
    - CRW 3300 PR: LIT 3716
    - CRW 3311 PR: LIT 3716
    - CRW 4120 PR: CRW 3100 and CRW 3111
    - CRW 4320 PR: LIT 3716, CRW 3300, and CRW 3311

2. One course from either group 1 or group 2. Option I.

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.

Admission Requirements
Admission to the English Masters Degree program is dependent upon the applicant's previous academic performance, GRE aptitude scores, recommendations of former instructors, and the approval of the departmental graduate admissions committee. To be considered for Fall admission, application must be made by June 1, for Spring (January) admission, by November 1.

A successful applicant will normally be expected to meet the following minimum requirements:

1. An overall GPA of 3.0 for the last two years of college work.
2. An undergraduate English major completed with a GPA of at least 3.3.
3. A combined GRE Verbal and Quantitative Aptitude score of at least 1000.

In addition, an applicant must have three letters of recommendation from former literature instructors sent to The Director of Graduate Studies, Department of English, University of South Florida, 133620.

Course Requirements
1. ENG 6009 (2) (this must be taken early in the sequence)
2. Thirty additional 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.

Comprehensive Examination: There will be a comprehensive examination. The student will be asked to write on the following five areas:

1. British literature before Shakespeare
2. British literature from Shakespeare to 1740
3. British literature from 1740 to 1900
4. American literature before 1900
5. Twentieth Century American and British literature

Students will be graded 1 (Excellent), 2 (Good), 3 (Satisfactory), or 4 (Unsatisfactory). The department will recommend students with a grade of 1 or 2 for admission to the Ph.D. program. A grade of 3 will satisfy the examination for the M.A. degree; a grade of 4 will not.

Thesis. Thesis optional (See Options, above).

Requirements for the M.A. Degree In Junior College Teaching

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

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

Course Work:

1. EDG 6947 (1-6) (Internship if required—waivers must be endorsed by the College of Education)
2. EDH 6061 (4)
3. EDH 6938 (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.

Comprehensive Examination. There will be a comprehensive examination. The student will be asked to write on the following five areas:

1. British literature before Shakespeare
2. British literature from Shakespeare to 1740
3. British literature from 1740 to 1900
4. American literature before 1900
5. Twentieth Century American and British literature

Students will be graded 1 (Excellent), 2 (Good), 3 (Satisfactory), or 4 (Unsatisfactory). The department will recommend students with a grade of 1 or 2 for admission to the Ph.D. program. A grade of 3 will satisfy the examination requirement for the M.A.; a grade of 4 will not.

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.

Admission to the program is dependent upon the applicant's previous academic performance, GRE aptitude scores, recommendations of former instructors, and the approval of the departmental graduate admissions committee. To be considered for Fall admission, application must be made by June 1; for Spring (January) admission, by November 1.

A successful applicant will normally be expected to possess the following minimum qualifications:

1. A combined GRE Verbal and Quantitative Aptitude score of at least 1000.
2. One of the following:
   a. A USF M.A. in English with a grade of 1 or 2 on the English M.A. final exam and a graduate GPA of 3.5;
   b. An M.A. in English from another university (with a graduate GPA of 3.5), in which case the student may be asked to pass a preliminary qualifying exam;
   c. 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.

In addition, an applicant must have three letters of recommendation sent to the Director of Graduate Studies, Department of English, University of South Florida, 33620. At least two of these letters should be from instructors who have taught the applicant at the graduate level.

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. Included in these hours must be ENG 6009 (Biography) or its equivalent (if not taken on the Master's level), LAE 7376 (Problems in Advanced Composition Instruction) or LAE 7390 (Problems in Advanced English Instruction and Scholarly Research) and ENG 7939 (Doctoral Seminar), which must be taken twice. A minimum of 90 semester hours after the bachelor's degree is required for completion of the Ph.D. In addition, each student must fulfill the University's Graduate School foreign language/tools-of-research requirements. A dissertation is required.

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 foreign language/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. Up to eight hours of credit may be taken 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.

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) FRE 4100 (3)
FRE 3420 (3) FRE 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) FRE 3420 (3)

Supporting courses required for the minor

Nine hours in 3000, 4000, or 5000 level courses except courses in translation.
Requirements for Admission. General requirements for graduate work are given on page 51.

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.

Requirements for the M.A. Degree

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 credits among 4000 and 5000 level Humanities courses, with the option of substituting two courses (a maximum of eight credits) from 3000 level Humanities courses.
2. A further option allows the substitution of up to six hours from the following three courses: CLA 3000, CLA 4160, CLA 4171.
3. Two or more classes in the creative or performing arts, either lower or upper level, totaling at least four semester hours.

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 4000 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 91.

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 93.

*MASTER OF LIBERAL ARTS (MLA)
The Master of Liberal Arts program is designed to offer students an opportunity to study the ideas and works that have shaped world culture, from an interdisciplinary perspective. Two program options are available: the Liberal Studies sequence is broadly interdisciplinary; the Humanities sequence is somewhat more focused, requiring a concentration in the Department of Humanities.

Admission
Applicants must (1) meet the general admission requirements of the University; (2) hold a baccalaureate degree in any undergraduate discipline from an accredited institution; (3) have a B average for the last two years of undergraduate work or a score of at least a 1000 on the GRE General Test.
I. Liberal Studies option
Total required hours: 33.
Courses: 30 hours in courses from an approved course list. At least 9 but no more than 12 hours must be taken in a single department. 20 hours must be at the 6000 level; 4 hours may be at the 4000 level.
Thesis: 3 hours.

II. Humanities option
Total required hours: 33.
Courses: 30 hours in courses from an approved list. 21 hours must be in Humanities courses and 9 in approved outside electives. 15 hours must be at the 6000 level; 4 hours may be at the 4000 level.
Thesis: 3 hours.

Both options require the student to work closely with an assigned adviser.

The written comprehensive examination on selected topics will determine the composition of the goals for which this major is appropriate.

The advisor, in cooperation with the Director, will determine the composition of the examination and thesis committees.

* Pending Board of Regents' Approval

** 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)
(IDS and 2 of the following three courses)
IDS 3310 (4) IDS 4930 (1-4)
IDS 3320 (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 (4)
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, but undergraduate coursework equivalent to the material covered in LIN 3010, LIN 4040, and LIN 4377 is a prerequisite to graduate study; prospective graduate students who have not had these courses or their equivalents must remedy the deficiency by enrolling in LIN 6407 during their first term as graduate students. Credits earned in the courses LIN 3010, LIN 4040, LIN 4377, and LIN 6407, therefore may not be counted toward the requirements for graduate degrees in the M.A. programs.

Requirements for Admission
The Linguistics Program offers two graduate tracks: The Master of Arts in Linguistics (thesis), and The Master of Arts in Applied Linguistics (Teaching English as a Second Language — non-thesis). In addition to the general requirements of the University, an applicant must (1) have a baccalaureate degree from an approved college or university, (2) have a 3.0 or "B" undergraduate average or better on all work attempted during the last two years of undergraduate enrollment, (3) 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 enroll in courses as a special student pending receipt of acceptable scores which must be filed before the end of the first term of the student enrollment. In the case of students whose native language is not English, the Programs Graduate Committee may elect to waive the GRE minimum score requirement. All students whose native language is not English will be required to take the Test of English as a Foreign Language (TOEFL) exam, upon which a minimum score of 550 is required for admission. In any case, all students will be required to take the GRE exam.

Requirements for the M.A. Degree in Linguistics (Thesis)
I. Core Requirements (18 hours)
Introduction to Graduate Study in Linguistics (3)
Syntactic Description (3)
Phonological Description (3)
Language Acquisition (3)
Sociolinguistics (3)
History of Linguistic Thought (3)
II. Additional Requirements (15 hours)
A. Nine hours of approved electives
B. A thesis and six hours of thesis credit

Requirements for the M.A. Degree—Applied Linguistics (TESL) Track (non-thesis)
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 Accrediting Council on Education for Journalism in News-Editorial, Public Relations, Advertising, and Broadcasting, 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, newspapers, 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 (MCC 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 2.7 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. Applicants must establish a minimum score of 60 percent on the Mass Communications Diagnostic Test prior to entering MCC 3100 (Writing for Mass Media). Transfer students who have taken a course equivalent to MCC 3100 may waive MCC 3100 by achieving a score of 70 percent or higher on the Diagnostic Test. Applicants achieving a score of 80 percent or higher may waive MCC 3100 and take another required writing course. Both courses in the Mass Communications core curriculum (MCC 3100 and MCC 3602) must be completed with a minimum grade of "C" before any other Mass Communications course may be taken. Students failing to achieve a minimum grade of "C" in both MCC 3100 and MCC 3602 will be disqualified as majors in the department. A 2.2 GPA in Mass Communications courses is required for graduation, and no grade lower than "C" in Mass Communications courses may be used toward graduation.

A required core curriculum, "Writing for the Mass Media" (MCC 3100) and "Mass Communications and Society" (MCC 3602), and a balance between required and recommended courses in the major sequence offer students a guided set of essential courses plus some options of their own choosing. Majors will take at least 45 hours of electives outside the department in addition to the 40-hour University distribution requirement. Students will be encouraged to use a substantial number of their electives in courses which support the major.

Required are six hours in the Mass Communications core curriculum (MCC 3100 and MCC 3602) and 21 to 22 hours in a major sequence. The remaining four to eight hours will be selected from a restricted list of elective requirements — for a minimum of 31 and a maximum of 35 hours in Mass Communications courses within the 120-hour degree requirement (at least 85 hours outside Mass Communications courses). Six hours in Mass Communications writing courses (three hours in addition to MCC 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 toward 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**

MCC 3100 (3) MCC 3602 (3)

**Sequence Requirements**

**Sequence Selections**

1. **ADVERTISING Requirements**

<table>
<thead>
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**Selective Requirements**

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<td>JOU 3206 (3)</td>
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</table>

Note: The following courses are required outside the department to complete sequence requirements: ACG 2001, ECO 2013, ECO 2023, and MAR 3023. See specific courses for prerequisites.

2. **BROADCASTING Requirements**

**News Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MCC 4200 (3)</td>
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<tr>
<td>RTV 3000 (3)</td>
<td>RTV 3230 (3)</td>
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<tr>
<td>RTV 3210 (3)</td>
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**Select Requirements**

<table>
<thead>
<tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>JOU 3101</td>
<td>RTV 4942 (1)</td>
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<td>MCC 4200 (3)</td>
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</tbody>
</table>

**Programming and Production Option**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>RTV 3000 (3)</td>
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<td>RTV 3100 (3)</td>
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<tr>
<td>RTV 3210 (3)</td>
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</table>

1. **JOURNALISM Requirements**

**News-Editorial Option**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>JOU 3100 (3)</td>
<td>JOU 4104 (3)</td>
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<tr>
<td>JOU 3101 (3)</td>
<td>JOU 4200 (3)</td>
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<td>JOU 3205 (3)</td>
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**Selective Requirements**

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<tr>
<td>ADV 3000 (3)</td>
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<td>ADV 3103 (3)</td>
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<td>FIL 3201 (3)</td>
<td>MCC 4945 (3)</td>
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<tr>
<td>FIL 4205 (3)</td>
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**Magazine Option**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>JOU 3100 (3)</td>
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<td>JOU 3101 (3)</td>
<td>JOU 4208 (3)</td>
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**Selective Requirements**

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</table>

Note: The following courses are required outside the department to complete sequence requirements: POS 2041, ENC 3510 or CRW 3100, ORI 3000, SPC 2023, or SPC 2050 (formerly LIN 2200) or THE 2020, and PHI 1103. See specific courses for prerequisites.

3. **PUBLIC RELATIONS Requirements**

**News-Editorial Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 3000 (3)</td>
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<td>JOU 3100 (3)</td>
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<tr>
<td>MCC 4420 (3)</td>
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**Selective Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
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<tr>
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</tr>
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<td>ADV 3300 (3)</td>
<td>MCC 4200 (3)</td>
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<td>JOU 3101 (3)</td>
<td>MCC 4945 (3)</td>
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<tr>
<td>JOU 3205 (3)</td>
<td>PUR 4700 (1)</td>
</tr>
</tbody>
</table>

Note: The following courses are required outside the department to complete sequence requirements: ECO 2013, MAN 3025, POS 2041, and POS 2112. See specific courses for prerequisites.

4. **VISUAL COMMUNICATIONS Requirements**

**News Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>FIL 3004 (3)</td>
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<td>JOU 3205 (3)</td>
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</tr>
</tbody>
</table>
Selective Requirements

Requirements for the M.A. Degree

Selective Requirements

ADV 3000 (3), JOU 3300 (3), RTV 3000 (3)
FIL 3200 (3), JOU 4208 (3), RTV 3100 (3)
FIL 3201 (3), MMC 4420 (3), RTV 4220 (3)
FIL 4207 (3), MMC 4945 (3), RTV 4301 (3)
FIL 4300 (3), PUR 3000 (3), VIC 3102 (3)
JOU 3101 (3), VIC 3943 (1)
JOU 4206 (3), VIC 4103 (3)

Note: Most Mass Communications courses have prerequisites. They are specified in the course description, page 171. 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 91 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); and (3) furnish a written statement of reasons for desiring the graduate degree together with four letters of recommendation. Apply to the USF Director of Admissions for application forms.

■ PHILOSOPHY (PHI)

Requirements for the B.A. Degree:

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

PHI 3100
PHH 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

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

Requirements for the M.A. 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 G.R.E. 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 67:

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

Honors Program

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

■ RELIGIOUS STUDIES (REL)

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

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

Requirements for the B.A. Degree

A total of 36 credit hours are required for a major chosen from Religious Studies courses.

Of the 36 hours required for a major in Religious Studies, nine hours may be selected from related courses in other departments, with the prior approval of a departmental adviser.

All Religious Studies Majors are required to take:

1. REL 3000, 3 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, Seminar in Religion, 3 hrs.; REL 4939, Development of Religious Studies, 3 hrs.
5. Concurrently with REL 4931 and/or 4939, student must enroll in REL 4910, for 1 hr. credit, to be satisfied by the writing of a paper on a subject related to REL 4931 and/or 4939. The paper will be 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 taking the core courses in the Judaic Studies Sequence and the remainder of his/her courses from the listed electives.

CORE: REL 3000 Introduction to Religion 3 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 19 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 3 hrs.
REL 3280 Biblical Archaeology 3 hrs.
REL 3600 Introduction to Judaism 3 hrs.
REL 3900 Directed Readings 1-4 hrs.
REL 4295 Dead Sea Scrolls 4 hrs.
REL 4910 Undergraduate Research 1-4 hrs.
REL 4931 Seminar in Religion 3 hrs.

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

Requirements for the M.A. Degree

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

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

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

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

There will be a comprehensive examination of the areas covered in the student's course work in religious studies.

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. Should the student choose the thesis option, he or she will be examined on the thesis orally by the thesis committee.
College of Business Administration

The College of Business Administration offers courses of study leading to both undergraduate and graduate degrees. These programs are designed to prepare men and women for careers in business and public service.

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

Baccalaureate Level Degree Programs

General Requirements for Degree

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

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>General Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I. English</td>
</tr>
<tr>
<td></td>
<td>12 (min.)</td>
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<tr>
<td></td>
<td>II. Fine Arts &amp; Humanities</td>
</tr>
<tr>
<td></td>
<td>6 (min.)</td>
</tr>
<tr>
<td></td>
<td>III. Mathematics and Quantitative Methods</td>
</tr>
<tr>
<td></td>
<td>6 (min.)</td>
</tr>
<tr>
<td></td>
<td>IV. Natural Sciences</td>
</tr>
<tr>
<td></td>
<td>6 (min.)</td>
</tr>
<tr>
<td></td>
<td>V. Social and Behavioral Sciences</td>
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<tr>
<td></td>
<td>6 (min.)</td>
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Foundation Courses in Business

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
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<tbody>
<tr>
<td>ACG 2001</td>
<td>Financial &amp; Managerial Accounting I</td>
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</tr>
<tr>
<td>ACG 2011</td>
<td>Financial &amp; Managerial Accounting II</td>
<td>(3)</td>
</tr>
<tr>
<td>BUL 3112</td>
<td>Business Law I</td>
<td>(3)</td>
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<tr>
<td>COC 2201</td>
<td>Computers in Business</td>
<td>(3)</td>
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<tr>
<td>ECO 2013</td>
<td>Economic Principles: Microeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Economic Principles: Microeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ECO 3101</td>
<td>Intermediate Price Theory</td>
<td>(3)</td>
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<tr>
<td>FIN 3403</td>
<td>Principles of Finance</td>
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<tr>
<td>GEB 2111</td>
<td>Business &amp; Economic Statistics I</td>
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</tr>
<tr>
<td>GEB 3121</td>
<td>Business &amp; Economic Statistics II</td>
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<td>MAN 3025</td>
<td>Principles of Management</td>
<td>(3)</td>
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<tr>
<td>MAN 3810</td>
<td>Introduction to Management Science</td>
<td>(3)</td>
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<td>MAR 3023</td>
<td>Basic Marketing</td>
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</tr>
<tr>
<td>GEB 4511</td>
<td>Business Policy</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Major Areas* (Accounting, Economics, Finance, General Business, Management, Marketing)

Electives sufficient to reach 120 hours. Students are required to select at least one international course from their electives.

A grade point average of 2.0 must be achieved in a major field as well as in overall USF work for students to be certified for graduation. Students must have satisfactorily completed CLAST and the writing and computation course requirements of 6A-10.30.

*Students wanting to major in any specific area should consult the department's requirements.

Graduate programs in the College are designed to:

1. Make graduate level professional education available to qualified men and women who seek managerial and professional 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.

Admission to the College of Business Administration

Undergraduate Programs

1. Admission to the College of Business is based upon availability of faculty and space by discipline.
2. The College of Business Administration is an upper level limited access college, which means that it has admissions requirements in addition to those of the University in general. The added criteria to be admitted to the College of Business Administration are as follows:
   (a) Minimum of 60 semester hours of college credit earned
   (b) Minimum of 2.5 on all college level work
   (c) Completion of these prerequisite college courses (or equivalents):
       Financial & Managerial Accounting I & II
       Microeconomics and Macroeconomics
       Statistics I
       Computers in Business
       Elementary Calculus I
   (d) Minimum of 2.0 average in the above listed college courses

3. Students working toward meeting the limited access criteria will be permitted to enroll in the prerequisite courses listed but may not take Junior and Senior level Business courses unless they have completed parts (a), (b), and (d) above plus the completion of 5 of the courses listed in (c).

Transfers from Junior/Community Colleges:

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

Students pursuing the associate degree in university transfer/parallel curricula at the junior/community college should take two semesters of mathematics to include a course in elementary calculus, two semesters of accounting principles, two semesters of economic principles, one semester of statistics, and one semester of data processing, including computer utilization.

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, 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. Transfer students are required to complete satisfactorily three courses at USF that are part of their major, and 30 of their last 60 credit hours must be earned at USF.

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.

![GENERAL BUSINESS](image)

The General Business Major is designed for the student with special objectives and career interests to have the opportunity to develop an undergraduate program. This program will contain 18 to 24 hours of 3000 and 4000 level Business courses beyond the undergraduate business core. To assure breadth in the student's program a minimum of one course shall be taken in each business discipline defined from among the following courses:

**Accounting:**
- ACG 3102 Intermediate Accounting I
- ACG 3301 Managerial Accounting OR
- ACG 3361 Cost Accounting and Control
- TAX 4001 Federal Taxes

**Economics:**
Any course offered by the Economics Department numbered 3000 or above.

**Finance:**
Any course offered by the Finance Department numbered 3000 or above.

**Management:**
- MAN 3150 Organizational Behavioral Analysis
- MAN 3401 Industrial Relations
- GEB 3612 Business Systems Analysis & Design

**Marketing:**
- MAN 3722 Marketing Management
- MAR 3613 Marketing Research

Regional Campuses
Due to limited enrollment and faculty, only the following majors are offered at the Regional Campuses:
- St. Petersburg: Accounting, Management, and General Business Administration
- Sarasota: Accounting and General Business Administration
- Fort Myers: General Business Administration

Students may declare other business majors while attending these locations, but must be prepared to finish their major study requirements at another campus within the University.

Student Organizations within the College of Business Administration
All students are encouraged to participate in extracurricular activities. The following organizations provide a means for students to develop both professionally and socially while attending the College of Business Administration:

**Beta Alpha Psi**—The national professional accounting fraternity devoted to the promotion of the profession, inspiring professional ideals, and recognizing academic achievement.

**Beta Gamma Sigma**—Honorary society which encourages and rewards outstanding scholarship among business students.

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, and undergraduate.
4. Evaluation of undergraduate transcript of transfer students and maintenance of academic advising records on all admitted students.

Academic Dismissal
Students who have been twice dismissed from the University for academic reasons will not be re-admitted to the College of Business Administration.

Programs and Curricula

**Black Business Student's Organization**—Encourages and supports black students in their efforts to achieve success in a demanding academic setting.

**Delta Sigma Pi**—Fosters the study of business and a close association between students and the business world.

**Economics Club**—Provides a forum for discussion of economic issues, and actively encourages communication between the economics faculty and all students interested in economics.

**Phi Chi Theta**—A career oriented professional organization that encourages the study of business.

**Pi Sigma Epsilon**—A professional society interested in marketing, sales management, and selling.

**Student Accounting Organization**—Promotes accounting both as an academic discipline and as a profession.

**Student Advisory Board**—An organization whose representatives from each of the major fields advise the Dean of the College and the faculty on student attitudes and goals.

**Student Finance Association**—An organization for finance majors providing exposure to the many facets and opportunities in the field of finance.

**Management Information Systems Society**—Student chapter of the Data Processing Management Association—career oriented and interested in all areas of business data management.

**Sigma Iota Epsilon**—An honorary and professional management society—the student division of the Academy of Management.

**Iota Phi Lambda**—A business and professional sorority designed to encourage the development of personalities for all areas of leadership.

**American Society of Personnel Administration**—Student chapter of the American Society for Personnel Administration designed for students interested in careers in human resource management.

**ACCOUNTING (ACG)**

The objectives of the baccalaureate degree program in accounting are to provide students with accounting and business knowledge which will serve as a basis for careers in industry, government, non-profit organizations and public accounting.

The baccalaureate program also prepares students for entry into the professional degree program: The Master of Accountancy (M.Acc.). See CPA requirements in the State of Florida below.

Requirements for the B.A. Degree
Students must complete 20 hours of upper level accounting in addition to requirements listed on page 69 of the current catalog. Specific course requirements outside the major field and not listed on page 69 are ENC 3310, Advanced Expository Writing (or its equivalent), and MAC 2242, Elementary Calculus I (or its equivalent), and COM 4110, Speech Communication for Business and the Professions (or its equivalent). The student's program must also include coursework taken in behavioral sciences and humanities, such as psychology, anthropology, and sociology, and the political environment of business and society, such as political science, public administration, and ethics. College of Business Administration advisors will recommend courses which will satisfy the program requirements.
**ECONOMICS (ECN)**

Economics offers a clear, logical way of thinking about complicated business problems as well as contemporary social issues such as controlling unemployment, inflation, pollution, and crime. The department offers both major and minor programs requiring four courses in basic economic analysis. With elective courses offered in industrial organization, labor economics, international trade, public finance, monetary economics, econometrics, history of economic thought, economic development, comparative economic systems, and other areas, students may tailor their study to complement their studies with the skills and insights gained through understanding how the economy operates.

Students interested in majoring or minoring in economics should contact the undergraduate academic adviser in the Department of Economics for more information about the program.

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

Within the 120 semester hour program as listed on page 69, students must complete a minimum of 15 hours of upper level finance courses.

Required finance courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 3233</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>FIN 4414</td>
<td>Advanced Corporation Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 4504</td>
<td>Principles of Investments</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum additional upper level finance hours | 6

Minimum Total | 15

**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 impacts upon the decision-making process.

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

Within the 120 semester hour program as listed on page 69, students must complete a minimum of 18 hours of upper level economics beyond the business core requirements. The required upper-level economics courses are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 3203</td>
<td>Intermediate Income &amp; Monetary Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ECO 4303</td>
<td>History of Economic Thought</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Additional Upper level economics courses (12)</td>
<td></td>
</tr>
</tbody>
</table>

No more than 3 hours of credit can be applied toward a major from ECO 4905 and/or ECO 4914.

**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 sequences.

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

Within the 120 semester hour program as listed on page 69, students must complete 18 hours of Management.

All students are required to take MAN 3150 - Organizational Behavior Analysis. In addition, students are strongly urged to 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 4120L Managerial Behavioral Laboratory (3)
MAN 4201 Organizational Theory and Management (3)
MAN 4210 Organizational Development and Change (3)
MAN 4400 Theory and Practice of Management Skills (3)
MAN 4410 Labor Relations Law (3)
MAN 4930 Special Topics (Personnel) (3)
COM 3122 Interview Communication (3)
INP 4004 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 4521 Operations-Production Systems (3)
QMB 4703 Simulation of Modeling Techniques (3)
MAN 4930 Special Topics (Manufacturing Systems) (3)
Plus 3 hours of electives in management courses

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 in management courses

Small Business Management
MAN 4802 Entrepreneurship and Small Business Management (3)
MAN 4804 Small Business Management Counseling (3)
Plus 9 hours of electives in management courses

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 people 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 , 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.

Management Institute - College of Business Administration

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 available to its faculty and students.

The Institute houses three Centers which are designed to provide teaching, research, information and service to the public and private sector communities served by the University of South Florida. These Centers are:
1. The Small Business Development Center
2. The Center for Economic and Management Research
3. The Professional Development Center

The common objective of these centers is to facilitate two-way communication between the University and the business/governmental communities to share knowledge and solve problems.

The Center for Small Business Development offers assistance in facilitating the initiation and growth of entrepreneurial forms of private enterprise. It offers workshops and individual consultation. A continued support system is provided for its clients to ensure successful implementation. Faculty members and students under faculty direction provide assistance on feasibility studies for new business organizations and for expansions of the product lines of existing business firms.

The Center for Economic and Management Research helps private and public enterprises solve contemporary business and regional problems by providing a variety of material and human resources. Three primary means are used to provide this service.

First, through the publication of periodic newsletters and reports, local and statewide data are disseminated on topics including local economic indicators such as employment figures, building activity and automobile sales; Florida tax data; and descriptions of industrial/business parks in various South and Central Florida counties.

Second, through a computerized data base system, the Center's Census Data Service provides custom reports, tape copies, tape extracts and census maps from the 1980 Census of Population and Housing. A computerized system also allows Center staff to tap national data bases to
conduct quick and extensive literature searches on business or non-business related topics.

Third, the staff of the Center for Economic and Management Research provide information to public and private agencies and individuals. Economic data interpretation is emphasized.

In addition to its regular services, the Center is active in the Regional Economic and Information Network, a consortium of more than 40 public and private agencies designing to disseminate economic and business data. The Network is a joint project of the College of Business Administration and the Tampa Bay Regional Planning Council and sponsors free seminars on a variety of topics throughout the year.

The Professional Development Center provides specialized credit and non-credit training and education opportunities to public and private sector decision-makers in the form of conferences, seminars, and short courses. The Center also offers custom designed 'in-house' programs for professional groups and business organizations.

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 of USF offers a number of graduate programs, including the Master of Business Administration, Executive MBA, Master of Accountancy, Master of Arts in Economics, and Master of Science in Management. Evening and day courses are scheduled 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 admissions (see page 50). Applications should be submitted to the University Graduate Admissions office. 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

The MBA and MS in Management 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 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 the Fall or Spring semesters however, the Fall term is the preferred entrance date for the student who requires all or approximately all of the Common Body of Knowledge courses. Ordinarily, new students will not be accepted in the M.B.A. or M.S. in Management programs for the Summer Term.

M.B.A. Program

Common Body of Knowledge Courses:
- GEB 6705 Financial Accounting for Managers (3)
- GEB 6716 Microeconomic Analysis (3)
- GEB 6725 Financial Management (3)
- GEB 6735 Social, Legal, Political Environment of Business (3)
- GEB 6745 Marketing Management (3)
- GEB 6756 Quantitative Methods for Management (3)
- GEB 6775 Information Systems for Management (3)
- GEB 6836 The Management Process (3)
- GEB 6895 Business Policy and Strategy (3)

Other Required:
- ACG 6308 Management Accounting and Control (3)
- GEB 6717 Macroeconomic Analysis (3)

Electives 24

Total Semester Hours 60

Constraints

1. Maximum program—60 semester hours. Minimum program—36 semester hours.
2. To insure breadth within the program, each student must take at least 15 semester hours or equivalent of work beyond that in the Common Body of Knowledge and outside the field of concentration in two or more disciplines.
3. At least one international course must be included within the program.
4. Student must take at least one course within the program in each of the academic departments.
5. Students with an undergraduate degree in Accounting may not take GEB 6705 or ACG 6308 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 and Strategy. The waiver of either ACG 6308, Management Accounting and Control or GEB 6717, Macroeconomic Analysis require the substitution of another course as an elective.

Waiver is usually based on 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 last five years.

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 international 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 in any of the areas of concentration of the College, subject to departmental approval.

M.B.A. with Concentration in Finance

Students seeking a graduate education with a concentration in the field of Finance should enroll in the Master of Business Administration Program. In addition to the M.B.A. Core, students would choose a minimum of 9 elective hours in Finance. Topics of interest in the finance program include Corporate and Managerial Finance, Banking and Financial Institutions, Money and Capital Markets, Investments, International Finance, and Finance Theory. A thesis can serve as part of the elective course work; however, a thesis is not required. Students electing the M.B.A. with concentration in Finance should meet with the chairperson of the Finance Department at the beginning of their M.B.A. Program.
M.B.A. with Concentration in Marketing

Students seeking a master's degree with a concentration in Marketing should enroll in the M.B.A. Program. A concentration in Marketing requires a minimum of nine elective hours in addition to the Marketing Management foundation 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.

Application Deadline

Applicants for graduate programs in the College of Business Administration should have all necessary materials, including test scores in the University Graduate Admissions Office by the following deadlines:

<table>
<thead>
<tr>
<th>Program</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.B.A. and M.A. in Economics</td>
<td>May 15</td>
<td>October 15</td>
<td>April 1</td>
</tr>
<tr>
<td>M.S. in Management</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ordinarily, new students will not be accepted for the M.B.A. program for the summer term. The M.S. in Management program will only accept students for the fall term of each year. See University application deadlines for summer term for M.Acc. or M.A. in Economics.

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 is a selective process.
2. The applicant who has a minimum Undergraduate GPA of 3.0 and a minimum GMAT score of 500 is usually admitted without additional supporting data.
3. Special consideration may be given to applicants who have an exceptionally high GMAT score or grade point average. When the applicant scores between 1000 and 1100 on the above stated formula, additional evidence is required. Usually the applicant is asked to submit a written statement outlining goals and objectives, strengths and weaknesses, and is invited for an interview.

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 upper level accounting courses taken as an undergraduate student.
4. Students who do not have the equivalent of an undergraduate degree in accounting at USF, including an accounting information 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. Upper-level accounting courses must be completed at a four year regionally accredited institution.

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.
3. Applicants with a minimal background in economics and statistics may be required to take prerequisite courses in addition to the required 30 hours in graduate credits.

Contact Persons

Student interested in specific programs within the college should contact the appropriate graduate studies adviser:

M.B.A., Executive M.B.A. — Associate Dean Charles A. McIntosh, Jr., Director of Graduate Studies
M.Acc. — Robert M. Keith
M.A. in Economics — Howard Dye
M.S. degree in Management — Edy Hargis

Non-Degree Seeking Students

See non-degree seeking student paragraph in Graduate Studies Section (page 50) for general instructions. The College of Business Administration will accept no more than nine hours of credit earned as a non-degree seeking student, to satisfy degree requirements, without the written permission of the Director of Graduate Studies in the College. To be eligible to register for graduate courses, a non-degree seeking student 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 and an acceptable GMAT score on file in the Admissions Office.
4. Be approved as a non-degree seeking student by the Director of Graduate Studies, College of Business Administration.

The non-degree seeking student status is usually approved for only one semester. Non-degree seeking student status is a selective process and not a normal route for entry into the graduate programs in the College of Business Administration. Various constraints limit the number of non-degree seeking student approvals.

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. Part-time students are encouraged to take 2 courses per semester and must complete four courses per calendar year to remain in active status as a degree seeking student. Students who have completed undergraduate courses in business and economics may receive course waivers and reduce their course load from the maximum requirement. All M.B.A. candidates must complete all degree requirements within five years of beginning their program.

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 (College Algebra, Linear Programming and Elementary Calculus), computer science and communication skills, written and verbal, or take the prescribed prerequisite courses.

The curriculum consists of:

- The Common Body of Knowledge courses, known as the "Core". These courses are designed to provide the basic background in the several functional areas in order to prepare for more advanced studies. The courses assume little or no prior knowledge in the field. Students having adequate previous preparation in any of these courses, except for Business Policy, may seek a waiver subject to the standards set by the faculty. The Integrative Administrative Business Policy course, GEB 6895, may not be waived. The conditions for waivers are explained more fully below.

- Other Required Courses: These courses are extensions of certain “Core” courses wherein added depth and breadth are deemed essential to the business environment.

- Elective Courses: Breadth is achieved within this cluster of courses and at the same time the student may develop one or more areas of concentration. "Breadth" means that the student must take at least 15 semester hours of equivalent work beyond that in the Common Body of Knowledge outside of his field of concentration.

- Integrative Course: All students are required to take GEB 6895-Business Policy and Strategy. The course is taken in the last sequence of courses to permit the student to integrate the subject matter acquired in earlier courses by the study of administrative processes under conditions of uncertainty including integrating analysis and policy determination at the overall management level.

- Comprehensive Examinations: All students must satisfactorily complete a comprehensive examination. A six credit hour thesis is optional and may be taken as an elective.

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**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.

Each semester begins 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 program leads to the academic degree of Master of Business Administration (M.B.A.) and consists of the following segments:

- **Managerial Decision Analysis**
- **Business, Government and Society Relations**
- **Financial Accounting**
- **Organizational Assessment and Design**
- **Managerial Accounting**
- **Human Performance and Organizational Effectiveness**
- **Management Process**
- **Applied Forecasting**
- **Management Information Systems**
- **Macroeconomic Analysis for Managers**
- **Operational Marketing**
- **Financial Management I**
- **Applied Research Project**

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**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. Students are normally expected to have had a minimum of 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).

For further information, please call the office of the Director of the Executive M.B.A. Program, College of Business Administration, or call (813) 974-4281.

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**THE MASTER OF ACCOUNTANCY (M.Acc.) Degree**

**Objectives of the M.Acc. Degree Program**

The objective of the M.Acc. program is to provide candidates with greater breadth and depth in accounting than is possible in the baccalaureate program.

The Master of Accountancy Program is designed to meet the increasing needs of business and government as well as public accounting for persons who have in-depth professional training in accounting and a background in the areas of quantitative methodology, economic analysis, and management science, etc. Students completing the requirements for the M.Acc. degree will have met the requirements to sit for the Uniform CPA Examination in Florida.

**Requirements for the Masters of Accountancy Degree**

All students are required to satisfy the Common Body of Knowledge as indicated in the M.B.A. Program (page XX). This may be satisfied through completion of coursework in the various areas. The academic adviser will determine the specific courses and number of hours required. For the student who has the equivalent of an undergraduate major in accounting at USF, (i.e., 23 hours of accounting coursework excluding Financial and Managerial Accounting I and II) 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 adviser. Elective courses taken in the area of accounting may not exceed 3 semester hours. Students enrolled in the M.Acc. program may not take ACG 5805, Contemporary Accounting Thought.

Required Courses are:

**Accounting Courses (15 credit hours)**

- ACG 6346 Management Accounting and Control (3)
- ACG 6636 Contemporary Issues in Auditing (3)
- ACG 6405 Systems Theory (3)
- ACG 6875 Development of Accounting Thought (3)
- TAX 6005 Federal Tax Research and Planning (3) (15)
Business Courses (15 credit hours)
- BUL 5665: Law and the Accountant (3)
- ECO 6115: Microeconomic Analysis (3)
- FIN 6246: Advanced Money and Capital Markets (3)
- GEB 6717: Aggregate Exonomics* (3)
- GEB 6895: Business Policy (3)

Electives (6 credit hours)
At least one of the elective courses must be taken outside the field of accountancy.

Total (36)

*Special Section for M.Acc. Students
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. 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 51. The primary requisites for success in graduate study are strong motivation, aptitude, and basic intellectual ability. An undergraduate major in economics is not required but a sound background in economic theory, mathematics, and statistics will permit completion of the master's program in the normal time span of one year.

The Master of Arts in Economics permits students to select one of three approaches. The first emphasizes 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 industrial organization, international economics, the economics of natural and human resources, and urban and public economics. Particular attention is devoted to such topics as planning, programming, budgeting, cost-benefit analysis, public revenue sources, issues in fiscal federalism, techniques of income redistribution, models of urban growth and development, intra-urban location patterns, analysis of urban social patterns and problems, anti-trust and other forms of government regulation business.

All three approaches involve preparation in economic theory and quantitative methods. Students in the professional programs then implement these skills with courses in applied economics. Students preparing for doctoral studies normally take additional courses in economic theory, mathematics and statistics. Students selecting public sector economics emphasize applied economics. Work in other areas, particularly, the social sciences, may be an integral part of these programs. Research and the writing of a thesis may be incorporated into any of these approaches. The nature of thesis subject indicates the area of specialization of interest.

The economics department participates in the Junior College Teaching Program jointly with the College of Education as outlined on page 96. Students must satisfy all University requirements listed on page 51. 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. This program is especially designed for candidates who 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 common 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 attracts candidates from a wide range of organizational settings, including the health care industry and the public sector, as well as 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. Course work includes a lecture-discussion format which focuses on the acquisition of knowledge and skills and a management laboratory which focuses on the integrated application of knowledge and skills 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 1 to ensure sufficient time to conduct the admission process prior to registration for the Fall semester. 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, primarily on alternative Saturdays, and two to three in-depth study weekends per semester. A Study in the M.S. in Management program is required to complete the program within 5 years from the beginning of their coursework.

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: Section 011 (Year 1)—27 Semester Hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>ACG 5325</td>
<td>Financial/Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEB 6716</td>
<td>Microeconomic Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN 6930</td>
<td>Selected Topics: Managerial and Supervisory Behavior</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>FIN 6718</td>
<td>Governmental Financial Planning and Budgeting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEB 6745</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEB 6756</td>
<td>Statistical Methods for Management</td>
<td>3</td>
</tr>
<tr>
<td>III</td>
<td>GEB 6735</td>
<td>Social, Legal, Political Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEB 6757</td>
<td>Quantitative Methods for Operations Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN 6061</td>
<td>Organizational Theory and Measurement</td>
<td>3</td>
</tr>
</tbody>
</table>

Section 012 (Year 2)—25 Semester Hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>MAN 6219</td>
<td>The Management of Organizational Development and Change</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN 6930</td>
<td>Selected Topics: Systems Theory and Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN 6930</td>
<td>Selected Topics: Competency Based Work Management and Control</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>MAN 6409</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN 6971</td>
<td>Thesis: Masters</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN 6905</td>
<td>Independent Study</td>
<td>1</td>
</tr>
<tr>
<td>III</td>
<td>MAN 6971</td>
<td>Thesis: Master's</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEB 6895</td>
<td>Business Policy and Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>
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 to 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 submit all application material no 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.
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 faculty.

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.

Student Organizations and Activites

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 of Student Organizations) eleven representatives from the various areas in the college, and five Senators representing the college at-large. Elections are held annually in November and all education majors are eligible to vote for all officers and representatives of their respective areas. Any student majoring in education, with a minimum GPA of 2.0, is eligible to serve in any of these positions.

Association for Childhood Education International

The Association for Childhood Education is a non-profit professional organization concerned with the education and well-being of children two to twelve years of age. Members are located throughout the United States and other countries.

The USF chapter works directly with children through observation, projects, and programs. In addition, it provides opportunity for students to attend study conferences throughout the state of Florida which allows the student an opportunity for professional growth and exchange of professional ideas. Membership is open to all students, including freshmen, concerned with children two to twelve years old.

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 Counselor Education Organization

An 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.

Association for Library and Information Students

This 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 and Marketing Education and Marketing 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 activities of Colleague 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 is organized to provide experience and opportunities that will facilitate the educational and professional growth of its members.
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 the 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 no more than one year prior to the application deadline. Admissions 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 450). Students who meet all other admission requirements but do not achieve the ACT or SAT minimum test score may still be considered for admission as an exception.
6. Satisfactory completion of CLAST and the writing and computation course requirements of 6A-10.30.
7. Additional criteria established by each program. (See admission to Programs below.)

SunCoast Area Teacher Training (SCATT) Program

SCATT is an honors level teacher training program designed to provide talented pre-service teachers with challenging activities, workshops and seminars to aid and encourage them to become highly qualified, dedicated educators. The wide variety of opportunities offered to SCATT members provides them with a broader view of education as a field of study and with experiences which extend "above and beyond" the requirements of a traditional academic program. SCATT also helps prospective employers identify pre-service teachers who have demonstrated high levels of academic achievement, ability, leadership and a commitment to the profession.

Students who have been admitted to the U.S. F. College of Education and who have achieved a score of 21 or above on the American College Test (ACT) or 1000 or above on the Scholastic Aptitude Test (SAT) are eligible.

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 a specified semester. Student 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.

Time Limitations

The College of Education will accept coursework completed at this University or at other accredited institutions as follows:

1. Courses completed within the last five years will be accepted.
2. Courses completed over five years but less than ten years ago:
   - For courses taught by College of Education faculty, approval from the appropriate departmental chairperson is required before credit is granted.
   - For courses taught by other than College of Education faculty, approval from the chairperson of the department that requires the course is necessary.
3. Courses completed ten years ago or longer will count as elective credit only.

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 or 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.

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 except for measurement/special education course, a minimum of two-thirds of specialization, and a minimum of 2.0 grade point average in each area.
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 preceeding January 15. Applications for Spring Semester are due the preceeding 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 students to enroll in classes.

Students not in attendance at the first class meeting will be dropped from the course.

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. Prior to completion of the internship, the student must pass the Florida State Teacher Certification Test. 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.

**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.

Normally, the college will recommend the granting of a Bachelor of Science (BS) degree. To obtain a Bachelor of Arts (BA) degree, the student must meet the Foreign Language competency (see graduation requirements in front of catalog).

**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>Arts/Education</td>
<td>ARE</td>
</tr>
<tr>
<td>Behavior Disorders</td>
<td>Special Education</td>
<td></td>
</tr>
<tr>
<td>Business and Office</td>
<td>Education</td>
<td>BTE</td>
</tr>
<tr>
<td>Education</td>
<td></td>
<td></td>
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<tr>
<td>Distributive and</td>
<td>Adult &amp; Vocational</td>
<td></td>
</tr>
<tr>
<td>Marketing Education</td>
<td>Education</td>
<td>DEC</td>
</tr>
<tr>
<td>Elementary/Early</td>
<td>Childhood-Language Arts/Reading</td>
<td>EEC</td>
</tr>
<tr>
<td>Childhood Education</td>
<td>Education</td>
<td>EDE</td>
</tr>
<tr>
<td>Elementary Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Education</td>
<td>Content Specializations</td>
<td>ENB</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Content Specializations</td>
<td>FLE</td>
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<tr>
<td>Education +</td>
<td></td>
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<tr>
<td>Health Education</td>
<td></td>
<td></td>
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<tr>
<td>Humanities Education</td>
<td>Content Specializations</td>
<td>HUE</td>
</tr>
<tr>
<td>Industrial-Technical</td>
<td>Education</td>
<td>EVT</td>
</tr>
<tr>
<td>Education</td>
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<td>Mass Communications</td>
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<td>English Education</td>
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<tr>
<td>Mathematics Education</td>
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<tr>
<td>Mental Retardation</td>
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<td>Education</td>
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<tr>
<td>Music Education</td>
<td>Music Education</td>
<td>MUE</td>
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<tr>
<td>Physical Education</td>
<td>Professional Physical</td>
<td>PET</td>
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<td>Science Education</td>
<td>Content Specializations</td>
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<td>Social Science Education</td>
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<td>Specific Learning</td>
<td>Special Education</td>
<td>SCE</td>
</tr>
<tr>
<td>Disabilities Education</td>
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<tr>
<td>Speech Communication</td>
<td></td>
<td></td>
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<tr>
<td>English Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zoology Education</td>
<td>Content Specializations</td>
<td>SED</td>
</tr>
</tbody>
</table>

See Departmental Section for specific program requirements.

+ In one or more foreign languages.

**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

meet the Foreign Language Competency (see graduation requirements in front of catalog).

As part of the 120 credit hours minimum requirement for graduation, students may include elective courses. The courses should be selected in consultation with a faculty adviser. The College of Education permits students to count, as part of the 120 hour requirements, courses in Elective Physical Education and up to 9 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 of specialization requirement. However, a "D" grade earned for such work taken after the student has been admitted to the College will be accepted for credit.

**Department of Education Requirements for Teacher Certification**

College of Education programs are reviewed by the Florida Department of Education. Those programs meeting the requirements of Chapter 6A-5, Rules of the State Board of Education of Florida, are given "Approved Program" status. These rules are subject to rapid changes and programs must change accordingly to maintain their "approved" status. Program requirements listed in this catalog are those necessary for graduation. Students wishing to graduate and to be eligible for teacher certification must complete all requirements listed on current program checklists and pass the State teacher certification test.

**First General Distribution Requirements (40 credit hours)**

The five areas of General Distribution and the specific requirements are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I</td>
<td>English Composition: ENC 1101, and ENC 1104</td>
</tr>
<tr>
<td>Area II</td>
<td>Fine Arts and Humanities: A minimum of six hours of selected courses (i.e., course must include the writing requirement) from any two of the following departments: American Studies, Art, Classics, Dance, English, Foreign Languages, Humanities, Music, Philosophy and Theatre</td>
</tr>
<tr>
<td>Area III</td>
<td>Mathematics: MAT 2034, MGF 2202 for Early Childhood, Elementary, Emotional Disturbance, Mental Retardation, and Learning Disabilities majors. For other majors, a minimum of six hours. MAT 2034/MGF 2202 or more advanced courses offered by Mathematics Department. Logic, Statistics and selected Engineering computer courses are acceptable for three hours of the requirement</td>
</tr>
<tr>
<td>Area IV</td>
<td>Natural Sciences: A minimum of six hours of courses offered by the Departments of Biology, Chemistry, Geology, or Physics</td>
</tr>
<tr>
<td>Area V</td>
<td>Social and Behavioral Sciences: I. Behavioral Science a) PSY 2012 b) SYG 2000 II. Social Science a) AMH 2010, AMH 2020 for programs requiring SSE 4313. b) For all other programs: A minimum of six hours of any of the courses taught in the College of Social and Behavioral Sciences. See the University General Distribution Requirements Section of the catalog for exceptions and additional approved courses</td>
</tr>
</tbody>
</table>

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 or Early Childhood Majors) or
- EDF 3214 Human Development and Learning (3)
  (for all other programs)
- EDF 3604 Social Foundations of Education (3)
  or

3. Teaching Specialization Preparation (27-49 credit hours)
Course requirements in the area of teaching specialization vary according to 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 or college.
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.

Master of Education Programs

ADMINISTRATION AND SUPERVISION

Requirements for the M.Ed. Degree (ESA):
This Master of Education (M.Ed.) degree is to prepare administrators and supervisors with organizational, management, and instructional leadership skills. Admission requirements include: (1) certification in a teaching field, (2) at least two years of successful teaching experience, (3) 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.

EDF 3542 Philosophy of Education (4)
EDG 4200 Curriculum and Instruction (3)
Methods Course(s) (10)
Internship & Seminar (10-12)*
Reading Requirement (2-6)
Educational Measurement Requirement (3)
Exceptional Child Education Requirement (2)
*Elementary and Early Childhood internships are 20 semester hours.

Program Leading to the Master of Arts Degree
Qualified persons may pursue graduate study in the following majors:

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>Adult &amp; Vocational</td>
<td>(ADE)</td>
</tr>
<tr>
<td>Art Education</td>
<td>Arts/ Education</td>
<td>(ARE)</td>
</tr>
<tr>
<td>Behavior Disorders</td>
<td>Special Education</td>
<td>(EED)</td>
</tr>
<tr>
<td>Business and Office</td>
<td>Adult &amp; Vocational</td>
<td>(BTE)</td>
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<tr>
<td>Education</td>
<td>Education</td>
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</tr>
</tbody>
</table>

COLLEGE OF EDUCATION 81
Program Plans of Study

Plan I

Plan I is a program of graduate studies designed for those with appropriate certification who desire to increase their competence in a subject specialization or receive professional preparation in one of the service areas of education.

A. Process Core (3-11 hours)
Students will take a minimum of one Process Core (Foundations) course. Substitution for the remaining courses may occur upon the advice 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. Plan II is not available in all areas, contact department for more information.

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. EDG 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 EDG 5206 and EDG 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 of researchers. All programs have as their central focus the development and the application of disciplined inquiry skills. Rigorous inquiry expands and improves the theoretical and the informational 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 sound policies in education.
   d. To promote the development of alternatives to existing theories and practices. Such alternatives, developed out of an apolitical criticism of existing practices, contribute 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.), and 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 anticipated problems related to schooling education.

Programs

Ed.S. Program

The Education Specialist (Ed.S.) program offers specialization in Curricular and Instruction with emphasis in curricular areas such as Adult Education, Communication Education, Elementary 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 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, or 3.5 GPA at the Master's level; 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 recommendation from the program coordinator
6. Any additional requirements specified by the program
Ph.D. Program

The Doctor of Philosophy degree is available in Education. Specialization is in Curriculum and Instruction with research emphasis on problems related to specific areas of curriculum such as Early Childhood Education, Special Education, Mathematics Education, Reading and Language Arts Education, Science Education and Communication Education. In addition to the curriculum content emphases, there are also emphases in Measurement and Evaluation, Guidance and Counseling Education, and Adult, Vocational, and Technical Education within the Curriculum and Instruction Ph.D. program. For information on additional emphases within the Curriculum and Instruction specialization, contact the Director of Graduate Studies in the College of Education.

Candidates for admission to Ph.D. study must present satisfactory evidence of:
1. A grade point average of 3.0 (B) minimum on all work attempted while registered as an upper level student working for a baccalaureate degree or 3.5 GPA at the Master's level, and a GRE aptitude score of 1000 (Verbal and Quantitative.)
2. Three letters of recommendation
3. Favorable recommendation from program chairperson
4. An earned master's degree
5. Any additional requirements specified by the program

Program Structure

| I. Major Area | 18 semester hours |
| A. Specialization | |
| B. Cognate Area* | 12 semester hours |
| C. Dissertation | 18 semester hours |

Residency Requirement

The purpose of the Ph.D. program in the College of Education is to prepare individuals who aspire to become producers of knowledge (researchers/University faculty members). This requires that research training and theory exploration be major factors in the education of the Ph.D. candidate. It is during the residency that much of this training occurs, although not in formal course work. To accomplish this focus on training, it is required that each Ph.D. student spend at least two consecutive semesters (about 30 weeks) in full-time residency on the Tampa Campus. It is understood that the student should be engaged in no more than half-time work outside the Ph.D. program during this period. Reduction of job responsibilities will allow the student to take advantage of the opportunities for learning which are available in the University community during regular day-time hours, participate in research projects with faculty, and teach courses at the University level. (Minimum credit hour requirements during this residency are defined according to the appropriate University bulletin.)

The student must declare his/her semesters of residency as a part of the program of studies. Changes of these dates must be approved by the supervisory committee and submitted in writing to the Director of Graduate Studies at least one semester before the residency is to occur. It will be the responsibility of the Director of Graduate Studies to certify, at the time of application for graduation, that the residency requirement has been completed.

It is recognized that some candidates will find it difficult, if not impossible, to get time off from their jobs to meet the residency requirement. However, it is believed that most of these people would be practitioners in school systems for whom the Ed.D., not Ph.D., program would be most appropriate.

COLLEGE OF EDUCATION DEPARTMENTS AND PROGRAMS

The College of Education is organized into 13 departments. Each department has one or more programs which are listed alphabetically and by degree level in the following departmental section.

Department of Adult and Vocational Education

The Adult and Vocational Education department at the University of South Florida offers degrees through the College of Education aimed at preparing teachers and leaders in the various fields of Vocational Education. Certification programs leading to the Bachelor of Arts (B.A.) degree are: Business and Office Education, Distributive and Marketing Education, and Industrial-Technical Education. Qualified persons may pursue graduate study through the Master of Arts (M.A.) degree in the following majors: Adult Education, Business and Office Education, Distributive and Marketing Education, and Industrial-Technical Education. The Master of Education (M.Ed.) degree is available for an individual who holds certification in Adult or Vocational Education including Home Economics and Agriculture Education, and who has completed required teaching experience. The degrees of Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.) are granted in recognition of high attainment in a specific field of knowledge.

ADULT EDUCATION

Requirements for the M.A. Degree (ADE):
1. In consultation with the graduate adviser, a program will be planned which will include a minimum of 32 credit hours. The process core requirements consist of 12-14 credit hours in:
   EDF 6431  EDF 6481
   EDF 6211 or EDF 6215
   and one of the following:
   EDF 6606, EDF 6517, or EDF 6544

Specialization requirements of 20 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 or experience:

   ADE 4360  ADE 5385  ADE 6380  EVT 5190
   ADE 5160  ADE 6080  ADE 6387  EVT 6563
   ADE 5161  ADE 6197  EVT 4065  EVT 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.
Requirements for the M.A. Degree - Exercise Science (ADE-ES):
The Exercise Science (Applied Exercise Physiology) specialization in Adult Education provides a common core of required courses with two sub-specialty tracks.

Admission requirements:
1. A baccalaureate degree from an approved college or university with evidence of good standing. If Anatomy/Physiology, Nutrition and Algebra (or Calculus) are not included in the undergraduate coursework, these will be required for admission to the program.
2. A score of 1000 or more (verbal and quantitative) on the Graduate Record Examination within the last 5 years.
3. A grade point average of 3.0 or better on a 4.0 scale in all work attempted during the junior and senior years of undergraduate study.

Program Description:
1. In consultation with the graduate advisor, a program will be planned which will include a minimum of 42 to 48 credit hours. The process core requirements consist of 12-14 credit hours in:
   - EDF 6431
   - EDF 6481
   - EDF 6211 or EDF 6215
   and one of the following:
   - EDF 6606, EDF 6517, or EDF 6544
2. Courses common to both tracks are:
   - ADE 5385
   - PET 6355
   - PET 5387
   - ADE 5160
   - PET 6355L
   - PET 5387L
   - PET 6356L
   - PEP 6940
3. Exercise Science Track I is a specialization in Adult Health/Fitness leadership and should be considered as preparation for employment in the Adult Health/Fitness market. Additionally, students are prepared to be certified as Exercise Specialists by the American College of Sports Medicine.
4. In addition to the common courses above, Track I coursework culminates with PEP 6941.
5. Exercise Science Track II is a concentration in exercise physiology for students interested in continuing on to advanced (doctoral) work in exercise physiology, research, and/or college teaching.
6. In addition to common courses above, Track II coursework also includes:
   - PEP 6910L
   - PCB 4023C
   - PCB 4743C

Requirements for the Ed.S., Ed.D., and Ph.D. Degrees (ADE):
1. In consultation with the student's graduate committee, programs will be planned to meet each individual's needs and objectives. The Ed.S. program consists of a total of 36 semester hours. The Ph.D. and Ed.D. programs include a total of 71 semester hours. For more detailed information, see Advanced Graduate Information under the College of Education.

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. Prospective majors should schedule the competency examinations as early as possible during their freshman or sophomore years. This requirement applies to all transfer as well as lower level students. These examinations may be repeated.
In the Professional Education and Teaching Specialization Areas, no course work lower than a "C" will be accepted. Student must earn a 2.5 overall grade point average in all course work.
Two semesters of full-time residency must be planned with an adviser and sequenced in the senior year. Special prerequisites are required for BTE 4360, BTE 4364, and BTE 4369.*

General Distribution (40 cr. hrs.):
Recommended selections which are particularly appropriate to the specialization are:

Professional Education Requirements (43-44 cr. hrs.):
- BTE 4360
- BTE 4364
- BTE 4936
- BTE 4940
- BTE 4948
- EDF 3214
- EDF 3604
- EDF 3542
- EDF 4430
- EDF 4200
- EEX 4070
- EVT 4065
- EVT 4540
- **EVT 4540**
- **EVT 4540**

*These courses must be taken as a block in the semester immediately prior to the supervised teaching or business field experience.
**These courses must be taken concurrently.
***This course is required for vocational certification in Florida.

Specialization Requirements (50 cr. hrs.):
- Office Administration
  - Concentration
  - Accounting (2 courses)
  - Economics (2 courses)
  - Typewriting Competencies (Theory + 50 CWPM)
  - Shorthand Competencies (Theory + 60 WPM)
  - Elective(s)
  - Needed for Both Concentrations
  - Administrative Office Management
  - Business Communications
  - Business Law
  - Business Machines

Requirements for the M.A. Degree (BTE):
In consultation with the graduate advisor, 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
   - EDF 6481
   - EDF 6211
   and one of the following:
   - EDF 6606
   - EDF 6517
   - 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 5245
   - BTE 6385
   - BTE 6386
   - BTE 6387
   - EVT 5190
   - EVT 6385
   - EVT 6386
   - EVT 6563
   - EVT 6930
3. Selected courses from which to choose in Vocational and Adult Education:
   - ADE 5385
   - EVT 5366
   - EVT 6386
   - ADE 6197
   - EVT 6300
   - EVT 6926
   - EVT 5190
   - EVT 6385

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 individual student programs.

Requirements for the Ed.S., Ed.D., or Ph.D. Degrees:
The degree 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 (37-38 credit hours):
- DEC 4362
- DEC 4940
- EDG 4200
- EDF 3604
- DEC 4382
- EDF 3214
- EVT 4540
- or
- DEC 4936
- EDF 4430
- RED 4360
- EDF 3542
- EEX 4070

Specialization (34 credit hours):
- ACC 2001
- DEC 4941
- any ECO
- MAR 3023
- DEC 4174
- EVT 4065
- MAR 4403
- MAR 3722

Elect one of the following:
- MAR 4153
- MAR 4203
- MAR 4343

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 a 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 College of Education.

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 and Marketing Education are designed to provide competencies in administration, supervision, curriculum development, program management, methods of teaching and research techniques as each or 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 5366
- 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, Special 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
- EVT 4176
- EVT 4254

In addition, students must meet the General Distribution Requirements of 40 credit hours.

Within the EVT program, students can pursue state certification in Industrial Arts. In general, students enrolling into the Industrial Arts program are expected to have successfully completed, at a community college, most of the technical laboratory courses required for Florida Teachers Certification. Teacher certification requires students to have 30 semester hours, with six (6) semester hours in each of the four (4) technical fields to be selected from the areas of:

- Metals; Woods; Power and Transportation Mechanics; Graphic Arts, Drafting, and Design; Electricity and/or Electronics; and Crafts.

Students entering this program will have their transcripts evaluated to determine if all technical course requirements have been met. If the student has not completed the technical course requirements, the deficiencies will be corrected by enrolling into the required course(s) at a community college. Since this evaluation procedure is unique to the Industrial Arts Program, the application for admission should clearly indicate the desired major field as Industrial Arts Education.

The program of studies includes both course work and extensive field experience in school settings. This is to enable students to integrate theory with teaching practice.

Industrial Arts students must complete the General Distribution Requirements of 40 semester hours, the Professional Education Core Requirements of 38-39 semester hours, the Technical Course Requirements of 30 semester hours, and 17 semester hours in Adult and Vocational Education. The requirements in Adult and Vocational Education are as follows:

Required: Eight (8) semester hours
- EVT 4065
- EVT 4367

Electives: Nine (9) semester hours selected with advisor approval
- EVT 4061-C
- EVT 4156
- EVT 4254
- EVT 5366

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
- EVT 6211, or EVT 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 candidate wishing to be certified must meet the state's minimum certification requirements in the area of specialization.
ARTS EDUCATION

The Arts Education Department offers baccalaureate and graduate degree programs designed to meet certification requirements as outlined in the following program descriptions.

Requirements for the B.A. Degree (ARE):

At the time of application to upper level, each Art Education student must submit slides or portfolio to the head of the department. To assist transfer students in selection of courses, they must submit work prior to or during registration.

After completing studio requirements for state certification each student may elect to emphasize painting, sculpture, graphics, ceramics, or photography/cinematography for the remaining studio electives. Students 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 credit hours)
- ART 2202C
- ART 3110
- ART 3510
- ART 2203C
- ART 3701
- ARH 4450
- One of the following ART 3420, 3430, 3470
- ART Studio Electives approved by advisor
- Art History Elective

Plus the following:
- Two hours from any Music, Dance, Theatre.

Requirements for the M.A. Degree (ARE):

The Department of Arts Education provides programs designed to prepare for and enhance leadership roles in the arts: public schools art teachers, art administrators, supervisors, college teachers of art and art education, research and curriculum specialists, and museum educators.

The M.A. degree in art education is offered in three different programs, each with a choice of concentration in either:
1. Studio
2. Arts Administration, Supervision
3. Research and curriculum development
4. Museum Education
5. Certification, Art K-12

PLAN I

For candidates already certified to teach art and who wish to pursue advanced training.

37 sem. hrs. minimum

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<th>Area</th>
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<td>Art Studio</td>
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<td>Art History</td>
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<td>Foundations in Educ.</td>
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<tr>
<td>Electives</td>
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PLAN II

For candidates who wish to gain teacher certification at the completion of the M.A. Program.

56 sem. hrs. minimum

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<td>Foundations in Educ.</td>
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<tr>
<td>Internship</td>
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PLAN III

For candidates who do not hold a baccalaureate degree in education and who do not desire teacher certification in the State of Florida.

43 sem. hrs. minimum

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<tr>
<td>Foundations in Educ.</td>
<td>12</td>
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<td>Electives</td>
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All programs are planned with student and graduate adviser. A thesis or project is required.

Department of Arts Education

Department of Childhood/Language Arts/Reading Education

The Childhood/Language Arts/Reading 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 setting 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 the 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.

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)
- EDE 4942-Childhood Education Internship Level II
  - (6 semester hours)

Fourth Semester of Enrollment or Consent of Department Chairman
- EDE 4940-Internship
  - (10 semester hours)
- EDE 4936-Senior Seminar
  - (2 semester hours)
  - (Total 22 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 47 semester hours required in the Professional Core for a total of 73 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
or
EDF 3542
EEX 4070
EDG 4200 Elementary section only; to be taken concurrently with EDE 4941
EDE 4301 Methods

Internships:
EDE 4941 Internship Level I—Four semester hours in the first semester of program enrollment
EDE 4942 Internship Level II—Six semester hours to be completed in the senior year.
EDE 4936 Senior Seminar—To be taken concurrently with EDE 4940
EDE 4940 Full-Day Internship

Reading Requirements
RED 4310
RED 4515
Measurement Requirements
EDF 4430

TOTAL: 47 hours

In addition to the Professional Core the student will complete the following elementary specialization courses:
ARE 4313 LAE 4414 MUE 4315
HLP 4460 MAE 4310 SCE 4210
LAE 4314 MAE 4311 SSE 4313

TOTAL: 26 hours
Elementary Specialization Total: 73 hours

Students are advised that the Elementary Education specialization will require an enrollment of more than the traditional four semesters of the junior and senior years in order to complete the program specialization courses and the required sequence of internship.

Requirements for the M.A. Degree (EDE):
This program requires full certification as an elementary teacher for admission. A minimum of 33 hours is required. Common core required courses: EDE 6305, EDG 6935, and RED 6116. In addition, the student will choose one of the following areas of emphasis:

A. Elementary Curriculum Emphasis: An individually planned program approved by a departmental advisor.
B. Language Arts Emphasis: Required courses are:
LA6 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. Required courses are:
EEC 5406 EEC 5926 EEC 6405 EEC 5705 EEC 6261
E. Elementary School Mathematics Emphasis: Individually planned program to include four courses from the following:
MAE 5636E MAE 6337 MAE 6356 MAE 6549
MAE 6116 MAE 6338 MAE 6548
Additional work in related areas may be planned with the adviser.

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 47 hours of the Professional Core, for a total of 80 semester hours. The Elementary and Elementary/Early Childhood Education Professional Core are identical in sequence and content.

EDF 3122 EEX 4070 EDF 3604 or
EDF 4301 EDG 4200 EDF 3542

Requirements for the Ed.S. Degree:
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 Ed.D. Degree:
The Childhood Education/Language Arts/Reading 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 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/Reading 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 12 hours
      (2) Statistics/Measurement/Research design 12 hours
      (3) Elementary Specialization 18 hours
      (4) Dissertation 17 hours
      (5) Cognate area 11 hours
      (6) Language/Computer Science no course credit
      Total 70 semester hours

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. Applications are processed in the semester preceding the one in which the applicant expects to begin the program.
Education courses include:
Plan I—EDF 6431, EDF 6481 and LAE 6616.
Plan II (for students entering without teacher certification)—EDG 5206, EDF 6211, EDF 6431, EDF 6481, and EDF 6606.
Specialization in Reading Education shall include a minimum of 22 credit hours:
RED 6116 RED 6365 RED 6548
RED 6247 RED 6546 RED 6747 RED 6838
There is the option of writing a thesis which would substitute for some of the course work required in the previously described programs.
Students entering the program with an undergraduate major outside elementary education normally will be required to take RED 4310, RED 4515, and LAE 4414 before beginning the specialization sequence.
Electives must be chosen by conference with adviser.
Selective retention policies require that the student maintain a "B" average with no more than 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 in which a "C" was earned and earns an "A" in that course.

*Major area courses are RED 4310, RED 6116 and all Reading Education courses.

Requirements for the Ed.S. Degree in Curriculum and Instruction (CUR) with an emphasis in Reading/Language Arts Education:
The purpose of the Ed.S. with emphasis in Reading/Language Arts (R/LA) is to prepare in-school leaders in the field. Specific roles which graduates could fill would include directors of R/LA programs for school systems, clinical directors in private or public settings, or supervisors of R/LA curricula. The program is designed to provide experiences to acquire expertise in R/LA processes, designing and evaluating R/LA instructional materials and teaching techniques, and the treatment of R/LA problems. A student may elect to acquire more depth in some of these areas than in others; however, a basic knowledge in all will be required. The Ed.S. involves course work, written comprehensives, and a project. The Ed.S. program is separate from the Ph.D. program and is planned as a terminal degree. Applicants should realize that Ed.S. course work is not necessarily applicable to the Ph.D. degree.

Admission
Requirements:
1. Meet the general requirements as specified in the current USF catalog.
2. Have certification in at least one related area of education.
3. Have at least one year of successful experience in a professional school role.
4. Have a master's degree in education with a minimum of 10 graduate semester hours in R/LA or related disciplines. If this is not met, admission may be granted if the student is willing to lengthen the program to make up deficiencies.
5. Submit an official record of the GRE score which must total 1000.
6. Submit an official transcript of post-baccalaureate work showing at least a 3.25 grade point average.
7. Submit a statement of professional history and goals and three letters of recommendation to the Reading Department.
8. Be recommended for approval by the R/LA faculty.

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. Applicants from foreign countries will be appraised individually.

Ed.S. Program Structure:
Specialization in R/LA Electives Project
15 semester hours* 12 semester hours 9 semester hours
Total 36 semester hours*

*All represent post-master's credit and are minimum requirements.

Requirements for the Ph.D. Degree in Curriculum and Instruction (CUR) with an emphasis in Reading/Language Arts Education:
The purpose of the Ph.D. with emphasis in Reading/Language Arts (R/LA) is to prepare leaders in the field. Specific roles which graduates could fill would include college and university faculty, directors of R/LA programs for school systems, 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.
Admission Requirements:
1. Meet the general requirements as specified in the current USF catalog.
2. Have certification in at least one related area of education.
3. Have at least one year of successful experience in a professional school role.
4. Have a master's degree in education with a minimum of 10 graduate semester hours in R/LA or related disciplines. If this is not met, admission may be granted if the student is willing to lengthen the program to make up deficiencies.
5. Submit an official record of the GRE score which must total 1100, with at least 500 on the quantitative section.
6. Submit an official transcript of post-baccalaureate work showing at least a 3.5 grade point average.
7. Submit a statement of professional history and goals and three letters of recommendation to the Reading Department.
8. Be recommended for approval by the program faculty.

Exceptions:
A limited number of applicants can be admitted to the program as exceptions to Requirements 5 and 6. In order to be considered for this exception, the candidate must have compensating qualifications which are documentable. Some examples of these qualifications might be:
1. Grade point average of 3.9 in post-baccalaureate work.
2. Scholarly publication.
3. Creative program development.
4. Designing of creative instructional methods or materials.

Applicants from foreign countries will be appraised individually.

Program Structure:
Reading/Language Arts
Specialization R/LA 18 semester hours*
Cognate Area** 11 semester hours*
Dissertation 18 semester hours*
Statist./Measurement/Research Design 12 semester hours*
Foundations and Curriculum 12 semester hours*
Total 71 Minimum Semester Hours

*All represent post master's credit and are minimal requirements.
**Supporting courses outside major area.

Ⅰ DEPARTMENT OF CONTENT SPECIALIZATIONS

The following programs are housed in the Department of Content Specializations:

English Education
Foreign Language Education
Health Education
Humanities Education
Mathematics Education
Science Education
Social Science Education
Speech Communication Education

The Department offers programs leading to the B.A. degree in all above areas: the M.A. degree in English Education, Foreign Language Education, Humanities Education, Mathematics Education, Science Education, Social Science Education, and Speech Communication Education; the M.Ed. in Curriculum and Instruction with an emphasis in all content areas in which the M.A.is offered; the Ed.S. and Ph.D. in curriculum and instruction with an emphasis in Communications Education, Mathematics Education, and Science Education; and the Ed.D. in Educational Program Development with an emphasis in supervision of instruction in English, Foreign Language, Mathematics, Science, Social Science, and Speech.

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 community health track. Specialized courses in the teaching of mathematics, science, and social science are offered for students majoring in elementary, early childhood, and special education.

Internship Program—The Department of Content Specializations' internship is only offered in the spring term. Concurrent enrollment in the appropriate courses shown below is required. (17 hours)

First Seven Weeks:
Methods
(MAE 4320, SCE 4330, LAE 4642, SSE 4334, FLE 4334, SED 4371)
Reading
(MAE 4885, SCE 4305, LAE 4530, SSE 4640)
Special Education
(EEX 4070)
Senior Seminar
(Three meetings during pre-internship)
(MAE 4936, SCE 4936, LAE 4936, SSE 4936, FLE 4936, SED 4936)
Last Eight Weeks
Internship
(MAE 4940, SCE 4940, LAE 4940, SSE 4940, FLE 4940, SED 4940)
EEX 4070
(Four meetings during internship)
Senior Seminar
(Four meetings during internship)

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 prepare students for entry into advanced graduate programs. The advanced degree programs are designed to develop content specialists for a variety of positions such as supervisors, department chairs, curriculum coordinators, clinicians, and consultants in the public schools, as well as researchers and university professors.

The Department has several faculty members who are actively engaged in research, textbook writing, and/or curriculum development. Further, faculty serve as consultants to school systems and State Departments of Education and assume leadership roles in numerous state and national professional organizations. Currently, advanced graduate students may engage in research, under faculty supervision, in such areas as problem solving, reading in content areas, economic education, diagnosis and prescription, human communications, 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, the Center for Economic Education, the Florida Center for Instructional Computing, the Mathematics Education Clinic, the Center for Students with Special Learning Needs, and the University Materials Center. Further, excellent opportunity exists for conducting applied research in elementary and secondary schools within the University of South Florida service area.

Candidates interested in pursuing graduate studies in any content specialization area should contact: Chairperson, Department of Content Specializations, College of Education, University of South Florida, Tampa, Florida 33620.

Requirements For The B.A. Degree

English Education (ENE):

Admissions Requirements: In addition to the college requirements, the minimum requirements for acceptance into this program include: (1) 2.5 grade point average, and (2) completion of SPC 2023 as part of the lower level general studies preparation.

(a) ENGLISH: A minimum of 42 semester hours, including:

AML 3031
AML 3033
ENC 3310
or
or
CRW 3100
ENL 3015
or
or
ENL 3230
or
or
ENL 3250
or
MMC 3602

ENSE 3273
ENL 3333
LIN 4340
LIT 3073
ENG 3105
ENG 3105
ORI 3330
Mass Communications--English Education (MCE):
Admissions Requirements: In addition to college requirements, the minimum requirements for acceptance into this program include (1) 2.5 grade point average and (2) completion of SPC 2023 in the lower division sequence.

Course Requirements:
(a) MASS COMMUNICATIONS: A minimum of 19 semester hours including:

- EDG 4451
- LIN 3801
- LIN 4100
- LIN 4600

(b) ENGLISH EDUCATION: Eight semester hours in methods of teaching English at the secondary level: LAE 4335, LAE 4642, and LAE 4530. Students must complete all English courses and all English Education courses with a grade of "C" or higher.

Health Education (HES):
Admission Requirements: In addition to the College requirements, the minimum requirements for acceptance into this program include:
1. A survey course in personal/community health (HES 2000 or equivalent).
2. Physiology and Anatomy.
3. An interview for program guidance.
4. Written statement from the applicant stating reasons for wanting to become a health educator.
5. Recommendation from the Departmental Admissions Committee.

Retention Requirements:
1. A 2.5 GPA must be maintained in health education concentration courses.
2. Satisfactory performance in internship and field experience.

Course Requirements:
(A) CERTIFICATION PROGRAM: In addition to the Professional Education Core, a minimum of 37 semester hours in Health Education, including:

- HES 3300
- HES 2400
- HES 3140
- HES 3141
- HES 4144
- HES 4722
- HES 3510
- HES 4942

(B) NON-CERTIFICATION PROGRAM: In addition to the professional core courses EDF 3214, EDF 4430, and EDF 4200, 38 semester hours in Health Education, including:

- HES 3300
- HES 2400
- HES 3140
- HES 3141
- HES 4144
- HES 4722
- HES 3510
- HES 4942

Most of the Health Education courses will meet late afternoons and evenings to accommodate nurses and other professionals.

Humanities Education (HUE):
Admission Requirements: In addition to college requirements, a GPA of 2.5 is required for acceptance into this program.

Course Requirements:
(a) HUMANITIES: A minimum of 32 semester hours including:

- HUM 4931
- 28 credits from the following:
  - HUM 4433, 4434
  - HUM 4435, 4436
  - HUM 4437, 4438
  - HUM 4440
  - HUM 4444
  - HUM 4445

(b) CREATIVE or PERFORMING ARTS: A minimum of two courses from the following areas: Theatre, Art, Music, Dance, and English.

Mathematics Education (MAE):
Admission Requirements: In addition to college requirements, the minimum requirements for acceptance into this program include the following: 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
- MTH 3102
- MAC 3412
- MAS 3103
- MTG 4212

Upper level mathematics electives STA 3023 and MAS 4301 are strongly recommended.
Course Requirements:

Speech Communication/English Education

2.5 grade point average, and (2) completion of the minimum requirements for acceptance into the program include: (1) courses with a grade of "C" or higher.

Science Education (SCE):

Admission requirements: In addition to the College requirements, the minimum requirement for acceptance into either program is the completion of 16 semester hours of required science courses with no grade less than a "C".

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 Departments 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 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.

Social Science Education (SSE):

Admission Requirements: Admission to the College of Education.

Course Requirements:

(a) SOCIAL SCIENCE: A minimum of 40 approved semester hours as specified below:

A student may concentrate his/her study in one of the separate subject areas (political science, history, geography, American history) or the Elective Program. Each program contains both required and elective courses which each student in consultation with his advisor will select. All programs in the social science education major specify 40 credits or more in the social science with a teaching emphasis of a minimum of 16 credits in one discipline.

(b) SOCIAL SCIENCE EDUCATION: Eight semester hours in methods of teaching social science at the secondary level: SSE 4333, SSE 4334, and SSE 4640. Students must complete all social science and social science education courses with a grade of "C" or higher.

Speech Communication/English Education (SED):

Admission Requirements: In addition to the College requirements, the minimum requirements for acceptance into the program include: (1) 2.5 grade point average, and (2) completion of SP 2023 as part of the lower level sequence.

Course Requirements:

(a) COMMUNICATION: A minimum of 24 semester hours including:

COM 3003 ORI 3000 SPC 2050

One of the following:

SPC 3441 SPC 3513

Two of the following:

SPC 3210 SPC 3441 SPC 3601

SPC 3301 SPC 3513

At least two electives from:

COM 4120 ORI 4310 SPC 3653

ORI 4120 ORI 5145 SPC 4680

ORI 4140 SPC 3633 THE 3080

ORI 4230

(b) ENGLISH: A minimum of 18 semester hours including:

Two of the following:

ENL 3015 ENL 3250 ENL 3220 ENL 3320

One of the following:

AML 3031 AML 3032

One of the following:

LIT 3073 ENG 3105 ENG 3114

One of the following:

CRW 3100 ENC 3310

One of the following:

LIN 3010 LIN 4100 LIN 4370

(c) SPEECH COMMUNICATIONS EDUCATION: Eleven semester hours in methods of teaching: LAE 4642, SED 4335, SED 4371, and SED 4374.

Student must maintain a 2.5 GPA in the major and complete the methods courses with a grade of "C" or higher.

Requirements For The M.A. Degree

The M.A. Degree is designed for individuals who hold an undergraduate degree in English/English Education, Foreign Language/Foreign Language Education, Humanities/Humanities Education, Mathematics/Mathematics Education, Science/Science Education, Social Science/Social Science Education, or Speech Communications/Speech Communications Education. Three plans of study are available depending upon the candidate's background and future goals.

A. Plan I is designed for certified teachers who desire to increase their competency in a content specialization. Specific requirements for each content area are described in this section.

B. Plan II is 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. In addition to the requirements for Plan I, students in Plan II must take a course in Curriculum (EDG 5206), a methods course, a course in reading in the content area, and complete a supervised internship (EDG 6947).

C. Plan III is designed for the holder of a non-education baccalaureate degree who does not wish to meet teacher certification requirements in the State of Florida. Plan III is not offered in all content specializations.

English Education (ENE):

Admission Requirements:

1. GRE (Quantitative and Verbal) 1000 or GPA (last half of undergraduate degree) 3.0 (B).

2. Undergraduate degree in English Education or Rank II Certification in Secondary English from the State of Florida or equivalent.

3. Recommendation from the Departmental Admissions Committee.

Course Requirements: A minimum of 33 semester hours.

1. Six semester hours in foundations of education: EDF 6431, EDF 6481. (Students may elect two additional foundations courses, one each from the groupings EDF 6211, EDF 6215 and EDF 6517, EDF 6544, EDF 6606.)

2. Three semester hours in current trends in secondary school English (LAЕ 6637).

3. Eighteen semester hours in English Department courses (one course each in linguistics or advanced composition for teachers may be included). Advisors from both English and Education will guide course selection as preparation for the Comprehensive Examination.

4. Sufficient English or education electives to bring the program to a minimum of 33 hours.

Comprehensive Examination: The comprehensive examination will include an oral and written examination in the English Department and a demonstration of competence in the College of Education.

Foreign Language Education (FLE):

(French, German, Spanish, and Latin)

Admission Requirements:

1. GRE (Quantitative and Verbal) 1000 or GPA (last half of undergraduate degree) 3.0 (B).

2. Undergraduate degree in Foreign Language Education.

3. Recommendation from the Departmental Admissions Committee.
Course Requirements: A minimum of 33 semester hours.
1. Eighteen semester hours in foreign language approved by the student’s advisor.
2. Twelve semester hours in foundations of education: EDF 6431, EDF 6481, EDF 6211 or EDF 6215, and EDF 6606 or EDF 6517 or EDF 6544.

Comprehensive Examination: The comprehensive examination will consist of a written and/or oral examination in the major area.

Humanities Education (HUM):

Admission Requirements:
1. GRE (Quantitative and Verbal) 1000 or GPA (last half of undergraduate degree) 3.0 (B).
2. Undergraduate degree in Humanities Education or related area which included teacher certification.

Course Requirements: A minimum of 33 semester hours.
- Program must include EDF 6431 and three approved elective courses in education: HUM 4870; HUM 6915; and six graduate courses from the Humanities Department, two of which may be at the 5000 level. Additional approved electives to total 33 semester hours.

Comprehensive Examination: The comprehensive examination will consist of a written and/or oral examination in the major area.

Mathematics Education (MAE):

ELEMENTARY — This M.A. Degree (EDE) is designed to improve the skills of the classroom teacher in teaching mathematics to elementary school youngsters.

Admission Requirements:
1. GRE (Quantitative and Verbal) 1000 or GPA (last half or undergraduate degree) 3.0 (B).
2. Certification in elementary education.
3. Recommendations from both the Departments of Elementary Education and Content Specializations.

Course Requirements: (A minimum of 33 semester hours)
- Nine semester hours in Elementary Education: EDE 6305, EDG 6935, and RED 6116.
- Nine semester hours in foundations of education: EDF 6431, EDF 6481, and EDF 6606 or EDF 6517.
- Twelve semester hours in Mathematics Education selected from the following courses: EDG 6931, MAE 5636C, MAE 6116, MAE 6337, MAE 6338, MAE 6536, MAE 6548, MAE 6549.
- Three semester hours of electives in Mathematics Education or related areas.

Comprehensive Examination: The comprehensive examination will consist of a written and/or oral examination in the major area.

SECONDARY — This M.A. Degree (MAE) in Mathematics Education is designed mainly for high school teachers.

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 a degree with a strong background in Mathematics.
3. Recommendation from the Departmental Admissions Committee.

Course Requirements: A minimum of 33 semester hours.
- Eighteen semester hours of approved electives to total 33 semester hours.
- Nine semester hours in current trends in secondary school mathematics.

Comprehensive Examination: The comprehensive examination will consist of a written and/or oral examination in the major area.

Science Education (SCE):

ELEMENTARY — This M.A. Degree (EDE) is designed to improve the skills of the classroom teacher in teaching 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.

Requirements For The M.Ed. Degree

The M.Ed. Degree in Curriculum and Instruction is a flexible degree program intended to improve the skills of the classroom teacher. The M.Ed. is offered with an emphasis in Computers in Education, English
Education, Foreign Language Education, Humanities Education, Mathematics Education, Science Education, Social Science Education, and Speech Communications Education. 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 the area of emphasis to include courses in content and/or the teaching of this content.
2. Three semester hours in graduate curriculum and instruction (EDG 6250).
3. Twelve semester hours in foundations of education (EDF 6431, EDF 6481, EDF 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.

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**Requirements For The Ed.S. Degree**

The Ed.S. Degree programs are designed to prepare specialists in Communication Education, Mathematics Education, or Science Education for classroom instruction or leadership and supervisory role.

**Admission Requirements:**
In addition to the minimum College requirements of GRE (quantitative and verbal) 1000 or GPA (last half of undergraduate degree) of 3.0 (B), the minimum requirements for acceptance into this program are:
1. A master's degree with an emphasis in Communication Education, Mathematics Education, or Science Education (or approved related areas) with a 3.25 GPA or equivalent.
2. Three letters of favorable recommendation.
3. Favorable recommendation from the Departmental Admissions Committee.

**Course Requirements:** A minimum of 36 semester hours.

The Ed.S. Program is highly individualized. Within the program structure, candidates' programs are planned based upon previous educational and professional experiences and future goals. The program of study must be approved by a faculty committee.

I. Major Area:
   - Courses in Mathematics Education, Science Education or Communication Education and/or courses in Natural Sciences or Arts and Letters. **15 sem. hrs.**

II. Cognate Area:
   - Courses in supervision, administration, educational technology, curriculum development, measurement, evaluation, educational research, and/or other approved related areas. **12 sem. hrs.**

III. Project:
   - Completed under the direction of a faculty committee. **9 sem. hrs.**

**Comprehensive Examination:**
The comprehensive examination consists of a written and/or oral examination. The candidate will be required to make an oral defense of the project.

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**Requirements For The Ph.D. Degree**

The Ph.D. in Curriculum and Instruction with an emphasis in Communication Education, Mathematics Education, or Science Education is granted on evidence of proficiency and distinctive academic achievement 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 Communications Education/approved related field, Mathematics/ Mathematics Education, or Science/Science Education with a 3.25 GPA or equivalent.
4. Three favorable letters of recommendation.
5. Two years of teaching experience.

**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. A language requirement must be satisfied and the following areas must be included:

I. Major Area:
   - Communication Education, Mathematics Education or Science Education. **18 sem. hrs.**
   - Cognate Area
   - Dissertation **18 sem. hrs.**

II. Statistics/Measurement Research Design **12 sem. hrs.**

III. Foundations (Curriculum) **12 sem. hrs.**

**Total** **71 sem. hrs.**

*Supporting courses outside communication education, mathematics education or science education.*

**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 Educational Specialist (Ed.S.) degree in Curriculum and Instruction with specialization in Guidance and Counseling, and the Doctor of Philosophy (Ph.D.) degree in Curriculum and Instruction with specialization in Guidance and Counseling. The general purpose of these programs is to prepare students to become competent counseling professionals — practitioners, supervisors, educators, or researchers — in a variety of settings.

Students in this department represent a broad spectrum of undergraduate majors, of vocational experiences, of age levels, and of career aspirations. Some intend to work in educational institutions — public and private — at the elementary, secondary, or college level. Others wish to seek counseling careers in social and vocational agencies, in mental health or rehabilitation facilities, in drug and alcohol abuse treatment programs, in corporate and industrial settings, or in private practice.

### GUIDANCE AND COUNSELING

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

In addition to meeting the University and College requirements, applicants to the Guidance and Counseling program must present three letters of recommendation, a personal statement of professional goals, and must have an interview with a member of the Counselor Education faculty. Applicants 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 (two options):

1. Elementary School Guidance Emphasis (28 hours):
   - EGC 6006
   - EGC 6225
   - EGC 6306
   - EGC 6905

2. Secondary and Adult Guidance Emphasis (28 hours):
   - EGC 6006
   - EGC 6225
   - EGC 6306

Three hours minimum of elective credit from the following courses:
   - EGC 5101
   - EGC 6472
   - EGC 6905
   - EGC 6105

2. Secondary and Adult Guidance Emphasis (28 hours):
   - EGC 6006
   - EGC 6225
   - EGC 6306

Three hours minimum of elective credit from the following courses:
   - EGC 5101
   - EGC 6472
   - 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 6210
     - EDF 6215
   - 3. EGD 6354
   - 4. One of the following:
     - EDF 6517
     - EDF 6544
     - EDF 6606

B. Specialization Requirements:
   - (Same as Plan I)

C. Additional Requirements (12 Hours):
   - EGD 5206
   - EEX 6936
   - EGC 6948

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 adviser.

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 37 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. 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. Adequate grade point average at the Master's level and Graduate Record Examination scores.

3. One year post-master's degree experience as counselor in a professional setting.

4. Three letters of recommendation.

5. An interview with a member of the departmental faculty.

6. An audio-tape recording of a recent counseling session conducted by the applicant.

7. A personal statement submitted by the applicant relative to his/her professional background, interests, and goals.

The departmental office will offer additional information on the application procedure.

The Ed.S. program (37 semester hours) includes the following courses:

A. Counselor Education (minimum 18 hours):
   - EGC 6105
   - EGC 6472

B. Research (minimum 3 hours):
   - EDF 6407
   - Research Project/Thesis: EGC 6971 (9 hours)

C. Cognate Area/Minor (minimum of 6 hours):

To be determined jointly by student and adviser.

The Ed.S. program has no full-time residency requirement. The course work listed under Counselor Education (A) is to be taken in sequence. Other course work is to be planned in consultation with the student's academic adviser.

Requirements for the Ph.D. Degree

The formal designation of this degree is Doctor of Philosophy in Curriculum and Instruction with specialization in Guidance and Counseling. The academic program is fully aimed at the area of specialization in counselor education. It is designed to provide advanced preparation for counselors, supervisors of counseling and guidance programs, counselor educators, and researchers in counseling and guidance. The program comprises 74-76 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 have to meet the following departmental requirements:

1. A master's degree in guidance and/or counseling from an accredited institution or a master's degree in another field.

2. The course work, to be completed prior to admission, must include 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.

3. A minimum of one year of counseling experience gained in a professional setting after earning the master's degree.

4. 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.

5. 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.

The Ph.D. Program (74-76 semester hours) includes the following courses:

A. Foundations:
   - EDF 6407
   - EDF 7408
   - EDF 7409

B. Measurement, Statistics, Research Design:
   - 11-12 sem. hours
   - Specified from advanced graduate level courses

C. Counselor Education:
   - EGC 6472
   - EGC 7437
   - EGC 7446
   - EGC 7935
   - EGC 7894 (8 semester hours required)

D. Cognate Area/Minor:
   - 23 sem. hours

E. Dissertation:
   - 18 sem. hours

The minimum curricular requirements include: (a) at least two years of academic work beyond the master's degree (it usually takes longer); (b) at least one year post-master's degree as counselor in a professional setting after earning the master's degree.

The Evidence of professional commitment and the quality of writing competence will be critically evaluated.

The Evidence of professional commitment and the quality of writing competence will be critically evaluated.
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. In addition, the Ph.D. in Higher Education, Ph.D. in Curriculum and Instruction with a focus in Interdisciplinary Studies, and an Ed.D. in Program Development: Curriculum and Instruction are offered.

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 (except 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 36 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 (15 credit hours)
   EDA 6061
   EDA 6106
   EDA 6233
3. Supervision (6 credit hours)
   EDS 6050
   EDS 6239
4. Curriculum (6 credit hours)
   EDG 6250
   EDG 6693
   EDG 6694

Requirements for the Ed.S. and Ed.D. Degrees:

Ed.S. Requirements:

1. A minimum GRE of 1000, or a minimum GPA of 3.0 in the last two years of undergraduate study, and a Master's degree from an accredited institution;
2. Certification in Administration/Supervision;
3. Screening by the Educational Leadership Department.

Ed.D. Requirements:

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.

Applicants should contact the Educational Leadership Department and complete a preliminary application prior to making application to the Graduate School.

Program

The major components of study in the Ed.S. and Ed.D. degree programs are:

1. Specialization in Educational Administration Supervision
2. Required courses
3. Electives
4. Project/Dissertation
5. Foundations

II. Foundations

Social Foundations
Psychological Foundations

Curriculum Foundations

III. Measurement and Statistics

IV. Computer Science

Advanced Graduate Programs in Administration/Supervision are arranged in order to accommodate the “cluster concept” where appropriate. According to this arrangement, qualified students are selected to be part of a cluster that meets at designated times, and block scheduled through the first thirty-six hours of course work. Operationally, this allows for groups of students to begin and continue on through a good portion (if not all) of the program together meeting at a designated geographically convenient location (normally off-campus). While students are counseled as individuals, cluster programs of studies and course scheduling are established on a cluster-by-cluster basis, in consultation with the Educational Leadership Department. Course offerings are also scheduled on campus such that a student may set up his/her individual program and progress through completion either as a part-time or full-time student.

The Department of Educational Leadership also offers a Ph.D. in Curriculum and Instruction with a focus in Interdisciplinary Studies. Admission requirements for this program are the same as those for admission to this Ed.D. program (above) with the exception that certification in Administration/Supervision is not required and three letters of recommendation are required on file.

Application for admission is initiated by completing a preliminary application form that can be obtained from the Educational Leadership Department.

■ JUNIOR COLLEGE TEACHING PROGRAM

Requirements for the M.A. Degree:

Areas of specialization in the Junior College Program include:

- Biology
- Geology
- Business
- History
- Chemistry
- Mathematics
- English
- Physics
- Engineering
- Political Science
- Economics
- Sociology
- French
- Spanish
- Geography
- Speech Communication

*Business specialization requires, in addition, a minimum score of 475 on the GMAT plus a minimum of 3.0 GPA for the last two years of baccalaureate study.

**Engineering bachelor's degree required.

Admission

Because of the unique character of the Junior College Program, which integrally involves two Colleges of the University, there are admission and advisory regulations which go beyond those listed in the section dealing with Graduate Study.

Application for admission to the program is made in the Office of Admissions. Action on all applications is the joint responsibility of the two colleges. Admission to the program requires a minimum score of 1000 on the combined verbal and quantitative aptitude tests of the Graduate Record Examination.* Duplicate sets of the student's complete record will be on file in both offices, with the College of Education charged with the responsibility of making official recommendations for the granting of the degree to the Vice President for Academic Affairs and to the Registrar.

*Business specialization requires, in addition, a minimum score of 475 on the GMAT plus a minimum of 3.0 GPA for the last two years of baccalaureate study.

Program

Consists of a minimum of 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,
Department of Educational Measurement and Research

The Department of Educational Measurement and Research is a foundational department within the College of Education. It provides support services for undergraduate and graduate programs. It offers courses and consultation in the following areas: Measurement, Statistics, Program Evaluation, Research Design, Systems Approaches to Planning, Evaluation, and Development.

The Ph.D. degree in Curriculum and Instruction offered by the College of Education is available with emphasis in Measurement and Evaluation. Focus in this area is upon developing the systematic inquiry skills essential to the objective study and evaluation of educational processes and products. Included are competencies in the fields of measurement, statistical analysis, research-evaluation design, and systems approaches to program planning and development.

It is anticipated that implementation of systematic inquiry skills will occur within operating institutional settings. Emphasis is placed upon those aspects of design, measurement and statistical analysis which are particularly relevant to decision-oriented research. In addition to consideration of traditional experimental-statistical designs, emphasis is placed on quasi-experimental and naturalistic approaches.

While the methodological emphasis of the doctoral level program in measurement and evaluation is clear from the descriptions above, opportunity is provided for concentrated study on substantive disciplines within education itself, and/or social sciences generally. Concentration in a cognate affords the chance for more specialized cultivation of a particular subject matter of relevance to the student. The cognate may define an area outside the typical provinces of formal education itself, suggesting a further context within which the methods of systematic inquiry may be applied. Such contexts have in the past included such related areas as nursing education, social work, criminal justice, and business. Opportunity for realistic application of learned skills is provided by placement of each student in an internship or clinical experience.

In summary, development of methodological skills necessary for systematic inquiry occurs within a programmatic context which encourages growth of knowledge about education, considers important principles of leadership, and provides a clinical setting in which these elements can be fused into professional applications. The program of studies is organized into four areas:

1. Foundations
2. Specialization or major emphasis
3. Measurement-Statistics
4. Cognate

Following is a list of course requirements for each area with credit hours indicated in parenthesis:

1. FOUNDATIONS (12)
   - A minimum of 12 hours of study to be selected from offerings in Educational Psychology, Historical-Philosophical-Social Foundations, and Curriculum and Instruction.

2. SPECIALIZATION OR MAJOR EMPHASIS (39)
   - EDG 7980 Dissertation: Doctoral (18)
   - EDG 7940 Practicum in Educational Planning, Evaluation, and Development (8)
   - EDG 7931 Statistical Analysis Laboratory I (1)
   - EDG 7931 Statistical Analysis Laboratory II (1)
   - EDF 7403 Systems Approaches to Program Planning, Evaluation, and Development (4)
   - EDF 7485 Theory and Practice of Program Evaluation (3)
   - EDF 7410 Design of Systematic Studies in Education (4)

3. MEASUREMENT/STATISTICS (17)
   - EDF 6407 Statistical Analysis for Educational Research I (4)
   - EDF 7408 Statistical Analysis for Educational Research II (4)
   - EDF 7484 Statistical Analysis for Educational Research III (4)
   - EDF 7437 Advanced Measurement I (3)
   - EDF 7438 Advanced Measurement II (4)

4. COGNATE (11)
   - Elective Courses

Department of Elective Physical Education

Elective Physical Education Offerings in the College of Education are designed to provide opportunities for developing desired skills and gaining insight into the role physical activity plays in the student's life. Laboratory experience in recognized sports activities allow the student to select and develop proficiency appropriate for leisure pursuit or personal development. Human movement behavior and response courses expand personal awareness of the effect of physical activity through examination of the interaction between the needs and abilities of the person and the requisites and uses of the activity. Special competency courses prepare the interested students with skills and techniques applicable for conducting or directing community activities related to sport and movement.

Department of Library, Media, and Information Studies

Goals and Objectives

The major goal of the Library, Media, and Information Studies program is to provide a high quality educational program which will assist graduates in their efforts to contribute to the advancement of library, media, and information services in society. This goal is accomplished by offering excellent educational experiences which have potential for the advancement of librarianship and improvement of library and information services in communities. These experiences are provided on-campus and also off-campus when high quality educational standards can be maintained.

The objectives which follow are designed to accomplish this goal. At the completion of the Master's program, students should:

1. Have an understanding of the role of the librarian and library in a multicultural society.
2. Be able to apply the benefits of technology in the rapidly changing field of librarianship.
3. Be able to build and 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.
4. Combine practical with theoretical knowledge through experiences.
5. Know how to analyze and evaluate research in librarianship and relate findings to the solution of library problems.
6. Understand the importance of library and related organizations to librarianship and to library education.
7. Be aware of the contribution of other disciplines to librarianship through consideration of this matter in courses in librarianship and courses in other disciplines as appropriate.
**Department of Music Education**

**MUSIC EDUCATION**

### Requirements for the B.A. Degree (MUE):

All students seeking a degree in music education are required to pass an audition in their respective performance area. Before freshmen students may enter the theory sequence, a grade of 'C' or better must be made on the theory entrance test. If this grade is not achieved, the student must enroll in a music fundamentals course for no credit. If either portion (written or aural) of the test is failed, the student must take the fundamentals course. All transfer students are required to take a theory placement test and required to enter at the appropriate level. Students must obtain the dates for these examinations from the Music Office. Completion of the examinations is required before registration in music courses can be permitted.

Special requirements for all music education majors: successful completion of the piano proficiency requirement as defined by the Music and Music Education faculties; participation in a major performing ensemble each semester the student is enrolled in applied music; and the presentation of a one-half hour recital in the major performing medium during the senior year.

Students are encouraged to attend on-campus musical events (majors concert, student and faculty recitals, and Artist Series concerts).

For other degree requirements, see appropriate page of the Fine Arts College requirements and the University’s General Distribution and graduation requirements.

#### A. Instrumental Specialization (83 cr. hrs.)

**Music Education courses (22 cr. hrs.)**

- MUE 2420 +MUE 3414 *MUE 4314
- MUE 3411 +MUE 4050 *MUE 4332
- MUE 3413 +MUE 4130 +MUE 4480

+MUST be taken up to two hours.

*One credit hour of pre-interning enrollment required with each course.

**Music Courses (minimum 60 cr. hours)**

- MUT 1111 MUT 2117 MUL 2112
- MUT 1112 MUT 2246 MUS 3211
- MUT 1241 MUT 2247 MUS 3212
- MUT 1242 MUL 2111 MUG 3101
- MUT 2116

Applied Music (21 cr. hours, minimum 3 cr. hours senior level)

- Applied Music Secondary (Techniques - 5 cr. hrs.)
  - (one each: woodwind, brass, string, percussion, voice)
- Major Performing Ensembles
  - (minimum of one per semester of applied music - 7 cr. hrs.)

**Music Series Requirement**

Graduating Recital

- Art, Dance, Theatre (minimum 4 cr. hours)
- To be selected from one or more of the other departments of the College of Fine Arts.

**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. Three plans are available to the candidate: 35 hours plus thesis or recital, or 32 hours plus recital, or 30 hours plus thesis.

Seven credits in education to include EDF 6215 and EDF 6411; 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.

**Piano Proficiency Requirement**

Graduating Recital

- Art, Dance, Theatre (minimum 4 cr. hours)
  - (to be selected from one or more of the other departments of the College of Fine Arts)

**B. Vocal Specialization (81 cr. hours)**

**Music Education courses (21 cr. hours)**

- MUE 2420 MUE 3414 *MUE 4314
- +MUE 3411 *MUE 4050 *MUE 4331
- MUE 3413 *MUE 4130

+MUST be taken up to two hours.

*One credit hour of pre-interning enrollment required with each course.

**Music Courses (minimum 60 cr. hours)**

- MUT 1111 MUT 2117 MUL 2112
- MUT 1112 MUT 2246 MUS 3211
- MUT 1241 MUT 2247 MUS 3212
- MUT 1242 MUL 2111 MUG 3101
- MUT 2116

Applied Music (21 cr. hours, minimum 3 cr. hours senior level)

- Applied Music Secondary (Techniques - 4 cr. hours)
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- Major Performing Ensembles
  - (minimum of one per semester of applied music 7 cr. hours)

**Music Series Requirement**

Graduating Recital

- Art, Dance, Theatre (minimum 4 cr. hours)
  - To be selected from one or more of the other departments of the College of Fine Arts.

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.

Additional Information

Even though degree-oriented undergraduate study is not offered by the department, the faculty will counsel those undergraduates interested in exploring the kind of program most appropriate as a basis for graduate study in librarianship at USF. Details concerning the graduate program, including information on the profession, are available from the chairperson, Library, Media, and Information Studies Department, University of South Florida, Tampa, Florida, 33620.
Department of Professional Physical Education

PHYSICAL EDUCATION

The Professional Physical Education program prepares teachers of physical education K-12.

Requirements for the B.A. degree (PET):

A two-year program is offered at the junior and senior level which provides an extensive internship experience combined with on-campus study for students preparing to become teachers of physical education.

In order to be admitted to the program, all students residing within the state must participate in a selective admission procedure which includes an on-campus interview. Students residing out-of-state must fulfill other requirements. Enrollment in the program is limited, and students can only enter during Semester 1 of each year.

In addition to applying to the University, all students must apply directly to the Department before April 1 for priority admission consideration. Students applying after April 1, and before the final deadline of July 1, will be interviewed and accepted on a space available basis only.

Requests for admission to the program should be directed to:

Chairperson
Professional Physical Education Program
PED 214E
University of South Florida
Tampa, Florida 33620

The following are the required courses in the physical education program of study (52 cr. hrs.):

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<thead>
<tr>
<th>Jr. Year</th>
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<tbody>
<tr>
<td>HES 2400</td>
<td>PET 4381C</td>
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Requirements for the M.A. Degree (PET):

The master's degree program in Physical Education focuses upon the teaching-learning process in physical education in school settings. Areas within the program in which a student may focus study are Elementary or Secondary Physical Education, or Physical Education for the Handicapped.

Enrollment in PET 6016C, 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

SCHOOL PSYCHOLOGY

Program Description:

Graduate Studies in School Psychology is a program offered through the Department of Psychological and Social Foundations in cooperation with the Department of Education. The program has been designed specifically for school psychology training and meets recognized national and state accreditation standards. Graduates are eligible for Florida Department of Education certification which is reciprocal with some 25 other states. We believe the training also would make one eligible for reciprocity in most states with which Florida does not have certification.

Degrees offered. The Master of Arts, the Education Specialist, and the Doctor of Philosophy degrees are awarded with a major in school psychology. The master's is not considered to be a terminal degree and is not sufficient for certification.

For the beginning graduate student, the entire program through the Education Specialist degree, including the Master of Arts degree, consists of approximately 73 semester hours. These hours include thesis and internship. For the student who has completed pertinent graduate work, the program may be shorter. Persons with masters degrees and experience in school psychology may be able to complete the specialist degree with a minimum of 36 semester hours. Supervised experience in the delivery of comprehensive school psychological services may take the place of internship at this level.

The curriculum leading to the Doctor of Philosophy degree, with a major in school psychology, consists of approximately 59 semester hours beyond the Education Specialist degree.

Residency. The master's specialist program can be completed in two calendar years. Since the curriculum is carefully sequenced, full-time study is required of students without pertinent prior graduate work. It is assumed that a student would have time for an assistantship or part-time job up to 20 hours per week.

The residency requirement for the doctoral program is two consecutive semesters of full-time study with no more than 20 hours per week employment.

Program Philosophy

Commitment to students. The faculty is dedicated to producing highly trained psychologists through the use of positive techniques. The positive approach can be seen in the following policies and procedures: (a) 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." (b) The curriculum is well organized and explicit so that students are always aware of program expectations and their progress in relation to these expectations. (c) The student body is kept small, resulting in greater student-faculty contact than would otherwise be possible. (d) 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. (e) 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 probability that thesis research will be a positive experience while producing quality data with reasonable energy expenditure.

Scientist-practitioner model. This model suggests that there is a set of established methods for producing data to undergird the practice of school psychology, and that the best practice of school psychology is based on applications of these data. Although the program is applied in nature, students study research methods, gain competence in producing scientific data, and study and practice data-based school psychology applications.

Client commitment. The program holds that the student is the client of the school psychologist. An exception to this concept would be a case in which the school psychologist provides consultation to a professional group (i.e., teachers, outside agency, etc.) in which no specific student is involved. Even here, however, the welfare of students is of primary concern.

System change. Consistent with the client commitment, the program emphasizes the development of procedures to change educational systems to fit the individual characteristics of students.

Preventative vs. crisis-oriented school psychology. Student crises exist in the best of educational systems, and this program is committed to the development of procedures to deal effectively with such crises. However, we also recognize that many common (and recurring) crises could be prevented through better educational programming, and it is this pre-