UNIVERSITY OF SOUTH FLORIDA
**Catalog**

Undergraduate students enrolled in the University are entitled to one copy of each issue of the USF Undergraduate Catalog. Students wanting additional copies may purchase them at the University Bookstore. Prospective students may obtain general University information concerning admissions, fees and degree programs by requesting either the Undergraduate Viewbook or Graduate Catalog from the Admissions Office.

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

<table>
<thead>
<tr>
<th>Undergraduate Degrees</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Arts B.A.</td>
<td>B.A.</td>
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<tr>
<td>Bachelor of Engineering Technology</td>
<td>B.E.T.</td>
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<tr>
<td>Bachelor of Fine Arts</td>
<td>B.F.A.</td>
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<tr>
<td>Bachelor of Independent Studies</td>
<td>B.I.S.</td>
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<tr>
<td>Bachelor of Music</td>
<td>B.M.</td>
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<tr>
<td>Bachelor of Science</td>
<td>B.S.</td>
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<tr>
<td>Bachelor of Science in Chemical Engineering</td>
<td>B.S.C.H</td>
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<tr>
<td>Bachelor of Science in Civil Engineering</td>
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<tr>
<td>Bachelor of Science in Computer Engineering</td>
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<tr>
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<td>Bachelor of Science in Engineering</td>
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<tr>
<td>Bachelor of Science in Industrial Engineering</td>
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<tr>
<td>Bachelor of Science in Information Systems</td>
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<tr>
<td>Bachelor of Science in Mechanical Engineering</td>
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<tr>
<td>Bachelor of Social Work</td>
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<table>
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<th>Graduate Degrees</th>
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<tr>
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<tr>
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<tr>
<td>Master of Business Administration</td>
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<tr>
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<tr>
<td>Master of Engineering</td>
<td>M.E.</td>
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<td>Master of Fine Arts</td>
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<td>Master of Public Administration</td>
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<td>Master of Public Health</td>
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<td>M.S.C.S.</td>
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<tr>
<td>Master of Science in Electrical Engineering</td>
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<tr>
<td>Master of Science in Engineering</td>
<td>M.S.E.</td>
</tr>
<tr>
<td>Master of Science in Engineering Management</td>
<td>M.S.E.M.</td>
</tr>
<tr>
<td>Master of Science in Engineering Science</td>
<td>M.S.E.S.</td>
</tr>
<tr>
<td>Master of Science in Industrial Engineering</td>
<td>M.S.I.E.</td>
</tr>
<tr>
<td>Master of Science in Information Systems</td>
<td>M.S.I.S.</td>
</tr>
<tr>
<td>Master of Science in Mechanical Engineering</td>
<td>M.S.M.E.</td>
</tr>
<tr>
<td>Master of Science in Public Health</td>
<td>M.S.P.H.</td>
</tr>
<tr>
<td>Master of Social Work</td>
<td>M.S.W.</td>
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<table>
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<th>Advanced Graduate Degrees</th>
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<tr>
<td>Education Specialist</td>
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<tr>
<td>Doctor of Education</td>
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<td>Doctor of Philosophy</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Doctor of Medicine</td>
<td>M.D.</td>
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</table>

*See index for individual degree programs

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

### Equal Opportunity Complaint Procedure

A student or employee who thinks or feels that a condition, University policy or procedure, or act by someone connected with the University, is unfair, unjust or a hindrance to his/her participation in University activities and programs primarily because of his/her race, color, creed, sex, age, national origin, handicap or Vietnam veteran status, may file an Equal Opportunity Complaint. This includes sexual harassment. The complaint may be filed with the Director of Equal Opportunity Affairs. Additional information about this procedure may be obtained from the Office of Equal Opportunity Affairs, ADM 281, 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 any individual who, in good faith, has opposed an alleged unlawful practice or has made a charge, testified, assisted, or participated in any manner in an investigation proceeding or hearing.
The University of South Florida is committed to the principles of equal education and employment opportunities without regard to race, color, sex, religion, creed, national origin, political opinions or affiliations, Vietnam or disabled veteran status, handicap, or age as provided by law and in accordance with the University's respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

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

Prospective students and other interested persons are invited to visit the University 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 off I-75.

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

Communicating With The University

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

Academic Advising (for Undeclared and Undecided Students)
Academic Services, SVC 255 974-2645

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

Applications and Admissions
Office of Admissions, SVC 126 974-3350
College of Medicine
Associate Dean for Admissions, MDC Box 355-2963
New College
Office of Admissions (Sarasota) 355-2963

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

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

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 Extended Studies, LLL 012 974-2695
Division of Conferences and Institutes, LLL 012 974-2403
International Language Institute, CPR 293 974-3433

Counseling
Counseling Center for Human Development, SVC 207 974-2831 or 974-2866

Disabled Student Academic Services
Coordinator of Disabled Student Services, LIB 616 974-4227

Disabled Student Social Services
University Center Program Office, CTR 124 974-3180

Financial Assistance (scholarships, loans, employment)
Office of Financial Aid, SVC 262 974-4700
Office of Student Employment, SVC 262 974-2297

Graduate Studies
Graduate School, FAO 126 974-2846

Handicapped Student Services
Coordinator of Handicapped Services, LIB 620 974-4309

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, ADM 151 974-3749

International Students
Office of Student Organizations, CTR 217 974-3180

Library Resources
Tampa Campus: Office of the Director of Libraries, SVC 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

Tuition Waiver For Senior Citizens
Division of Lifelong Learning, LLL 012 974-2403

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 002 974-2540

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 137 974-4029

Speakers Service
Office of Public Affairs, ADM 264 974-4014

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

Transcripts USF
Office of the Registrar, SVC 137 974-4080

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

Weekend College, CPR 276 974-3218

UNIVERSITY OF SOUTH FLORIDA

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

St. Petersburg Campus
140 Seventh Avenue South
St. Petersburg, Florida 33701
Telephone: (813) 893-9536

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

Fort Myers Campus
College Parkway
Fort Myers, Florida 33907
Telephone: (813) 489-9501

Lakeland Center
2001 U.S. 98 South
Lakeland, Florida 33803
Telephone (813) 688-1221
CONTENTS

Academic Calendar .................................................. 4
General Information .................................................. 7
Admissions and Related Matters ................................... 11
Financial Information ................................................. 19
Student Services and Student Affairs ............................. 23
Academic Policies and Procedures, Programs and Services .. 29
College of Arts and Letters ......................................... 53
College of Business Administration ............................. 61
College of Education ................................................. 67
College of Engineering .............................................. 77
College of Fine Arts .................................................. 93
College of Natural Sciences ........................................ 103
New College of USF .................................................. 113
College of Nursing ................................................... 115
College of Social & Behavioral Sciences ....................... 119
Course Descriptions .................................................. 131
Organization & Personnel .......................................... 225
Faculty & Administrative Staff .................................... 231
Index ........................................................................ 266
ACADEMIC CALENDAR

FALL SEMESTER, 1987

May 1, Friday
Last day for international applicants to apply for admission and submit all required credentials and documents
June 29, Monday
Last day to apply for admission and readmission (except international applicants)
August 24, Monday
Classes begin
August 28, Friday
Last day to withdraw/drop and receive full refund of registration fees
August 28, Friday
Last day to add courses
August 28, Friday
Last day for late registration
August 28, Friday
Last day to pay fees without $25.00 late fee
August 28, Friday
CLAST registration deadline
August 28, Friday
Labor Day holiday
September 7, Monday
Graduation application deadline
September 18, Friday
CLAST administration day
October 16, Friday
Honors convocation
October 23, Friday
Last day to drop or withdraw from courses without academic penalty
November 11, Wednesday
Veterans' Day holiday
November 26-27, Thursday-Friday
Thanksgiving holidays
December 4, Friday
Classes end
December 7-12, Monday-Saturday
Final examination week
December 13, Sunday
Commencement

SPRING SEMESTER, 1988

September 1, Tuesday
Last day for international applicants to apply for admission and submit all required credentials and supporting documents
November 9, Monday
Last day to apply for admission and readmission (except for international applicants)
January 7, Thursday
Classes begin
January 13, Wednesday
Last day to withdraw/drop and receive full refund of registration fees
January 13, Wednesday
Last day to add courses
January 13, Wednesday
Last day for late registration
January 13, Wednesday
Last day to pay fees without $25.00 late fee
January 18, Monday
Martin Luther King's birthday holiday
February 3, Wednesday
Graduation application deadline (Note: Also applies to summer term bachelor's degree graduates who wish to participate in the Spring ceremony.)
February 12, Friday
CLAST registration deadline
March 4, Friday
Last day to drop or withdraw from courses without academic penalty
March 12, Saturday
CLAST administration day
March 14-18, Monday-Friday
Spring semester break
April 20, Wednesday
Classes end
April 21-28, Thursday-Thursday
Final examinations
April 30, Saturday
Commencement - Fort Myers, St. Petersburg and Sarasota campuses
May 1, Sunday
Commencement - Tampa campus
## SUMMER TERM, 1988

### SESSION A

(First Seven-week Session)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 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>March 14, Monday</td>
<td>Last day to apply for admission and readmission (except for international applicants)</td>
</tr>
<tr>
<td>May 9, Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>Last day to pay fees without $25.00 late fee</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>CLAST registration deadline</td>
</tr>
<tr>
<td>May 27, Friday</td>
<td>Last day to drop or withdraw from courses without academic penalty</td>
</tr>
<tr>
<td>May 27, Friday</td>
<td>Graduation application deadline, (see Spring deadline)</td>
</tr>
<tr>
<td>June 4, Saturday</td>
<td>CLAST administration day</td>
</tr>
<tr>
<td>June 24, Friday</td>
<td>Last day of classes</td>
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### SESSION B

(Second Seven-week Session)

<table>
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<th>Event</th>
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<tr>
<td>January 1, Monday</td>
<td>Last day for international applicants to apply for admission and submit all required credentials and supporting documents</td>
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<tr>
<td>March 14, Monday</td>
<td>Last day to apply for admission and readmission (except for international applicants)</td>
</tr>
<tr>
<td>May 27, Friday</td>
<td>Graduation application deadline, (see Spring deadline)</td>
</tr>
<tr>
<td>June 27, Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 1, Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>July 1, Friday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>July 1, Friday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>July 1, Friday</td>
<td>Last day to pay fees without $25.00 late fee</td>
</tr>
<tr>
<td>July 4, Monday</td>
<td>Independence Day holiday</td>
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<tr>
<td>July 19, Tuesday</td>
<td>Last day to drop or withdraw from courses without academic penalty</td>
</tr>
<tr>
<td>August 12, Friday</td>
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### SESSION C

(Ten-week Session)

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<tr>
<td>January 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>March 14, Monday</td>
<td>Last day to apply for admission and readmission (except for international applicants)</td>
</tr>
<tr>
<td>May 9, Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>Last day to pay fees without $25.00 late fee</td>
</tr>
<tr>
<td>May 13, Friday</td>
<td>CLAST registration deadline</td>
</tr>
<tr>
<td>May 27, Friday</td>
<td>Graduation application deadline, (see Spring deadline)</td>
</tr>
<tr>
<td>May 30, Monday</td>
<td>Memorial Day holiday</td>
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<tr>
<td>June 4, Saturday</td>
<td>CLAST administration day</td>
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<td>June 17, Friday</td>
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<tr>
<td>July 4, Monday</td>
<td>Last day of classes</td>
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<tr>
<td>July 15, Friday</td>
<td>Independence Day holiday</td>
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### Calendar

<table>
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<td>MARCH</td>
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<td>2</td>
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<td>APRIL</td>
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<tr>
<td>MAY</td>
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<td>2</td>
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<tr>
<td>JUNE</td>
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<td>2</td>
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<tr>
<td>JULY</td>
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<td>2</td>
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<tr>
<td>AUGUST</td>
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The University of South Florida broke with tradition when it was founded in 1956. Unlike Florida's three older public universities, USF was located in a large metropolitan community—the bustling Tampa Bay region, which is one of the nation's most dynamic megatrend areas. The University was assigned responsibility for providing higher education services to people of all ages within a 15-county service area. This comprehensive university was the first of its kind in Florida purposely located within convenient commuting distance of a large segment of the state's burgeoning population, making higher education opportunities available to the largest number of people possible. This was an idea whose time had come.

WHAT IS USF?
The University of South Florida is a pleasant blend of people, places, programs and public service. USF is primarily people. It is a community of more than 33,000 teacher-scholars, 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 and programs - spacious palm-and-oak-shaded campuses - libraries containing precious collections of books, documents, manuscripts, and periodicals - laboratories where scientists and students seek and test old and new knowledge - and theaters, recreational areas, residence halls and other facilities that make USF more than just another university.

And USF is an important social and cultural force in the communities surrounding and supporting it - a major economic force on the university's West Coast - and an institutional 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. The University is an agent of change, a laboratory of critical thinking and experimentation. Faculty and staff welcome fresh ideas and new energies dedicated to the application of knowledge to improve the human condition. Each student, staff and faculty member has a part to play.

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 is required periodically to insure a firm foundation for the future growth of the University. Accreditation was reaffirmed in December, 1973 and December, 1984. But the University Community continues to reexamine its mission and goals so that it never loses sight of its only reason for existence - serving you.

ACHIEVING THE UNIVERSITY'S MISSION
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 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.

In addition, USF has mounted a major campaign to achieve national recognition as an innovative educational center for intellectual, economic and cultural development that enriches the quality of life for all of society.

Programs Offered
A measure of success in accomplishing the University's mission which is more significant than mere statistics is the nature of our academic programs. Through them we have sought to serve an increasingly metropolitan state and nation. These programs are in the University's Division of Academic Affairs, and, for the most part, are administered in one of 12 schools and colleges: Architecture, 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. Specialized credit and programs are administered by the School of Extended Studies.

This publication discusses the major undergraduate academic programs in the University. Through them USF serves the people of Florida through the instruction of students, the advancement of knowledge, and community service.

Undergraduate degrees are offered in more than 90 academic areas. Graduate degrees are offered in more than 100 areas.

The University's first doctoral program, a Ph.D. 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, Psychology, and most recently in Business Administration. USF also offers the Ed.D. in Education, the Ph.D. in Oceanography (in cooperation with Florida State University), and a master's in Architecture (in cooperation with Florida A&M University).

The University's teaching and research faculty, numbering more than 1,500, represents all major areas of higher learning, and nearly 75 percent hold doctoral degrees.

USF AT TAMPA, FORT MYERS, ST. PETERSBURG, SARASOTA, LAKELAND
University of South Florida campuses form a string of anchor points for the rapidly growing metropolitan area along the West Coast of Florida. Four campuses and one center are within reach of more than two million people - roughly one quarter of the state's population - in the 15-county area they serve. From time to time University faculty members teach at all of these facilities.

The Tampa Campus of the University is located on a 1,748-acre tract of land 10 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, which includes New College and is adjacent to the state-owned Ringling Museum, is located on the north edge of Sarasota about ten miles south of Bradenton on US 41. The campus serves a population of more than 320,000 persons in a four-county area.

The Fort Myers Campus serves more than 360,000 people in five counties on Florida's lower West Coast. The Campus, which is located on a 55-acre site adjacent to Edison Community College on College Parkway, was officially dedicated in November, 1982.
In September 1986, ground was broken for a 130-acre USF/Polk Community College Center. PCC will offer freshman and sophomore courses and USF will provide junior, senior and graduate courses in selected academic disciplines. 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 comprehensive 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 USF academic programs of the regional campuses are designed primarily to serve students of junior, senior, and graduate standing. Programs are offered at times that meet the special needs of students. Many of whom are residents in the campus area and are employed in full- and part-time jobs. Selected courses and programs are offered on the campuses by the Colleges of Arts and 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 serves students at the junior, senior and graduate levels. Nineteen programs are offered in Business Administration, Education, Nursing and Social and Behavioral Sciences. In addition, elective courses are offered in a number of disciplines.

In addition to serving the traditional student, the university offers educational opportunities to working professionals seeking advanced degrees and to "non-degree" students interested in teacher certification or other professional criteria.

The Division of Student Affairs helps extend the university experience to include cultural and recreational activities. The Student Government Association (SGA) represents student interests and sponsors events and programs which benefit the student body and the university. Student Affairs will extend access to higher education into central parts of the state to serve the counties of Polk, Highlands and Hardee. The Lakeland Center will begin offering classes in January 1988 in a new and innovative facility built for the combined use of Polk Community College and the University. The facility is located next to the Travis Vocational Technical Center on the southeast side of the city which allows easy of access to residents of the three counties to be served.

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

When the Center opens it is proposed that undergraduate courses will be offered in Engineering, Criminology, Social Science, and Physical Sciences, and graduate courses in Education, Engineering, Public Administration, and Business. As students demand and enrollment grows, it is anticipated there will be a broadening of course and program offerings.

**Continuing Education**

**School of Extended Studies and Learning Technologies**

In addition to the academic programs offered on the Tampa and regional campuses, a number of courses and programs are administered by the University of South Florida's School of Extended Studies and Learning Technologies in 15 West Coast Florida counties. These encompass Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, and Sarasota 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 academic 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, freshman students may earn up to one full year of academic credit (45 hours) through 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" (OLU). Each of these programs is described elsewhere in this publication. You are encouraged to explore their potential for helping you attain your educational goals. Additional information may be obtained by calling the Office of Admissions, 813-974-3350, and the School of Extended Studies, 813-974-2075.

FACILITIES AND ATMOSPHERE

The facilities of the University, now including more than 164 major buildings, are currently valued at more than $292 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 is always available somewhere on campus.

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

USF's four regional campuses have an array of modern cultural and recreational facilities, including student services buildings, performing arts center and a conference center. The atmosphere is informal, and opportunities for extracurricular activities are plentiful.

ORGANIZED FOR EFFECTIVENESS

The University is organized into the seven broad areas: Academic Affairs, Administrative Affairs, Development and Alumni Affairs, Medical Affairs, Student Affairs, University Relations and the Florida Mental Health Institute (FMHI). Chief administrators of these areas (with the exception of FMHI), plus the executive vice president and the general counsel, comprise the President's Staff, the primary policy-making body of the University. In addition to the President's Staff, 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, through the Chancellor of the State University System, is responsible to the Board of Regents for internal policies and the procedures of the University. More-detailed information on these matters is available in the Special Collections Room, USF Library.

Development and Alumni Affairs

The Division of Development and Alumni Affairs is responsible for policy and coordination of all university fund-raising programs and alumni activities including the USF Annual Fund, Major Gifts and Deferred Giving programs, alumni services and programs, and administrative affairs of the USF Foundation, Inc. The Vice-President is the University's senior official delegated by the President to formulate, implement, and manage all of USF's private fund-raising and donor relations programs. The Vice-President through his staff provides support to all campus campaigns, maintains records and research on current and prospective donors and advises the President and other University officials on all matters related to institutional advancement.

Office of University Development

The Office of University Development is managed by the Associate Vice President, who is assisted by a full-time professional staff on behalf of all university-wide development and fund-raising activities. Specific functional areas within the division include major gifts and planned giving, the President's Council, campaign coordination, research, the annual fund, and coordination of all college and regional campus development activities. Staff members work closely with other units throughout the University and with friends and alumni to identify prospective donors, solicit charitable gifts, and maintain active giving campaigns and procedures for the benefit of all University programs.

USF Foundation, Inc.

The USF Foundation is a certified "University direct support organization" under State University System policies. It is also a non-profit Florida Corporation organized and operated to receive and administer property and to make expenditures for the benefit of the University of South Florida. The Foundation is governed by a lay Board of Trustees which delegates operation and management to the Executive Vice President of the Foundation, who is also Vice President for Development and Alumni Affairs. The Foundation receives, invests, and manages gifts, bequests, and other charitable donations to the University.

Office of Alumni Affairs

The purpose of the Office of Alumni Affairs is to stimulate and maintain interest in the University of South Florida. In completing its mission, the office works primarily through the USF Alumni Association and coordinates the activities of 20 chapters and five societies. Alumni Scholarships: currently awards 25 full one-year-tuition scholarships. Named Scholarship Program: an organization of alumni who contribute $1,000 a year for 10 years in support of alumni scholarships. Student Relations Activities and Awards: the Association sponsors the USF Yearbook, the USF Ambassadors, the USF Showstoppers, honorary society socials, commencement, receptions, the King-O'Neal Award (for graduating seniors with a straight "A" average), the outstanding senior award, the class of '56 award and the Distinguished Alumnus awards.

University Relations

The Division of University Relations, headed by the Vice President for University Relations, is responsible for the development and administration of programs and policies to enhance the image of the University and to generate public and private support through effective communications. Further, the Division accents service and quality in its various communications and relations activities. The Division is composed of the Office of Government Relations, Office of Community Affairs and the Office of Public Affairs.

Office of Government Relations

The Office of Government Relations is organized to coordinate the governmental programs of the University at the local, state and national levels as approved by the President and Board of Regents. In doing so, the office works to strengthen relations with selected officials and staff in order to increase the level of understanding and support of the University and its strategic plan. University governmental priorities include budget, capital improvement and academic program enhancement.

The office maintains contact between the University and members of the legislature from USF's 15-county service area and beyond, and advises the President's Staff on matters of governmental liaison including strategies to promote the University's achievements at the local, state, and national levels.

Community Relations

The Community Relations office develops, maintains and enhances the University's image in the communities served; promotes involvement of University personnel in community activities; and encourages meaningful involvement of members of the community in university programs, councils, committees, activities and special events. Activities of this office include 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, and coordinating efforts of University support groups such as Town and Gown and the Fine Arts support groups (Cadre, Krew, Bravo, and Encore).
GENERAL INFORMATION

Working with the University Relations staff, the Community Relations Office increases community awareness and involvement on all campuses of the University (Tampa, St. Petersburg, Sarasota, Fort Myers and Lakeland).

Office of Public Affairs
The Office of Public Affairs provides support and services necessary for the development and maintenance of high-quality communications between the University and the public. Service and support components include Media Relations, Publications, Institutional Relations, Special Projects and Issues Management.

The office staff writes news releases and story leads for print media and produces radio and television releases for the electronic media. Staff answers requests for information and makes referrals to the media. In addition, the staff organizes news conferences and generates publicity for University events, such as major research breakthroughs, student and faculty achievements, building dedications or other activities which may attract media attention. Public Affairs is responsible for USF's general information folders, viewbooks, campus guides, USF Magazine, the USF Catalog, and the Campus Directory. The office also assists University departments in their individual publications needs, and is responsible for USF's faculty-staff newsletter, "Intercom."
ADMISSIONS & RELATED MATTERS

The Office of Admissions 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 on an individual basis. The waiver 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) transfer students with A.A. degrees from Florida community/junior colleges or from other SUS institutions who have not attended another institution after earning the A.A. degree; (2) graduate students; (3) freshman students; (4) other transfer students with 60 or more hours; (5) 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 33620-6900. All of the application forms are also available on USF regional campuses in St. Petersburg, Sarasota, and Fort Myers. (When requesting an application, please indicate applicant category - freshman, undergraduate transfer, graduate, or international student.)

Applications for admission to the 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) 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. Applicants who apply after the application deadline 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 Changing Requested Term of Entry, below).

For freshman 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 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 applicants.

Changing Requested Term of Entry

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

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

General Admission Policies

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

- All credentials and documents submitted become the property of 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.

- An applicant admitted on a provisional basis must submit the requested missing credentials, such as official final transcripts or test scores, which must substantiate eligibility for admission before a second registration will be permitted.

- All undergraduate applicants who are denied admission may appeal and will be advised of the appeal procedures by the Office of Admissions. The Faculty Committee on Student Admissions will hear undergraduate appeals for admission.

- An application for admission or residency affidavit submitted by or on behalf of a student which contains false, fraudulent, or incomplete statements may result in denial of admission, of further registration and/or degrees awarded.

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

- All students entering the University with fewer than 60 semester hours of college level academic work are required to earn at least 9 semester hours during one or more summer terms prior to graduation (see Summer enrollment requirements).

- All undergraduate students must earn passing scores on the College Level Academic Skills Test (CLAST) prior to receiving an AA/AS or bachelor’s degree (see CLAST).

- 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 and a half to two 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 will receive an 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.

NOTE: Prior to registration for classes which meet on campus, all students less than 60 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.

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

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

- Freshman 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

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

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

Minimum Requirements for Admission

Freshman Applicants

To be considered for admission, freshman 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.

Although USF has minimum freshman admissions requirements, meeting these minimum standards does not guarantee admission. Applicants selected for admission usually exceed the eligibility requirements. In fall 1986, the entering freshman class had a high school grade-point average of 3.1 (on a 4.0 scale) based on grades earned in college-preparatory academic courses. For these entering freshmen, the mean SAT combined score was 1022 and the median ACT composite score was 23.

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

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

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

1. Freshman applicants must submit an official test score from the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

2. For freshman applicants earning a high school diploma, the following college-preparatory academic units (year-long courses or equivalents) normally offered in grades nine through twelve are required: four units of English (three of the four must incorporate substantial writing requirements); three units of mathematics (algebra I and above); three units of natural sciences (two of the three must incorporate substantial laboratory requirements); three units of social sciences (history, civics, political science, economics, sociology, psychology): two units of a foreign language, and four additional units of academic electives.

3. Freshman applicants must meet one of the following:

   a. At least a "B" average (3.0 on a 4.0 scale), as computed by USF (an SAT or ACT score must be submitted, but no minimum is required);

   b. A combination of high school GPA (as computed by USF) and admission test scores equivalent to a 2.5 (on a 4.0 scale) and an SAT verbal and quantitative combined score of 900 or an ACT composite score of 19. (Under this alternative, a higher GPA compensates for a lower test score and vice versa. For example, an applicant whose GPA is 2.9 is required to have an SAT score of at least 860 or an ACT score of 18 to be eligible for admission. An applicant whose GPA is 2.0 must have an SAT score of at least
d. 1050 or an ACT score of 23 to be considered. A 2.0 GPA is the minimum for consideration; 

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

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

Early Admission Applicants (Freshmen) 

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 nonrefundable 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. While early admission applicants are evaluated on an individual basis, those admitted generally present at least a 3.5 high school grade point average (as computed by USF) and a combined score of at least 1150 on the SAT or a composite score of at least 24 on the ACT. In addition, early admission applicants should be enrolled in a strong college-preparatory curriculum while in high school. 

Undergraduate Transfer Applicants 

To be considered for admission, all transfer applicants must submit an SUS Application for Admission, a nonrefundable application fee of $15.00, an official high school transcript if necessary to show completion of foreign language admission requirement, an official transcript from each previous college attended, and a TOEFL score if applicable. Applicants with fewer than 60 semester credits of college-level academic work are also required to submit official SAT or ACT scores, an official high school transcript, and official GED scores if applicable. 

The University of South Florida accepts transfer credits only from institutions that are accredited by one of the six regional accrediting associations at the time the credits are earned. The University will also accept credits earned at an institution during its period of official candidacy for accreditation by a regional accrediting association. For an applicant applying from a non-regionally accredited school, the admissions decision will be based on prior work, if any, at a regionally accredited institution. 

Meeting freshman admission standards is a critical requirement for undergraduate applicants with fewer than 60 semester credits of college-level academic work. Board of Regents rules and policies do not provide for exceptions to this requirement. Freshman admissions standards are listed in the USF Graduate Catalog. 

Effective with the Fall Semester 1989, there is a foreign language admission requirement for all undergraduate students. To be eligible for admission, an undergraduate transfer applicant must show completion of two years of one foreign language in high school or 12 semester hours at a previous college or university attended. (Students who earn associate in arts degrees prior to September 1, 1987 are exempt from this requirement. Students who enroll full-time in a program of studies leading to an associate in arts degree from a Florida community college prior to August 1, 1987, and who maintain continuous full-time enrollment until they are admitted to a university, are also exempt.) All undergraduate transfer applicants who meet this foreign language requirement on the basis of courses completed in high school must submit an official high school transcript. 

An undergraduate transfer applicant seeking admission to a quota/limited access program must meet all criteria specified by the program. Quota/limited access programs generally have additional admission requirements as well as standards above the minimum required for admission to the University. At USF, admission to the University is the responsibility of the Office of Admissions Services, while admission to a quota/limited access program is the responsibility of the program. Therefore, the Official Acceptance to the University does not constitute or guarantee admission to a limited access program. 

All undergraduate transfer students admitted to USF must earn passing scores on all four sections of the College Level Academic Skills Test (CLAST) prior to receiving an AA or Baccalaureate degree from the University. Transfer students entering USF with fewer than 55 semester transferable hours must take CLAST during the term in which 55 semester hours will be completed. Transfer students entering USF with 55 or more semester transferable hours must take CLAST the first time it is offered after initial enrollment. (See CLAST) 

Applicants with AA degrees from Florida public institutions will be admitted as juniors into the University within curricular, space and fiscal limitations. (AA graduates whose degrees did not include College Level Academic Skills Test (CLAST) requirement must take and pass the CLAST after enrollment at USF in order to be admitted to the upper division.) AA degree holders seeking admission to quota/limited access degree programs must also meet all requirements specified by the desired program. The admission of Florida community/junior college AA transfer students is governed by the Articulation Agreement between state universities and public community colleges in Florida. 

Undergraduate transfer students who have not earned the AA degree from a Florida public institution or who have attended another college after receipt of the AA must meet the minimum requirements listed below: 

1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree-seeking student; 

2. Have an overall "C" average in all college-level academic courses attempted (incomplete grades are computed as failures); 

3. Satisfy the minimum admissions requirements for freshmen if the applicant has earned fewer than 60 semester credits in college-level academic courses; 

4. Complete two years of one foreign language in high school or 12 semester hours at a previous college or university (effective August 1, 1989); 

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

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

Graduate Applicants 

Graduate applicants should refer to the USF Graduate Catalog.
International Applicants (non-resident aliens)

To be considered for admission, international applicants (non-resident aliens) must submit a USF International Student Application for Admission, a non-refundable application fee of $15.00, a TOEFL score if applicable, a Statement of Financial Responsibility, a recommendation from the last institution attended, undergraduate or graduate admissions 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 (freshman, undergraduate transfer, graduate). Other minimum requirements are as follows:

1. An international applicant whose native language is not English must present a minimum score of 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 submit an original letter from the financial institution or sponsoring agency substantiating availability 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.

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).
2. Recognition of satisfactory performance on tests offered through Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Programs).
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), and USF Florida Public Community College Dual Enrollment).
4. Early admission for high school students (see Early Admission Freshmen).
5. Open University (OU) courses by television.

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.

Non-Degree-Seeking Student

The non-degree-seeking student enrollment process is on a space available basis and has been established for those individuals who, while not desirous of earning a degree, would like to enroll in upper-level undergraduate courses. Teacher needing to take evening courses for certification purposes, high school students (with the permission of their respective guidance counselor), individuals desiring 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 they elect to be the case, an official transcript (reflecting the degree from that institution must be sent to the USF Registrar's Office (Attention: Registration Area) prior to registration.

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

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

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 all 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 in 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. 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.

NOTE: Prior to registration for classes which meet on campus, all students less than 60 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.
*Senior Citizen Tuition Waiver

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

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

NOTE: Prior to registration for classes which meet on campus, all students less than 60 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.

*See Florida residency requirements in this catalog.

Dual Enrollment (High School)

Dual enrollment in USF classes is open to academically qualified students currently enrolled in high school who are recommended by their guidance counselor or principal. (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.

NOTE: Prior to registration for classes which meet on campus, all students less than 60 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.

Readmission (Former Students Returning)

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

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

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

Students who have attended one or more institutions since their last enrollment must request official transcripts of all work attempted at the other institution(s) be sent to the USF Office of Admissions.

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

Former undergraduate students who have completed their baccalaureate degrees, transient students, and non-degree-seeking students are not considered former students returning. These students who wish to enter graduate study as degree-seekings must file an application with the Office of Admissions prior to the last day to apply for admission listed in the Academic Calendar for the requested term of entry. USF students who have earned the 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 for Admission with the Office of Admissions. No application fee is required. A student may not work on a second undergraduate degree if he/she has been accepted into a graduate program.

NOTE: Prior to registration for classes which meet on campus, all students less than 60 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.

Evaluation of Transfer of Credit

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

2. Effective Fall Quarter I, 1976, all courses from a Florida Community College/University, bearing the same State Common Course prefix, and last three numbers, are automatically transferred and transfer students may not be required to repeat these courses, 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/Junior College unless the student has received prior approval for waiver of this policy from the college of his or her intended major. This policy does not affect approved articulated 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 Admissions and the student's college will be notified of the evaluation. If sufficient information is not available the student will be required to request an evaluation from the World Education Service at the cost of the student.

*Accrediting Agencies:
- New England Association of Schools and Colleges
- Middle States Association of Colleges and Secondary Schools, Commission on Institutions of Higher Education
- North Central Association of Colleges and Schools, Commission on Colleges and University of South Florida
Articulation Agreement Summary

To accommodate the partnership between public community/junior colleges and the Florida state universities, an articulation agreement 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 is the mutual acceptance of the nature and purpose of the Associate of Arts degree. This degree 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 satisfactorily completed 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. For students who have been admitted to the University, an academic advising office is maintained in each of the eight colleges offering baccalaureate degrees as well as in a centralized academic advising office in Undergraduate Studies. This latter office serves also as an initial point of contact for non-admitted, prospective, and/or non-degree seeking students who need information about the University's academic structure.

Students are cautioned that admission to the University does not imply admission to all the programs and courses offered by the individual colleges; this is especially true with respect to colleges with limited access programs. Colleges such as Business, Education, Engineering and Nursing have been designated as limited access colleges and require completion of certain prerequisites before a student may declare a major in one of them. It is important that students check the college section of the catalog for advising and admission requirements. Students planning to enter a limited access program should be aware that their admission by the college may be denied or delayed and should be prepared with alternative plans of action.

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

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

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

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 Undergraduate Studies, 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.

Registration for Admitted Degree-Seeking 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 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).

NOTE: Prior to registration for classes which meet on campus, all students less than 60 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.

Continuing Education Credit Courses

Through its School of Extended Studies and Learning Technologies, 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. (See School of Extended Studies for further details).

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 Extended Studies, 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 for detailed information.
4. Enrollment forms for students whose fees are to be paid by school boards or state or federal grants must be forwarded in accordance with registration deadlines. Payment of fees or appropriate purchase orders must be enclosed with enrollment forms.
5. It is the responsibility of the individual student to ascertain that he or she has met the course prerequisites as published in this catalog.
FINANCIAL INFORMATION

Florida Residency
For Tuition Purposes

This notice summarizes the provisions of §240.1205 Florida Statutes, BOR rule 6C-7.05 and University Policy/Procedure concerning Florida Residency for tuition purposes.

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

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

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

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

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

PLEASE NOTE: Rent receipts, leases, employment records, tax returns, school/college records are NOT evidence of establishing a legal Florida residence.

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

Fees

The 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 see paragraph 2b below.

All fees are subject to change without prior notice. The University will make every effort to advertise any such changes if they occur.

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

3. Late Payment Fee (Each applicat ion - not refundable) $25.00

*See "Resident Status," above
†For 7 or more hours a flat fee of $100.00 ($46.42 Activity & Service Fee, $33.35 Athletic Fee and $51.23 Health Fee is charged)
‡For 7 or more hours a flat fee of $101.00 ($46.42 Activity & Service Fee and $33.35 Athletic Fee is charged)
Petersburg 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 the registration form. Additionally, any student paying the fee can later request a refund from the FPIRG Office (Room 208 An-dros Classroom Building) at any time during the course of the semester.

3. Estimated College of Medicine Registration Fee
A Florida student enrolled in the M.D. program in the College of Medicine will pay a fee of $3,715.26 per year in installments of $1,857.63 each to be paid in September and February. A non-Florida student enrolled in the M.D. program in the College of Medicine shall pay a fee of $8,826.66 per year in installments of $4,413.33 each to be paid in September and February.

4. Late Registration Fee
All students who initiate (i.e., those students who have not enroll-
ed for any courses during early or regular registration) their registra-
tion during the late registration period will be automatically assessed a $25.00 late registration fee. This is separate from the late payment fee.

5. Financial Aid Payments
Financial aid warrants are available, after registering during the first week of classes, in the Administration Building. Warrants must be picked up and fees paid by the end of the first week of classes. Any recipient not responding by the end of the first week of classes will be subject to a $25.00 late payment fee unless prior arrangements are made with the Loans and Scholarships Office.

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

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

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

9. Staff/State Employee Waivers
Career Service employees of any State agency wishing to enroll in tuition-free courses must obtain a State waiver from the State agencies and complete it prior to registering. After registering during the State employee registration period (only courses registered for during or subsequent to this period can be waived, courses registered for prior to this period will not be waived), the State waiver and registration form should be brought to the Cashier’s Office, ADM 131, during the first week of classes. Payment for thesis, dissertation, and direct individual study courses cannot be waived. If not brought in during the first week of classes, the employee is subject to a $25.00 late fee charge. All hours in excess of six must be paid for at the regular rate. State employees registering under this rule for twelve or more credit hours shall also pay the student health fee.

10. 60-Day Deferment for VA Students
Students receiving VA benefits who have applied in writing no later than the specified date for the 60-day deferment of fees from the
Office of Veteran’s Affairs have until a specified date (see “Schedule of Classes”) to pay registration fees in full.

11. Rent

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

Andros Per Semester ........................................ 595.00
Argos Per Semester ........................................... 560.00
Village Per Semester ........................................... 629.00

12. Food Service

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

15 Meal Plan per Semester ..................................... 670.00
20 Meal Plan per Semester ....................................... 720.00

*Subject to rate change

Refund of Fees

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

1. Issuance

The processing of a registration refund will be retained 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 end of the regular “Drop/Add” period.

b. No refund of registration fees will be made if a 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 courses), course prerequisites not met, misadvisement, administrative error, etc.) with supporting explanatory statement on University letterhead from the appropriate official - All course fees are refunded, but requests must be made by the end of the term immediately following the term in which the errors/action occurred.

(2) Withdrawal for non-exceptional circumstances from all classes after the end of the drop/add period, but prior to the end of the fourth week of classes. In these cases, the refund is partial and is calculated as follows: (Total Course Fees minus the Health Fee and Late Fee) x 25% Refund. Students must complete a Refund Request 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: (Total Course Fees minus the Health Fee and Late Fee) x 80% 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: (Total Course Fees minus the Health Fee and Late Fee) x 50% refund.

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.

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 any replacement of equipment for which 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 Aid

The University of South Florida makes every effort, within the limitations of its available resources, to ensure that no qualified student is denied the opportunity to obtain an education because of inadequate funds. A comprehensive financial aid program has been established to assist qualified students with insufficient resources and to recognize the academic performance of outstanding students.

The primary responsibility for financing an education lies first with the student and the student’s family. Financial assistance awarded by the University is intended to supplement the financial resources of the student.

Financial aid is available in the form of long-term loans, part-time employment, grants, and short-term loans. In addition, scholarships may be awarded to students who excel academically.

Eligibility requirements for each program, students must make “satisfactory progress” toward their education objectives in order to be eligible to receive financial aid. The Standards of Satisfactory Progress require that students earn a minimum cumulative GPA, complete a minimum number of credit hours during each semester of attendance, and complete their degree requirements within a given time frame. Students who intend to apply for financial aid should become familiar with the specific guidelines of this policy. In addition, students must meet CLAST requirements in order to qualify for state financial aid programs.

To apply for financial aid at USF, all students must complete a USF Financial Aid Application and a Family Financial Statement. Some programs require a separate application in addition to these two forms. Since many of the programs are funded on a limited basis, it is important to apply early. Students who wish to be considered for USF need-based scholarships must apply by January 31, 1987 to receive priority consideration. All other applications will be reviewed in the order in which students have completed the application process.

Complete information about the programs, the application process, eligibility requirements, and the Standards of Progress can be found in publications available from the Office of Financial Aid.

The Tax Reform Act of 1986 has substantially limited the extent to which scholarships/grants/fellowships and tuition waivers may be excluded from the recipients’ income. Only those amounts received by degree-seeking students, including tuition reductions, which are actually used in accordance with the conditions of the grant for course-related expenses may be excluded from gross income, unless such amounts represent payment for services rendered. Students who receive scholarships/grants/fellowships or tuition waivers are responsible for record keeping, filing, and for the payment of any income tax that may be due on such amounts.
Academic Scholarships

In accordance with its motto, “Accent on Learning,” the University of South Florida has created several academic scholarship programs which recognize excellence.

The Scholarships for Excellence Programs include Freshman Scholar Awards for entering freshmen, Black Scholar Awards for entering black freshmen and black graduates of Florida community/junior colleges, Alumni Scholarships for new freshmen and undergraduate transfers, and Community College Scholarships for 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 college graduates. Each year, qualified National Merit Finalists are guaranteed a National Merit Scholarship.

Academic scholarships are also made available by a number of individual colleges. Information about these programs can be obtained through the college of the student’s major.

Complete information about eligibility requirements, selection criteria and the application process can be found in the Scholarship Brochure. This brochure can be obtained by contacting the Office of Financial Aid.

Vehicle Registration and Fees

Motor Vehicles

Students may use properly registered motor vehicle on any University campuses. Parking facilities are provided for resident and commuter students. All motor vehicles and bicycles used on campus must be registered with the campus Parking Services Department, Division of Public Safety. This applies to full-time or part-time, day or evening students. To register a vehicle a valid staff, student, or employee identification card (which forms the basis for the type of tag to be issued) will be required. State vehicle registration, indicating owner of vehicle, must be shown to the clerk of the Parking Services Department on request. A booklet entitled “USF Traffic and Parking Regulations” will be issued to each student on registering a motor vehicle. Registration fees (unless changed by state statute) for three- or four-wheeled motor vehicles will be $30.00 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 August 30 of the academic year.

Motorcycles

The fee for motorcycles and mopeds will be $7.00 per year no matter what time of year they are registered.

Bicycles

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

Handicapped

All staff/students with physical disabilities which impede walking may apply to the Parking Services Department of the local campus for a numbered handicapped sticker. Persons will receive vehicle registration decals free of charge if they are wheelchair-bound, legally blind, hold a current State of Florida H.C. Parking Permit, or have military disability of 50% or greater with V.A. certificate or letter. Other disabled registrants will pay the regular fee. Wheelchair-bound registrants are entitled to an exclusively numbered H.C. parking space. Other H.C. registrants shall share spaces marked Reserved Handicapped OMNI.

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 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 course 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, students not admitted to specific college majors, 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/II", "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 and can only be reinstated after counseling, and approval by the V.A.

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. Undergraduate students may contact the Office of Loans and Scholarships no earlier than the respective semester’s regular registration date for a book slip and ID card validation. Other VA benefits include additional amounts of compensation and pension, which may be payable to eligible veterans and widows or widowers of veterans for the enrollment of dependent children. The students, parents, or guardians are responsible for notifying the VA Regional Office (where the veteran’s records are located) directly of enrollment and termination of enrollment.
The University of South Florida is committed to the concept of total student development - intellectual, social, physical, and moral. The curricular, co-curricular, and extracurricular programs of the University are designed to achieve this end and are presented to offer USF students a wide variety of beliefs, opinions and ideas in an atmosphere of openness where all views may be aired. The programs and activities developed and implemented by the Student Affairs staff at 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.

Division of Student 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/or group counseling, alcohol/drug education, child care, career planning, bookstore, procedures for registering, counseling in one’s own best interest, and the right of appeal. Students are entitled to participate in the development of standards of conduct supporting their interests in the purpose of the University. The University 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 activity in which the individual is engaged.

Student Government
All regularly enrolled students are voting members of the Student Government of the University of South Florida. They elect the 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 government. 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, 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.

Regional Campuses
Student Affairs offices are also maintained at the St. Petersburg, Fort Myers and Sarasota campuses. For information about the services and programs provided for these students, see Academic Programs of USF Regional Campuses.

Financial Aid
The student financial aid program at the University of South Florida is a part of the Student Affairs program. For detailed information, see financial aids section.

Student Health Service
Comprehensive health care is provided through the University Student Health Service.

The Health Center is located on the fourth floor of the University Center. A walk-in clinic is maintained for outpatient treatment from 8 a.m. to 11 p.m., Monday through Friday. Specialty clinics in Gynecology, Dermatology and Allergy are available. Medical laboratory hours are from 8 a.m. to 11 p.m. Pharmacy hours are from 9 a.m. to 6 p.m.

SUS Immunization Requirement
As of Fall Semester 1986, the State University System of Florida requires students to present acceptable proof of immunity to measles and...
rubella or to secure an approved medical or religious exemption as a condition of registration. All students born after December 31, 1956 must submit documented proof of immunity to measles. All students under the age of 60 must present documented proof of immunity to rubella. Acceptable proof of immunity must be received prior to a student's being permitted to register. Students may present the documented proof of immunization to:

LOCATION
USF-Tampa Campus
Student Health Services
University of South Florida
CTR 321
Tampa, FL 33620

USF-St. Petersburg Campus
Records Office
University of South Florida
Bayboro Hall 126
140 Seventh Avenue South
St. Petersburg, FL 33701

USF-Sarasota/New College
Office of Student Affairs
University of South Florida/New College at Sarasota
5700 N. Tamiami Trail
Sarasota, FL 33580

USF-Fort Myers Campus
Office of Admissions and Records
University of South Florida
at Fort Myers
Royal Palm Hall
8111 College Parkway SW
Fort Myers, FL 33907

The Immunization Form required for completion by the student may also be obtained at the above locations.

Students registering only for off-campus courses in the following categories are temporarily exempt from the immunization requirement: Bachelor of Independent Studies (BIS), Weekend College, Open University (TV), FEEDS Program, Off Campus Term (OCT), Cooperative Education Training Periods and Continuing Education and special workshop courses that meet off campus. Prior to registering for (or adding) a course in another category, students must submit proof of immunity or secure an approved medical or religious exception.

Medical questions or questions about acceptable proof may be directed to the Student Health Services, University of South Florida, CTR 312, Tampa, FL 33620 (813/974-2331).

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.

Disabled 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.

Residence Hall Living
The residence hall program at USF is an integral part of the total educational experience at the University of South Florida. Within this residential environment, students experience identity with the university community, finding ongoing opportunities for intellectual, social, recreational, and vocational growth.

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. Whether considering the relative low-cost housing, the convenient location, the availability of resources, and the student-oriented personnel associated with the residence hall program at USF, campus living has a lot to offer.

University residence hall space is limited, but every degree-student is eligible to apply.

On-Campus Housing Facilities
The residence halls within the Division of Housing and Food Service are clustered around three centers of community activity—the Argos, Andros, and Village Complexes. Each of the areas provide a core of services for its residents including a central communications desk, mail delivery, snack facilities, and swimming pool. Although the complexes provide the same basic services, the represent different options in campus living.

The Argos Complex—Alpha, Beta, and Gamma residence halls—represents traditional hall living. This arrangement provides attractive double-room accommodations designed for both studying and sleeping. The 40-50 residents occupying a living unit share common bath facilities which are attended daily by the hall's housekeeping staff. Centrally located lobby area, laundry room, 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 smaller halls—Delta, Epsilon, Kappa, and Mu for women and Iota, Lambda, Theta, Eta, and Zeta for men—is characterized by the suite arrangements. Suites are designed to accommodate eight residents—two sharing a bedroom, four sharing a study area, and eight sharing bath facilities. With five suites on each living unit, the 40 residents find that the small kitchenette/ living room becomes a center for floor activity.

All residence halls in the two complexes are air-conditioned. Most rooms are carpeted throughout and all rooms are furnished to provide a bed, desk, chair, dresser, closet, and bookshelf. Outside, two swimming pools and numerous tennis, handball, racquetball, and basketball courts await leisure-time recreation fans. Food service facilities are conveniently located in each of the two complexes. And, of course, there are always opportunities for residents to become involved in the ongoing area of residence hall programming.

The Village Complex consists of 30 individual one story buildings that contain 10 studio efficiency apartments, housing two students each. These facilities are reserved for students who have attained junior, senior, or graduate class standing. Fully carpeted, each unit has its own outside private entrance and is furnished with a bed, desk, wardrobe, bookcase, and a refrigerator. Each unit has cooking facilities, bathroom facilities, and individual apartment heating and air-conditioning units. Within the Village complex, the residents have usage of a swimming pool, a small convenience store, and laundromat.

For more information, contact the Housing Assignment Office.

Off-Campus Housing
The Off Campus Housing Office, located in ADM 151, maintains lists of university-area apartments, homes, condos and other rental properties available to the public. In addition, the agency accepts roommate and rental property listings from private individuals who do not discriminate because of race, color, or national origin. The office is open throughout the year.
Food Service

A variety of food service facilities is provided at USF, all of which are on a voluntary basis and available to both on- and off-campus students. Food Service offers a variety of meal options including residence hall cafeterias, snack bars throughout the campus, convenience stores, and complete vending facilities to better meet the general and specific needs of the USF community.

The contract meal plan is binding, and nontransferable for the school year. The price you pay at time of contracting is not subject to a rise in price due to inflation during that school year. There are two options available:

- Seven-day, Monday through Sunday noon (20 meals)
- Five-day, Monday through Friday dinner (15 meals)

Meal contracts are not in effect during Spring Break. They may be purchased through MasterCard or Visa at the beginning of each semester.

The seven-day plan is the most economical. Even if several meals are missed, the average price per meal will still be less than other plans as well as less than eating a la carte.

The University offers a variety of meal options including residence hall cafeterias, Andros and Argos, serving students who are on a contract meal plan. Free flow among the cafeterias provides convenient, continuous service to the students. They can expect both pace-changers to supplement their meals, as well as picnics, barbecues, and cookouts.

Cash is accepted at all food operations located on campus. However, after thorough investigation, the student will find that a contract meal plan will definitely save money on the average cost per meal.

Additional information on contract meal plans is available through the offices of both Housing and Food Services (813) 974-3194.

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 at the apex of 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 environment for 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 will find a cafeteria, organizational offices, meeting rooms, Craft Shop, Game Room, study lounges, the Campus Bookstore, Student Health Service, a travel service and much more. The Ultimate student organizations, contact the Office of Student Organizations and Activities.

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, 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 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
of Chinese Students and Scholars, German Club, Latin American
Student Association, Malaysian Students Association, Russian Club,
Students of India Association, United Muslim Students, and Vietnamese
Student Association.

Political
Organizations for political and social change are Campus Group for
Paula Hawkins, Libertarian Alliance, Student Leaders for Graham,
Young Communist League, and Young Democrats.

Professional
The professional societies at USF center their groups around profession-
oriented needs and interests of students. They are: The Advertising
Club, Angel Flight-ABR-OCTC, Arnold Air Society, Delta Sigma Pi,
Florida Engineering Society, Florida Nursing Student Association, Pre-
Nursing Society, Pre-Veterinary Society, and Public Relations Student
Society of America.

Academic
Academic organizations have grown and will continue to grow from
the needs of students studying in each of these areas. These groups are:
Advocates for Social Work, American Criminal Justice Association,
American Institute of Aeronautics and Astronautics, American Institute
of Chemical Engineers, American Society of Civil Engineers, Association
of Library and Information Students, Association of Marketing
Students, Association of Medical Science Graduate Students,
Communications Council, Distributive Education Clubs of America,
Forensics Club, Geology Club, Graduate Business Association, Graduate
Communications Council, Graduate Student Association, Honors
Program Student Council, Institute of Electrical and Electronics
Engineers, Institute of Industrial Engineers, International Studies
Student Organization, Lingo Club, Management Information Systems
Society, Math Education Club, Minority Advocates of the Social
Sciences, Perigraph, Philosophy Club, Pi Phi Newton, Society for the
Advancement of Minorities in Engineering and Science, Society of
Physics Students, Society of Women Engineers, Student Chapter of U.S.
Institute of Theater Technology (USITT), and Student Finance
Association.

Religious
The university has encouraged student religious organizations to develop
associations and centers. Denominations have built centers in a reserved
area on campus. The Episcopal Center was dedicated in the fall of 1962,
and the Baptist Center in the spring of 1964. The University Chapel
Fellowship followed in 1966. (This center is an ecumenical campus
ministry of the following denominations: United Methodist,
Presbyterian, and the United Church of Christ.) The Roman Catholic
Center joined the others in the fall of 1967, in an adjacent location.
Student religious organizations on campus: Am I Going to Heaven?,
Baha'i Club, Baptist Campus Ministry, Campus Bible Fellowship,
Campus Crusade for Christ, Canterbury Club/Episcopal, Catholic
Student Union, Chabad House, Chi Rho, Chinese Christian Fellowship,
Christian Science Organization, Fellowship of Christian Students,
Fellowship of Odin and Thor, Friends of Israel Gospel Ministry, Great
Commission Students, Hillel, Living Word Association, Maranatha
Christian Ministry, Navigators, New Testament Christians, Students
International Meditation Society, University Chapel Fellowship, and
University Full Gospel Fellowship.

Residence Halls
Residence hall councils are composed of students who represent students
to the university and provide an organizational outlet for students in
the residence halls they represent. Residence hall councils are: Delta
Iota Hall Council, Gamma Hall Council, and Mu/Lambda Hall
Council.

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

The service and resource organizations are: Alpha Phi Omega, Ambassadors, Bacchus, Bull Spirits Organizations, C.A.U.E.S., Circle K International, Enterprises Unlimited, Everywoman's Center, Florida Public Interest Research Group, Paraprofessional Counseling Service, Peer Counseling Center, Rehabilitation Counseling Center, and Rent-a-Student.

Special Interest

Sports and Recreation
Sports and recreational organizations offer students the opportunity to enhance their physical well-being as well as their social lives. The Tampa campus has many organizations dedicated to leisure activities. Sports and recreational organizations include: Aerobics Club, Aikido Club, Barbarian's Club, Bicycle Club, Chito Ryu Karate, Dance Club, Equestrian Club, Flying Club, Karate Club, Lacrosse Club, Martial Arts Club, Physical Education Association, Royal Kung Fu Club, Sailing Club, Scuba Club, Skydiving Club, Sports Car Club, Table Tennis Club, Tae Kwon Do Karate Club, Wado Kai Karate, and Water Ski Club.

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 24 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.

University Bookstores
Textbook Center
Textbooks and some reference books are located in the Textbook Center on West Holly Drive, just west of the USF water tower. Ample parking is available. This facility provides all required and recommended textbooks for USF classes. Very often textbooks are on the shelves and available the week before classes begin. A good supply of used textbooks (at added savings) is available each term. At designated times each semester, the Textbook Center will buy back used textbooks from students. The Textbook Center is open 9:00 a.m.-4:55 p.m. Monday-Friday with extended hours at the beginning of each term. Purchases may be made with cash, check (with proper ID) and VISA/MasterCard.

UC Bookstore and Campus Shop
Located in the University Center, the UC Bookstore serves the University community by providing numerous goods and services. The main floor contains greeting cards and stationery, posters, electronic items including calculators, computers and accessories, the Greek shop, magazines and other general merchandise. Film developing and college ring-ordering services are available. Also located on this floor is the "Green and Gold" Shop which features collegiate clothing, imprinted mugs, glassware, gifts, children's clothing, backpacks, and novelty items. The General Book Department is located in the lower level of the bookstore and features the very latest in fiction, non-fiction, reference, study aids, and children's books. A copy center and special order services are also located in the area. The lower level also contains all course supplies of art, engineering and science classes as well as many hobby and general purpose items. Paints, brushes, art paper, graph paper, drafting supplies, dissecting kits, and lab notebooks are among the many items in this area. All basic school supplies including notebooks, paper, pens, pencils and the like are also found in this lower level.

Throughout the year, the UC Bookstore offers promotional events, special sale items, and giveaways for the University community. The UC Bookstore is open 9:00 a.m.-5:55 p.m. Monday-Friday and 9:00 a.m. to 1:00 p.m. on Saturday (during the term). VISA/MasterCard accepted.

Medical Bookstore
Located in the Medical Center (MDC 1021), the Medical Bookstore offers medical textbooks, instruments, supplies and reference books. General goods such as notebooks, school supplies, clothing, greeting cards and candy are also provided. The Medical Bookstore is open 9:00 a.m.-5:00 p.m. Monday-Friday. Visa/MasterCard accepted.

St. Petersburg Campus Bookstore
The St. Petersburg Campus Bookstore (Coquina Hall 101) offers textbooks for St. Petersburg classes, general books, clothing, school supplies and a variety of general merchandise items. This bookstore is open 9:00 a.m.-6:00 p.m. Monday-Thursdays and 9:00 a.m.-5:00 p.m. on Friday with extended hours at the beginning of each term. Visa/MasterCard accepted.

Campus Recreation
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. Competition is 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, 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, frisbee, karate, rugby, sailing, scuba, parachute, water skiing and weightlifting.

The Campus Recreation 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 Campus Recreation Office.

Intercollegiate Athletics
The University of South Florida fields 14 intercollegiate sports for men and women, all at the NCAA Division I level. In men's competition, USF has baseball, basketball, soccer, cross country, golf, tennis and
swimming. On the women's side are basketball, softball, tennis, golf, swimming and volleyball with a coed team competing in riflery.

The school became a charter member of the Sun Belt Conference in 1976 and has consistently been a dominant force in the league. South Florida has captured the Commissioner's Cup, symbolic of overall supremacy in the Sun Belt, eight of the 10 years the award has been given.

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

### Student Publications

The University has encouraged a program of campus communication through three 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 tabloid campus newspaper, the Oracle, is published five times weekly, Monday through Friday during the Fall and Spring, and three times weekly, Monday, Wednesday, and Thursday, during the summer. Containing 16 to 20 pages in each issue, it provides professional experience for those students interested in print journalism.

Omniaus, a literary magazine, is published annually and contains prose, poetry, photos and graphics produced by students. Twentieth Century, USF's official yearbook, is also published annually.

Interested students are invited to apply for staff positions on all three publications.

### 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.

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 programs, including FOCUS: YOU AND USF.

### 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 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 articles are often published in the Oracle, the campus newspaper.

A Paraprofessional Counseling Service at the Counseling Center offers several programs to USF students. 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.

### Offices of Veterans Affairs

An Office of Veterans Affairs (OVA) is maintained at each of the campuses of the University of South Florida. Veteran advisors work closely with the staff of the Veterans Administration (VA) in St. Petersburg to provide special services to all veterans, eligible dependents, active duty service personnel, and members of the Selective Reserve. The OVA staff actively encourages persons who have a desire to start, continue or resume higher education course work to visit the Office of Veterans Affairs. Applications for veterans benefits are completed in the OVA, processed through the Certifications Section of the University Registrar’s Office, and sent directly to the Veterans Administration.

Services are available to help solve financial problems experienced by student veterans as follows: Registration and tuition fee deferment, advance payment, and part-time work opportunities through the VA Work-Study program. The VA Tutorial Program offers tutoring opportunities for student veterans in subject areas where needed. The VA will reimburse all tutorial costs. Developmental course work can be accomplished through cooperative efforts with local community colleges. Guidance and referral services are provided with student financial assistance, job placement, student housing, personal and family counseling, career planning, academic advising, military service school credit and discharge review.

The University of South Florida 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 installations' education officer.
**ACADEMIC POLICIES & PROCEDURES, PROGRAMS & SERVICES**

The Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of the Registrar about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

The University of South Florida and all colleges, departments, 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 calendar 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**

An undergraduate student is entitled to one USF Undergraduate 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 viewbook or Graduate Catalog 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. In the Fall or Spring Semester 12 hours is the minimum load for a student to be considered as full time.

**FULL-TIME STUDENT DEFINITION FOR SUMMER TERM**

<table>
<thead>
<tr>
<th>Sessions “A” &amp; “B” (7 weeks)</th>
<th>FOR: Academic purposes</th>
<th>6 hours or more</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FOR: Financial aid</td>
<td>Students must enroll for 12 hours</td>
</tr>
</tbody>
</table>

**Session “C” (10 weeks)**

For: Academic purposes

9 hours or more

For: Financial aid

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

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

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. For academic load for a graduate student see Graduate Catalog.

**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)**

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

**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 permanent academic records and full refund of fees is due for course(s) dropped within those 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), with the following limitations: From 0-59 cumulative semester hours (classification “1” and “2”), the student is limited to three drops; from 60 cumulative semester hours (classification “3” and “4”) to end of the undergraduate degree a student is limited to three drops. Students classified as “5” are limited to three drops. Non-degree seeking students (special students) are treated as lower-level undergraduate students and are limited to only three drops while they are classified as either non-degree or degree seeking lower-level students. Regardless of students classification, courses at the 5000 level or above are not counted as part of this drop limitation policy. Additional drops above these numbers
30 ACADEMIC POLICIES & PROCEDURES, PROGRAMS & SERVICES

will result in an automatic “F” (“U”) grade. Registration fees must be paid for all course(s) after the first week, and the academic record will reflect a “W” grade for the dropped course(s) that are within the limitations of this policy. Courses dropped after the nine week deadline (see Academic Calendar for date) will result in an automatic “F” grade.

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

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

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

A student must register to audit courses during the late registration period. (No audit registrations are processed during the regular registration periods.) Fees for audit are the same as for full enrollment for credit except out of state tuition is not charged. See University 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). 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 (through the ninth week of classes in the Fall and Spring Semesters) are posted to the academic record with “W” grades assigned to the courses.

Withdrawal deadlines for the Summer sessions are listed in the Academic Calendar and are published in the Schedule of Classes for the Summer Term.

Students who withdraw 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. 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. A student may not graduate unless he/she has passed CLAST or the student had earned an Associate in Arts degree prior to September 1, 1982.

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 in Arts degree programs and to community college students who are completing Associate in Science degrees and are seeking admission to Bachelor’s programs in state universities in Florida. Students who do not take the test will not be awarded the Associate in Arts degree, nor will they be permitted to graduate from the state universities in Florida. The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. The State Board of Education has established minimum CLAST score standards for the awarding of the Associate in Arts degree and for the Bachelor’s degree from the state universities in Florida. The standards in effect from August 1, 1986 through July 1, 1989 are: reading, 270; writing, 270; computation, 275; essay, 4.

The Office of Evaluation and Testing, located in FAO 201, can provide information on how and when to apply to take the CLAST along with a list of CLAST skills. Academic advisors have details on where the communication and computation skills are taught in the curriculum.

Courses to Satisfy Rule 6A-10.30
Prior to receiving an Associate in Arts degree from a public community college or university or a Bachelor’s degree from a public university, a student shall complete successfully the following: 1. Twelve semester hours of English courses in which a student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least 6000 words. 2. Six semester hours of mathematics coursework at the level of college algebra or above. For the purpose of this rule, applied logic, statistics, and other such computation 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 receive credit for fulfillment of 6A-10.30, students must receive a grade of “C” or higher in each course (no “S” grades).

In order to follow the specifics of 6A-10.30, 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)

ENC 1101 & 1102 Freshman English 6 semester hours
Appropriate AP credit applicable
Six semester hours under Area II, Fine Arts and Humanities, from:
(American Studies)
AMS 3370 Southern Women: Myth and Reality 3 semester hours
(Classics)
CLA 4100 Greek Civilization 4 semester hours
CLA 4120 Roman Civilization 4 semester hours
CLT 3101 Greek Literature in Translation 4 semester hours
CLT 3102 Roman Literature in Translation 4 semester hours
CLT 3370 Classical Mythology 4 semester hours
(English)
CRW 3100 Narration and Description 3 semester hours
CRW 3110 Imaginative Writing: Fiction 3 semester hours
CRW 3111 Form and Technique of Fiction 3 semester hours
ENC 3310 Expository Writing 3 semester hours
ENC 3210 Basic Technical Writing 3 semester hours
LIT 2000 Introduction to Literature 3 semester hours
ACADEMIC POLICIES & PROCEDURES, PROGRAMS & SERVICES

CRW 3112 Fiction I (8/85) 3 semester hours
CRW 3121 Fiction II (8/85) 3 semester hours
LIT 3101 Literature of Western World - Ren. 3 semester hours
LIT 3102 Literature of Western World - Since Ren. 3 semester hours

(Theatre)
THE 3080C Modern Theatre Practice 4 semester hours

or the following courses under Area V Social and Behavioral Sciences:

(History)
AMH 3510 U.S. Diplomatic History to 1898 3 semester hours
AMH 3511 U.S. Diplomatic History in the 20th Century 3 semester hours
HIS 3474 Science and Civilization 4 semester hours
WOH 3270 Revolutions in the Modern World 4 semester hours
WST 3210 Women in Western Civilization I 4 semester hours

All the above courses will require 6000 written words per course. The 3000- and 4000-level courses listed above are open to sophomores and may be taken by students who receive an "A" in their Freshman English courses and postpone fulfilling the second-year requirement until their Junior or Senior year.

GEB 3211 Business Communication (3 semester hours) may also be counted toward fulfilling the writing requirement but will not count toward Area II of General Distribution Requirements.

IDH courses for all University Honor students only.

Computation (6 semester hours)
Area III Mathematics and Quantitative Methods (at least 3 hours must be at the level of college algebra or above; i.e., MAA, MAC, MAD, MAS, MAT, MGF, MHF, MTG prefixes)

MAT 2034 College Mathematics 3 semester hours
MGF 2202 Finite Mathematics 3 semester hours
MAC 1104 College Algebra & Trigonometry 3 semester hours
MAC 2243 Elementary Calculus I 4 semester hours
STA 3122 Social Sciences Statistics 3 semester hours
GEB 2111 Business and Economics Statistics 3 semester hours

PHI 3100 Logic 4 semester hours
STA 3023 Introduction to Statistics 4 semester hours
COC 3300 Introduction to Computers and Programming in Basic 3 semester hours
COC 2400 Making it Count: Computers and Society 3 semester hours

Any higher-level course in mathematics, statistics, or computer services will count toward the fulfillment of this requirement. Check with an advisor as to whether that course will count toward the Area III requirement.

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," 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
- **U:** Unsatisfactory
- **W:** Withdrawal from course without penalty
- **S:** Satisfactory
- **T:** Course repeated, GPA not included
- **N:** Audit

**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:
   - **Letter grade, A, B, or C:** shall be equivalent to a letter grade of "S".
   - **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.

**Grade-Point Average**

The University has a four-point system of grading used in computing grade-point averages (A = 4 quality points, B = 3, C = 2, D = 1, F = 0). The grade-point average (abbreviated GPA throughout this catalog) is computed by dividing the total number of quality points by the total hours attempted at the University of South Florida. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. Grades of S, U, I, IU, Z, and grades which are preceded by a "T" (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. Courses to satisfy 6A:10.30 (Gordon Rule) may not be taken on an S/U basis.
  4. All elective courses for the major and all elective courses in the distribution requirements, and all other free elective courses may be taken on an S/U basis except where:
     a. The certifying college restricts the number of courses which may be taken on an S/U basis in any one or all of the above areas or restricts the total number of S/U courses which can be accepted for all of the above areas.
     b. The certifying college specifies that certain courses may not be taken on an S/U basis.
     c. The instructor of a course refuses to allow the course to be taken on an S/U basis.

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

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

**"I" Grade Policy**

An "I" grade indicates incomplete Course work and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree seeking students.) It may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the grade point average for either undergraduate or graduate students. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed one academic semester, whether or not the student is in residence, and/or graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU" which ever is appropriate. Whether or not the student is in residence, any change to "IF" grades will be calculated in the accumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade. However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

**"Z" Grade**

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

**Grade Forgiveness Policy**

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

Any undergraduate or non-degree seeking student who wishes to implement grade forgiveness must:

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

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

This policy is applicable to undergraduate and non-degree-seeking students only, and applies to 1000- to 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, taken prior to graduation.

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 accumulative 2.0 grade-point average (GPA) (see notes below) after any term, he/she will be placed on Academic Probation. If the cumulative GPA is not raised to 2.0 or higher at the end of the next semester of attendance, that student will be automatically dismissed and will remain out for one semester. No petition will be required in order for the student to return to school after one semester out, but in order to be processed for registration when returning, that student must have the approval of an academic representative, college coordinator of advising, or their designee.

Upon returning to school, a student has two terms to get the accumulative GPA up to 2.0 and must make at least a 2.0 GPA the first term after returning. A student academically dismissed a second time will be permanently dismissed from the University.

**NOTE:**
1. Students admitted in probationary status must accumulate 30 semester credits and maintain a minimum cumulative 2.0 GPA for each term enrolled with no single term GPA below a 1.0 GPA before the probationary status is removed. Advising is mandatory prior to registration. Undergraduate Studies shall monitor credentials of students in this status and assist advisors with appropriate information when needed. Not meeting these conditions would result in the student being permanently dismissed from the University.

2. Any undergraduate or non-degree-seeking student whose cumulative GPA falls below 1.0 after completing an accumulated twelve or more USF semester-graded hours will be permanently dismissed for academic reasons at the end of the semester in which it occurs.

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

Any student who withdraws after the fifth day of classes while on Academic Probation 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 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 is academically dismissed or falls below a 2.0 GPA from the University of South Florida and subsequently achieves a BA/BS from another four-year institution, that student when accepted to the University with the post-baccalaureate status will have his/her academic record cleared.

If a student has earned credit 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 Graduate Catalog 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. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

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

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

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 graduation from the University.

**Admission to a College**

All new lower level students must initially be advised by an Academic advisor. 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.

New transfer students who have completed 90 or more hours may remain undeclared for maximum two terms following initial USF entry.

**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 USF Graduate
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 structure the testing process, and shall not be restricted as to form, style or content of the examination. It is the policy of the University of South Florida that all students facing an examination (of any type) shall have equal advance notice of the form and content of that examination. The University regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool.

Six days shall be set aside for final examinations, and any 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 degree-seeking undergraduate students for high academic performance during the previous academic year.

To be eligible to participate in the Honors Convocation, an undergraduate student must, 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 (I) grades.

Honors Program

Superior students may avail themselves of 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. The primary goals of University Honors are the development of critical thinking skills; an appreciation of the liberal arts tradition; and the development of creative, independent thought. All students in this program take eight prescribed, one-semester Honors courses that include the philosophical inquiry into the nature of human knowledge; interdisciplinary studies in the sciences, social sciences, arts and humanities; student-designed Junior Seminar; and a Senior Thesis or Project (see Course Descriptions). In addition, University Honors students must complete six semester hours of English, six semester hours of Mathematics, and three to eight hours of foreign language depending upon the preparation of the entering students. Honors students may satisfy the English and Math requirements through AP or CLEP; all University Honors students, however, must take at least one foreign language course (consult director of honors for details). University Honors students satisfy the General Distribution Requirement by completing the first six core Honors courses (all except the Honors Thesis or Project), and the English, math and foreign language requirement as stated above.

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 GPA and 1200 SAT or 28 ACT scores.

Tuition scholarships are available for outstanding University Honors students. In addition, all University Honors students enrolled full-time receive book scholarships each semester.

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.

Pre-Medical Honors

Students interested in attending the USF College of Medicine are strongly encouraged to complete the University Honors program. Each year the College of Medicine sets aside 6 of the 96 places in the entering class for qualified University Honors students. Students may take advantage of this special admissions opportunity by following one of two tracks. The first, a seven-year or early admission track, is as follows:

### Seven-Year Program

<table>
<thead>
<tr>
<th>Year Semester 1</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>IDH 2010 Acq. of Knowledge (4)</td>
</tr>
<tr>
<td>ENC 1101 English (3)</td>
<td>ENC 1104 English (3)</td>
</tr>
<tr>
<td>BSC 2010 Biology (4)</td>
<td>ZOO 2010 Zoology (4)</td>
</tr>
<tr>
<td>CHM 2045 Chemistry (3)</td>
<td>CHM 2046 Chemistry (3)</td>
</tr>
<tr>
<td>CHM 2045L Chem. Lab (1)</td>
<td>CHM 2046L Chem Lab (1)</td>
</tr>
<tr>
<td>MAC 2243, 3411, or 3261 (3-4)</td>
<td>MAC, cont. Calculus (3-4)</td>
</tr>
<tr>
<td>CHM 3210 Organic (3)</td>
<td>CHM 3211 Organic (3)</td>
</tr>
<tr>
<td>CHM 3210L Org. Lab. (2)</td>
<td>CHM 3211L Org. Lab. (2)</td>
</tr>
<tr>
<td>PHY 2050 Physics (3)</td>
<td>PHY 2051 Physics (3)</td>
</tr>
<tr>
<td>PHY 2050L Phys. Lab. (1)</td>
<td>PHY 2051L Phys. Lab. (1)</td>
</tr>
<tr>
<td>STA 3023 Statistics (4)</td>
<td>PCB 3063 Genetics (3)</td>
</tr>
<tr>
<td>III</td>
<td>IDH 3400 Soc/Beh Sci. Honors (4)</td>
</tr>
<tr>
<td>Foreign Language (3-4)</td>
<td>Seminar (4)</td>
</tr>
<tr>
<td>Electives (8)</td>
<td>Foreign Lang. or elective (3-4)</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>(College of Medicine) 10</td>
</tr>
</tbody>
</table>

| Summer | IDH 4970 Honors Thesis (8) |
| IV | First year of College of Medicine (minus biochemistry). Any remaining hours needed to complete the baccalaureate degree (approx. 71) will be transferred back from first year medical courses. |

*NB*: The 9-hour SLIS summer requirements for students in this program would be satisfied by the 8 hours of Honors Thesis taken in the summer between the junior and senior years and by the biochemistry course taken in the College of Medicine which extends into June.

Seven-year students take the Medical College Admission Test in the Spring Semester of their Sophomore year and are selected that sum-
mer for the study of Medicine. During the second semester of their Senior year they enroll in Biochemistry in the College of Medicine while taking the balance of their courses in undergraduate subjects. They officially enter the College of Medicine in their fourth year at the end of which the Baccalaureate is awarded.

The second, or eight-year track, is as follows:

**Eight-Year Program**

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>IDH 2010 Acq. of Knowledge (4)</td>
<td>IDH 3100 Arts/Hum. Honors (4)</td>
</tr>
<tr>
<td></td>
<td>ENC 1101 English (3)</td>
<td>ENC 1104 English (3)</td>
</tr>
<tr>
<td></td>
<td>CHM 2045 Chemistry (3)</td>
<td>CHM 2046 Chemistry (3)</td>
</tr>
<tr>
<td></td>
<td>CHM 2045L Chem. Lab. (1)</td>
<td>CHM 2046L Chem Lab (1)</td>
</tr>
<tr>
<td></td>
<td>MAC 2243, 3411, or 3281 (3-4)</td>
<td>MAC, cont. Calculus (3-4)</td>
</tr>
<tr>
<td></td>
<td>CHM 3210 Organic (3)</td>
<td>CHM 3211 Organic (3)</td>
</tr>
<tr>
<td></td>
<td>CHM 3210L Org. Lab. (2)</td>
<td>CHM 3211L Org. Lab. (2)</td>
</tr>
<tr>
<td></td>
<td>BSC 2100 Biology (4)</td>
<td>ZOO 2010 Zoology (4)</td>
</tr>
<tr>
<td></td>
<td>+ 3 hrs. in major</td>
<td>+ 3 hrs. in major</td>
</tr>
<tr>
<td>III</td>
<td>IDH 3400 Soc/Beh Sci. Honors (4)</td>
<td>IDH 4000 Jr. Honors Seminar (4)</td>
</tr>
<tr>
<td></td>
<td>PHY 2050 Physics (3)</td>
<td>PHY 2051 Physics (3)</td>
</tr>
<tr>
<td></td>
<td>PHY 2050L Phys. Lab. (1)</td>
<td>PHY 2051L Phys. Lab. (1)</td>
</tr>
<tr>
<td></td>
<td>STA 3023 Statistics (4)</td>
<td>PCB 3063 Genetics (3)</td>
</tr>
<tr>
<td></td>
<td>+ 6 hrs. in major</td>
<td>+ 6 hrs. in major</td>
</tr>
<tr>
<td>IV</td>
<td>IDH 4970 Honors Thesis (4)</td>
<td>IDH 4970 Honors Thesis (4)</td>
</tr>
<tr>
<td></td>
<td>Foreign Language (4)</td>
<td>Foreign Language (4)</td>
</tr>
<tr>
<td></td>
<td>+ 9 hrs. in major</td>
<td>+ 9 hrs. in major</td>
</tr>
</tbody>
</table>

*NB: 9 of the above hours must be taken in summer(s) to satisfy SUS requirements.

The eight-year program is designed especially for qualified pre-medical students who would major in something other than the sciences. While University Honors itself is based in the liberal arts, the eight-year program is intended to encourage further work in liberal arts areas and to help prepare future physicians with a broadly-based education.

Eight-year students take their MCAT's in the Spring Semester of their Junior year. They, like seven-year students, may also apply to the College of Medicine at the end of their Sophomore year, and they may be accepted contingent upon their presenting the same grades and test scores expected of seven-year students.

The College of Medicine requires that students applying to the College in either of these tracks present a minimum overall, as well as science, GPA of 3.6 and a cumulative MCAT score of at least 58 with no score less than 6.

Students in this program are counseled at least once each year in a joint interview with representatives of the University Honors Program, Pre-Professional Sciences Committee, and the College of Medicine Admissions Committee. Students in these tracks are also offered opportunities to obtain research and/or clinical experience with College of Medicine faculty during the pre-medical years. By the time they are ready to make formal application to the College of Medicine, therefore, these students should know whether they are progressing as expected and that the College of Medicine will be able to judge not only their academic abilities but their overall maturity and intellectual development.

Interested students should consult with the Director of University Honors.

**Dean's List**

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

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

**Academic Regulations Committee**

The Academic Regulations Committee (ARC) meets regularly to review and approve 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 securing the petition form from the Office of the Registrar and consult with the ARC representative from his/her college prior to submitting the petition form. 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.

**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 severity of the offense, in conformity with established rules and procedures.

**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.

1. 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]

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 consult orally with any other student taking the same test; (2) asking another person to take an examination in his or her place; (3) obtaining aid during the prescribed period of a course-graded exercise; it is the option of the instructor to fail the student in the course.

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 for the enrolled student. The stand-in, if a University student, shall be suspended from school for one year.

4. The stealing of computer programs. Punishment: (a) if the student from whom the computer program was stolen has the original program and an electronic copy, the student shall receive an "F" 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/withdraw 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.

Punishment: Punishment for 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 shall 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.)

After the discussion, if the student and instructor have reached a mutual agreement as to the solution, the instructor shall file a statement with the chairperson of the department responsible for the course outlining the facts of the incident and the agreed-upon solution signed by both the instructor and student. A copy of this statement shall be given to the student. If no solution is reached, both the student and instructor must file separate statements to the dean of the college responsible for the course, with copies to the appropriate chairperson and each other. (If a student fails to file such a statement within a reasonable time, the instructor will initiate the implementation of the proper punishment.) A meeting consisting of the instructor, the student, and the chairperson shall be arranged. If this meeting fails to bring about a satisfactory solution, the student shall ask for a meeting with the dean, with the instructor present. If no solution is reached, the dean shall appoint a student/faculty committee consisting of an equal number of students and faculty to hear the two sides of the incident and to advise the dean regarding the disposition of the case.

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

Hearings

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

Non-Emergency Hearings Before the Academic Committee – General Principles

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

Record. The proceedings of all hearings shall be recorded.

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

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

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

**Area I** - English Composition
Freshman English (ENC 1101 and ENC 1102)

**Area II** - Fine Arts and Humanities
Any course offered by American Studies; Art; Classics; Communication; Dance; English (excluding ENC, 1101, 1102, REA 1105); Foreign Languages*; Humanities; Liberal Studies; Linguistics (only LIN 3101, 3801); Music; Philosophy (excluding PHI 3100); Religious Studies/Ancient Studies; Theatre. [See Rule 6A-10.30]

**Area III** - Mathematics and Quantitative Methods
Any course offered by the Department of Mathematics and/or any Engineering Computer Science course and/or any of the following courses: Computers and Society, COC 2400; Business and Economic Statistics, GEB 2111, 3121; Logic, PHI 3100; Social Science Statistics, STA 3122. [See Rule 6A-10.30]

**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 and Afro-American Studies; Aging Studies; Anthropology (excluding ANT 3511); Criminal Justice; Economics (excluding GEB 2111, GEB 3121); Geography; Gerontology (including HUS); 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; PADM 3003; PADM 4202.

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

**Major Programs**

- a. Specialization: Those courses required to give the student academic concentration and baccalaureate identification such as Mathematics, Accounting, Psychology, etc.
- b. Supporting or Related: These courses may be prerequisites to the specialization courses, or they may support specialized courses by giving preparation or breadth to the area of specialization. These courses are often referred to as college or program core courses.
- c. Program Electives: These are usually a broad band of courses offered by the college offering the major to further enrich the student in the general academic field of the major.

Freshman English Requirement

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

1. First-time-enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1102 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are high demand and it is possible that registration space will not always be available.

2. First-time-enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test must attempt CLEP during their first nine (9) weeks. During this semester, they should 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.

Credit by Examination

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

University Requirements

University requirements for graduation consist of the following: earn a minimum of 120 semester hours with at least a "C" average (2.0 GPA) on all courses attempted at USF; satisfactorily complete CLAST and the writing and computation course requirements of 6A-10.30; earn a minimum of 40 semester hours of upper-level work (courses numbered 3000 and above); complete 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 Graduation Requirement

All students applying for a bachelor of arts degree from the University of South Florida must demonstrate competency in a foreign language to be selected from among the ones listed below:

Classical Languages
- Greek (Ancient)
- Greek (New Testament)
- Hebrew (Classical)
- Latin

Modern Languages
- French
- German
- Greek (Modern)
- Italian

Other Modern Foreign Languages

Approval needed by the Director of the Division of Language.

American Sign Language

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

To fulfill the foreign language requirement, students may take either one year of a college-level foreign language and earn a letter grade of "C" or above in each course or demonstrate equivalent competency by passing an examination. Students electing to take the examination in French, German, Italian, Portuguese, Russian, or Spanish should apply to the Director of the Division of Language. Students taking the examination in Ancient or Modern Greek or in Latin should apply to the Chairperson of Classics. Students taking the examination in New Testament Greek or in Hebrew should apply to the Chairperson of Religious Studies. Students utilizing American Sign Language should apply to the Chairperson of Communicology.

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 in USF Graduate Catalog.

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)
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./B.S. option):

Accounting (ACC)
Economics (ECN)
Finance (FIN)
General Business Administration (GBA)
Information Systems and Decision Sciences (ISM)
Management (MAN)
Marketing (MKT)
### College of Education (B.A./B.S. option):
- Art Education (ARE)
- Business and Office Education (BTE)
- Classics Education (CLE)
- Elementary-Early Childhood (EEC)
- Elementary Education (ED)
- English Education (ENE)
- Exceptional Child Education
  - Behavior Disorders (EED)
  - Mental Retardation (EMR)
  - Specific Learning Disabilities (ELD)
- Foreign Language Education (FLE)
- Health Education (HES)
- Humanities Education (HUE)
- Mass Communications-English Education (MCE)
- Mathematics Education (MAE)
- Music Education (MUE)
- Physical Education (PET)
- Physics Education (PHE)
- Science Education (Botany) (BOE)
- Science Education (SCE)
- Social Studies Education (SSE)
- Speech, Communication & English Education (SED)
- Voc. Ed. - Distributive (DEC)
- Voc. Ed. - Industrial-Technical (EVT)
- Zoology Education (ZOE)

### College of Engineering:
- Chemical Engineering (ECH) (B.S.C.H.)
- Civil Engineering (CEC) (B.S.C.E.)
- Computer Engineering (CEP) (B.S.C.P.)
- Computer Science (CCS) (B.S.C.S.)
- Electrical Engineering (EEL) (B.S.E.E.)
- Engineering (EGU) (B.S.E.)
- Engineering Science (EGC) (B.S.E.S.)
- Engineering Technology (ET) (B.E.T.)
- Industrial Engineering (IE) (B.S.I.E.)
- Information Systems (IS) (B.S.I.S.)
- Mechanical Engineering (ME) (B.S.M.E.)

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

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

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

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### College of Social and Behavioral Sciences (B.A., B.S., B.S.W.):
- African and Afro-American Studies (AFA) (B.A.)
- Anthropology (ANT) (B.A.)
- Criminology (CC) (B.A.)
- Economics (ECN) (B.A.)
- Geography (GEO) (B.A.)
- Gerontology (GEO) (B.A.)
- Gerontology (GES) (B.S.)
- History (HIST) (B.A.)
- International Studies (INT) (B.A.)
- Political Science (POL) (B.A.)
- Psychology (PSY) (B.A.)
- Social Sciences Interdisciplinary (SSI) (B.A.)
- Social Work (SOW) (B.S.W.)
- Sociology (SOC) (B.A.)
- Women's Studies (WST) (B.A.)

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

#### Academic Minor

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

Each academic minor conforms to the University requirements:

1. A minimum of 8 semester hours of credit used to satisfy the requirements of a minor must be from University of South Florida courses.
2. A student may not receive a major and a minor in the same program.
3. University of South Florida course work for a minor must have a grade point average of at least 2.0.
4. Only an undergraduate degree seeking student at the University of South Florida is eligible for a minor.
5. A minor can be applied for and received only in conjunction with applying for and receiving a baccalaureate degree except for students who have already received a baccalaureate degree from USF who may earn certification of a minor by taking additional 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

### College of Business Administration:
- Economics
ACADEMIC POLICIES & PROCEDURES, PROGRAMS & SERVICES

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
Economics
Geography
History
Human Services
International Studies
Manual Communications (Communicology)
Political Science
Psychology
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.

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

Availability of a Baccalaureate Degree for Students Enrolled in or Graduated from a Five-year Master's Program
A student may enroll in a baccalaureate degree program while enrolled in or after graduation from a five-year master's degree program. In consultation with an advisor in the five-year program and 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).

Application for Graduation
In order to graduate, a student must submit an application for the bachelor's degree, graduate degree or associate in arts certificate to the Office of the Registrar. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. A student who expects to graduate with a bachelor's degree in the summer term may participate in the spring commencement ceremony. In order to be eligible to participate, these summer graduates must submit the application for bachelor's degree by the spring semester graduation application deadline (see Academic Calendar).

The application for the bachelor's degree is available from the student's college advising office. The application for a graduate degree is available from the Office of the Registrar. The application for an associate in arts certificate is available from the Office of Undergraduate Studies. The application must first be certified (signed or stamped in the section, "Office Use Only") by the student's college (Undergraduate Studies for the A.A. certificate). The college retains one copy, and the stu-
Honors at Graduation

Any baccalaureate candidate whose overall grade-point average for all work attempted at USF on the standard grading scale is 3.500 or higher shall be considered for honors. In addition, transfer students to be eligible for honors must have a grade point average of 3.500 or higher when combined with all work attempted at other institutions. The forgiveness exception is that 1% of the college's graduates or 1 student per work attempted at other institutions. The forgiveness policy will not be applicable in computing the grade point average for honors.

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

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

Candidates with a GPA of 3.900 or above shall receive a diploma designation of "summa cum laude" (with highest honor).

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

Commencement

Commencement ceremonies at USF (Tampa) are held twice a year: fall and spring.

A student who expects to graduate with a bachelor's degree in the summer term may participate in the spring commencement ceremony. In order to be eligible to participate, these summer graduates must submit the application for bachelor's degree by the spring semester graduation application deadline (see Academic Calendar).

All students who have graduated the previous summer term and all candidates for degrees in the fall semester are eligible to participate in the December graduation. Information for 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 specialist, 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 Graduate Catalog.

Certification Requirements - Associate in Arts

Upon the student's successful completion of the minimum requirements for the associate in arts, an appropriate degree will be awarded.

To receive the associate in arts degree, a student must complete 60 semester hours of university credit; at least 20 of the last 30 semester hours must be completed in residence at the University of South Florida; the minimum grade-point average must be 2.0 based on work attempted at USF; and the General Distribution Requirements of the University must be satisfied. Physical Education and Military Science credits do not count toward the A.A. degree. 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 receiving an A.A. degree.

Application for the associate in arts degree is obtained from the Undergraduate Studies Office of Academic Advising prior to the application deadline. The associate in arts degree must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.

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 in 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

Student records in University custody are generally held confidential and are released only to those persons and under those circumstances authorized by law.

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, full-time and part-time status, and the most recent educational agency or institution attended, and other similar information.

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.

Students must inform the USF Office of Records & Registration, in writing (on forms available for that purpose), if they wish Directory Information to be withheld. Such requests will be effective until 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.

Special Academic Programs

USF/Florida Public Community College Cross Enrollment

Some undergraduate students may find it advantageous to cross enroll at a Florida public community college while attending USF. Procedures to permit this type 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 cross enroll at USF. Please contact your community college adviser for additional information and course approval.
School of Extended Studies and Learning Technologies

The School of Extended Studies serves the multiple continuing education needs of the community through its divisions of Conferences and Institutes, Lifelong Learning, Special Degree Programs, and Weekend College. Educational services offered by the divisions include adult degree programs, continuing education credit courses at off-campus locations, and a wide variety of noncredit programs and services.

For complete details on the School of Extended Studies programs, refer to that section.

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 and Freshman English Subject Examinations, 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 1102
   - 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 provided the scores are posted on the transcript from non-SUS institutions. The receiving college will determine, based upon guidelines, the applicability of these credits to the student's baccalaureate degree requirements.
4. Credit for CLEP Subject Examinations will be awarded for passing scores only on those examinations which are recognized by USF and do not constitute duplicate course credit.
5. CLEP Examinations (General or Subject) for English do not satisfy the writing requirements for SBE 6A-10.30, although they do provide credit for the appropriate English courses.
6. CLEP General/Subject Examinations in mathematics, calculus, college algebra, college algebra-trigonometry, trigonometry may satisfy only 3 semester hours of mathematics required (College Algebra or above) for SBE 6A-10.30.
7. CLEP General Examination in mathematics or the above mentioned subject examinations and high school transcripts indicating a grade of "C" or higher in mathematics course work (College Algebra, Trigonometry, and Calculus) satisfy all 6 semester hours of the mathematics requirement.

Applications for and additional information on CLEP are available in the Office of Evaluation and Testing, Undergraduate Studies.

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, Undergraduate Studies.

Independent Study

Graduate or undergraduate students wishing to take a course by in dependent 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 of USF is the honors college of the State University System of Florida. Located on USF's Sarasota campus, New College offers exceptionally able students the opportunity for intensive study 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 section on colleges for New College of USF.)

Marine Officer Program

Qualified students may apply for an officer program leading to a commission as a Second Lieutenant in the United States Marine Corps. Commissions are offered in both ground and aviation components. The Platoon Leaders Course (PLC) is offered to freshmen, sophomores and juniors who attend precommissioning training during the summer.

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

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 to prepare students to meet higher education requirements established for admission to colleges and 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 a non-degree-seeking student. For detailed information, refer to Non-Degree-Seeking Students under Admissions Section this catalog.

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 Admissions Section as above.

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 shown sufficient 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 forwarded to Director, Project Upward Bound, University of South Florida.

Undergraduate Student Exchange (USE)—United States and United Kingdom

The University of South Florida maintains cooperating programs for the mutual exchange of undergraduate students with various universities in both the United States (national exchange) and the United Kingdom (international exchange). These exchange services are provided through the Off-Campus Term (OCT) Program only to universities with which cooperating contractual agreements are in force. An updated listing of all such exchange options is available from the OCT program.

These contractual agreements provide a cost savings of over 60% on registration and tuition charges normally applicable to transient students. Students on financial aid continue to receive it from USF while on exchange in most instances of exchange in the U.S. and all instances of exchange to the U.K. In the few instances of U.S. universities where contractual agreements provide that registration fees are paid to the host university, that university also awards the financial aid to eligible students, not USF. There is an application charge of $35.00 for U.S. exchange and $100.00 for UK exchange which is refunded only if we fail to place the applicants meeting the eligibility requirements noted below.

In the National Exchange Program, registration/tuition fees are paid either to USF (home university) at the applicable rate (resident or non-resident rate) or to the host university at the in-state rate. The payment system in use (home or host) with other universities is set by contractual agreement and varies among the various cooperating universities. In any case, miscellaneous fees (such as activity, athletic, health, etc.) are paid to the host university, as well as board and room if the student opts for living on campus. The duration of exchange in the United States can be for one or two semesters, in most instances, as determined by the student.

The International Exchange Programs in the United Kingdom have a basic charge which covers the registration/tuition at the host university. In some U.K. programs, board (20-meal plan) and room must also be paid to USF, while in others board and room is paid to the U.K. host university. In some cases, decisions about charges and what is covered is based on cooperating contractual agreements. Deviations cannot be permitted because of these agreements. Duration of the exchange is a full year (required) in some instances while in others one semester of exchange is permitted, according to the wishes of the student. Again, the cooperative contractual agreement determines this.

Eligibility

A 2.5 cumulative GPA is required for all programs and exchange is generally favored during the sophomore and junior years. In any case, students must return to USF for at least one semester prior to graduation if they intend to graduate from USF. Accordingly, seniors are eligible if they can meet this requirement.

In all cases of exchange (national or international), the following apply: (1) courses and grades are accepted and entered into the USF record (transcript), and (2) grades earned on exchange are merged into the USF GPA.

The application deadline for exchanges beginning in the fall term is March 1 and the spring (where possible), September 15. However, the number of exchange options are limited so early application is desirable. The date of application (as well as year in college, scholastic record, etc.) carries considerable weight in situations where demand exceeds supply. The OCT program maintains a library of materials about the universities with cooperating agreements with USF. Interested students should listen to a taped orientation explaining about these exchange options (and how to apply) at any time during normal working hours of the OCT program.

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 the Andes, Bogota, Colombia.
- Administered by the Florida State University: two semester and academic year programs at study centers in Florence, Italy, and London, England; summer program in Belgrade, Yugoslavia.
- Administered by the University of South Florida: separate summer programs in Spain, France; intersession programs in Mexico; complete academic programs in Paris, France and Madrid, Spain (semester I only); other summer programs offered in Europe, Great Britain, Israel, Italy, and Japan.
- 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.

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
Florida, with the approval of their advisers, may elect courses at near-
by 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
institutions in accordance with its per-hour fee rate.

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. 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
current building was designed with input from students and faculty
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 700,000 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. Information about the volumes
in the collection can be found by searching the online catalog by author,
title, or subject. The catalog also contains records for the volumes in
the regional campus libraries, the Medical Center library, the Florida
Mental Health Institute library, and the University Media Center. Ter-

minals are located on the first floor.

The reference collection is located on the first floor. Reference ser-
vice 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 Cir-
culation 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 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 collec-
tion of material in microfiche; this material provides access to many im-
portant 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 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 Univer-
sity 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 education activities on all the Univer-
sity's campuses. It provides information about granting agencies to faculty
and students and services as a consultation center for faculty who desire
to submit proposals for funding. All proposals for which outside sup-
port 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. Dur-
ing the past year (1985-86) USF faculty has received in excess of $24
million 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 specialized training and knowledge of USF faculty available to public
officials, organizations working for social betterment, religious and educa-
tional institutions, and business and manufacturing organizations.
Through their sponsored activities, USF faculty have made significant
contributions to the University's instructional programs.

School of Extended Studies and
Learning Technologies

Division of Learning Technologies

Audiovisual Services provides equipment such as 16mm projectors,
filmstrip projectors, slide projectors, TV receivers/monitors, video pro-
jectors, video equipment, etc., for classroom use, University events and
other functions. AV materials, such as microphones, patch cords, pro-
jection lamps, overhead transparencies, surge protectors, audio and video
cassettes, splicing tapes, and more, are available for purchase. Audiovisual
Services also provides simple and complex public address systems, re-
cording and dubbing services, and satellite teleconferencing, as well as
maintenance of audio and video equipment.

The Film Library houses over 3,700 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 con-
tains USF-produced films and video cassettes and NRDC materials that
are available for purchase.

The Instructional Video Service (IVS) productions are credit
courses taught before a class and disseminated live via microwave (ITFS)
to any designated location within a 25-mile radius of the downtown
Tampa area. The classes are also video taped for use in the Florida
Engineering Education Development System (FEEDS) and distributed
throughout the state. Video tape copies of the lectures are housed in
the University Media Center Lab and are available to students enroll-
ed in the class.

The Photography Department provides a wide variety of profes-
sional services to students, staff and faculty; from black and white prin-
ting to color slide processing. Passport and application photography
is also offered. In addition to providing coverage of University events,
the Photography Department also creates photographs for catalogs and
other official University publications.

The Graphic Design Department provides creative design, illustra-
tion, typesetting, and finished camera-ready art for most printing re-
quirements. Services provided cover three major areas; classroom/research support, university publications, and television/audio.
Graphic design and photographic services are available to students, facul-
ty and staff for classroom use, University events and other functions.
Media Design and Production produces multi-image slide shows and video presentations for faculty, staff and student organizations. Creative services offered include scriptwriting, photography, visual design, sound design, and animation, and all stages leading to the final product. Creative and technical consultation is available for any audiovisual communications need.

ID's. All students, faculty and staff must have an identification card. Legal identification must be shown to obtain an ID. ID service is available throughout registration and during 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 3:30-5:00 pm, and on Thursday from 9:00-11:00 am. There is no charge for the original ID or to replace a damaged ID, providing the original card is presented. All other replacements are $5.00 each.

Open University brings USF credit courses to students via television and radio. Broadcast on WUSF-TV, Channel 16 and WUSF-FM 89.7 in the Tampa-St. Petersburg-Sarasota area and on WSSF-FM 90.1 in the Ft. Myers area. Open university is ideal for working persons, a parent with small children, students who cannot get into on-campus courses or anyone with the desire to learn. Classes are conveniently broadcast on weekday afternoons and weekends, with repeats of each course program later on the weekday or on the weekend.

The University Media Center (UMC) is a resource center for curriculum support media and instructional materials. Adult level and K12 audio tapes, records, kits, transparencies, slide films, and other study aids are available for loan with a University validated ID card. A production room provides graphics and photography facilities, duplication equipment, typewriters, and a laminator for use when you present your ID card.

The University Media Center Lab (UMC Lab) provides equipment and media on reserve for individual and class use. Various kinds of media are available for personal and class study aids. OUI and IVS video tapes are available through scheduling. A validated University ID card is necessary for use of the facility.

Division of Broadcast Services

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. It provides high quality educational, informational, cultural, and public affairs television programming and services to viewers in the Tampa-St. Petersburg-Sarasota area, including USF faculty, staff, students, and other educational agencies.

WSSF-TV (Channel 30, Ft. Myers) also is a non-commercial educational television station providing high quality cultural, informational, entertainment, public affairs, educational, and instructional public television programming and services to the people of the Greater Ft. Myers-Naples area of Southwest Florida, including the University of South Florida at Ft. Myers and other educational agencies.

WUSF (FM) 89.7 MHz, and WSSF (FM) 90.1 MHz are listener-supported radio stations serving the University, its branch campuses and surrounding communities within an 18-county area, with 24 hours a day of fine arts, public affairs, and educational programming. They are members of National Public Radio (NPR), American Public Radio, and Florida Public Radio.

The WUSF and WSSF Radio Reading Service broadcasts daily readings of newspapers, magazines and other materials from Tampa and Ft. Myers for the "print-handicapped" throughout Southwest Florida. A special receiver is loaned to qualified listeners, who have over 200 volunteers read all programming in this 24 hours a day service. It airs on sub-carrier frequencies of WUSF and WSSF.

Engineering operates and maintains the four broadcast stations and provides the planning and design for their expansion and modification. Provides the planning and design for the expansion of the ITFS system and other communications systems on campus. Prepare and maintain FCC and FAA permits for all the transmission facilities operated by the Division.

University Computing Services

The University of South Florida is the host institution for a large scale computer facility designated as the Central Florida Regional Data Center. This facility operates as a computing utility within the State University System and provides administrative, instructional, and research computing support for the University and numerous other agencies. Charges are made at published rates on a "pay for services rendered" basis.

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. Additionally, data entry, data control, computer operations personnel and systems (software) technical specialists support the operation. Computing projects are established through UCS Financial Services Group.

Central site computing equipment located in the Student Services Building on the Tampa campus includes IBM 3081D and 3033N systems with tape and disk storage subsystems, laser and impact printers, and plotters. Remote batch job entry and on-line terminals operate at various locations on campus. Remote access units and terminals are also located at the St. Petersburg, Sarasota, and Fort Myers campuses. Terminals and other associated equipment are also maintained in "open use" areas to enable students, faculty and staff access to central site processing support. These remote open use areas may vary in their scheduled hours of operation but, generally speaking, each provides significant amounts of access, normally seven days a week.

Florida Mental Health Institute

The Florida Mental Health Institute is a multidisciplinary training, research, and education unit whose activities focus on delivery of mental health and related services for the residents of the State of Florida. The Institute programs are carried out by five departments: Aging and Mental Health, Child and Family Studies, Crime and Delinquency, Community Mental Health, and Epidemiology and Policy Analysis, and three offices: Training and Consultation, Health Services, Institute Relations.

Residential services are provided for approximately 90 persons of all ages who have severe mental or behavioral problems. There are also a number of day treatment and community oriented programs. The Institute hosts a center for "60 severely emotionally disturbed youngsters operated by the Hillsborough County Public Schools. All of the Institute's programs and projects serve as demonstrations for community agencies as well as sources of material for in-service training and clinical research. Institute training programs emphasize clinical and practical techniques as well as the application of theory to clinical practice. Similarly, research focuses on measurement of program benefits, outcome of treatment services and similar practical questions rather than laboratory or "pure" research.

USF students participate in Institute activities as graduate assistants, part-time employees and as volunteers. Credit for clinical placements, internships, tutorials, or independent research participation can be arranged by agreement among an Institute faculty member, a faculty member of another unit of USF which is willing to credit the activity, and the student. The Institute has collaborative or close relationships with many of the Colleges of the University and FMHI faculty teach undergraduate and graduate courses both at the Institute and on the main campus.

The Institute is housed in a complex of buildings at the northwest corner of the USF campus. The College of Public Health and Northside Centers, Inc. are also located in the FMHI complex.

Undergraduate Studies

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 School of Extended Studies and Learning Technologies), the Honors Program, Academic Advising, Project Thrust, and Special Services.

Undergraduate Studies is administered by the 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 Advising**

The centralized academic advising office 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, business). 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 in arts degree.

**Project Thrust**

Project Thrust is a University-wide program designed to assist black undergraduate students at the University of South Florida to complete their education. Assigned to five of the undergraduate colleges, this retention program specifically aids those students who have declared majors. The major role of the Project Thrust advisor is to provide students with immediate and long-term assistance necessary to ensure the successful completion of programs within the respective colleges.

During the year, Project Thrust provides advising and counseling, tutorial services, extended classes, and test preparation workshops at no charge to the student.

**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.

**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, telecommunication 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)**

The Department of Air Force Aerospace Studies was established to select and prepare students to serve in the United States Air Force. AROTC is offered to both men and women students and provides free uniforms and textbooks. Application for post-commissioning flying training is available to both men and women. Scholarships covering tuition, books, and lab fees are available on a competitive basis. All officers commissioned through AROTC are guaranteed a position in the active duty Air Force.

AROTC training is divided into two phases. The first two years constitute the General Military Course (GMC); the last two, the Professional Officer Course (POC). 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 the GMC, a four-week field training course, and the POC. 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 GMC. The two-year program requires, as a substitute for the GMC, completion of a six-week field training course prior to enrollment in the POC.

GMC: Enrollment in the GMC is open to all USF, University of Tampa (UT), St. Leo College, Florida Southern College, and community college students. The following GMC courses are required.

- AFR 1101 and AFR 1101L
- AFR 1120 and AFR 1120L
- AFR 2140 and AFR 2140L

POC: Students wishing to enroll in the POC must be approved by an AFR Office selection board. Applicants must (1) meet specified age and physical requirements; (2) be a full-time student while enrolled in the POC; (3) obtain a bachelor's degree prior to completion of the POC; (4) sign a written contract agreeing to complete the AFR course of study and to obtain a bachelor's degree prior to completion of the POC; (5) be a citizen of the United States prior to completion of the POC; (6) pass the Air Force Officer Qualification Test. The following POC courses are required.

- AFR 3220 and AFR 3220L
- AFR 4201 and AFR 4201L
- AFR 3231 and AFR 3231L
- AFR 4211 and AFR 4211L

All POC cadets receive subsistence pay of $100.00 per month for up to 20 months. This is in addition to the pay received during field training which is normally accomplished between the sophomore and junior years; field training pay is $16.50 a day. Cadets also receive compensation for travel expenses and are furnished food, housing, uniforms, and medical care while attending field training, which is conducted at various Air Force bases throughout the country.

The active duty service commitment after commissioning is 9 years for pilots, 8 years for navigators, and 4 years for all other career fields.

Prior to commissioning, all cadets must complete a 3-credit-hour course in mathematical reasoning; scholarship cadets must also complete a 3-credit-hour course in English composition and two terms of a major in Indo-European or Asian language.

**Army ROTC (Reserve Officers' Training Corps)**

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

Army ROTC training is divided into two phases: The first two years constitute the Basic Course; the last two, the Advance Course. The Department offers both a four and a two year program, each leading to a commission as a Second Lieutenant in the United States Army. The four year program requires completion of the Basic Course, a six week field training course, and the Advance Course. The two year course allows academic Juniors to enter the Advanced course and to be commissioned as a Second Lieutenant in two years. Students with prior active military service or previous training at military schools may exempt some or all of the Basic Course. Junior College and other non-ROTC college transfer students with previous ROTC training, who qualify academically, are eligible for the two year program. Students with questions concerning the various options should contact the Professor of Military Science for more information.

Army ROTC training is offered to both men and women students and provides free uniforms and textbooks. Enrollment is open to qualified students at all levels, including graduate students. The course offerings are available on both the St. Petersburg and Tampa campuses. Offerings are published each semester.

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

All Advance Course students receive $100.00 per month for sub-
sistence. This is in addition to the pay of approximately $650.00 which the students receive while attending the six week field training course at Fort Bragg, North Carolina.

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

**Basic Course**

The Basic Course consists of four semesters of classroom instruction of one hour each week. The program covers basic military history, organization and role of the Active Army, Reserve and National Guard Forces, Branches of the Army, leadership, map reading, the law of war, and many other topics. All adventure training is available to Basic Course Cadets. Students incur no military commitment by participating in the Basic Course.

**Advance Course**

The Advance Course is designed to prepare the student who desires to be a Professional Army Officer for duty, either Reserve or Active Army. The training consists of four semesters of classroom instruction of three hours each week, lab, field training exercises, and a six week training phase at Fort Bragg, North Carolina.

The newly commissioned officer can be guaranteed Reserve or National Guard duty, or compete for an Active Duty commission. Prior to commissioning the student may request duty as a pilot in the newly established and rapidly expanding Army Aviation Field, medical field, personnel, administration, law, management, law enforcement, engineering, combat arms, or select duty from a list of many more opportunities.

**Office of Community College Relations**

All transfers should refer to other sections about undergraduate transfers in the Admissions Section of this catalog.

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 procedures. 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 from high school to college. The transfer student, on the other hand, must learn 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 $25.00 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 60 semester hours of academic work with a grade point average of 2.5 or better before reporting for an assignment with a cooperating employer. Students in other schools must complete one semester on the USF campus prior to a work assignment in addition to a 2.5 grade point average. Students must demonstrate progress toward their degree and maintain a 2.5 grade point average each semester to continue in the program. Qualifying students 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 five years in length.

Application for the Cooperative Education Program does not guarantee placement. Placement is based on various factors: the availability of the opening, the student’s grade-point average, the employer’s acceptance and the number of students to be placed in a particular area.

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 part of the student’s 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 Associate Director of Cooperative Education.

**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 1985-86 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 December 1985 through August 1986. 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 4,916 graduating students (which exclude College of Medicine, College of Nursing, and Bachelor of Independent Studies), 1,625 or 33.1% registered with the Placement Office. Of the 1,625 registered graduating students:

315 – 19.4% - accepted positions
1,310 – 81% - remained on active file for referral or were inactivated.

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

**SUMMARY 1985-86**

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<th>College</th>
<th>Degree</th>
<th>Number of Graduates</th>
<th>Registered</th>
<th>Placement</th>
<th>Percent Registered</th>
<th>Percent With Jobs</th>
<th>Percent 10-Month Salary</th>
<th>Average Annual Salary</th>
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* Either Education Specialist or Doctoral Degree
** 10-Month Salary
† Excluding College of Medicine, College of Nursing, and Bachelor of Independent Studies
Evaluation and Testing

The Office of Evaluation and Testing serves four 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. Scanning 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: The College-Level Examination Program (CLEP) is administered through this office. Information on other programs such as the ACT/PEP and Advanced Placement Test (AP) is disseminated through this office.
4. College-Level Academic Skills Test (CLAST): This office, in addition to administering the CLAST, implements many of the rules and policies of the College-Level Academic Skills Program (CLASP).

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, volunteer projects, and many other personalized projects all off campus and all for academic credit anywhere in Florida, the U.S., or the world.

While most student activities are individually designed and implemented, the OCT Program also provides for some group projects. foremost of these are three to six credit hours, faculty-led, short term group projects in the Caribbean several times annually and Urban Survival projects for 10 to 15 hours credit in New York City or any other urban area. The latter project involves intensive 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 credits from 1 to 15 in a term. Academic credit activities are designed around the student's major field of study and electives. Academic credit 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, (3) and three-hour volunteer work project 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 9 hours during a summer term or terms satisfies the summer enrollment for these 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, in the Tampa, St. Petersburg, Sarasota areas and on WSFF-FM/Channel 30 and WSFP (FM) 90.1 in the Fort Myers area, 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 broadcast on weekday afternoons and weekends, with repeats of each course program later on 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.

THER IS NO FIRST CLASS ATTENDANCE POLICY FOR MOST OPEN UNIVERSITY COURSES UNLESS INDICATED. COURSES SUCH AS SPANISH I & II AND UNIVERSITY EXPERIENCE HAVE FIRST-DAY MANDATORY ATTENDANCE. This means that, while you are not responsible for attending a "first class" for most Open University courses (other than those scheduled and listed on your syllabus), you will NOT BE AUTOMATICALLY DROPPED from an Open University course. The ONLY way you may drop an Open University course is to fill out a Drop/Add form and turn it in to the Registrar's Office (SVC 137).

The Open University courses require some combination of quizzes, papers, special projects, etc., and students receive a letter grade or elect in some courses, to take a Satisfactory/Unsatisfactory option. Tuition is identical to that of other USF credit courses, and registration dates/times coincide with the University's registration schedule. Both degree-seeking and non-degree-seeking students may register for The Open University telecourses at Tampa or Regional campuses at St. Petersburg, Sarasota, or Fort Myers. STUDENTS MUST GET A PERMIT STAMP TO REGISTER FROM THEIR OPEN UNIVERSITY OFFICE.

The Open University office, like all departments at USF, is unable to give course grades or assignment grades over the phone - even if you can give your Social Security number. THE BUCKLEY AMENDMENT (better known as the Privacy Act) PREVENTS THIS. With proper identification (driver's license, military ID, USF ID), Open University will be happy to return papers or give grades to you personally.

School of Extended Studies and Learning Technologies

The School of Extended Studies and Learning Technologies serves the multiple continuing education needs of the community (1) through its divisions of Conferences and Institutes, Lifelong Learning, Bachelor of Independent Studies Degree Program, and Weekend College and (2) through the college-directed programs of the International Language Institute, Executive MBA Program, Professional Development Center, and the Center for Organizational Effectiveness.

Educational services offered by the divisions include adult degree programs, continuing education credit courses off campus locations, and a wide variety of noncredit programs and services designed to meet individual and organizational educational needs. While programs are offered in many locations, they are coordinated from the School's offices on the Tampa campus.

The school's resources now include WUSF and WSFP public broadcasting, the Open University program, and all of the technologically-based services in its Learning Technologies group. These include live instructional television services, computer-based video disc learning, university-wide graphics, photography, AV/film, multi-media design services, and the Media Center.

The school continues to expand noncredit programs and conferences and to serve as the central point of coordination to meet the community's educational needs.

The school, through its Center for Association Management and Continuing Education, assists professional and trade associations in the operation and management of their organizations. It can provide membership, conference, educational, and other services which an association without full-time permanent staff needs.

In addition, specialized noncredit courses are offered to the community through most colleges of the University. These are designed to further one's professional knowledge or expertise. Information about these programs is available through each college.
A separate catalog detailing the services of the school is available from the school’s office on the Tampa campus, LLL 012, University of South Florida, Tampa, Florida 33620.

Continuing Education Credit Courses

Through its School of Extended Studies, 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, Highlunds, 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). Refer to enrollment procedures for off-campus courses.

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 superintendent 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 Extended Studies, University of South Florida, Tampa, Florida 33620.

Weekend College Program

The University of South Florida offers a delivery system for a non-traditional means of obtaining a B.A. or B.E.T. degree for working adults. Weekend College is a cooperative venture of businesses, unions, civic organizations, and educational institutions.

Weekend College offers all electives and core requirements for a Social Science Interdisciplinary B.A. (with three emphases: one in psychology, one in urban studies, and one in anthropology), and a Bachelor of Engineering Technology (B.E.T.). Weekend College also offers all general distribution requirements and all non-major electives for any other B.A. major; a student pursuing a major other than the ones listed above can complete three years of study with Weekend College and then pursue the last year on campus. If sufficient interest in a particular major other than the ones listed above exists, Weekend College can also offer the courses necessary to the target audience requesting that major.

Weekend College offers three instructional modes: weekly classes, Monday through Thursday evenings, offered at various off-campus sites (including General Telephone Company of Florida, GTE Data Services, Metropolitan Life Insurance Company, Busch Gardens, Clearwater Police Department, MacDill Air Force Base, American Hospital Supply, and Agrico Chemical and Mining Company); Saturday classes at the USF campus; and weekend conference courses which meet three or four weekends a semester (all day Saturday and Sunday afternoon). Weekend College also encourages students to make use of Open University's television courses. Typically, a student enrolled in the program can receive 9-12 hours of credit per semester by taking advantage of all instructional modes.

Bachelor of Independent Studies

State University System

External Degree Program

The Bachelor of Independent Studies (BIS) Program is available through participating state universities in Florida. The administrative office for the statewide program is located at the University of South Florida in Tampa.

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

The curriculum of interdisciplinary studies consists of four study areas: the Humanities, Natural Sciences, Social Sciences and Interarea Studies. The first three areas of study are completed through guided independent study and a resident seminar. While the seminar is of short duration, the tutorial/independent study for each area requires a longer commitment of time. The student may begin in any of the first three study areas and is encouraged to start in his/her area of strength.

A faculty adviser furnishes the student with directions for the tutorial, i.e., reading assignments, methods of reporting, and other study projects. The student studies, usually on a part-time basis, in his/her own setting. The student must then complete a comprehensive examination in order to demonstrate that a satisfactory level of proficiency has been attained in the Independent study component of a particular area. The exam may be taken on or off campus.

When certified as eligible for an area seminar, the student is invited to attend a two-week seminar on the USF campus. This process is completed for each of the first three study areas (Humanities, Natural Sciences, and Social Sciences). Each seminar represents a period of intensive residential learning under the direction of a team of faculty members.

The fourth area of study, or Interarea Studies, allows the student to integrate the knowledge and insights gained from the first three study areas. This study area is thesis-oriented.

Applicants to the BIS Program must qualify for admission to the University of South Florida and for admission to the External Degree Program. The USF Director of Admissions rules on the admission of an applicant to the University. The BIS Committee rules on admission of an applicant to the BIS Program. BIS applicants typically welcome the challenge of Liberal Studies and the rigor of independent study. See Admissions Section for information regarding credit hour fees for the BIS Program.

Program policy allows for recognition of prior learning. Applicants, for example, who demonstrate sufficient competence may waive up to one-third of two years of work. All applications for waivers are processed after pre-enrollment procedures have been completed.

Applicants who have sufficient competence in some, but not all, of the disciplines in a study area may receive advanced placement or an abbreviated reading program, based on the individual's background...
and needs. This assessment is accomplished as the student relates with the mentor in the context of the tutorial.

Individuals with an A.A. degree, and registered dental hygienists, registered nuclear medicine technologists, registered nurses, registered radiologic technologists, and registered respiratory therapists with an A.S. degree from a state-approved program qualify for a "two-plus-two interface" with BIS requirements.

In other words, those with an approximate associate's degree complete two substantive study areas involving two tutorials and two seminars. The two study areas (social sciences & natural sciences or humanities & social sciences or natural sciences & humanities) are stipulated by the BIS Committee in keeping with the applicant's background and career plans. The two designated study areas are regarded as the curriculum contract component of the "two-plus-two interface." Anyone choosing the "two-plus-two" option is ineligible to apply for waiver.

The BIS program is academically responsible to the Provost for Academic Affairs through the BIS Committee. Administratively, the program reports to the Provost through the Dean of the School of Extended Studies.

For further information, contact the Bachelor of Independent Studies, State University System, External Degree Program at University of South Florida, Tampa, Florida 33620.

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 and include special interest, career skills, professional development, test skills, and youth programs.

A variety of noncredit educational programs (workshops, seminars, short courses, etc.) is 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 who successfully complete programs that are sponsored by the School of Extended Studies and approved by an academic unit. Transcripts indicating awarded CEU's are available on written request.

The Division of Lifelong Learning develops programs for business and industry, government, professional, civic, and service groups. A variety of instructional methods is used to assure maximum participation. Distinguished faculty members from the University of South Florida and other institutions of higher education, and 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.

Mature-Student Counseling

Recognizing that education is a lifelong process, the University of South Florida has developed programs and courses designed specifically to meet the needs of students over 25 years of age. 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.

Programs with or without academic credit 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 through 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 lives.

Tuition Waiver for Senior Citizens

Florida residents who are 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 on the Senior Citizen Tuition Waiver Program. Academic credit is not awarded, examinations are not required and grades are not given. A maximum of three courses per semester/term may be taken.

An orientation registration session is held at the beginning of each semester/term. Senior citizens are encouraged to attend this program for additional information and ease in registration. For further information, contact the Division of Lifelong Learning, University of South Florida, Tampa, Florida 33620.

The Division of Conferences and Institutes

The Division of Conferences and Institutes develops and coordinates short-term programs (conferences, institutes, seminars and short courses) consistent with the needs of specific groups and organizations which need to broaden their occupational and professional competencies by updating and furthering their knowledge of advancements in their respective fields. This division serves the academic and administrative units of the University as well as organizations such as business and industrial firms, government agencies, public school divisions, professional organizations, and other interest groups.

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

For details, contact the Division of Conferences and Institutes, University of South Florida, Tampa, Florida 33620.

College Directed Programs

The colleges of Arts and Letters and Business Administration administer a number of noncredit programs for the community at large. Other colleges offer specialized noncredit programs for professional development. Contact the respective college for further details about the following programs.

College of Arts and Letters

The International Language Institute

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

Students attend noncredit classes five hours a day, five days a week. The curriculum includes training in English pronunciation, listening comprehension, spoken English, grammar drills, reading comprehension, and composition skills. Students who complete Advanced ESL usually score above 500 on the Test of English as a Foreign Language (TOEFL). The International Language Institute is authorized to issue the Certificate of Eligibility (I-20) to students who require a Student Visa (F-1) and who meet criteria set forth by the United States Immigration and Naturalization Service.

The cost of the program is $2,084.00 per semester. There is an additional non-refundable application fee.

For complete details, contact the International Language Institute, University of South Florida, Tampa, Florida 33620.

College of Business Administration

Executive MBA Program

The Executive M.B.A. (Master of Business Administration) is a 20-month
accredited program. It allows participants to continue with full-time job responsibilities while attending classes on alternate Fridays and Saturdays.

For full details, consult the USF catalog of Graduate School Programs or write the Executive M.B.A. Program, University of South Florida, Tampa, Florida 33620, or call (813) 974-4281.

**Professional Development Center**

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.

Programs are conducted by leading professionals drawn from the University, government, business, industry and professional firms. By combining experience with knowledge, they bring both the theoretical and practical into the classroom.

Additional information about the Center and its programs may be obtained by writing the Center at the College of Business Administration, University of South Florida, Tampa, Florida 33620 or by calling (813) 974-4264.

**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.

The Center offers the following programs.

The Executive Forum is a bi-annual seminar given by a person selected on the basis of recent and distinguished contributions to managing. It responds to issues identified by center members.

The Interconnect seminar series is presented by center members. It provides an opportunity to share experiences about the implementation of innovative managerial technologies in their organizations.

Management Briefings about special management programs of outstanding quality are selected by center members.

The Management Round Table consists of small seminars of special interest that are designed by center staff in response to requests by member organizations.

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

For further information, contact the Center for Organizational Effectiveness, University of South Florida, Tampa, Florida 33620.
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 are not only receive a liberal education, but also explore vocational interests, as they develop both the breadth of knowledge and precision of mind necessary for responsible leadership in our society.

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

Accordingly, the College is concerned with arts and letters, both as instruments and as ends in themselves. Language, literature, philosophy, the forms of communication, interdisciplinary studies, and other humanistic subjects are studied not merely for their utility, but for their intrinsic merit as well, and for what they tell us about what is permanently and universally significant to mankind. The departments and degree programs 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 adviser 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)
- 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. 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 General Distribution Requirement Section 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. 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 re-
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 Honors Section).

NON-DEGREE PROGRAM

Certificate of Concentration

The Certificate of Concentration is a short-term goal program for adults who are interested in taking a series of courses in a selected area of Arts and Letters but are not necessarily interested in a degree. The courses, on an undergraduate level, are offered to adults who may or may not have a degree. The Certificate of Concentration is awarded when at least 6 hours of 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:

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)
- LIN 6377 The structure of a Specific Language (Russian or another Slavic language) (3)
- RUS 1120 Beginning Russian I (4)
- RUS 1121 Beginning Russian II (4)
- RUS 3240 Conversation and Composition 1 (4)
- RUS 3500 Russian Civilization (3)
- RUS 4241 Conversation and Composition II (4)
- RUT 3110 Russian Classics in Translation (3)
- RUT 3111 Twentieth Century Russian Literature in Translation (3)

History–Interdisciplinary Social Sciences.

Six to eight hours from the following courses:

- EUH 3571 Russian History to 1865 (4)
- EUH 3572 Russian History 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)

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 multidisciplinary 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 3230 (4)
- AMS 3201 (4)
- AMS 4935 (4)
- AMS 3210 (4)
- AMS 4936 (4)

Other American Studies courses and related electives from supporting departments chosen in consultation with an American Studies Adviser (22 cr. hrs). Students desiring to major in American Studies are reminded that an interview with a department adviser is mandatory.

Requirements for the Minor

Total Semester Hours Required (18 cr. hrs.)

1. Required Courses (12 cr. hrs.)
   a. AMS 3001 (4)
   b. Any two of the following:
      AMS 3201 (4) AMS 3210 (4) AMS 3230 (4)

2. Supplemental Courses (6 cr. hrs.)

These six hours may be taken from courses with an AMS prefix or selected from pertinent courses in related departments. In the latter case courses should be chosen in consultation with an American Studies adviser. Students must indicate their intent to minor in American Studies with the department adviser. The Declaration of Minor form should be completed during this initial meeting with the adviser.

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

Requirements for the B.A. Degree:

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

Major programs leading to the Bachelor of Arts degree are offered in Latin, Latin-Greek, and Interdisciplinary Classics. Major programs in Classics require a minimum of 36 hours 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 1120 and LAT 1121. LAT 1120 and LAT 1121 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:

- LNW 4311 (4)
- LNW 4381 (4)
- LNW 4644 (4)
- LNW 4312 (4)
- LNW 4500 (4)
- LNW 4654 (4)
- LNW 4322 (4)
- LNW 4501 (4)
- LNW 4900 (1-4)
- LNW 4361 (4)
- LNW 4634 (4)
- LNW 4930 (4)
- LNW 4362 (4)

Supporting courses required for the major

12 hours selected from the following:

- ARH 4100 (4)
- CLT 3102 (4)
- EUH 3402 (4)
- ARH 4170 (4)
- CLT 3370 (4)
- EUH 3412 (4)
2. Required Courses

3. Requirements for the minor

2. Completion of the "core" courses required for a major in the Department with a GPA above 3.5.
3. An overall GPA above 3.0.
4. Two letters of recommendation from Departmental faculty followed by Departmental approval.

Dismissal Procedures
The student must maintain a Departmental GPA of 3.5; must submit the Honors Thesis on time, and must pass the scheduled Departmental Honors Examination. Otherwise, the candidate receives no Honors.

Requirements for Completion of Departmental Honors
1. Completion of requirements for a major in the Department with a GPA above 3.5 and an overall GPA of 3.0.
2. Acceptance of a Senior Thesis by a committee of faculty members in the Department.
3. Passing the Honors Examination at the end of the Senior Year.

COMMUNICATION (SPE)

Both a major and a minor are available in Communication. Each option offers the student the opportunity to develop a program consistent with personal and professional goals. In addition to core requirements, the department encourages students to tailor communication study to meet their own interests. Communication study focuses on the unity of theory and practice in human communication, and is aimed at helping students apply their knowledge of communication within both their personal and professional spheres of life.

Requirements for the B.A. Degree in Communication:

A major in Communication requires a minimum of 36 or 39 credit hours from departmental offerings (excluding SPC 2023, to be completed as part of the general education requirements, and excluding LIS 2001 and ENC 3310). No more than 18 hours of Communication courses completed prior to the declaration of major will be counted toward the major. No more than nine hours will be allowed toward the minimum hours for the major from Independent Study, Directed Reading, Undergraduate Research, and Internship courses combined. A grade of "D" as a final grade within a departmental course will not be counted toward a Communication major or minor. Courses may not be taken S/U where a grade option exists. The requirements for the Communication major are:

1. Prerequisites (to be completed not later than the first semester after declaration of major, or at earliest date offered)
   SPC 2023 Fundamentals of Speech Communication (3)
   LIS 2001 Use of the Library (2)
   ENC 3310 Expository Writing (3)

2. Core Requirements (to be completed not later than the second semester following declaration of major or at earliest date offered, unless otherwise indicated) 15 hours
   COM 3003 Dimensions of Communication (3)
   (to be completed not later than the first semester after declaration of major, or at earliest date offered)
   SPC 3210 Communication Theory (3)
   SPC 3230 Rhetorical Theory (3)
   ORI 3000 Fundamentals of Oral Reading (3)
   SPC 3601 Public Speaking (3)

3. Electives: Three options are available for completing the additional requirements for the major.
   a. Option One
      Students will select a minimum of 21 hours of additional coursework from departmental offerings consistent with individual areas of interest. Students are encouraged to work closely with a departmental adviser in selecting these elective hours from among the four departmental areas: Interpretation Studies, Communication Studies, Rhetorical Studies, and Performance Studies, to develop individual programs to fulfill the major requirements.
   b. Option Two
      Option Two is a program based on a thematic plan created by the student in consultation with an adviser, and approved by the

HONORS PROGRAM

Admissions Criteria
1. Senior status,
2. Completion of the "core" courses required for a major in the Department with a GPA above 3.5.
3. An overall GPA above 3.0.
4. Two letters of recommendation from Departmental faculty followed by Departmental approval.

Dismissal Procedures
The student must maintain a Departmental GPA of 3.5; must submit the Honors Thesis on time, and must pass the scheduled Departmental Honors Examination. Otherwise, the candidate receives no Honors.

Requirements for Completion of Departmental Honors
1. Completion of requirements for a major in the Department with a GPA above 3.5 and an overall GPA of 3.0.
2. Acceptance of a Senior Thesis by a committee of faculty members in the Department.
3. Passing the Honors Examination at the end of the Senior Year.

COMMUNICATION (SPE)

Both a major and a minor are available in Communication. Each option offers the student the opportunity to develop a program consistent with personal and professional goals. In addition to core requirements, the department encourages students to tailor communication study to meet their own interests. Communication study focuses on the unity of theory and practice in human communication, and is aimed at helping students apply their knowledge of communication within both their personal and professional spheres of life.

Requirements for the B.A. Degree in Communication:

A major in Communication requires a minimum of 36 or 39 credit hours from departmental offerings (excluding SPC 2023, to be completed as part of the general education requirements, and excluding LIS 2001 and ENC 3310). No more than 18 hours of Communication courses completed prior to the declaration of major will be counted toward the major. No more than nine hours will be allowed toward the minimum hours for the major from Independent Study, Directed Reading, Undergraduate Research, and Internship courses combined. A grade of "D" as a final grade within a departmental course will not be counted toward a Communication major or minor. Courses may not be taken S/U where a grade option exists. The requirements for the Communication major are:

1. Prerequisites (to be completed not later than the first semester after declaration of major, or at earliest date offered)
   SPC 2023 Fundamentals of Speech Communication (3)
   LIS 2001 Use of the Library (2)
   ENC 3310 Expository Writing (3)

2. Core Requirements (to be completed not later than the second semester following declaration of major or at earliest date offered, unless otherwise indicated) 15 hours
   COM 3003 Dimensions of Communication (3)
   (to be completed not later than the first semester after declaration of major, or at earliest date offered)
   SPC 3210 Communication Theory (3)
   SPC 3230 Rhetorical Theory (3)
   ORI 3000 Fundamentals of Oral Reading (3)
   SPC 3601 Public Speaking (3)

3. Electives: Three options are available for completing the additional requirements for the major.
   a. Option One
      Students will select a minimum of 21 hours of additional coursework from departmental offerings consistent with individual areas of interest. Students are encouraged to work closely with a departmental adviser in selecting these elective hours from among the four departmental areas: Interpretation Studies, Communication Studies, Rhetorical Studies, and Performance Studies, to develop individual programs to fulfill the major requirements.
   b. Option Two
      Option Two is a program based on a thematic plan created by the student in consultation with an adviser, and approved by the
Chair of the Department and by the Undergraduate Committee. The requirements for a thematic plan proposal are available in the department office. At the time the student declares this option, the student must have completed no fewer than 60 total hours, and no more than 12 hours in Communication. The student must have and maintain a 3.0 overall and departmental GPA. This option requires a minimum of 24 hours of departmental electives. Students must select a minimum of 15 hours from within one of the four areas of departmental concentration. In addition, a minimum of six hours of departmental courses from outside the area of concentration is required. The student must also complete SPC 4932, Senior Seminar. An additional six hours in approved, related coursework outside the department is also required (normally, this coursework is taken subsequent to the approval of the thematic plan).

**c. Option Three**

The Honors Program provides an opportunity for a select group of undergraduate majors in Communication to engage in an intensive research experience. Each Honors student is required to complete and defend an undergraduate Honors Thesis. Application for the program ordinarily will take place during the second semester of the student's junior year or prior to completion of 90 semester credits. Admission to the program is competitive and based on the student's overall academic record, performance in communication courses, and recommendations of faculty in the Communication Department. Information regarding admission to the Honors Program (including requirements, applications, and procedures) as well as the program completion requirements is available from the Department office.

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### Requirements for the Undergraduate Minor in Communication:

The minor in Communication is available to supplement majors in a variety of departments and colleges in the University. The minor in Communication requires 21 hours of departmental coursework (in addition to SPC 2023). Directed Readings, Undergraduate Research, Independent Study, and Internship may not be counted toward the 21-hour requirement. Courses may not be taken S/U. The requirements for a minor in Communication are:

1. Prerequisites: SPC 2023
2. Core Requirements: Same as in Major (II above)
3. Departmental Electives: 6 hours

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**ENGLISH (ENG)**

### Freshman English Requirement

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

1. First-time-enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1102 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are 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 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.

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### 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 coverage of English and American literature. The English-Education program is described 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

Eleven courses (33 hrs.) as follows:

1. Both of the following:
   - AML 3021
   - AML 3033

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

3. Five of the following, at least two of which must be at the 4000 level:
   - AML 4101
   - AML 4123
   - AML 4261
   - AML 4300
   - ENG 3105
   - ENL 3114
   - ENL 4013
   - ENL 3015
   - ENL 3250
   - ENL 3273
   - LIN 3031
   - LIN 3033
   - ENL 4300
   - ENL 4311
   - ENL 4338
   - ENL 3410
   - ENL 3471
   - LIN 4011
   - ENL 4340
   - ENL 4370

#### OPTION II: Creative Writing

This option is designed for aspiring writers of fiction or poetry. In addition to giving credit for writing through a variety of course offerings, it provides information about procedures for publishing.

1. FICTION OPTION (33 hrs.)

   **All of the following:**
   - CRW 3111
   - CRW 3111
   - CRW 3112
   - CRW 3121
   - CRW 4120

   **Note:** Except for CRW 3311, the courses above must be taken in sequence. CRW 3311 may be taken at any time after CRW 3111 is completed.

**Additional Course Requirements**:

The student must select six literature courses from those listed in OPTION I. Two courses must be from group "1," two more from group "2," and one from group "3." At least two of the courses must have either an ENL or LIT prefix.

2. POETRY OPTION (33 hrs.)

   **All of the following:**
   - CRW 3311
   - CRW 3311
   - CRW 4320
   - CRW 3312

   **Note:** Except for CRW 3111, the courses above must be taken in sequence. CRW 3111 may be taken at any time after CRW 3311 is completed.

**Additional Course Requirements**: Same as for the Fiction Writing option above.

### English and American Literature Minor

Requirements: Five courses (15 hrs.) as follows:

1. **One of the following:**
   - AML 3031
   - AML 3033
2. Two of the following:
   ENL 3015 ENL 3273
   ENL 3230 ENL 3333
   ENL 3250

3. One course at the 4000 level

4. One additional course with AML, CRW, ENC, ENL, or LIT prefix

Creative Writing Minor (15 hrs.)

1. Either Form and Technique of Fiction (CRW 3111) and Fiction I, II, and III (CRW 3112, 3121, 4120) or Form and Technique of Poetry (CRW 3311) and Poetry I, II, and III (CRW 3312, 3321, 4320).

2. One AML or ENL course at the 3000 or 4000 level.

FOREIGN LANGUAGES

(FRE/GER/ITA/RUS/SPA)

Foreign Language Placement Exam

All students with two or more years of study in a foreign language in high school or with any other kind of contact with a foreign language may not enroll for credit in courses in that language without first taking a placement examination administered by the Division of Language. Should the placement examination indicate that remedial work is required (1120-1121 or, in the case of less commonly taught languages, 3120-3121), the student will be allowed to enroll with the understanding that the grade eventually earned will be either an "S" or a "T." Under no circumstances will a student who places above the first year level be allowed to register for credit for a first year course in that specific language. Students to whom this regulation applies should register with the Division of Language for the placement examination that will be administered and evaluated during the first week of every semester.

Requirements for the B.A. Degree:

Foreign Language major programs are designed to meet the needs of students who desire competency in a language and an expanded understanding of its culture and literature. They are of particular interest to students who wish to teach languages, those who plan to further their studies in graduate school, and those who seek careers in various types of foreign or foreign-related employment, either in government or business.

Major programs leading to the bachelor of arts degree are offered in French, German, Italian, Russian, and Spanish. All major programs in foreign language require a total of 32 hours of coursework above the intermediate level.

The following languages may also be taken as a minor: French, German, Italian, Latin (under Classics), Russian, and Spanish. 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 3420 (3)
   FRW 4100 (3) FRW 4101 (3)

Supporting courses required for the major
19 hours in 3000, 4000, or 5000 level courses planned with the adviser.

Required courses for the minor (seven cr. hrs.)
   FRE 3240 (4) FRE 3420 (3)

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

German (GER)

Requirements for the major (14 cr. hrs.)
   GER 3240 (3) GEW 4100 (4)
   GER 3420 (3) GEW 4101 (4)

Supporting courses required for the major
18 hours in 3000, 4000, or 5000 level courses planned with the adviser.

Required courses for the minor (six cr. hrs.)
   GER 3240 (3) GER 3420 (3)

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

Italian (ITA)

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

Supporting courses required for the major
17 hours in 3000 or 4000 level courses planned with the adviser.

Required courses for the minor (seven cr. hrs.)
   ITA 3240 (4) ITA 3420 (3)

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

Russian (RUS)

Required courses for the major (14 cr. hrs.)
   RUS 3240 (4) RLT 3110 (3)
   RUS 4241 (4) RLT 3111 (3)

Supporting courses required for the major
18 hours in 3000 or 4000 level courses planned with the adviser.

Required courses for the minor (eight cr. hrs.)
   RUS 3240 (4) RUS 4241 (4)

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

Spanish (SPA)

Required courses for the major (15 cr. hrs.)
   SPN 3241 (3) SPW 4100 (3)
   SPN 3300 (3) SPW 4101 (3)
   SPW 4130 (3) or SPW 4131 (3)

All 3000 level courses may be waived with approval by the Division Director.

Supporting courses required for the major
17 hours in 3000, 4000 or 5000 level courses planned with the adviser.

Required courses for the minor (six cr. hrs.)
   SPN 3241 (3) SPN 3300 (3)

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

HUMANITIES (HUM)

The Humanities Program is an interdisciplinary curriculum that deals with the visual arts, music, literature and the culture from which they emerge. Secondary sources are used sparingly; students are encouraged to make a vigorous, personal response to specific works of art, literature, and music.

Requirements for the B.A. Degree:

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

1. 28 credits among 4000 level Humanities courses, with the option of substituting two courses (a maximum of eight credits) from 3000 level Humanities courses.

A further option allows the substitution of up to six hours from the following three courses: CLA 3000, CLA 4160, CLA 4171.

2. Humanities 4931, Seminar in Humanities, four credit hours.

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 3000 level, and no Humanities courses at the 1000 or 2000 level may be
used to fulfill the minor requirement.

**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 4330 (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 30 semester hours will be devoted to interdisciplinary study in the Liberal Arts.  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)

**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 have a basic understanding of communications to be a part of a future leadership role in communications media. Students may choose to major in Mass Communications and take MMC 4945 for three hours credit. See MMC 4945 in catalog course listings.

**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 1102 with a minimum grade of "C" in each. Certified typing ability of 35 words per minute is a prerequisite for admission to the department. The student must establish a minimum score of 60 percent on the Mass Communications Diagnostic Test prior to entering MMC 3100 (Writing for Mass Media). Transfer students who have taken a course equivalent to MMC 3100 may waive MMC 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 MMC 3100 and take another required writing course. Both courses in the Mass Communications core curriculum (MMC 3100 and MMC 3602) must be completed with a minimum grade of "C" before any other Mass Communications course may be taken. Students failing to achieve a minimum grade of "C" in both MMC 3100 and MMC 3602 will be disqualified as majors in the department. A 2.0 GPA in Mass Communications courses is required for graduation, and no grade lower than "C" in Mass Communications courses may be used toward graduation.

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

Required are six hours in the Mass Communications core curriculum (MMC 3100 and MMC 3602) and 21 to 22 hours in a major sequence. The remaining six to seven hours will be selected from a restricted list of selective requirements - for a minimum of 34 hours in Mass Communications courses within the 124-hour degree requirement. Of the 124 hours at least 90 hours must be outside Mass Communications courses, and 65 of those hours must be in the liberal arts and sciences. Six hours in Mass Communications writing courses (three hours in addition to MMC 3100) are a part of the graduation requirement.

A maximum of nine semester hours in Mass Communications courses will be accepted from a community college or other lower-level program 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.

Sign Language may be used as an option by Mass Communication majors to fulfill the language requirement.

The departmental sequence requirements are:

**Departmental Core Curriculum**

| MMC 3100 (3) | MMC 3602 (3) |

**Sequence Requirements**

**Sequence Selections**

1. **ADVERTISING Requirements**

| ADV 3000 (3) | ADV 3500 (3) | MMC 4420 (3) |
| ADV 3101 (3) | ADV 3700 (3) | RTV 3225 (3) |
| ADV 3102 (3) | ADV 4801 (3) | |

**Selective Requirements**

| ADV 3010 (3) | MMC 4123 (3) | PUR 3000 (3) |
| ADV 4940 (1) | MMC 4200 (3) | PUR 4601 (3) |
| JOU 3100 (3) | MMC 4945 (3) | RTV 3000 (3) |
| JOU 4206 (3) | PCH 3610 (3) | VIC 3000 (3) |

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**

| MMC 4200 (3) | RTV 3225 (1) | RTV 4301 (3) |
Selective Requirements

**3. FILM Requirements**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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**Programming and Production Option**

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**Selective Requirements**

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<td>MMC 4123 (3)</td>
<td>RTV 3941 (1)</td>
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Note: For Broadcast News Option majors, the prerequisites for RTV 4700 are RTV 3000, RTV 3300, MMC 4200, POS 2112 and Senior Standing. For Broadcast Programming and Production Option majors, the prerequisites for RTV 4700 are RTV 3000, RTV 4500, RTV 3100 or RTV 3300, and Senior Standing.

**4. JOURNALISM Requirements**

**News-Editorial Option**

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**Selective Requirements**

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**Magazine Option**

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**Selective Requirements**

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<td>JOU 3006 (3)</td>
<td>JOU 4944 (1)</td>
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<tr>
<td>JOU 3306 (3)</td>
<td>MMC 4945 (3)</td>
<td>VCC 3000 (3)</td>
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Note: The following courses are required outside the department to complete sequence requirements: ECO 2023, PHI 1103, POS 2041, POS 3142, SYG 1010. For Magazine sequence, CRW 3100 is also required. See specific courses for prerequisites.

**5. PUBLIC RELATIONS Requirements**

<table>
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**Selective Requirements**

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<th>JOU 3300 (3)</th>
<th>PUR 4700 (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 3102 (3)</td>
<td>MMC 4200 (3)</td>
<td>RTV 3000 (3)</td>
</tr>
<tr>
<td>ADV 3300 (3)</td>
<td>MMC 4945 (3)</td>
<td>RTV 3225 (1)</td>
</tr>
<tr>
<td>JOU 3101 (3)</td>
<td>MMC 4200 (3)</td>
<td>RTV 3300 (3)</td>
</tr>
</tbody>
</table>

Note: The following courses are required outside the department to complete sequence requirements: ECO 2013, ECO 2023, MAN 3025, POS 2041, and POS 2112. See specific courses for prerequisites.

**6. VISUAL COMMUNICATIONS Requirements**

<table>
<thead>
<tr>
<th>FIL 3004 (3)</th>
<th>MMC 4200 (3)</th>
<th>RTV 3225 (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOU 3100 (3)</td>
<td>MMC 4936 (3)</td>
<td>VCC 3000 (3)</td>
</tr>
<tr>
<td>MMC 4123 (3)</td>
<td>MMC 4945 (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Selective Requirements**

<table>
<thead>
<tr>
<th>ADV 3000 (3)</th>
<th>JOU 3300 (3)</th>
<th>PUR 3000 (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 3200 (3)</td>
<td>JOU 4208 (3)</td>
<td>MMC 4200 (3)</td>
</tr>
<tr>
<td>FIL 3201 (3)</td>
<td>MMC 4910 (1-3)</td>
<td>RTV 3100 (3)</td>
</tr>
<tr>
<td>FIL 4207 (3)</td>
<td>MMC 4420 (3)</td>
<td>RTV 4220 (3)</td>
</tr>
<tr>
<td>FIL 4300 (3)</td>
<td>MMC 4945 (3)</td>
<td>RTV 4301 (3)</td>
</tr>
<tr>
<td>JOU 3101 (3)</td>
<td>MMC 4200 (3)</td>
<td></td>
</tr>
<tr>
<td>JOU 4206 (3)</td>
<td>MMC 4110C (3)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Most Mass Communications courses have prerequisites. They are specified in the course description. 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 College of Education Section for further information).

## 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:

<table>
<thead>
<tr>
<th>PHI 3100</th>
<th>PHH 3420</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHH 3100</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>PHH 3100</th>
<th>PHH 3440</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHH 3420</td>
<td>PHH 4600</td>
</tr>
</tbody>
</table>

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

### 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 lifestyles of people possessing religious heritages other than the Judaeo-Christian heritages.

Majors in Religious Studies will find, in addition, courses designed
to give depth in certain areas of religious investigation and 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. Two courses in the history and/or literature of the major western religions: e.g., Judaism, Christianity, Islam.
2. Two courses in the history and/or literature of the major world religions: e.g., Hinduism, Buddhism, Taoism.
3. REL 4931, Seminar in Religion, 3 hrs.; REL 4939, Development of Religious Studies, 3 hrs.

A student majoring in Religious Studies may not apply toward 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 USE.

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 3120 Hebrew I 4 hrs.
- HEB 3121 Hebrew II 4 hrs.
- LIT 3374 The Bible as Literature 3 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.
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 or Bachelor of Science 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, General Business, Management Information Systems; and (4) opportunities for breadth in both business and nonbusiness subjects. Through flexibility in its requirements, the College is able to satisfy the different interest and career objectives of students with diverse backgrounds.

Graduate programs in the College are described in the USF Graduate Catalog.

BACCALAUREATE LEVEL DEGREE PROGRAMS

Admission to the College of Business Administration

Undergraduate Programs

1. Admission to the College of Business Administration 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 cumulative grade point average 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

3. Students working toward meeting the limited access criteria will be permitted to enroll in all foundation courses in Business (listed below) except GEB 4511, provided they have completed 60 semester hours and have met course prerequisites.

4. Student must have completed CLAST.

5. Minimum of 550 on TOEFL when applicable.

Academic Dismissal

Students who have been dismissed twice from the University for academic reasons will not be readmitted to the College of Business Administration.

Transfers from Junior/Community Colleges

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

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. (See paragraph 2c above.)

Students pursuing associate degrees in terminal/career programs must be aware that some courses taken at the junior/community college may not be acceptable for credit in the baccalaureate programs at USF.

Students should avoid taking any courses at the junior college which are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting as well as other business administration and economic courses taken at the lower division level which are offered as upper division courses at USF will not be accepted for upper division credit in business administration or economics. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of CLEP or other written examinations prepared and administered by the College of Business Administration, USF.

Transfer Students From Other Colleges and Universities

Transfer credits ordinarily will be accepted from accredited institutions in the amount earned; however, all hours earned may not always be applied toward graduation. Individual courses will be evaluated and appropriately credited toward requirements in the student's program at the University of South Florida. Transfer students are required to complete satisfactorily a minimum of 18 semester hours of Business Administration courses, of which a least nine semester hours must be in the major field. Independent study and independent research courses do not fulfill this requirement. The university requires that at least 30 of a student's last 60 hours be taken in on-campus courses at USF.

General Requirements for Degree

Students must satisfactorily complete a minimum of 120 semester hours, of which 60 or more must be earned at baccalaureate degree-granting institutions. Of the 120 hours, at least 60 must be business courses, and a minimum of 54 must be non-business courses (i.e., all courses not normally offered in the College of Business Administration). Additional electives may be required to reach 120 hours. These electives may be either business or non-business.

More specifically the requirements for graduation are:

1. Non-Business

a. General Distribution

   a. English
   b. Fine Arts & Humanities
   c. Mathematics & Quantitative Methods:
      (Calculus is required)
   d. Natural Sciences
   e. Social and Behavioral Sciences

b. Additional general distribution courses to reach at least 40 hours (see General Distribution Requirements for more details)

2. Business

   a. Foundation Courses in Business

      ACG 2001 Financial & Managerial Accounting I (3)
      ACG 2011 Financial & Managerial Accounting II (3)
      BUL 2011 Business Law I (3)
      COC 2201 Computers in Business (3)
      ECO 2013 Economic Principles: Macroeconomics (3)

Additional non-business courses to reach at least 54 hours.

Total Non-Business 56-60
3. All business students are required to select at least one course that deals with contemporary international topics. This course can be included in the business, non-business, or elective category. Consult with a business advisor for suggestions on acceptable courses.

4. 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. For a Bachelor of Arts degree, students must pass the foreign language competency exam.

5. All courses in a student's major field and all foundation courses in economics must be taken on a graded basis; 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.

6. Students must be admitted to the College of Business Administration at least one term before their anticipated graduation date.

7. Students must be admitted to the College of Business Administration at least one term before their anticipated graduation date.

### Student Advising and Records

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

1. Academic advising and program information for all undergraduates.
2. Orientation for all undergraduate students applying for admission to the College of Business Administration. Such orientation is mandatory prior to acceptance.
3. Registration, drop/add, and general College of Business Administration and university policy information for business students, and undergraduates.
4. Evaluation of undergraduate transcripts of transfer students and maintenance of academic advising records on all admitted students.

### PROGRAMS AND CURRICULA

#### GENERAL BUSINESS

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 insure breadth in the student's program a minimum of one course shall be taken in each business discipline 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
- ISM 3011 Management Information Systems

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

### ACCOUNTING (ACC)

The objectives of the baccalaureate degree program in accountancy 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 accountancy.

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./B.S. Degree

Students must complete 20 hours of upper-level accounting in addition to requirements listed in the General Requirements section in the current catalog. Specific course requirements outside the major field and not listed are ENC 3310, Advanced Expository Writing; GEB 3211, Business Communications (or their equivalents); 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.

#### Required Accounting Courses
- ACG 3102 Intermediate Accounting I (4)
- ACG 3112 Intermediate Accounting II (4)
- ACG 3361 Cost Accounting and Control (3)
- ACG 3401 Accounting Information Systems (3)
- TAX 4001 Federal Taxes (3)
- ACG 4651 Auditing (3)

Total (20)

Students planning to enroll in the M.Acc. Program should take TAX 5015, Federal Taxes II, as part of their required accounting courses resulting in a 23 hour major.

Accounting majors can use the forgiveness policy only once in upper level courses. Accounting courses taken by accounting majors on an S/U basis will not be counted toward the 120 hour graduation requirement. Independent Research, ACG 4911, will not be accepted as credit toward the minimum degree requirements in the accounting concentration.

Accounting majors must earn a "C" grade in each of the sequential upper-level accounting courses before being allowed to go on to the next course; i.e., ACG 3102, ACG 3361, TAX 4001.

Students desiring to take the Uniform CPA Examination to practice as a certified public accountant after August 1, 1983, are required to have completed a five-year (150 semester hour) program of study.

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

### ECONOMICS (ECN)

Economics 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 towards careers in business, teaching, or government service. The economics curriculum also provides excellent prepara-
tion for those students seeking graduate or professional degrees in
business, law, or social sciences. The basic courses and the elective of-
ferings allow students in other disciplines to complement their studies
with the skills and insights gained through understanding how the
economy operates.

Students interested in majoring or minor in economics should con-
tact the undergraduate academic advisor in the Department of
Economics for more information about the program.

Requirements for the B.A./B.S. Degree
Within the 120-semester-hour program as listed in General Require-
ments section, students must complete a minimum of 18 hours of upper-
level economics courses beyond the business core requirements. The required upper-
level economics courses are:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</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>
</tbody>
</table>

Additional upper-level economics courses

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

Requirements for a Minor in Economics
Students majoring in Business Administration, as well as students from
other colleges may minor in Economics. Total requirements are:

1. A minor must include these four courses in basic economics:
   - ECO 2023 Economic Principles (Microeconomics) (3)
   - ECO 2013 Economic Principles (Macroeconomics) (3)
   - ECO 3101 Intermediate Price Theory (3)
   - ECO 3203 Intermediate Income and Monetary Analysis (3)

2. In addition, a minor must include two or more upper level courses
   taken in the Economics Department (excluding the variable credit
courses ECO 4905, 4914, and 4935), bringing the total credit hours
   in economics to a minimum of 18, EGB 3121, Business and Economic
   Statistics II, or its equivalent, is acceptable for credit in the minor.

3. Before being recognized as a minor in economics, a student must
   obtain approval of the advisor in the Economics Department of the
courses involved in the student’s minor program.

4. A grade-point average of 2.0 or better must be achieved in the minor
   coursework for a student to be certified for graduation with a minor
   in economics.

5. At least 12 of the required 18 credits must be taken in residence
   at USF.

FINANCE (FIN)
The Finance program provides a broad-gauged analytical program for
students anticipating a career in management of both large and small
organizations. Students seeking a financial career in business, in financi-
cial institutions or careers in the field of insurance, real estate, or financial
planning should find the finance major particularly valuable. In addi-
tion, the program in finance is designed to provide the flexibility need-
ed 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 ap-
proach 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 manage-
ment, and the examination of the economic, social, and regulatory im-
ports upon the decision-making process.

Requirements for the B.A./B.S. Degree
Within the 120 semester hour program as listed in the General Re-
quirements section, students must complete a minimum of 15 hours
of upper-level finance courses beyond FIN 3403.

Required finance courses are:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</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

INFORMATION SYSTEMS AND DECISION SCIENCES (ISM)
The Management Information Systems (MIS) major provides the skills,
knowledge and abilities necessary for information systems development
and information systems management positions both in business and
non-business organizations.

Requirements for the B.A./B.S. Degree
Students will typically enter the program at the beginning of their junior
year. In addition to general requirements the student must complete
a set of three MIS courses which are required of all majors, nine hours
of approved MIS electives and three additional non-business courses
as indicated below.

Required MIS Courses

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM 3111</td>
<td>Systems Analysis</td>
<td>(3)</td>
</tr>
<tr>
<td>ISM 3112</td>
<td>Systems Design</td>
<td>(3)</td>
</tr>
<tr>
<td>ISM 4300</td>
<td>Managing the Information System Function</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Approved MIS Electives (9)

Total MIS Courses (18)

Required Non-business Courses

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 4110</td>
<td>Speech Communications for Business and the</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Professions (or its equivalent).</td>
<td></td>
</tr>
</tbody>
</table>
| ENC 3310  | Advanced Expository Writing (or its equiva-
|           | lent)                                     |         |
| COP 3120  | COBOL Programming I (or its equivalent).  | (3)     |
| COP 3121  | COBOL Programming II (or other high-level | (3)     |
|           | language)                                 |         |

Total MIS Courses (12)

MANAGEMENT (MAN)
The undergraduate degree in the Department of Management prepares
students for entry level positions in Human Resource Management, In-
dustrial Relations, Production and Operations 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.

Requirements for the B.A./B.S. Degree
Within the 120-semester-hour program as listed in the General Re-
quirements section, students must complete 18 hours of management
beyond MAN 3025.

Required Management Courses:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 3150</td>
<td>Organizational Behavior Analysis</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Total upper-level management courses (15-21)

Total (18-24)

Students are encouraged to seek additional curriculum advice from
the Management Department.
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, people who are constantly changing in their needs, wants and desires; and coupled with these changing tastes is a fiercely competitive environment sustained by all the resources of a rapidly evolving technology. These forces lead to much of the challenge—to much of the dynamic nature of marketing.

The Marketing Program

The marketing program at USF prepares students for initial entry and management positions in many areas of marketing with a curriculum that is concerned with:
1. Understanding consumer behavior and the broader environment within which the firm or institution operates;
2. Collecting, analyzing, and using information about customers, competitors, and the environment for managerial decisions;
3. Distributing products effectively and efficiently from producer to user;
4. Advertising and promoting the offerings of the firm or institution effectively;
5. Creatively and effectively managing a sales force selling industrial or consumer goods and services; and
6. Managing retail and wholesale operations including the conceptualization, implementation and evaluation of the buying, merchandising, and control functions.

Each student is strongly encouraged to set up his own plan of study with the assistance of a Marketing department faculty advisor. Such counseling can lead to a better definition of career objectives and will result in a plan of study that is consistent with each student's career objectives.

Undergraduate students not majoring in Marketing are encouraged to take selected offerings from the Marketing curriculum to broaden their backgrounds and to prepare for marketing-related positions in business or non-profit organizations.

Requirements for the B.A./B.S. Degree:

Within the 120-semester-hour program as listed in the General Requirements section, 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 (9-15) Total (18-24)

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.

The following Marketing elective tracks are recommended for students with specific interests.

Industrial Marketing/Sales Management
MAR 4403 Sales Management
MAR 4933 Professional Selling
MAR 4453 Industrial Marketing
MAR 4503 Buyer Behavior

Promotion (Industrial and/or Consumer)
MAR 4343 Promotion Management
MAR 4503 Buyer Behavior
MAR 4453 Industrial Marketing
and/or
MAR 4153 Retailing Management

Logistics and Physical Distribution (Industrial and/or Consumer and/or International)
MAR 4203 Channels Management
MAR 4213 Logistics and Physical Distribution Management
MAR 4453 Industrial Marketing
and/or
MAR 4153 Retailing Management
and/or
MAR 4243 International Marketing

Retailing
MAR 4153 Retailing Management
MAR 4203 Channels Management
MAR 4503 Buyers Behavior
MAR 4213 Logistics and Physical Distribution Management
and/or
MAR 4343 Promotion Management
and/or
MAR 4933 Professional Selling

Regional Campuses

Due to limited enrollment and faculty, only the following majors are regularly offered at the Regional Campuses:

St. Petersburg
Accounting, Management, and General Business Administration.

Sarasota
Accounting and General Business Administration.

Fort Myers
Accounting and 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.

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

American Student Production and Inventory Control Society - An organization which practices the art and science of production and inventory management. ASPICS primary objective is to develop professional efficiency through study, research, and application of scientific methods. Professional meetings and publications promote the dissemination of knowledge and information.

Association of Marketing Students - A collegiate chapter of the American Marketing Association, will help to further the growth of business oriented individuals within the field of Marketing.

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.

Business Student Council - An organization whose representatives from each of the major fields advises the Dean of the College and the faculty on student attitudes and goals. Also, it acts as a liaison between the Student Government Association and the College of Business Administration.

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 students and Economics faculty.
Iota Phi Lambda - A business and professional sorority designed to encourage the development of personalities for all areas of leadership.

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

Minority Students Organization - Encourages and supports students in their efforts to achieve success in a demanding academic setting.

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.

Sigma Iota Epsilon - An honorary and professional management society affiliated with the Academy of Management.

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

Student Finance Association - An organization for finance majors and other business oriented students which provides exposure to the many facets and opportunities in the field of finance.
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 Activities**

**College of Education Student Council**
The College of Education Student Council represents the interests of education majors in regard to policies and needs of the college. The Council membership consists of four officers (President, Vice-President, Secretary-Treasurer, Secretary 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.

**Student National Education Association**
The Student National Education Association program is designed to provide professional growth opportunities, leadership training and membership benefits that are available to other members of the National Education Association, including $1 million liability insurance coverage while engaged in student teaching internship. Membership is open to all students who have been admitted to the College of Education.

**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 an international 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.

**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.

**Delta Epsilon Chi 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 Collegiate DECA is required of undergraduate majors and is encouraged for graduate students.

Minority Organization of Students in Education

The Minority 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 an upper level teacher education program is contingent upon meeting the following minimum college requirements:

1. Completion of a College of Education upper level application form.
2. Completion of the General Distribution requirements for Education majors. Provisional admission may be granted if no more than three individual General Distribution courses remain to be taken, provided Freshman English has been completed.
3. Completion of a minimum of 60 semester hours.
4. An overall grade point average (GPA) of 2.0.
5. Students must submit a score from the American College Test (ACT) or Scholastic Aptitude Test (SAT) that was completed no longer than five years prior to their application. It is recommended that this test be taken no more than one year prior to the application deadline.
6. Acceptance by a school approved by the College of Education and the Florida Department of Education.
7. Completion of other requirements prescribed by the applicable program.

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. Students should refer to the specific program descriptions for additional admissions information. Information regarding admission requirements for the program(s) of your choice may be obtained from the Student Personnel Office, College of Education.

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.

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/computers in education courses, a minimum of two thirds of specialization, and a minimum of 2.0 grade point average in each area.
5. An overall grade point average.
6. Acceptance by a school approved by the College of Education and the Florida Department of Education.
7. Completion of other requirements prescribed by the applicable program.

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 from the Office of Clinical Education.

Applications for Fall Semester are due the preceding January 30. Applications for Spring Semester are due the preceding September 15.

Admission to Classes

The control of entry to all classes on all campuses will rest with the department chairperson. Each department will establish and publish priorities for allowing 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 pass the Florida State Teacher Certification Test or score in the 60th percentile in the English and Mathematics sections of the ACT or SAT and score in the 40th percentile of the College English and Mathematics Proficiency Tests or score in the 60th percentile of the
Specific Requirements

A minimum of 120 credit hours including the following:

- General Distribution: 40 credit hours
- Professional Education Core: 32-49 credit hours
- Teaching Specialization: 27-49 credit hours
- Program requirements: Check individual program descriptions for requirements beyond the college minimum.

As part of the 120 credit hours minimum requirement for graduation, students may 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 USF lower-level students or transfer students to transfer a "D" graded course work which is part of the professional core or specialization requirement. However, a "D" grade earned for such work taken after the student has been admitted to the College will be accepted for credit.

Florida 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 an "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 needed for graduation. To be eligible for regular teacher certification in Florida, the student must complete all requirements listed on applicable current program checklist, complete the "Beginning Teacher Program" and pass all parts of the State Teacher Certification test.

Programs Leading to the Baccalaureate Degree

*The College of Education has programs leading to the Bachelor of Science degree in the following fields:

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
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<tbody>
<tr>
<td>Art Education</td>
<td>Curriculum and Instruction</td>
<td>ARE</td>
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<tr>
<td>Behavior Disorders</td>
<td>Special Education</td>
<td>EED</td>
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<tr>
<td>Business and Office</td>
<td>Adult &amp; Vocational Education</td>
<td>BTE</td>
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<tr>
<td>Education</td>
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<tr>
<td>Distributive and Marketing Education</td>
<td>Adult &amp; Vocational Education</td>
<td>DEC</td>
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<tr>
<td>Elementary/Early Childhood Education</td>
<td>Childhood/Language Arts/Reading</td>
<td>EEC</td>
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<td>Childhood/Language Arts/Reading</td>
<td>EDE</td>
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<td>English Education</td>
<td>Curriculum and Instruction</td>
<td>ENE</td>
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<td>Foreign Language</td>
<td>Curriculum and Instruction</td>
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<td>Education</td>
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<tr>
<td>Industrial-Technical</td>
<td>Adult &amp; Vocational Education</td>
<td>EVT</td>
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<td>Education</td>
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<tr>
<td>Mass Communications</td>
<td>Curriculum and Instruction</td>
<td>MCE</td>
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<td>English Education</td>
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<td>Mathematics Education</td>
<td>Curriculum and Instruction</td>
<td>MAE</td>
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<td>Mental Retardation</td>
<td>Special Education</td>
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<td>Education</td>
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<td>Music Education</td>
<td>Music Education</td>
<td>MUE</td>
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</tbody>
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Physical Education      Professional Physical (PET)
Physics Education       Curriculum and Instruction (PHE)
Science Education       Curriculum and Instruction (SCE)
Social Science Education Curriculum and Instruction (SSE)
Specific Learning Disabilities Education
Speech Communication    Curriculum and Instruction (SED)
English Education
Zoology Education        Curriculum and Instruction (ZOE)

Teacher Education Program

There are three distinct areas in the teacher education program, and all teacher candidates must meet certain minimum requirements in each. The three areas and their requirements are as follows:

1. General Distribution Requirements (40 credit hours)

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

Area I: English Composition:
- ENC 1101, and ENC 1102

Area II: 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.

Area III: Mathematics:
- MAC 2102, MGF 2202 for Early Childhood, Elementary, Behavior Disorders, Mental Retardation, and Learning Disabilities majors. For other majors, a minimum of six hours. MAC 2102/MGF 2202 or more advanced courses offered by the Mathematics Department. Logic, Statistics and selected Engineering computer courses are acceptable for three hours of the requirement.

Area IV: Natural Sciences:
A minimum of six hours of courses offered by the Departments of Biology, Chemistry, Geology, or Physics.

Area V: Social and Behavioral Sciences:
1. Behavioral Science
   a. PSY 2012
   b. SYG 2000
2. 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.

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 (36-45 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)
- EDF 3214 Human Development and Learning (3) (for all other programs)
3. Teaching Specialization Preparation (27-49 credit hours)

Course requirements in the area of teaching specialization vary according to the field of specialization. These specialization requirements are listed with the programs that follow in the Departmental Section.

COLLEGE OF EDUCATION

DEPARTMENTS AND PROGRAMS

The College of Education is organized into 11 departments. Each department has one or more programs which are listed alphabetically and by degree level in the following departmental sections.

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 designed to prepare teachers and leaders in the various fields of Vocational Education. Certification programs leading to the Bachelor of Science (B.S.) degree are: Business and Office Education, Distributive and Marketing Education, and Industrial-Technical Education.

BUSINESS AND OFFICE EDUCATION

Requirements for the B.S. Degree (BTE):

General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

In Business Education specific program competencies in the specialization must be demonstrated through satisfactory completion of competency examinations. Prospective majors should schedule these examinations as early as possible and no later than the first semester of the junior year. The competency 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 advisor and sequenced in the senior year. Special prerequisites are required for BTE 4360, BTE 4364, and BTE 4948, which are taken as a block in the semester immediately prior to the supervised internship.

General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

Specialization Requirements (53 cr. hrs.):

Accounting (2 courses)  Business Machines
Economics (2 courses)  Principles of Management
Typewriting Competencies  Office Occupations Procedures
(Theory + 50 CWPM)  Introduction to Computers
Shorthand Competencies  Office Information Processing
(Theory + 60 WPM)  Princ. of Vocational Education
Administrative Office  Electives (6 cr. hrs. approved
Management  by adviser)
Business Communications  Business Law

INDUSTRIAL/TECHNICAL EDUCATION

Requirements for the B.S. Degree (EVT)

General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

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 in 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.

Required: Twelve (12) semester hours.

EVT 4065  EVT 4165  *EIV 4210

*Another course may be substituted with advisor's approval.

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  EIA 4360
Electives: Nine (9) semester hours selected with advisor approval
EVT 4065  EIA 4360
EVT 4062  EVT 4165
EIV 4210  EVT 5369

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 Science degree in Elementary/Early Childhood Education and 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 a 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.

Effective 1987-88, Elementary and Elementary-Early Childhood majors will be required to complete a concentration of 15 hours in one of the following areas: English, Mathematics, Science, Social Science, or Foreign Language.

Students must earn a grade of "C" or higher in all professional core and specialization courses.

Students must successfully complete professional core and teaching specialization course work with at least a 2.5 overall grade point ratio.

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)
Fourth Semester of Enrollment or Consent EDE 4942-Childhood Education Internship Level II

 Requirements for the B.S. Degree (EDE):

General distribution and Professional Education requirements are listed under College Requirements for Graduation.

The major consists of 26 semester hours of elementary specialization courses as follows:
ARE 4313  LAE 4414  MUE 4210
HLP 4460  MAE 4310  SCE 4310
LAE 4314  MAE 4311  SSE 4313

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

Elementary/Early Childhood Education

Requirements for the B.S. Degree (EEC):

General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

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 33 semester hours of Elementary/Childhood Education specialization courses as follows:
ARE 4313  HLP 4460  MUE 4210
EEC 4203  LAE 4414  SCE 4310
EEC 4303  MAE 4310  SSE 4313
EEC 4706  MAE 4311

Students are advised that the Elementary/Early Childhood specialization will require an enrollment of more than the traditional four semesters of the junior and senior year in order to complete the program specialization courses and the required sequences of internships.

Department of Curriculum and Instruction

The following programs are housed in the Department of Curriculum and Instruction:
Art Education
English Education
Foreign Language Education
Mass Communication English Education
Mathematics Education
Science Education
Social Science Education
Speech Communication Education

General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

The undergraduate programs are designed to prepare students to meet the State certification requirements and to become highly competent secondary teachers. 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 Curriculum and Instruction internship is only offered in the fall and spring terms.

Requirements for the B.S. Degree

Art Education (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.

In addition to the general distribution and professional education requirements, the following courses constitute a program of study:

**Art Education (16 credit hours)**

- ARE 3044
- ARE 4260
- ARE 4443
- ARE 3354
- ARE 4440
- ARE 4642

In these courses students will have the opportunity to work at the elementary school and high school levels.

**Specialization (36 cr. hours)**

- ART 2202C
- ART 3110
- ART 3510
- ART 2203C
- ART 3701
- ARH 4450

One of the following:
- ART 3420
- ART 3470

**ART Studio Electives approved by advisor**

**ART History Elective**

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

### ENGLISH EDUCATION (ENE):

In addition to the general distribution and professional education requirements, a minimum 2.5 grade-point average is required for acceptance to this program.

1. **ENGLISH:**
   - A minimum of 39 semester hours, including:
     - AML 3031, AML 3033, ENS 3333, LIN 4340, MMC 3602, ORI 3000, SPC 2023
   - Two of the following:
     - ENL 3015, ENL 3230, ENL 3250, ENL 3273
     - One of the following:
       - CRW 3100 or ENC 3310
     - One of the following:
       - EDG 4320, LIN 3801, LIN 4100, LIN 4600
     - One of the following:
       - LIT 3073 or ENG 3105
   - One additional English course in literature at the 4000 level.

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

### MASS COMMUNICATIONS

#### ENGLISH EDUCATION (MCE):

Admissions Requirements: In addition to the College requirements, a minimum 2.5 grade point average is required for acceptance to this program.

**Course Requirements:**

1. **MASS COMMUNICATIONS:**
   - A minimum of 16 semester hours, including:
     - JOU 3100
     - MMC 3100
     - RTV 3225
     - JOU 4200
     - MMC 3602
     - One of the following:
       - FIL 3004
       - JOU 3101
       - VIC 3000
     - FIL 4300
     - MMC 4200
     - VIC 3100
     - JOU 3205
     - RTV 3000

2. **ENGLISH:**
   - A minimum of 21 semester hours, including:
     - AML 3031, ENL 3230, LIT 3073
     - ENL 3015, LIN 4340, SPC 2023
   - One additional English course in literature at the 4000 level.

3. **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 Mass Communications, English, and English Education courses with a grade of "C" or higher.

### TWO FOREIGN LANGUAGE EDUCATION (FLE):

**Admission Requirements:** In addition to the College requirements, students must complete beginning and intermediate foreign language requirements (or equivalents) as part of the lower-level general studies.

**Course Requirements:**

1. **MAJOR LANGUAGE**
   - (French, German, Italian, Spanish, or Russian): A minimum (beyond intermediate courses) of 24 semester hours approved by the adviser, including two courses in composition, two courses in conversation and two courses in literature. The student and adviser will select the additional foreign language courses to total 24 credits.

2. **MINOR LANGUAGE**
   - (French, German, Italian, or Spanish): A minimum of 18 semester hours. Same requirements in the minor language as the major language, plus additional approved hours in the minor language of total 18 credits.

3. **FOREIGN LANGUAGE EDUCATION:**
   - Six semester hours in methods of teaching foreign language: FLE 4333 and FLE 4334. Three semester hours in teaching reading in the secondary schools: RED 4337.
   - Students must complete all foreign language and foreign language education courses with a grade of "C" or higher.

### SINGLE FOREIGN LANGUAGE EDUCATION (FLE):

After consultation with a foreign language education adviser, the Department may give permission for a student to select a single foreign language major. A minimum of 30 credit hours beyond intermediate course requirements must be earned in the single foreign language. Among the 30 hours must be the following:

**French** (30 credit hours)

- FRE 3240
- FRE 4241
- FRW 4100
- FRE 4320
- FRE 4421
- FRW 4101

Plus additional selected hours of upper-level courses to total 30 hours.*

**German** (30 credit hours)

- GER 3240
- GER 4241
- GEW 4100
- GER 3420
- GER 4421
- GEW 4101

Plus additional selected hours of upper-level courses to total 30 hours.*

**Italian** (30 credit hours)

- ITA 3240
- ITA 4241
- ITW 4100
- ITA 4320
- ITA 4930
- ITW 4101

Plus additional selected hours of upper-level courses to total 30 hours.*

**Russian** (30 credit hours)

- RUS 3400
- RUS 4401
- RUT 3110
- RUT 3111

Plus additional selected hours of upper-level courses to total 30 hours.*

**Spanish** (30 credit hours)

- SPN 3241
- SPN 4301
- SPW 4100
- SPN 3300
- SPN 4410
- SPW 4101

Plus additional selected hours to total 30 hours.*

*LIN 3023, LIN 3801, LIN 4377 may be used to satisfy selected course requirements of the foreign language.

**These courses will not count in major for students who are fluent in Spanish.**

### MATHEMATICS EDUCATION (MAE):

**Admission Requirements:** In addition to the 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:**

1. **MATHEMATICS:**
   - A minimum of 31 semester hours in mathematics above the 2000 level, including:
     - MAC 3311
     - MAC 3313
     - MHF 3102
     - MAC 3312
     - MAS 3103
     - MTG 4212

Upper-level mathematics electives STA 3023 and MAS 4301 are strongly recommended.
2. MATHEMATICS EDUCATION:
Eleven semester hours in teaching mathematics at the secondary level: CAP 4100, MAE 4320, MAE 4330, and MAE 4885.
Students must complete all mathematics courses and all mathematics education 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:
1. SCIENCE
   a. 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.
   b. A major in the chosen discipline as specified by the Departments of Botany Education (BOE), Chemistry Education (CHE), Physics Education (PHE), or Zoology Education (ZOE).

2. SCIENCE EDUCATION:
A minimum of 8 semester hours in teaching science at the secondary level, including SCE 4330 and SCE 4305, is 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:
1. 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.

2. 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, a minimum 2.5 grade point average is required for acceptance to this program.
Course Requirements:
1. COMMUNICATION:
   A minimum of 27 semester hours including:
      COM 3003 SPC 2023 SPC 2050
      ORI 3000
   One of the following:
      SPC 3441 SPC 3513
   Two of the following:
      SPC 3210 SPC 3441 SPC 3601
      SPC 3301 SPC 3313
   At least two electives from:
      COM 4120 ORI 4310 SPC 3653
      ORI 4120 ORI 5145 SPC 4680
      ORI 4140 SPC 3230 THE 3080
      ORI 4230 SPC 3633

2. ENGLISH:
   A minimum of 18 semester hours including:
      Two of the following:
      ENL 3230 ENL 3250 ENL 3273
      ENL 3333 ENL 3334 ENL 4122
      ENL 4171 ENL 4303 ENL 4341
   One of the following:
      AML 3031 AML 3033 AML 3271
      AML 4101 AML 4123 AML 4300
   One of the following:
      ENG 3105 ENG 3114 LIT 3022
      LIT 3073 LIT 3144 LIT 3304
   One of the following:
      CRW 3100 CRW 3311 ENC 3310
   One of the following:
      LIN 3010 LIN 4100 LIN 4370

3. SPEECH COMMUNICATIONS EDUCATION:
Eleven semester hours in methods of teaching: LAE 4642, SED 4335, SED 4371, and SED 4374 or RED 4337.
Students must maintain a 2.5 GPA in the major and complete the methods courses with a grade of "C" or higher.

Department of Educational Measurement and Research

The Department of Educational Measurement and Research provides support services for undergraduate programs. Students in all programs are required to take EDF 4430, Measurement for Teachers. This course develops skills and understandings related to test construction, reporting student progress, test score interpretation, and measurement qualities.

School of Library and Information Science

Even though degree-oriented undergraduate study is not offered in the School of Library and Information Science, the faculty will counsel those undergraduates interested in study in librarianship at USF. The library studies Master's program is accredited by the American Library Association, and graduates are prepared for professional positions in all types of libraries and media centers.

The School of Library and Information Science program at the University of South Florida meets the Florida State Board of Education requirements for certification as an Educational Media Specialist (grades K-12). The State of Florida certification is accepted on a reciprocity basis in 28 states. Any student who plans to work as a school media specialist in another state should work out a program which will meet the requirements of that state.

Department of Music Education

■ MUSIC EDUCATION

Requirements for the B.S. Degree (MUE):
General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

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. This course will not apply toward the major requirements. If either portion (written or oral) 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.

2. Vocal Specialization (81 hours)

Music Education courses (22 hrs.)

- MUE 2000 MUE 3451 MUE 4330
- MUE 3421 **MUE 3460 MUE 4332
- +MUE 3422 **MUE 3461 MUE 4352
- +MUE 3423 MUE 4311 ++MUE 4480

**Must be taken up to two hours
* = Elective for band emphasis
**Not required of music majors

Music Courses (minimum 61 hours)

- MUT 1111 MUT 2117 MUL 2112
- MUT 1112 MUT 2246 MUH 3211
- MUT 1241 MUT 2247 MUH 3212
- MUT 1242 MUT 2111 MUG 3101
- MUT 2116

Applied Music (21 hours, minimum 3 hrs. senior level)

Major Performing Ensembles

- (minimum of one per semester of applied music - 7 hrs.)
- Piano Proficiency Requirement
- Graduating Recital
- Art, Dance, Theatre (minimum 4 hours)

(to be selected from one or more of the other departments of the College of Fine Arts)  

2. Vocal Specialization (81 hours)

Music Education courses (21 hours)

- MUE 2090 MUE 2423 MUE 4311
- +MUE 3421 **MUE 3450 or MUE 3451
- *MUE 3460 or MUE 3461 MUE 4331
- MUE 3422 MUE 4330

**Must be taken up to two hours
*As determined by audition.

Music Courses (minimum 60 hours)

- MUT 1111 MUT 2117 MUL 2112
- MUT 1112 MUT 2246 MUH 3211
- MUT 1241 MUT 2247 MUH 3212
- MUT 1242 MUT 2111 MUG 3101
- MUT 2116

Applied Music (21 hours, minimum 3 hrs senior level)

Major Performing Ensembles

- (minimum of one per semester of applied music 7 hours)
- Piano Proficiency Requirement
- Graduating Recital
- Art, Dance, Theatre (minimum 4 hours)

(to be selected from one or more of the other departments of the College of Fine Arts)

Department of Physical Education

The Department of Physical Education conducts a general program of Elective Physical Education courses and undergraduate Professional Physical Education Programs.

**ELECTIVE PHYSICAL EDUCATION PROGRAM**

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.

### PROFESSIONAL PHYSICAL EDUCATION PROGRAM

New teacher certification standards are effective July 1, 1986. Students must choose one of the following programs: a) Physical Education Grades K-8 (Florida Teacher Certification); b) Physical Education Grades 6-12 (Florida Teacher Certification); and c) Wellness Leadership (Non-certification).

#### Requirements for the B.S. Degree (PET):

A two-year program is offered beginning in the Junior year and includes mandatory attendance during the Summer session between the Junior and Senior years.

In order to be admitted to the Program, all students residing within the State of Florida must participate in a selective admissions procedure which includes an on-campus Department orientation meeting. Out-of-state students should contact the Department Chairperson for admission information. Enrollment in the Program is limited and students can only enter during Semester I of each year.

In addition to applying to the University, all students must apply directly to the Department before May 1 for priority admission consideration. Students applying after May 1, and before the final deadline of July 1, will be accepted only on a space-available basis. Requests for admission to the Program should be directed to:

- Chairperson
- Department of Physical Education
- University of South Florida
- PED 214
- Tampa, Florida 33620

#### Course Requirements:

1. **Program Prerequisites**

- HES 2400 First Aid
- HES 3122 Human Structure & Function

2. **Core Courses for All Tracks**

- EDF 4430 Measurement For Teachers
- EME 4402 Introduction To Computers In Education
- PEQ 3101 Aquatics
- PET 3019 Personal/Professional Development Seminar
- PET 3304 Kinesiology
- PET 3352 Exercise Physiology I
- PET 3446 Instructional Design & Content: Movement Experiences
- PET 3450 Curriculum & Instruction in Physical Education
- PET 4622 Care & Prevention of Physical Injuries

3. **Additional Required Courses for K-8**

- EDF 3122 Learning & The Developing Child
- EDF 3604 Social Foundation of Education
- EEC 4303 Creative Experiences In Early Childhood
- EEX 3641 Adapted Physical Education
- PET 3031 Motor Development & Assessment
- PET 3448 Instructional Design & Content: Middle School Physical Education

- PET 3599 Career Decision Making & Professional Ethics
- PET 3942 Physical Education Internship: Middle School
- PET 4149 Trends & Tasks: Elementary Physical Education
- PET 4461 Instructional Design & Content: Physical Education Elementary
- PET 4462 Instructional Design & Content: Physical Education Elementary II
- PET 4934 Senior Seminar in Elementary Physical Education
- PET 4943 Physical Education Internship: Elementary
The Department of Psychological and Track are required to take a minimum of ten hours of the following elective courses which are activity courses related specifically to those tasks. The department provides the following service courses for a variety of undergraduate programs:

4. Additional Required Courses for 6-12:
- Additional courses are required for students requiring specialized education services.

5. Additional Courses Required for Wellness Leadership Track:
- Additional courses are required for students in the Wellness Leadership Track.

5. Additional Courses Required for Wellness Leadership Track:
- Additional courses are required for students in the Wellness Leadership Track.

The following areas are included throughout each training program in physical education environments located in those districts proximal to a campus on which there are resident faculty. Transportation to practicum and internship sites must be furnished by the student.

The initiation and continued professional development of degree candidates is stressed. Membership and active participation in student professional groups such as the Student Council for Exceptional Children (SCEC) is expected of all baccalaureate degree candidates. The prospective student is encouraged to contact the department for any program changes.

**BEHAVIOR DISORDERS**

**Requirements for the B.S. Degree (EED):**

This program of study is designed to prepare undergraduate students to become competent and certified teachers of emotionally handicapped students in a variety of educational settings.

General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

**Teaching Specialization: (26-27 hours)**

- EEX 3010
- EEX 4211
- LIS 4302

or

- EED 4011
- EED 4211

or

- EEC 4706
- EEX 4245
- LIS 4503

or

- LAE 4414
- MAE 4310

or

- SPA 4004

or

- One of the following:
  - ARE 4313
  - MUE 4210
  - SSE 4313

- HLP 4460
- SCE 4310

**MENTAL RETARDATION**

**Requirements for the B.S. Degree (EMR):**

This program of study is designed to prepare undergraduate students to become competent and certified teachers of mentally handicapped persons in a variety of settings.

General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

**Teaching Specialization: (33 hours)**

- EEC 4706
- EEX 3010
- EMR 4230

or

- EEX 4221
- EED 4310

or

- SPA 4004
- EEX 4243
- MAE 4310

or

- LAE 4410
- EED 3011

or

- One of the following:
  - ARE 4313
  - MUE 4210
  - SSE 4313

- HLP 4460
- SCE 4310

**SPECIFIC LEARNING DISABILITIES**

**Requirements for the B.S. Degree (ELD):**

This course of study is designed to prepare the student as a competent learning disabilities teacher.

General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

**Teaching Specialization (32-33 hours)**

- EEC 4706
- EEX 3010
- ELD 4110

or

- EEX 4221
- MAE 4310

or

- SPA 4004
- EEX 4243
- MAE 4545

or

- EED 4011
- ELD 4011
One of the following:
- LAE 4414
- LIS 4302
- LIS 4503

One of the following:
- ARE 4313
- HLP 4460
- MUE 4210
- SCE 4310
- SSE 4313
The College of Engineering recognizes that modern engineering solutions draw on knowledge of several branches of engineering. It also recognizes that future technological and societal developments will lead to shifting of the relative emphasis on various branches of engineering, triggered by new needs or a reassessment of national goals. For this reason the college's program includes a strong engineering foundation (core) portion, designed to equip the prospective engineer with a broad base of fundamental, technical knowledge. To this foundation is added the student's specialization (option) of sufficient depth to prepare him/her to successfully embark on a professional career.

While the baccalaureate degree is considered the minimum educational experience for participating in the Engineering profession, and as such is the first professional degree, students are strongly encouraged to pursue advanced work beyond the baccalaureate either at this or other institutions. It is becoming increasingly evident that a large segment of today's engineering professional is involved in some form of post baccalaureate study. Engineers are earning advanced degrees to obtain the information and training necessary to meet effectively tomorrow's technological challenges. All are faced with the continuing problem of refurbishing and updating their information skills and most are obtaining advanced information by means of formal graduate study, seminars, special institutes and other such systems designed for this purpose. The Bachelor of Science (in a designated engineering field) degree program (which requires 136 semester hours) and the Master of Science degree in the same field may be pursued simultaneously in program of 166 semester hours called the 5-Year Program. These programs are specifically designed to prepare an individual for a professional career as an engineer. These programs have as their foundation a 104 semester hour core of subject material encompassing Humanities, Social Science, Mathematics, Science, and Engineering which is required of all students. In addition to the core subject material, each student will complete specialization studies in a designated field under the direction of one of the administrative departments of the college. Fields (options) which are available and the administrative unit responsible for these are as follows:

The engineering programs of the college have been developed with an emphasis on three broad aspects of engineering activity design, research, and the operation of complex technological systems. Students who are interested in advanced design or research should pursue the Five-Year Program leading to a Master of Science in Engineering degree. Other students interested more in operational responsibilities may wish to terminate their initial engineering education at the baccalaureate level.

PROFESSIONAL ENGINEERING

The Bachelor of Science degrees offered in various engineering fields provide the student a broad education with sufficient technical background to effectively contribute in many phases of engineering not requiring the depth of knowledge needed for advanced design or research.
Preparation for Engineering

Students planning to attend USF’s College of Engineering should familiarize themselves thoroughly with the college’s admissions standards and requirements, which are more stringent than the University’s minimum entrance requirements.

The high school student anticipating a career in engineering should elect the strongest academic program that is available while in high school. Four years each of English, mathematics and science (preferably including Chemistry and Physics), as well as full programs in the social sciences and humanities, are most important to success in any engineering college. A foreign language, while not a necessity, provides a desirable background for students.

Prospective students considering engineering at the University of South Florida who lack certain preparation in high school must elect to follow a program to overcome their deficiencies. One alternative might be that such a student take some remedial work and a less accelerated program as a Pre-Engineering student in the Academic Services Division of the University of South Florida. As another alternative, students may wish to avail themselves of the State’s system of junior/community college which offer a wide range of remedial coursework, and many of which also offer full programs in pre-engineering (first two years) coursework. The University of South Florida generally offers all required pre-engineering courses every semester. Therefore, every student can start the program at that point where his/her education terminated, and can proceed from that point at a rate consistent with the student’s capability and time availability.

Junior/community college students planning to transfer to the University of South Florida’s engineering program at the junior level from a State of Florida operated college or university should follow a pre-engineering program leading to an A.A. degree. All transfer students should complete as much of the mathematics, science and engineering core coursework as is available to them. Transfer students should be aware that the college expects them to meet its admission requirements listed on this page and under college regulations for graduation just as it expects its own students to meet these requirements. Junior/community college transfer students should note that in addition to freshman and sophomore level courses, required junior level courses are given each semester thus permitting full continuity in studies for the student.

Senior/community college students intending to pursue an engineering program at USF should contact the adviser at their institution and request a course equivalency list.

The College of Engineering can assist students who are planning to obtain an engineering degree from the University of South Florida and who have started their studies elsewhere in formulating a sound total program. Interested students should contact the college’s Advising Office furnishing sufficient details to permit meaningful response.

Undergraduate Admission to the College

Students may apply to the College of Engineering upon initial entry to the University by declaring Engineering as their intended major. A U.S.F. student may apply through the Advising Office in the College of Engineering.

To be considered for admission to the College of Engineering, an applicant must be accepted by the University as a degree-seeking student and be academically in good standing. Admission procedures and requirements are listed below.

Procedures for Applying to the College of Engineering

1. Students should complete and submit an Engineering Admissions Application to the College of Engineering, Advising Office. 
   a. Freshmen and Sophomores must submit copies of high school transcripts, SAT and ACT test scores to the College of Engineering, Advising Office. This is in addition to records requested by the University’s Admissions Office.
   b. Transfer applicants must furnish transcripts from previously attended institutions to the College of Engineering, Advising Office. This is in addition to transcripts sent to the University’s Admissions Office.
   c. Applicants whose native language is other than English must submit TOEFL scores to the College of Engineering. The minimum TOEFL score must be 550.
   2. Credentials must be received in the Engineering Advising Office 30 days prior to the date of applicable term. Failure to comply will result in the application being denied by the College of Engineering.
   3. If denied, credentials will be held for one year. If application is not updated within that year, credentials must be re-submitted.

Engineering Admission Requirements

1. Freshmen:
   a. Test Scores:
      SAT - composite of 1050 minimum with a minimum quantitative of 550 and verbal 450.
      ACT - composite of 25 minimum and mathematics of 25 minimum.
   b. High School Mathematics: Should include sufficient algebra and trigonometry to enter Engineering Calculus I. Math Department Placement Test must be passed to enter Calculus I.
   c. High School Grade Point Average of 2.5/4.0.

2. Transfer Students:
   Transfer students must have completed the equivalent U.S.F. Engineering Calculus sequence with a 2.5 GPA; must have completed one year of equivalent U.S.F. General Physics and Chemistry courses with a minimum of 2.5 GPA; must have an overall GPA of 2.5 or better.

Admission to Programs in Engineering:

Once a student has been admitted to the College of Engineering, he/she must then seek admission into one of the specific departments. There are two methods by which a student may be admitted to a particular department: (1) Regular Departmental Admission (RDA), and (2) Direct Departmental Admission (DDA). Each is described below.

Admission to the College of Engineering does not imply that the student has been accepted as a degree-seeking student by a specific Engineering department. Due to limited facilities and resources, it is necessary for students to apply formally for acceptance by an Engineering department. Students will than be chosen from the department applicant pool on a space available basis.

The minimum requirements for acceptance by the departments administering the Engineering programs in Chemical, Civil, Computer, Electrical, Industrial and Mechanical Engineering are:

1. Completion of the following courses with either: (1) a grade of “C” or better in each course on first attempt, or (2) a cumulative grade point average (*) of 2.2 in these courses. No grades below a “C” accepted:
   - EGN 2210 - Fortran for Engineers
   - EGN 3313 - Statics
   - EGN 3343 - Thermodynamics I
   - EGN 3443 - Engineering Statistics I
   - EGN 3373 - Introduction to Electrical Systems I
2. Completion of English, Calculus, Differential Equations, Physics and Chemistry requirements with a grade of “C” or better in each required course:

Students wishing to apply to the Computer Science program administered by the Department of Computer Science and Engineering must meet requirements II and III and obtain a grade of “C” or better in each of the following courses:

- EGN 2210 - Fortran for Engineers
- EGN 3373 - Introduction to Electrical Systems I
- EGN 3443 - Engineering Statistics I
- COT 3001 - Introduction to Discrete Structures

Prior to being admitted to a department, a student may be permitted to take EGN 1115 - Introduction to Design Graphics, and two additional engineering courses.

*Grade Forgiveness must not be used.

Direct Departmental Admission

The purpose of Direct Departmental Admission (DDA) is to permit students who have displayed academic potential for completing the rigors
of Engineering to accelerate their admission to a particular department. The student must apply through the Advising Office of the College of Engineering. The requirements for Direct Departmental Admission (DDA) are:

1. Admission to the College of Engineering
2. High School Students: SAT scores of 500 Verbal and 600 Mathematics, a cumulative total of 1100; ACT scores of 26 Mathematics, a combined average score of 26.
3. Transfer Students: Successful completion of the following 17 hours of courses with a minimum grade point average of 3.30. (Grades in these courses must be either "A" or "B" - a student with a "C" or less grade in any one of the below listed courses is not eligible for DDA.)
   - MAC 3281 - Engineering Calculus I ......... 3
   - MAC 3282 - Engineering Calculus II ........ 3
   - MAC 3283 - Engineering Calculus III ...... 3
   - PHY 3040 - General Physics I & Lab ....... 3
   Or: PHY 3041 - General Physics II & Lab ....... 3
   - CHM 2045 - Chemistry & Lab .............. 3

   17 hrs.

Engineering Advising

Effective pursuit of engineering and engineering related studies requires careful attention to both the sequence and the type of courses taken. The engineering curriculum differs in key respects from the study plans of other majors - even in the freshmen year. It is therefore important, and the college requires, that each student plan a curriculum and have it approved by a designated adviser in the College of Engineering.

New students must attend the University's Orientation program. They are assigned an engineering adviser during this program and receive advisement for their first semester at that time.

The student and adviser jointly work out a plan of study which meets both the student's career objectives and the College of Engineering's degree requirements. The advisers maintain the College of Engineering's student records.

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

*The College of Engineering requires all undergraduates to apply for graduation the semester prior to the anticipated graduation term. Necessary forms and instructions can be obtained in the Advising Office.

Departments & Programs

The supervision of the academic programs for the college is the function of the five administrative departments together with several coordinators. The departments are responsible for the professional programs in engineering and engineering science. Each department is responsible for programs, faculty, laboratories and students assigned to it. See College Facilities on following page under Engineering Technology.

Chemical and Mechanical Engineering

This department offers courses leading to the traditional degrees of Bachelor of Science in Chemical or Mechanical Engineering (B.S.C.H. or B.S.M.E.) as well as the Bachelor of Science in Engineering (B.S.E.), Master of Science in Chemical or Mechanical Engineering (M.S.C.H. or M.S.M.E.), Master of Engineering (M.E.) and Doctor of Philosophy (Ph.D.) degrees.

Undergraduate coursework common to both programs includes: thermodynamics, fluid mechanics, heat transfer (the transport processes sequence), instrument systems, automatic controls, process laboratories, computer simulation and strength of materials. Courses specific for each degree, beyond the common courses, are listed in the following sections.

Graduates of this department have found employment in research, design, production, marketing, service, installation (contracting), maintenance and operation in a variety of industries such as mining, petroleum, chemicals, paper, food, power, manufacturing, air conditioning, defense systems, data processing and communications. Specific strengths of the department lie in instrumentation, controls, digital communication, computer aided design and manufacturing, process model-

ing and heating, ventilating and air conditioning.

Students may complete both undergraduate degrees (B.S.C.H. and B.S.M.E.) with 30 additional hours of selected coursework.

Civil Engineering and Mechanics

This department offers coursework and study pertinent to Civil Engineering, Engineering Mechanics, Materials Science, and Environmental Engineering. Topics included are structural analysis, design and optimization; metals, polymers, ceramics; solid and fluid mechanics; stress analysis, vibrations, continuum mechanics, aerodynamics, gas dynamics; wave propagation, numerical methods; geotechnical engineering; transportation engineering, water resources, waste treatment, environmental engineering, and coastal engineering. The department administers the Bachelor of Science in Civil Engineering (B.S.C.E.) option. It also administers the Master of Science in Civil Engineering (M.S.C.E.) program, and a design oriented professional engineering Master of Civil Engineering (M.C.E.) program. These master's programs can be completed with all evening coursework. As applicable, the department administers the M.S.C.E., M.S.E., M.E., M.S.E.S. and the Ph.D. in Civil Engineering programs.

Computer Science and Engineering

This department offers coursework and study in all areas fundamental to Computer Engineering, Computer Science, and Information Systems. Topics dealt with are computer design, software engineering, programming languages, computer algorithms, computer system organization, computer networks and distributed computing, artificial intelligence, database systems and theory of computation.

The department's facilities include microprocessor laboratories equipped with modern microcomputers, a graphics laboratory equipped with modern display devices and a substantial number of graphics-oriented personal computers. The department has access to a PDP 11/44 computer running under UNIX operating system, a PRIME 850 medium scale computer and three VAX 11/750, two running UNIX and one running VMS. The PRIME computer also functions as a node of a college-wide network of three computers. Recently five 382 and 2 SUN AT&T workstations were installed. A network between the computers is available. The department also maintains a number of additional special computer hardware and software units in the Distributed Reliable Ever Available Microprocessor (DREAM) Laboratory. These computers support both instruction and research. The department administers the baccalaureate degrees in Computer Science, Computer Engineering, and Information Systems. It also offers graduate degrees at the Master of Science level in Computer Science and in Computer Engineering, and a Ph.D. degree in Computer Science and Engineering.

Electrical Engineering

This department offers study in all areas fundamental to Electrical Engineering and the electrical sciences: circuit analysis and design, electronics, communications, electromagnetics, controls, solid state, systems analysis, digital circuit design, etc. Basic concepts are augmented with well-equipped laboratories in networks, electronics, automatic control, digital systems, electromechanics, microwave techniques and communications. In addition, a general purpose computer facility, a microprocessor laboratory and a microelectronics fabrication laboratory are available to undergraduate and graduate students. The department administers the Electrical Engineering Option (program) of the Bachelor of Science in Engineering (B.S.E.) degree program, the Bachelor of Science in Electrical Engineering (B.S.E.E.) degree program, as well as the Master of Science in Electrical Engineering (M.S.E.E.) program which is also available to evening and off-campus students. As applicable, the department administers the M.S.E., M.E., M.S.E.S. and the Ph.D. in Electrical Engineering programs.

Industrial and Management Systems Engineering

This department offers study pertinent to the design, evaluation and operation of a variety of industrial systems, ranging from the analysis of public systems to the operation of manufacturing plants. Topics include production planning and control, production and plant design, applied statistics, operations research, human factors and productiv-

ity, manufacturing, and automation. The department has excellent
laboratory facilities which support class projects and research in microcomputer applications, computer-aided manufacturing, automation, and applications of robotics. The department administers the Bachelor of Science in Industrial Engineering (B.S.I.E.) degree program, as well as the Master of Science in Industrial Engineering (M.S.I.E.) and Ph.D. in Industrial Engineering. Evening and off-campus programs are available through the Master of Science in Engineering Management (M.S.E.M.) program. The department also administers the industrial option in the M.S.E., M.E., and M.S.E.S. programs.

Engineering Core

Both the four-year and five-year curricula of the College of Engineering Bachelor of Science programs are founded on a common core of coursework which is required of all students. This coursework is designed to give each student a thorough foundation of knowledge on which specialization studies and a professional career can be based. Emphasis is placed on five key elements: development of communication skills, familiarity with the social sciences and humanities, a solid base in science and mathematics, a strong foundation in basic engineering sciences and applications and design experience in a field of specialization.

Each degree-granting department has developed a list of courses to provide key elements for the degree offered. While the specific courses will vary slightly from one department to another, the hours in each category will be approximately as follows:

- Non-technical Courses: 30 Sem. Hrs.
  - (Social Sciences, Humanities, Communications)
  - Department Specialization: 35 Sem. Hrs.

Special requirements exist for Chemical Engineering. Students selecting this field should make sure they familiarize themselves with these. Detailed information can be obtained from the responsible department or the college's Advising Office.

1. Non-technical Requirements

Prospective Engineering majors must take six hours of Freshman English (ENC 1101, 1102) in their first two semesters.

Additional coursework in this category is required as specified in the individual curricula printed on pages which follow.

Students are advised to check the list of "Approved Social Sciences and Humanities Courses" before enrolling. If a student desires credit for a course not on the list, she/he must obtain approval in writing from the department chairperson (or approved representative) prior to enrollment. In no case will credits be allowed for courses taken on an S/U basis. A minimum of eight credit hours of this coursework must be of 2000 level or higher. At least six credit hours must be taken in each of the Humanities/Fine Arts area and the Behavioral and Social Sciences area (to meet the University's General Distribution Requirements). In selecting courses to meet the minimum requirements in the Social Sciences and Humanities each student should pick at least six hours of work which will satisfy 6A10.30 (The "Gordon Rule"). It is recommended that the student pursue specific subject areas to some depth, since this develops areas of knowledge and interests which aid fuller development of the individual and later assist in relating a professional career to non-technical environments and situations.

It is desirable that at least 24 hours of this coursework be taken in the first two years. Students are responsible for checking with their advisers to be sure that the specific courses they are taking meet the requirements of the Bachelor of Science in Engineering degree program. Students who transfer from a State of Florida community college with an Associate in Arts degree who have met that college's General Education Requirement will normally find that their General Education coursework satisfies the major portion - but not all - of the Social Sciences and Humanities Core requirement.

Credit by Examination can be obtained for some of this coursework. CLEP General Examination credit, acceptable to the University, is accepted for the areas of English Composition, Humanities and Social Sciences. Credit for CLEP Subject Examinations and CEEB Advanced Placement Tests can be accepted when the subject covered is recognized to be equivalent to USF courses on the "Approved Social Sciences and Humanities Courses" list. Questions on this area should be directed to the Coordinator of Engineering Advising in the college's Advising Office.

2. Mathematics and Science Core Requirements

The student with a satisfactory high school preparation must take 35 credit hours of mathematics and science coursework. (Some credit towards this core requirement can be obtained by passing applicable CEEB Advanced Placement Tests or CLEP Subject Examinations.)

In mathematics this coursework consists of a Calculus for Engineers sequence (or a calculus sequence of equivalent level), differential equations, and additional hours of designated courses supportive of the student's selective field of specialization, as specified by the department. In the science coursework students must take the physics with calculus sequence and the general chemistry sequence.

Students whose high school preparation is insufficient to enter the Calculus for Engineers are required to take supplementary algebra and trigonometry prior to being considered for acceptance into the college. All students must take the math placement test.

3. Engineering Core Requirements

The prospective engineering major must take a minimum of 35 credit hours of engineering core coursework drawn from the major disciplines. This coursework is designed to equip the student with a sound technical foundation for later more advanced specialized coursework and the eventual formation of professional judgment. This coursework includes introductory studies in such areas as engineering analysis and computation, statistics, electrical engineering principles, thermodynamics, statics, dynamics, fluids, and properties of materials.

All but 6 credit hours of the engineering core course are common to all areas of specialization (option) of the Bachelor of Science in Engineering and the Bachelor of Science in a Designated Engineering Field degree programs. The remaining 6 credit hours of coursework must be chosen with the concurrence of the departmental adviser to fit the field selected by the student. Details on this selection are available in the departmental office of the field selected, or in the college's Advising Office.

- FOUR-YEAR PROGRAM — BACHELOR OF SCIENCE IN ENGINEERING DEGREE
- AND BACHELOR OF SCIENCE IN DESIGNATED ENGINEERING FIELD DEGREE

These engineering degrees are awarded upon successful completion of a program consisting of the required three areas of core coursework—minimum of 101 credit hours—which are described above, and an additional 35 credit hours of coursework in a designated field of specialization. Details covering specific fields are available on request from the responsible department, or from the college's Advising Office.

Programs are offered in the following disciplines of Engineering:

1. General

All departments of the College of Engineering may offer the general option of the Bachelor of Science in Engineering degree. This program consists of the basic engineering core of approximately 100 semester hours plus additional credits to produce a total of 136, in a designated field of specialization. This program is tailored to meet needs of students who have very specific goals and wish to devote from a prescribed disciplinary program. Since the program is tailored for individual students a curriculum cannot be published and, therefore, it cannot be accredited. Because of this it is not recommended for most students. Nevertheless, it can be a valuable program for students with special needs.

Pre-medical students may elect this option. It accommodates up to 32 hrs. of special pre-med coursework (Biology, Organic Chemistry, etc.) selected by student and adviser to meet normal admission requirements of medical schools.
Pre-law students find this option permits a strong technical and legal undergraduate academic preparation.

2. Chemical Engineering

Students pursuing the Bachelor of Science in Chemical Engineering program take coursework in advanced chemistry, and thermodynamics, energy conversion, separation processes, transport phenomena, heat and mass transfer, reactivity systems, process control and instrumentation. Students must also satisfactorily complete a design and/or case study as part of their program. Special characteristics of the Chemical Engineering program make it imperative that students retain close contact with their advisers.

Students completing this program normally initiate their careers in chemical process industries (C.P.I.). Chemical engineers are found in technical and administrative positions in the power generating industries, government planning and regulatory agencies, and consulting and research enterprises. Main products produced by the C.P.I. are petrochemicals, fertilizers, pharmaceuticals, polymers and fibers, synthetic fuels, etc. Such modern societal problems as controlling pollution, handling wastes, advancing medical technology and providing food and energy more efficiently depend on the chemical engineer, among others, for the solutions.

The schedule which follows indicates how a serious student who can devote full time to coursework can satisfy requirements in four academic years. Students without a solid foundation and those who cannot devote full time to academics should plan a slower pace. The schedule includes coursework for both the Chemical and Mechanical Engineering degree programs.

Bachelor's Curricula for Chemical & Mechanical Engineering

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman English</td>
</tr>
<tr>
<td>MAC 3281</td>
<td>Engineering Calculus I</td>
</tr>
<tr>
<td>CHM 2045</td>
<td>General Chem. I</td>
</tr>
<tr>
<td>EGN 1002</td>
<td>Engineering Orientation</td>
</tr>
<tr>
<td>Social &amp; Behav. Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>For Chemical Engineers</td>
</tr>
<tr>
<td>EGN 1115L</td>
<td>Intro to Design Graph</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
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</tr>
<tr>
<td>MAC 3282</td>
<td>Engineering Calc II</td>
</tr>
<tr>
<td>CHM 2046</td>
<td>General Chem. II</td>
</tr>
<tr>
<td>CHM 2045L</td>
<td>Gen Chem I Lab</td>
</tr>
<tr>
<td>PHY 3040</td>
<td>General Physics I</td>
</tr>
<tr>
<td>PHY 3040L</td>
<td>Gen. Physics Lab I</td>
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<tr>
<th>Suggested Summer Term</th>
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<tbody>
<tr>
<td>MAC 3283</td>
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<tr>
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<td>Gen. Chem II Lab</td>
</tr>
<tr>
<td>PHY 3041</td>
<td>Gen. Physics II</td>
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<td>PHY 3041L</td>
<td>Gen. Physics Lab II</td>
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<tr>
<td>EGN 2210</td>
<td>Fortran for Engineers</td>
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<table>
<thead>
<tr>
<th>Semester III</th>
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<tbody>
<tr>
<td>EGN 3313</td>
<td>Statics</td>
</tr>
<tr>
<td>EGN 4450</td>
<td>Intro to Linear Systems</td>
</tr>
<tr>
<td>MAP 4302</td>
<td>Diff. Equations</td>
</tr>
<tr>
<td>EGN 3343</td>
<td>Thermodynamics I</td>
</tr>
<tr>
<td>Soc. and Behav. Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester IV</td>
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</tr>
<tr>
<td>EGN 3443</td>
<td>Statistics</td>
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<tr>
<td>EGN 3737</td>
<td>Intro Elec. Sys. I</td>
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<tr>
<td>EMC 3103</td>
<td>Thermodynamics II</td>
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<tr>
<td>EMC 3117</td>
<td>Transport Proc. I</td>
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<tr>
<td>Approved Tech. Writing Course</td>
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<td>Semester V</td>
<td></td>
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<tr>
<td>EGN 3365L</td>
<td>Materials Engr. I</td>
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<tr>
<td>EMC 3301</td>
<td>Inst. Sys.</td>
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<tr>
<td>EMC 3303</td>
<td>Chem &amp; Mech Lab I</td>
</tr>
<tr>
<td>EGN 3433</td>
<td>Systems Dynamics</td>
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<tr>
<td>CHM 3210</td>
<td>Organic Chem. I</td>
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<table>
<thead>
<tr>
<th>Semester VI</th>
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<tr>
<td>EGN 3321</td>
<td>Dynamics</td>
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<td>Semester VII</td>
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<tr>
<td>EGN 3375</td>
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<tr>
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<tr>
<td>Semester VIII</td>
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</tr>
<tr>
<td>EML 3500</td>
<td>Mach Anal &amp; Des I</td>
</tr>
<tr>
<td>EML 4411</td>
<td>Computer Sim. I</td>
</tr>
<tr>
<td>EML 4522L</td>
<td>Auto Controls I</td>
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<tr>
<td>EML 4260</td>
<td>Dyn. of Mach.</td>
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<tr>
<td>EML 4503</td>
<td>Mach Anal &amp; Dsg II</td>
</tr>
<tr>
<td>CHM 3211L</td>
<td>Org. Chem. Lab II</td>
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<td>CHM 4412</td>
<td>Phys. Chem. III</td>
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<td>EGN 4234</td>
<td>Mass Transfer</td>
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<td>EGN 4413</td>
<td>Sep Proc Dsg</td>
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<tr>
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<td>Org. Chem. Lab II</td>
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<tr>
<td>CHM 4412</td>
<td>Phys. Chem. III</td>
</tr>
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<td>Approved Design Course I</td>
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</tr>
<tr>
<td>Technical Elective</td>
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<td>Semester VIII</td>
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<td>EGN 4415C</td>
<td>For Chemical Engineers</td>
</tr>
<tr>
<td>EGN 4415</td>
<td>Reac. Sys.</td>
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</table>
### 3. Civil Engineering (35 credit hours)

Students pursuing the Bachelor of Science in Civil Engineering program take designated traditional civil engineering and engineering mechanics coursework in solid mechanics, stress analysis, structures, materials, hydraulics, geotechnical, transportation, and engineering analysis. This coursework is supplemented by courses in one of the following areas of concentration, plus electives.

a. Environmental/Water Resources - courses in water treatment, waste water treatment, air pollution control and water resources.

b. Geotechnical/Transportation - courses in soil mechanics, foundations, transportation, and surveying.


d. Structural Engineering - courses in structural analysis and design, composite structures, using matrix and computer techniques.

Students completing this option enter careers as engineers in the civil, structural, sanitary, environmental, hydraulics, materials, etc., disciplines. All of these fields share the need for knowledge in the areas of engineering mechanics, civil engineering, and materials science. Through choice of the proper area of concentration the student has the opportunity to channel his academic studies specifically towards his/her career choice. Civil Engineering students commence their engineering careers in either industry, in engineering consulting firms, or in public service at the federal, state or local level. Initial assignments include planning, design and implementation of water resources, transportation and housing systems; regional planning, design and management for abatement of air, water, and solid waste pollution problems; design of bridges, single and multistory structures; and supervision of construction projects.

The schedule which follows indicates how a serious, well prepared student who cannot devote full time to academics should plan on a slower pace.

### Bachelor's Curriculum for Civil Engineering Option

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman English I</td>
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<tr>
<td>MAC 3281</td>
<td>Engr. Calculus I</td>
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<tr>
<td>CHM 2045</td>
<td>General Chemistry I</td>
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<tr>
<td>EGN 1002</td>
<td>Engr. Orientation</td>
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<tr>
<td>EGN 1115</td>
<td>Intro. Design Graphics</td>
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<tr>
<td>Approved Social Science Elective</td>
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<tr>
<td>ENC 1102</td>
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<tr>
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<td>Engr. Calculus II</td>
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<td>CHM 2046</td>
<td>General Chemistry II</td>
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<tr>
<td>CHM 2045L</td>
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<tr>
<th>Semester III</th>
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<td>PHY 3041</td>
<td>General Physics II</td>
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<td>Gen. Physics II Lab</td>
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<td>EGN 2210</td>
<td>FORTRAN for Engineers</td>
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<td>EGN 3313</td>
<td>Statics</td>
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<th>Semester IV</th>
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<tbody>
<tr>
<td>MAP 4302</td>
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<td>EGN 3365</td>
<td>Materials Engr. I</td>
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<tr>
<td>EGN 3373</td>
<td>Intro to Elec. Sys. I</td>
</tr>
<tr>
<td>EGN 3343</td>
<td>Thermodynamics I</td>
</tr>
<tr>
<td>ENG 3443</td>
<td>Engr. Statistics</td>
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<th>Semester V</th>
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<tbody>
<tr>
<td>EGN 3554C</td>
<td>Basic Fluid Mech.</td>
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<tr>
<td>EGN 3321</td>
<td>Dynamics</td>
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<td>EGN 3331</td>
<td>Mechanics of Mtls.</td>
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<tr>
<td>EGN 3331L</td>
<td>Mech. of Mtls. Lab</td>
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<tr>
<td>ENV 3001</td>
<td>Environmental Engineering</td>
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<tr>
<td>EGN 4420</td>
<td>Num. Mthds. of Analysis</td>
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<td>EMC 3103</td>
<td>Thermodynamics II*</td>
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<tr>
<th>Semester VI</th>
<th>Hrs.</th>
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<tbody>
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<td>CES 4001</td>
<td>Structures I</td>
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<tr>
<td>EGM 4616</td>
<td>Hydraulics</td>
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<td>TTE 4004</td>
<td>Transportation Engr. I</td>
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<tr>
<td>ECI 4311</td>
<td>Soil Mechanics</td>
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<tr>
<td>GLY 3830</td>
<td>Geology for Engrs.*</td>
</tr>
<tr>
<td>EGN 4450</td>
<td>Intro to Linear Systems*</td>
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<tr>
<td>*Humanities/Social Science Elective</td>
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<td>CHM 3200</td>
<td>Organic Chemistry*</td>
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<table>
<thead>
<tr>
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<td>EGN 3613</td>
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<td>Concepts Steel Design</td>
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<tr>
<td>CES 4702</td>
<td>Concepts Concrete Design</td>
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<tr>
<td>GEB 3211</td>
<td>Business Communications</td>
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<td>(Tech. writing For C.E.'s)</td>
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<td>C.E. Technical Elective</td>
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<th>Semester VIII</th>
<th>Hrs.</th>
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<td>CES 3402</td>
<td>C.E. Lab*</td>
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<td>or</td>
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<tr>
<td>ENV 4402</td>
<td>Env. Eng. Lab*</td>
</tr>
<tr>
<td>COM 4110</td>
<td>Speech for Professionals</td>
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<tr>
<td>BUL 3112</td>
<td>Business Law I</td>
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<td>C.E. Design Elective</td>
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<td>C.E. Design Elective</td>
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<td>C.E. Technical Elective</td>
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<tr>
<td>Approved Humanities or Soc. Sci. Elective</td>
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<td><strong>Total</strong></td>
<td>16</td>
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*Environmental students take EMC 3103, CHM 3200, ENV 4402. Other C.E. students take EGN 4410, EGN 3373, GLY 3830, CES 3402.
Civil Engineering Technical Electives

(A student must complete a minimum of 9 hours, with at least 2 courses from one group.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Environmental/Water Resources</td>
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<tr>
<td>EAS 421</td>
<td>Hydro &amp; Aero Mechanics</td>
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</tr>
<tr>
<td>ENV 4012</td>
<td>Environmental Unit Processes*</td>
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<td>ENV 4014</td>
<td>Environmental Unit Operations*</td>
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<td>ENV 4111</td>
<td>Air Pollution Control</td>
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<tr>
<td>ENV 4622</td>
<td>Water Resources Engineering</td>
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<tr>
<td>Geotechnical/Transportation</td>
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<tr>
<td>ECI 4312</td>
<td>Soil Mechanics II</td>
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<td>TTE 4006</td>
<td>Transportation System Design</td>
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<td>SUR 3140C</td>
<td>Engineering Land Surveying</td>
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<tr>
<td>EGM 4610</td>
<td>Computations In Civil Engineering</td>
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<td>Materials</td>
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<td>EMA 4303</td>
<td>Thermodynamics of Materials</td>
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<td>EMA 4324</td>
<td>Corrosion of Engineering Materials</td>
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<td>EMA 4604</td>
<td>Processes in Materials Engineering</td>
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<td>EMA 4703</td>
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Civil Engineering Design Electives

(A student must complete a minimum of 6 hours with at least 2 courses from the same area of concentration selected for 2 technical electives)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>ENV 4432</td>
<td>Water Systems Design*</td>
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*Required courses for Environmental Engineering students.

4. Computer Science and Engineering

Three undergraduate programs are offered within Computer Science and Engineering. They are: the Computer Engineering program (leading to a Bachelor of Science in Computer Engineering), the Computer Science program (leading to a Bachelor of Science in Computer Science) and the Information Systems program (leading to a Bachelor of Science in Information Systems). All three programs require a minimum of 136 semester hours of coursework, of which 94 hours are common to all options and 42 hours represent the particular area of specialization.

The Computer Engineering program emphasizes the design and utilization of computers and has a core of engineering and basic science courses like those of other engineering programs outside the Department of Computer Science and Engineering. The Computer Science program deals with the basic and formal aspects of computation. The Information Systems program emphasizes the business applications and data processing aspects of computing.

Graduates from these programs follow fruitful careers in either scientific or business application of computers, as well as in the design of computer systems. They are often involved in the systems level definition of information processing complexes for both manufacturers of computers and for users. A wide and expanding variety of design and applications opportunities characterize this field. This is the reason for requiring a broad foundation in applied mathematics and the physical sciences, and also to develop communications abilities and clear perceptions in the social sciences and the humanities. Research and development opportunities as a computer scientist and engineer, often following graduate training, are present in the areas of artificial intelligence, software engineering, digital data communications, data-base management and robotics, fault-tolerant computing and testing, microprogramming, computer graphics and simulation.

The schedules which follow indicate how a serious, well prepared student who can devote full time to coursework can satisfy degree requirements in four academic years. Students without a solid foundation and those who cannot devote full time to academics should plan on a slower pace.

Bachelor of Science in Computer Science Curriculum

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<tr>
<th>Semester I</th>
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<tr>
<td>MAC 3281</td>
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| Semester II | 3 |
| ENC 1102 | Freshman English II | 3 |
| MAC 3282 | Engr. Calculus II | 3 |
| PHY 3040 | Physics I | 3 |
| PHY 3040L | Physics Lab I | 1 |
| PHS 3102 | Prob. Gen. Physics | 1 |
| EGN 2210 | FORTRAN for Engr. | 3 |
| Science Electives | 2 |
| Total | 16 |

Required Summer Term

| Humanities/Social Science | 7 |
| COP 3120 | Sc. Cobol Prog. | 3 |
| Total | 10 |

| Semester III | 3 |
| MAC 3283 | Eng. Calculus III | 3 |
| PHY 3041 | General Physics II | 3 |
| PHY 3041L | Physics II Lab | 1 |
| PHS 3103 | Prob. Gen. Physics II | 1 |
| Engr. Core Elective | 2 |
| GEB 3211 | Business Commun. | 3 |
| Free Elective | 2 |
| Total | 16 |

| Semester IV | 3 |
| MAP 4302 | Differ. Equations | 3 |
### Bachelor of Science in Information Systems Curriculum

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### Bachelor of Science in Computer Engineering Curriculum

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### COLLEGE OF ENGINEERING

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### 5. Electrical Engineering (38 credit hours)

Students pursuing the Electrical Engineering option of the Bachelor of Science in Engineering program or the Bachelor of Science in Electrical Engineering program take designated, specialized coursework in network analysis, electronics, communications, electromagnetic theory, linear systems and control systems analysis, and microelectronics. This coursework is supplemented by electives in logic, sequential circuits, digital system design and microprocessors; distributed networks and UHF principles, and/or electromechanics and power system analysis.

Students completing this program normally pursue industrial careers in the areas of power, electrical, electronic, or information industries or in related governmental laboratories and public service agencies. The electrical graduate may apply his/her knowledge to such diverse areas as telecommunications, remote guidance, sensing (of people, vehicles, weather, crops, etc.), automation, computer and information systems, electric power generation and transmission, electrically propelled transportation, etc. The graduate may do this by performing needed engineering functions related to the research and development (often requires also an advanced degree), design, production, operation, sales, or management of these products/services.

The schedules which follow indicate how a serious, well prepared student who can devote full time to coursework can satisfy degree requirements in four academic years. Students without a solid foundation and those who cannot devote full time to academics should plan on a slower pace.

### Bachelor’s Curriculum for Electrical Engineering

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MAC 3283
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EGN 3613
Engineering Economy
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MAP 4302
Differ. Equations
EGN 3373
Intro to Elec. Systems I
EGN 3443
Statistics & Prob.
Approved Non-technical Elective
PHY 3123
Modern Physics
EGN 3365L
Materials Engineering
Approved Non-technical Elective
EEL 4450
Approved Non-technical Elective
EEL 4411
Fields & Waves I
EEL 3410
Network Analysis & Design
Approved Non-technical Elective
EEL 4450
Electronics I
EGN 4450
Intro to Linear Systems
EGN 3375
Intro to Elec. Systems III
EEL 3100
Upper-level Comm. Course
Approved Non-technical Elective
EEL 4102
Li. Sys. Anal.
EEL 4350
Semiconductor Devices
EEL 4411
Fields & Waves II
ELR 3301L
Lab I
EGN 3343
Thermodynamics
Upper-level Comm. Course
Approved Non-technical Elective
EEL 4510
Intro to Communication Systems
EEL 4300
Electronics II
EEL 4705
Logic Design
EEL 4705L
Logic Lab
ELR 3302L
Lab II/III
EEL CAD Design Project
Approved Non-technical Elective
EEL 4757
Microprocessors
EEL 4743L
Microprocessor Lab
EEL 4656
Lin. Control Sys.
ELR 4306L
Lab IV
Technical Elective
Non-technical Elective
6. Industrial Engineering (32 credit hours)

Students pursuing the Bachelor of Science in Industrial Engineering degree program take designated, specialized coursework in industrial processes, production control, production design, operations research, human factors, computer simulation, applied statistics, and automation. This coursework is supplemented by engineering electives and comprehensive industrial engineering design projects.

Students completing this program are prepared for graduate study or for careers in a broad range of industries, business, and public service areas. The strength of industrial engineering lies, in part, in its breadth and the applicability of its common body of knowledge in a wide variety of enterprises. Students may be involved in traditional areas of manufacturing and production, or state-of-the-art functions in automation and robotics. The same engineering principles are also applied to business organizations, service delivery systems, and governmental administration.

The schedule which follows indicates how a serious, well prepared student who can devote full time to coursework can satisfy degree requirements in four academic years. Students without a solid foundation and those who cannot devote full time to academics should plan on a slower pace.

**Bachelor's Curriculum for Industrial and Management Systems Engineering**

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Students completing this program are prepared for graduate study or for careers in a broad range of industries, business, and public service areas. The strength of industrial engineering lies, in part, in its breadth and the applicability of its common body of knowledge in a wide variety of enterprises. Students may be involved in traditional areas of manufacturing and production, or state-of-the-art functions in automation and robotics. The same engineering principles are also applied to business organizations, service delivery systems, and governmental administration.

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</tr>
<tr>
<td>MAC 3281</td>
<td>Engr. Calculus I</td>
</tr>
<tr>
<td>CHM 2045</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>EGN 1002</td>
<td>Engr. Orientation</td>
</tr>
<tr>
<td>EGN 1115L</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
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<table>
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<tr>
<th>Semester II</th>
<th>Hrs.</th>
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<tr>
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<td>General Physics I</td>
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<td>EGN 2210</td>
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<td>PHY 3041L</td>
<td>Physics II Lab</td>
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<td>MAC 3283</td>
<td>Engr. Calculus III</td>
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<tr>
<td>EGN 3365L</td>
<td>Materials Engineering I</td>
</tr>
<tr>
<td>EGN 3313</td>
<td>Statics</td>
</tr>
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<td>Approved Non-technical Course</td>
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<tr>
<th>Semester IV</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>MAP 4302</td>
<td>Differ. Equations</td>
</tr>
<tr>
<td>EGN 3373</td>
<td>Electrical Systems I</td>
</tr>
<tr>
<td>EGN 3613</td>
<td>Engineering Economy I</td>
</tr>
<tr>
<td>EGN 3321</td>
<td>Dynamics</td>
</tr>
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<td>Science Elective</td>
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<td>Approved Non-technical Course</td>
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<thead>
<tr>
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<th>Hrs.</th>
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<tbody>
<tr>
<td>EGN 4450</td>
<td>Intro Linear Systems</td>
</tr>
<tr>
<td>EIN 4304C</td>
<td>Intro to IE</td>
</tr>
<tr>
<td>EGN 3443</td>
<td>Engineering Statistics I</td>
</tr>
<tr>
<td>EGN 3375</td>
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<tr>
<td>Approved Communication Course</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
</tbody>
</table>
7. Mechanical Engineering

Students pursuing the Bachelor of Science in Mechanical Engineering program take coursework in thermodynamics and heat transfer, instrumentation and measurements, energy conversion systems, solid and fluid mechanics, dynamics, machine analysis and designs, mechanical design, controls, and fluid machinery. This is supplemented by elective coursework in such areas as power plant analysis, refrigeration and air conditioning, mechanical design, advanced mechanics, heat transfer, robotics, propulsion, vibration and computer aided design and manufacturing.

Students completing this option normally enter careers in a wide range of industries which either produce mechanical products and machinery or rely on machines, devices, and systems to produce non-mechanical products such as electricity, petroleum products, foods, textiles, building materials, etc. Thus, mechanical engineering graduates may follow careers in such fields as transportation, power generation, manufacturing, instrumentation, automatic control, machine design and construction, refrigeration, heating, and air conditioning, and all the process industries (foods, textiles, petrochemicals, pharmaceuticals, etc.). These opportunities occur in a wide range of industries because mechanical processes are required for most industrial production.

The programs for Chemical Engineering and Mechanical Engineering are offered by one unit, the Chemical and Mechanical Engineering Department. Much of the coursework is common to the two programs as indicated in the curricula listed on preceding pages. This provides an opportunity for a student to complete the requirements for both degrees with approximately thirty carefully chosen additional hours.

8. Other Options

Students should recognize that the title of an academic program to prepare for a specific engineering career may differ from the career title. The USF Bachelor of Science in Engineering degree option titles or the Bachelor of Science in a Designated Engineering Field degree titles are descriptive of the academic discipline the specialization studies draw on. The field of product or engineering application frequently is used in describing engineering career titles. The following table may help prospective students to identify desired USF programs.

<table>
<thead>
<tr>
<th>Semester VI</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ESI 4314</td>
<td>Operations Research I</td>
</tr>
<tr>
<td>EIN 4395L</td>
<td>Manufacturing Processes</td>
</tr>
<tr>
<td>ESI 4221</td>
<td>Ind. Stat. and QC</td>
</tr>
<tr>
<td>EIN 4312L</td>
<td>Production Design I</td>
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<tr>
<td>EGN 3343</td>
<td>Thermodynamics</td>
</tr>
<tr>
<td>EGN 3354</td>
<td>Basic Fluid Mechanics</td>
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<td></td>
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<table>
<thead>
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<th>Semester VII</th>
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<td>ESI 4118</td>
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<td>EIN 4333</td>
</tr>
<tr>
<td>Technical Elective</td>
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<table>
<thead>
<tr>
<th>Semester VIII</th>
</tr>
</thead>
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<td>EIN 4251</td>
</tr>
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<td>ESI 4911</td>
</tr>
<tr>
<td>EIN 4521</td>
</tr>
<tr>
<td>EIN 4364L</td>
</tr>
<tr>
<td>Humanities/Social Science Elective</td>
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<tr>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>Engineering Career</th>
<th>USF Field/Option</th>
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<tbody>
<tr>
<td>Aerospace</td>
<td>Electrical Engineering</td>
</tr>
<tr>
<td></td>
<td>Mechanics or Mechanical Engineering</td>
</tr>
<tr>
<td>Biomedical</td>
<td>Electrical Engineering or Engineering</td>
</tr>
<tr>
<td></td>
<td>Mechanics (should plan on graduate studies)</td>
</tr>
<tr>
<td>Energy</td>
<td>Mechanical or Chemical Engineering</td>
</tr>
<tr>
<td>Environmental</td>
<td>Civil Engineering</td>
</tr>
<tr>
<td>Petroleum</td>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>Solar Energy</td>
<td>Mechanical Engineering</td>
</tr>
</tbody>
</table>

**College Regulations**

1. **Humanities and Social Science Requirements**

While the Engineering undergraduate student is expected to complete certain requirements during the first two years of study which are directed toward the humanities and social sciences, and which are fulfilled by the completion of the Distribution requirements of the University (or General Education requirements at other institutions), the College of Engineering expects more of its prospective engineering graduates than this minimum. The engineer must not only be a technically competent individual, but must also be a person who can understand, adjust and contribute to the social environment.

Students who transfer from a State of Florida community college with an Associate of Arts degree and who have met that college's General Education Requirement will normally find that their General Education coursework satisfies the major portion- but not all- of the Social Science and Humanities Core Requirements.

2. **English Requirement**

Students who have been admitted to the College of Engineering may be required to take an examination in order to evaluate their preparedness in the use and understanding of the English language. The examination will be administered by the faculty of the University's English program.

Students evidencing an English deficiency will be required to initiate the necessary corrective programs, with the assistance of their advisors. It is recognized that such deficiencies can exist even though a student has met the University's minimum English requirements. Correction of any deficiency must commence the term after a student has been notified and must be completed prior to recommendation of the student for graduation by the faculty of the college.

See **Continuation and Graduation Requirements** below for minimum grade requirements.

3. **Mathematics Requirement**

Students who are pursuing an engineering program are expected to acquire a facility for the rapid and accurate solution of problems requiring the use of mathematics. This requirement includes the ability to translate physical situations into mathematical models. Students evidencing a lack of manipulative ability or of the ability to apply mathematics will be required to take remedial coursework in engineering analysis and problem solving that is over and above their regular degree requirements. Faculty of the college who encounter students who are deficient in their mathematical ability will refer such cases to the Advising Office.

4. **Continuation and Graduation Requirements**

The curricula for the programs offered by various departments of the College of Engineering may be divided into four categories: a) General Education or Non-technical requirements; b) Basic Science Requirements (i.e., Math, Chemistry and Physics); c) Engineering Science Requirements; d) Specialization Requirements. All undergraduate students in the College of Engineering are expected to maintain the minimum grade-point average (GPA) for each category specified by the department responsible for the program pursued. In no case will the minimum GPA for a category be less than 2.0. Some programs may have higher requirements for certain categories. It is the student's responsibility to make sure she/he meets all departmental requirements.
Students who do not maintain the required minimums of the program pursued in each category are ineligible for further registration in the college unless individually designed continuation programs are recommended by the student’s academic adviser and approved by the department chairman and the Engineering Associate Dean for Academic Affairs. All students who are academically dismissed from the University will be denied re-admission to the College of Engineering unless they meet admission requirements in effect at the time re-admission is sought and are recommended for re-admission by the department and the Associate Dean for Academic Affairs.

Students who register for a course three times without receiving a grade “C” or better (i.e., receive grades of W, D, or F) will be denied further enrollment in the College of Engineering unless written permission is obtained from the department chairperson and the college Associate Dean for Academic Affairs.

Key courses including (but not limited to) Freshman English, Calculus, Physics and Engineering and Science courses specified by the student’s major department must be passed with a grade of “C” or better. Exceptions must be approved in writing by the student’s adviser prior to taking the next course in the sequence.

Students pursuing College of Engineering degree programs are expected to take their courses on a graded basis (ABCD). Exceptions require written approval of the department adviser prior to registration.

The College of Engineering requires that a student complete the Basic Science, Engineering Science and Specialization Requirements for the baccalaureate degree within seven years prior to the date of graduation. Any exceptions require approval of the department and Dean’s Office.

Each engineering student is required to complete the Application for Graduation - Check List and submit it to the College of Engineering Advising Office by the drop date of the term prior to the semester in which graduation is sought. Completion of this form is a requirement for graduation.

Effective fall of 1987 all incoming students pursuing Bachelor of Science degree programs in Chemical, Civil, Electrical, Industrial or Mechanical Engineering will be required to take the Engineering Intern Exam of the State Board of Professional Regulation at least one term prior to the term of anticipated graduation. (See the College Advising Office for applications and information.)

5. Transfer Credit

Transfer credit will be allowed by the USF College of Engineering when appropriate if the transferred course has been passed with a grade of “C” or better and when the first USF course following in sequence is also passed with a “C” grade or better. In some cases credit for a course may be granted, but the hours accepted may be less than the hours earned at another school.

While credit for work at other institutions may be granted subject to the conditions of the previous paragraph, a minimum of thirty semester hours of engineering coursework specified by the degree granting department is required for a baccalaureate degree.

FIVE YEAR PROGRAM — MASTER OF SCIENCE IN ENGINEERING DEGREE

This program permits qualified students to simultaneously pursue the senior year of an undergraduate program and Master’s level work. Under this program additional calendar time is available for design or research projects. The degree requirements are a minimum of thirty semester hours of work (of which a maximum of six may be for a research or design project) beyond Bachelor's degree requirements. A student may be admitted to this program after a favorable evaluation by his/her department chairman or graduate program adviser.

The program leads concurrently to both the Master of Science in Engineering degree and the Bachelor of Science in Engineering degree (or alternately the Master of Science and the Bachelor of Science in a Designated Engineering Field degree) with the specialization phase of the program being individually arranged and involving coursework, design, research and/or operational experience. Should the student be unable to complete the full Master's degree requirements, the baccalaureate can be awarded provided the requirements for that degree have been met. Should the student choose to receive his/her Bachelor’s degree and continue in the Master’s program, a Graduate Change of Program should be filed with the graduation certification officer, in the College Advising Office.

Applied Science (Engineering)

The College of Engineering offers a curriculum leading to the Bachelor of Science in Engineering Science degree which stresses the scientific aspects of engineering. The curriculum is a four year program with a minimum requirement of 120 semester hours, and it provides the student with an unusual depth of study in mathematics, science, and engineering without limiting the opportunities to broaden one’s education in humanities and social sciences. The exact composition of the curriculum followed by a given student is determined by the student with the advice and consent of the academic advisor, and based on the option chosen.

This training provides a most desirable background for graduate study in the areas of concentration mentioned and in other professional areas such as law, medicine, and business.

Preparation for Engineering Science

Students anticipating pursuit of studies in Engineering Science should follow the guidelines given for Engineering in this catalog when planning their high school and/or community college studies.

Admissions to Engineering Science

Admissions requirements and procedures are the same as for Engineering.

Engineering Science Advising

Students pursuing a course of study in Engineering Science are assigned to an adviser who is familiar with the requirements of this program and whose special interests match the student's specialization objectives. Comments and requirements spelled out in the section of Engineering Advising in this catalog are applicable to this program.

FOUR-YEAR PROGRAM — BACHELOR OF SCIENCE IN ENGINEERING SCIENCE PROGRAM

Baccalaureate Requirements (minimum 120 credit hours)

The Bachelor of Science in Engineering Science degree program requires a strong foundation in mathematics and science, foundation coursework in the humanities, social sciences, and other non-technical areas, a basic knowledge of engineering fundamentals, and culminates in approximately one year of specialized - often interdisciplinary - studies.

These basic requirements are further listed below.

1. Humanities, social science, and other non-technical areas requirements (29)
2. Mathematics and science requirements (30)
3. Engineering Science core requirement (29)
4. Specialization requirement (32)

Other Requirements for Engineering Science

The College's English, Mathematics, Continuation, and Graduation requirements for the Engineering degree program are applicable to the Engineering Science degree program.

FIVE-YEAR PROGRAM - MASTER OF SCIENCE IN ENGINEERING SCIENCE DEGREE

Students who, at the beginning of their senior year, are clearly interested in graduate study are invited to pursue a five-year program of study leading simultaneously to the Bachelor of Science in Engineering and
Master of Science in Engineering degrees. The keys to this program are:

1. A two-year research program extending through the fourth and fifth year.
2. The opportunity of taking graduate courses during the fourth year and deferring the taking of senior courses to the fifth year. The requirements or the combined degrees do not differ from those for the two degrees pursued separately.

Students apply for admission to this program through their adviser, who should be consulted when additional information is needed.

General requirements include:
1. Senior standing (90 credits) with at least 16 upper level engineering credits completed at the University of South Florida in the engineering science curriculum.
2. A minimum score of 1000 on the verbal and quantitative portions of the Graduate Records Examination is expected.
3. Above-average performance in the chosen Engineering program is expected.

ENGINEERING TECHNOLOGY

The College of Engineering offers a program leading to the degree of Bachelor of Engineering Technology to serve educational needs in engineering-related technology areas. The program normally provides for two years (60 min. credit hours) of study at the University of South Florida following two years (60 credit hours) of successful study in an engineering technology program which has led to an Associate of Science degree. Many Engineering Technology programs of the State System of Community Colleges uniquely mate with this program. The college also offers a four-year program in Computer Technology.

**BACHELOR OF ENGINEERING TECHNOLOGY**

Upon completion of their full four years of study leading to the award of the Bachelor of Engineering Technology degree, students will have gained a well-rounded background concentrated in the following areas: Engineering Technology, Mathematics and Science, Liberal Arts and Social Science, and Management and the area of Computers. A student who has completed this program should be adequately prepared to assume career responsibilities in technical, technical supervisory, or technical executive positions. Prospective students should note, however, that this program is not intended to be an engineering program. Rather, its function is to bridge the gap between design or research professional engineers, technicians and management. It is for this reason that the program consists of a balance of coursework in technical management, and liberal arts and social science areas. Its function is to bridge the gap between design or research professional engineers, technicians and management. It is for this reason that the program consists of a balance of coursework in technical management, and Liberal Arts and Social Science areas.

A typical student pursues the bulk of the Engineering Technology coursework, together with much of the mathematics and science coursework, within the framework of a junior college Associate in Science degree Engineering Technology program. Most of the liberal arts and social science coursework, management and computer-oriented studies, and some additional engineering technology coursework is taken by the student at USF during the junior and senior years. The typical four years of study thus exhibit approximately the following coursework distribution (in credit hours):

<table>
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<th>Course Area</th>
<th>Credits</th>
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<tr>
<td>Engineering Technology</td>
<td>53</td>
</tr>
<tr>
<td>Management &amp; related studies</td>
<td>20</td>
</tr>
<tr>
<td>Liberal Arts, Social Science and Electives</td>
<td>32</td>
</tr>
<tr>
<td>Mathematics and Science</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

Specific students' programs may deviate from this balance to some extent due to the differences in the students' first two years' program contents.

At USF a portion of each student's program may be used for one of the areas of concentration listed below.

- Computer Systems Technology
- Management Engineering Technology

These areas are designed to complement the technical work received at the community college and need not necessarily be in the same field in which the A.S. degree is awarded.

Students entering this program will have their transcript annotated as to the institution from which their technical training was received as well as their technical specialization as designated by that institution.

Also available is a four-year degree in Computer Systems Technology which is mainly software applications.

**Admission**

In general, students are expected to have successfully completed an Associate in Science degree in Engineering Technology at a community college or to have accomplished equivalent work. The student must have completed a minimum of mathematics through applied integral calculus, a non-calculus physics sequence, and at least 6 semester hours of Freshman English. Limited resources in the presence of increasing enrollment demand have forced limiting enrollment to this program. The college's admissions requirements and procedures are listed on page . Students who meet all admission requirements are required to complete a minimum of 60 additional semester hours to receive the Bachelor of Engineering Technology degree.

### Bachelor of Engineering Technology

(A.S. Degree* plus 60 Semester Hrs.)

*One year non-calculus physics and one year calculus required if not completed in A.S. degree.

Area of Concentration:

- A) Computer Systems Technology
- B) Management

<table>
<thead>
<tr>
<th>Area of Concentration</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>Junior Year:</td>
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<tr>
<td>Sem. I</td>
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</tr>
<tr>
<td>COC 3300</td>
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<tr>
<td>ECO 2023</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3613</td>
<td>3</td>
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<tr>
<td>ETI 4600</td>
<td>3</td>
</tr>
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<td>ACG 2001</td>
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<td><strong>Total</strong></td>
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<tr>
<td>Sem. II</td>
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<td>CDA 3101</td>
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<td>ACG 2011</td>
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<td>ECO 2013</td>
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<td><strong>Total</strong></td>
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<td>Senior Year:</td>
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<td>COP 3110</td>
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<td>Areas of Concentration (17 semester hours)</td>
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<td>Computer</td>
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<td>COP 3121</td>
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<td>COP 3180</td>
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Areas of Concentration (17 semester hours)
### Bachelor's Curriculum for Computer Technology

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<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Hrs</th>
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<td>I</td>
<td>ENC 1101</td>
<td>Freshman English I</td>
<td>3</td>
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<tr>
<td></td>
<td>MAC 2243</td>
<td>Elementary Calc I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ACG 2001</td>
<td>Elementary Accounting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COC 3300</td>
<td>Intro to Computers (Basic)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
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<td>3</td>
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<td></td>
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<td>II</td>
<td>ENC 1102</td>
<td>Freshman English II</td>
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<td></td>
<td>MAC 2244</td>
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<td>III</td>
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<td>Princ. Management</td>
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<td>General Physics I</td>
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<td>PHY 2050L</td>
<td>General Physics Lab II</td>
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<td></td>
<td>CDA 3101</td>
<td>Computers II</td>
<td>3</td>
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<td>PHY 2051</td>
<td>Gen. Physics</td>
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<td>Gen. Physics Lab I</td>
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<td>Computers III</td>
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<td>4</td>
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<td>FIN 3403</td>
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*Approved listings of general studies, Humanities, Social Sciences and Communication courses are available in the Engineering Advising Office (ENG 140A).

Other Requirements

The following supplemental requirements listed on page 90 are applicable to this program:

- **English Requirement**
- **Mathematics Requirement**
- **Continuation Requirement**

Note that key courses, including but not limited to, Freshman English, Calculus, Physics, Engineering, and Science courses in the student's area of specialization, must be passed with a grade of "C" or better.

In addition to the completion of the coursework to the college, students must be recommended for their degrees by the faculty of the college. The awarding of a baccalaureate degree also requires a minimum average of 2.0 or "C" for all engineering coursework of 3000 level or above attempted while registered in the college.

Computer Service Courses

These courses marked SC are specifically designed for the non-engineering student.

Recognizing that the general purpose digital computer has made significant contributions to the advancement of all elements of the academic community and that it will have an ever greater impact in the future, the College of Engineering offers several levels of credit coursework, undergraduate and graduate, to serve students of all colleges in order that they may be prepared to meet the computer challenge.

In addition to the completion of the coursework to the college, students must be recommended for their degrees by the faculty of the college. The awarding of a baccalaureate degree also requires a minimum average of 2.0 or "C" for all engineering coursework of 3000 level or above attempted while registered in the college.

- **ETI 4600** Industrial Systems
- **COP 3180** PASCAL
- **ECO 2013** Macroeconomics
- **CDA 4152** Mini-Computer Application
- **Humansities/Social Science**

Students in engineering, the physical sciences, and mathematics must...
consult their adviser for suitable computer courses, since these courses are not acceptable to a number of degree programs.

**College Facilities**

Students have access to the University's IBM 3081 and 3033 systems and the college's extensive PRIME 850 ring-net work computer system in support of their coursework. In addition, the college has a wide range of specialized equipment, such as a thin-film and hybrid circuits facility, scanning electron microscope, a high-current test facility, a gas chromatograph/mass spectrometer, specialized computers and computer laboratories such as a DEC PDP 11/44 database and a color computer graphics laboratory, a differential thermal analyzer, a vacuum dry box, and X-ray diffraction unit, estuary current meters, water-quality analysis test equipment, flow visualization equipment, a 250 kip materials testing system, a computer-aided manufacturing system, industrial robots, and a well-equipped and staffed machine shop.

**Cooperative Education Program**

A wide variety of industries and government agencies have established cooperative programs for engineering students to provide them the opportunity to become familiar with the practical aspects of industrial operations and engineering careers. Students in the Career Resource Center's Cooperative Education (Co-op) program alternate periods of paid employment in their major field with like periods of study. Students following the Co-op program usually encounter no problems in scheduling their program, since required Social Science and Humanities, Mathematics and Science, and Engineering Core courses are offered every semester. Students normally apply for participation in this program during their sophomore year and pursue actual Co-op employment during their sophomore year and during their junior year. The senior year is generally pursued on a full-time study basis, since many specialization courses are not offered every semester. The students receive a Cooperative Education Certificate upon successful completion of a minimum of three work assignments.

**Florida Engineering and Industrial Experiment Station (USF)**

The Florida Engineering and Industrial Experiment Station developed from early research activities of the engineering faculty at the University of Florida and was officially established in 1941 by the legislature. Its mandate is to "organize and promote the prosecution of research to such of these problems as are important to the industries of Florida." In 1977 the University of Florida extended the provisions of the Engineering and Industrial Experiment to the Engineering College of the University of South Florida and two other state engineering colleges. The legislature supported this extension with an appropriation: The four colleges of engineering now work together in a joint effort through EIES (USF). All departments, faculty as well as students, contribute to this research at the University of South Florida. This program is administered by the Engineering Associate Dean for Research, Dr. Thomas E. Wade. The direct exposure of students to real research needs of the state adds extra meaning and depth to the engineering education offered by the college.

**NASA STAC (Southern Technology Applications Center)**

The NASA Southern Technology Applications Center (STAC) is a sophisticated network of information resources and technology transfer expertise devoted to providing high-quality service that entrepreneurs, researchers, high-tech professionals, and business managers need to survive in today's competitive climate.

Created by NASA and the State University System of Florida through the Colleges of Engineering to assist the private sector in commercializing technology, STAC has grown into a full-service technology transfer service which accesses more than 1200 databases worldwide, containing in excess of 500 million records. By using these databases and the expertise of STAC's professional staff, researchers and decision makers receive the most timely information on virtually any subject area — from state-of-the-art developments to commercial applications of their innovative concepts. STAC's online interactive searches retrieve a greater number of relevant documents than those obtainable through traditional research techniques.

STAC's diverse services satisfy the demand for automated information research, provide tailored reports to interpret data, create linkages between universities and industry for research and development activity, and assist in consultant recruitment. STAC provides the most current, accurate and comprehensive information research available as well as technical assistance, expert connections, custom database development, demographic trends, patents and trademarks, business opportunities in space, SBIR grant assistance, and proposal writing seminars. Results are STAC's number one priority. STAC charges a minimal fee for its services since its operation is partially supported through NASA and state funds. The STAC office, which services the southwest area of Florida, is located in the College of Engineering at the University of South Florida.

**Army & Air Force R.O.T.C.**

**For Engineering Students**

The Engineering curriculum, coupled with involvement in the Army or Air Force R.O.T.C. program, requires a minimum of five (5) years to complete the degree requirements. Army and Air Force R.O.T.C. cadets must take 16 additional hours in either military science or aerospace studies. Additionally, Air Force-sponsored summer training camp is scheduled between the sophomore and junior year for Air Force cadets, and Army cadets attend an Army-sponsored summer training program between the junior and senior years.
The College of Fine Arts exists in the atmosphere of a comprehensive University. It provides opportunities for students to develop their interest and talents to the highest level possible and encourages them to do so whether they wish to commit to a life in the arts or, as a general interest, wish to develop appreciation and involvement in the arts. For these purposes, the College educates in the practice of creating, performing, presenting and understanding theatre, music, dance and the visual arts.

Our mission is three-fold:
1. Teaching the disciplines for creating, performing, presenting and understanding the arts. This is done by providing the full range of educating experiences that prepare students to:
   a. Practice an art as a full time life commitment;
   b. Practice an art as an important element of the individual's life commitment;
   c. Appreciate the arts as important life enrichers.
2. Creating and researching the arts:
   a. To expand horizons and explore new dimensions in the arts;
   b. To contribute to the expansion of general knowledge and information about the arts;
   c. To improve the teacher's own effectiveness with students.
3. Serving the public by providing cultural enrichment and expertise.

In recognition of its academic and artistic achievements the College of Fine Arts has been given program of emphasis status by the Board of Regents of the State University System. The college offers degree programs and courses in art, dance, music, theatre and arts management. In addition, it also offers courses in music education and art education in cooperation with the College of Education.

**Fine Arts Management and Events**

The College of Fine Arts, recognizing the importance of maintaining an arts-filled environment as an integral part of the total learning experience it offers to the students within the college and to the community at large, is critically aware that a truly comprehensive university performing arts program must include performances and related activities by internationally recognized artists and ensembles.

Through the Artist Series, The Chamber Music Series and the Performing Arts Residency program, the college continually strives to enrich its academic program and the cultural environment by bringing to the campus and into the community artists of the highest stature in dance, music, and theatre from around the world. The list of prestigious artists who have been presented over the years by the College of Fine Arts is impressive and a sampling includes John Cage, the Guarneri String Quartet, Lazar Berman, the New York Pro-Musica, Alvin Alley, Martha Graham, Marcel Marceau, and the Polish Mime Ballet Theatre.

(More extensive lists of visiting artists and performing organizations appear in this catalog under the sections of the specific academic units in the college in which research, demonstration, teaching, and other educational activities have directly benefited students.)

Fine Arts Management and Events (FAME) is the designation given to the arts management program of the college. With a faculty whose professional and academic credentials are of the highest quality, Fine Arts Management and Events provides the expertise needed to develop and administer these programs. The unit also functions as the technical service wing of the College's departmental performing arts programs and serves as a teaching resource for the academic programs in the college. Courses in arts management and various courses in the design/technology track are taught by members of the Fine Arts Management and Events faculty.

The impact of the Fine Arts Management and Events Program on the cultural life of the University and the community is immeasurable, affording the fine arts student numerous opportunities to become aware of the unlimited options he or she might wish to pursue, and providing for the whole community cultural enrichment opportunities that otherwise would not be available.

**Baccalaureate-Level Degree Programs**

**Programs Leading to the Baccalaureate Degree**

The College of Fine Arts offers programs leading to the Bachelor of Arts degree in the fields of Art, Dance, Music Education, and Theatre, a Bachelor of Fine Arts degree in Theatre, and a Bachelor of Music degree in Music.

**Admission to the College**

A freshman student may elect to enter the College of Fine Arts as a major in one of the four departments as early as his/her initial entry into the University provided he/she has successfully completed an audition or portfolio review in the appropriate department. At that time, the new freshman should file a Declaration of Major or Change of Curriculum code form indicating the choice of degree program within the College of Fine Arts. However, any continuing student in the University in good standing, upon acceptance by the department, can apply to change from another major to a major in the College of Fine Arts. The student desiring to make this change must initiate a Change of Major form in the college of the present major and transfer his/her current academic records to the College of Fine Arts' advising office.

Transfer students and students from other units within USF with previous college or university fine arts course credits (art, dance, music, theatre) must have such credits evaluated and meet appropriate portfolio or audition requirements when seeking admission to the College of Fine Arts. These students are urged to make early arrangements for any necessary portfolio reviews or auditions, as well as appointments for advising, since these must take place prior to course scheduling and registration. Further, students are required to provide copies of their transcripts showing all previous college or university coursework for advising, portfolio review and/or audition appointments. Additional information may be obtained and appointments may be made by telephoning or writing the College's advising office or the office of the department of particular interest.

**Advising in the College**

The College of Fine Arts operates a central advising office located in the Fine Arts Building. It maintains the records of all major students in the College (art, dance, music, theatre) and provides on-going academic advising, referral services and assistance to all present and potential students. Academic advisers are provided for each of the departments in the College. All music education majors are advised through the music education director's office. For information and appointments call or write the Coordinator of Advising, College of Fine Arts or College of Education.

Any student in the University, regardless of major, may enroll in courses offered by the College of Fine Arts when prerequisites are met and space is available. Where applicable, these courses may be used to satisfy elective or General Distribution Requirements.

In all cases, the responsibility for meeting all graduation requirements rests entirely upon the student.

**Graduation Requirements**

The College of Fine Arts currently offers three undergraduate degrees,
the Bachelor of Arts (B.A.), attainable in the Departments of Art, Dance, and Theatre, the Bachelor of Fine Arts (B.F.A.) in Theatre and the Bachelor of Music (B.M.) in Music. The University requirements are presented in detail elsewhere in this catalog, but are briefly summarized here along with the college and departmental requirements:

1. 120 credits for the B.A. and B.M. and 150 credits for the B.F.A. with at least a "C" average (2.0) in work done at the University of South Florida and in the major. At least 40 credits must be in courses numbered 3000 or above. Since 15 hours is considered a normal, full-time load, students are reminded that programs requiring more than 120 credit hours may require additional semesters for completion of the program.

2. General Distribution Requirements may be satisfied by (1) completing the University's General Distribution Requirements as explained in this catalog, (2) completing the A.A. degree from a Florida Junior or Community College, or (3) completing the general education requirements from another Florida state university. General education courses transferred from other accredited institutions will be evaluated based on USF General Distribution equivalencies. The A.A. degree is in no way a requirement for acceptance into the College of Fine Arts or for any one of its upper-level degree programs, or a requirement for graduation from the University.

3. Students admitted to the College of Fine Arts with transfer credits dating ten or more years prior to admission (or readmission) will have those credits reviewed by the College and Department and may be required to take specified competency tests in their major area.

4. Special Fine Arts College Requirement: All majors in the College of Fine Arts must take at least 6 credit hours in one or more of the other departments of the College.

5. A maximum number of ROTC credits totaling no more than the maximum allowed in the Free Elective Area for each major may be counted toward the B.A., B.M., or B.F.A. degree.

6. With departmental approval, a maximum of 4 credit hours of elective Physical Education credits taken at USF may be counted as general elective credit toward the B.A., B.M., or B.F.A. degree in the College of Fine Arts.

7. Satisfactorily complete the College Level Academic Skills Test (CLAST) and the writing and computation course requirement of AA-10.30 (Gordon Rule).

8. Students applying for a B.A. degree must demonstrate competency in a foreign language as described under Foreign Language competency policy of this catalog.

9. Department Requirements:

   **Art Requirements**: Completion of a minimum of 46 credit hours in the major, 19 credit hours of Free Electives (of which 16 hours in art may apply), and 9 hours of non-major credits which may be distributed at the discretion of the Art Department.

   **Dance Requirements**: Completion of a minimum of 42 credit hours in the major, 23 credit hours of Free Electives (of which 19 hours in dance may apply), and 9 hours of non-major credits which may be distributed at the discretion of the Dance Department.

   **Music Requirements**: Completion of a minimum of 64 hours in the major and 10 hours of non-major electives of which 5 hours may be distributed at the discretion of the Music Department.

   **Music Education Requirements**: For Instrumental Specialization, the completion of a minimum of 22 credit hours of Music Education courses and 61 credit hours of Music courses. For Vocal Specialization, the completion of a minimum of 21 credit hours of Music Education courses and 61 credit hours of Music courses.

   **Theatre Requirements**: For the B.A., the completion of a minimum of 54-55 credit hours in the major with 19 credit hours of Free Electives of which a maximum of 10-11 credit hours may be in theatre. For the B.F.A., the completion of a minimum of 75 credit hours in the major with 29-30 credit hours of Free Electives of which a maximum of 10-11 credit hours may be in theatre.

10. Residency Requirements: A minimum of 20 credit hours in the major department must be earned in residence. This requirement, however, may be waived by the department based on examination (e.g., portfolio review, audition, etc.). Also, a student must earn 30 of the last 60 hours of credits in residence at the University of South Florida. However, any course work to be taken and any credits to be earned outside of the University must have prior approval from the appropriate department and the college in order to apply these to the student's degree toward graduation.

   Waiver of prerequisite courses totaling no more than 12 credit hours in the major or Fine Arts College requirements is possible by demonstration of competence. Unless credit is awarded by approved official tests, i.e., A.P., CLEP, the credit hours must be made up according to departmental or college recommendations. The review for waiver is by faculty committee. Specific questions concerning program requirements for the B.A. and B.F.A. degrees in the College or other related problems, should be directed to the Coordinator of Advising, College of Fine Arts, University of South Florida, Tampa, Florida 33620.

   The responsibility for seeing that all graduation requirements are met rests with the student.

**Courses for General Distribution Requirements:**

Courses in the College of Fine Arts in the departments of Art, Dance, Music and Theatre fall within Area II of the University's General Distribution Requirements. (See General Distribution Requirements and special policies for AA degree holders and other transfer students with "General Education Requirements" met.) However, a major in any one of the four departments in the College of Fine Arts may utilize only those courses in the other three departments of the College for Area II General Distribution Requirements:

**College Policy for Academic Progress**

The following criteria will serve as the basis for disenrollment from a major in the College of Fine Arts:

1. Grade-point average below 2.0 in the major.

2. Recommendation by major applied (studio) art, dance, music or theatre faculty with approval of respective department chairperson, or art education coordinator.

3. The department may recommend probationary status (rather than disenrollment) for one semester when academic progress is not maintained.

**Contracts and Permission Procedures**

**Directed Studies Contracts**:

All Directed Studies and other variable credit courses in the College of Fine Arts require contracts between students and instructors describing the work to be undertaken by the student and specifying the credit hours. These contracts are to be completed in quadruplicate and appropriately signed. It is the student's responsibility to obtain the necessary signatures and make the required distribution of all copies. Important: the student must have his/her signed copy of a contract at the time of registration.

**S/U Grade Contracts**:

The College of Fine Arts requires that any S/U grading agreement entered into between student and instructor be formalized by a contract in quadruplicate signed by the student and the instructor and distributed according to instructions.

"I" Grade Contracts:

Incomplete credits must be contracted for by mutual agreement between student and instructor, with the contract describing specifically the amount and nature of the work to be completed for the removal of the incomplete grade. This contract additionally clearly specifies the date that the work will be due (within legal limits) for grading. Both the student and the instructor must sign this contract and the four copies must be distributed according to instructions. A student must not register for a course again to remove an "I" grade.

**Permission Procedures**:

Admission into some courses is possible only by consent of instructor (CI), consent of chairperson (CC), consent of adviser, or by audition or portfolio review. When such special permission is required, it will be the student's responsibility to obtain any required permission prior to registration.

**S/U Grading in the College**

1. Non-majors enrolled in courses in the College of Fine Arts may
undertake such courses on an S/U basis with instructor approval. See Contracts and Permission Procedures for information concerning S/U Grade Contracts.

2. Although Fine Arts majors may take coursework in their major as Free Electives, they are not entitled to the S/U grading option for these courses taken in their major subject area, even when specifically used or intended to be used as Free Electives.

3. In the college of Fine Arts, the only allowable courses designated S/U (that is, S/U only).

4. The major concentrations, or areas of emphasis, available to students, the art department has consultant with the art adviser or the faculty of the art department.

5. The requirements for the bachelor's degree in Art Education are.

6. Must demonstrate competency in French or German as described under Foreign Language Competency Policy of this catalog.

7. A maximum of 16 semester hours of art electives.

For more specific information concerning this requirement, the student should consult with the art adviser or the faculty of the art history area of the art department.

Requirements for a Minor in Art
20 semester hours minimum)

1. Studio Concentration:
   - ART 2202C (4) ART 2203C (4) ARH 3000 (4)
   - Plus: Two 4 semester hour classes from 3000 studio level (8)

2. Art History Concentration:
   - ART 2202C (4) ART 2203C (4) ARH 3000 (4)
   - Plus: Two 4 semester hour classes from any of the following:
     - ARH 4100 (4) ARH 4301 (4) ARH 4450
     - ARH 4170 (4) ARH 4350 (4) (Required) (4)
     - ARH 4200 (4) ARH 4450 (4) ARH 4350 (4)

Visiting Artists and Artist-In-Residence

The art department is widely known for the consistent level of excellence of its programs. Aside from the contributions of its permanent staff, and to insure the continuing expansion of learning opportunities available to students, the art department has brought to the campus internationally known artists and lecturers such as Scott Barlett, Larry Bell, Friede Dzubas, Allen Jones, Nicholas Krushenick, Daniel Lang, Paul Sarkisian, Lucas Smaras, Robert Irwin, James Rosenquist, Robert Rauschenberg, Philip Pearlstein, Edward Fry, Alice Aycock, Alfred Leslie, Linda Benglis, Ron Gorchov, Patterson Sims.

Art Galleries

The University of South Florida Art Galleries under the aegis of the Art Department presents over thirty exhibitions a year in three on-campus galleries. The exhibition program is an integral part of the studio and art history curriculum of the Art Department as well as other liberal arts areas of the University as it provides a context and forum for students to test and broaden their perceptual and analytical capabilities. Brochures and catalogs documenting the exhibitions are available through the Galleries office (FAH 236).

In addition, the University Collections are made available as loans both on and off campus through the Art Bank Program. Part of the collection is arranged in 65 circulating exhibitions that are available...