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*

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

Graduate Degrees
Master of Accountancy
Master of Architecture
Master of Arts
Master of Business Administration
Master of Civil Engineering
Master of Education
Master of Electrical Engineering
Master of Engineering
Master of Fine Arts
Master of Industrial Engineering
Master of Liberal Arts
Master of Mechanical Engineering
Master of Music
Master of Public Administration
Master of Public Health
Master of Science
- Master of Science in Chemical Engineering
- Master of Science in Civil Engineering
- Master of Science in Computer Engineering
- Master of Science in Computer Science
- Master of Science in Electrical Engineering
- Master of Science in Engineering
- Master of Science in Engineering Management
- Master of Science in Engineering Science
- Master of Science in Industrial Engineering
- Master of Science in Information Systems
- Master of Science in Mechanical Engineering
- Master of Science in Medical Sciences
- Master of Science in Public Health
- Master of Social Work

Advanced Graduate Degrees
Education Specialist
Doctor of Education
Doctor of Philosophy

Professional Degree
Doctor of Medicine

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

Discrimination on the basis of race, color, sex, marital status, religion, national origin, Vietnam or disabled veteran status, handicap, or age is prohibited by federal laws and University policy. Moreover, is the goal of the University to create and maintain a work and study environment, faculty, staff, and students must be aware that sexual harassment is sex discrimination, and is unacceptable conduct that will not be accepted at the University.

Any applicant, student, or employee who believes that he or she has not been treated in accordance with the University's Equal Educational and Equal Opportunity Policy, may file a complaint with the Director of Equal Opportunity Affairs, ADM 281. The telephone number is 974-4373 and the 24-hour EO Hotline is 974-3159. It shall be prohibited for any employee of USF to discriminate or take retaliatory action against any individual who, in good faith, has opposed an alleged unlawful practice or has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the provisions of applicable law.

*See index for individual degree programs
**In cooperation with FAMU
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, Lakeland or Sarasota campuses. Calling 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 Underdeclared and Undecided Students)
Academic Advising, SVC 255
974-2645

Academic Advising (for upperclassmen)
Arts & Letters, CPR 107
974-2804
Business Administration, BSN 1406
974-4299
Education, EDU 309
974-3390
Engineering, ENG 104
974-2684
Fine Arts, FAH 110
974-3660
Medicine, MDC Box 4
974-2068
Natural Sciences, SCA 464
974-2736
Nursing, MDN 1028
974-2191
Pre-Admission, SVC 126
974-3350
Pre-Medical, CHE 112
974-2674
Public Health, FMHI, MHC 6-238
974-3623
Social & Behavioral Sciences, SOC 107 (loc. 110)
974-2505

Applications and Admissions
Office of Admissions, SVC 126
974-3350

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

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

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

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

St. Petersburg Campus
140 Seventh Avenue South
St. Petersburg, Florida 33701
Telephone: (813) 893-9563

Sarasota Campus
5700 N. Tamiami Trail
Sarasota, Florida 33580
Telephone (813) 355-6771

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

UNIVERSITY OF SOUTH FLORIDA
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ACADEMIC CALENDAR

FALL SEMESTER, 1988

April 1, Friday

Last day for international applicants to apply for admission and submit all required credentials and documents

June 27, Monday

Last day to apply for admission (except international applicants)

August 29, Monday

Former Student Returning Application Deadline

September 2, Friday

Classes begin

September 2, Friday

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

September 2, Friday

Last day to add courses

September 2, Friday

Last day for late registration

September 2, Friday

Last day to pay fees without $25.00 late fee

September 2, Friday

CLAST Registration Deadline

September 2, Friday

Labor Day Holiday

September 2, Friday

Graduation Application Deadline

September 2, Friday

CLAST Administration Day

September 5, Monday

Honors Convocation (Classes Cancelled 2:00-5:00 p.m.)

September 23, Friday

Last day to drop or withdraw from courses without Academic Penalty

October 1, Saturday

Veterans’ Day Holiday

October 21, Friday

Thanksgiving Holidays

October 28, Friday

Classes End

November 11, Friday

Final Examination Week

November 24-25, Thursday-Friday

Commencement

December 9, Friday

December 12-17, Monday-Saturday

December 18, Sunday

SPRING SEMESTER, 1989

August 1, Monday

Last day for international applicants to apply for admission and submit all required credentials and supporting documents

November 7, Monday

Last day to apply for admission (except international applicants)

January 9, Monday

Former Student Returning Application Deadline

January 13, Friday

Classes begin

January 13, Friday

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

January 13, Friday

Last day to add courses

January 13, Friday

Last day for late registration

January 13, Friday

Last day to pay fees without $25.00 late fee

January 18, Wednesday

Martin Luther King Day

February 3, Friday

Graduation Application Deadline

February 10, Friday

CLAST registration deadline

March 10, Friday

Last day to drop or withdraw from courses without academic penalty

March 11, Saturday

CLAST Administration Day

March 20-24, Monday-Friday

Spring Semester Break

April 21, Friday

Classes End

April 24-29, Monday-Saturday

Final Examinations

April 30, Sunday

Commencement
### SUMMER TERM, 1989

#### SESSION A
**(First Seven-week Session)**
- **January 2, Monday**
- **March 13, Monday**
- **May 5, Friday**
- **May 8, Monday**
- **May 12, Friday**
- **May 26, Friday**
- **May 29, Monday, June 2, Friday**
- **June 3, Saturday**
- **June 23, Friday**

Last day for international applicants to apply for admission and submit all required credentials and supporting documents.

- Last day to apply for admission (except for international applicants)
- Former Student Returning Application Deadline
- CLAST Registration Deadline
- Classes begin
- Last day to withdraw/drop and receive full refund of registration fees
- Last day to add courses
- Last day for late registration
- Last day to pay fees without $25.00 late fee
- Last day to drop or withdraw from courses without Academic Penalty
- Memorial Day Holiday
- Graduation Application Deadline
- CLAST Administration Day
- Last day of classes

#### SESSION B
**(Second Seven-week Session)**
- **January 2, Monday**
- **March 13, Monday**
- **June 2, Friday**
- **June 26, Monday**
- **June 30, Friday**
- **June 30, Monday, July 4, Tuesday, July 18, Tuesday, August 11, Friday**

Last day for international applicants to apply for admission and submit all required credentials and supporting documents.

- Former Student Returning Application Deadline
- Graduation Application Deadline
- Classes begin
- Last day to withdraw/drop and receive full refund of registration fees
- Last day to add courses
- Last day for late registration
- Last day to pay fees without $25.00 late fee
- Independence Day Holiday
- Last day to drop or withdraw from courses without academic penalty
- Last day of classes

#### SESSION C
**(Ten-week Session)**
- **January 2, Monday**
- **March 13, Monday**
- **May 5, Friday**
- **May 8, Monday**
- **May 12, Friday**
- **May 12, Friday**
- **May 26, Friday**
- **May 26, Saturday**
- **June 2, Friday**
- **June 3, Saturday**
- **June 16, Friday**
- **July 4, Tuesday**
- **July 14, Friday**

Last day for international applicants to apply for admission and submit all required credentials and supporting documents.

- Last day to apply for admission (except for international applicants)
- Former Student Returning Application Deadline
- CLAST Registration Deadline
- Classes begin
- Last day to withdraw/drop and receive full refund of registration fees
- Last day to add courses
- Last day for late registration
- Last day to pay fees without $25.00 late fee
- Memorial Day Holiday
- Graduation Application Deadline
- CLAST Administration Day
- Last day to drop or withdraw from courses without Academic Penalty
- Independence Day Holiday
- Last day of classes
USF – A COMPREHENSIVE METROPOLITAN UNIVERSITY

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 35,000 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 theatres, 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 Florida’s West Coast — and an intellectual and information center where people can find practical solutions to perplexing problems and share their experiences with others.

USF is all of this — and more. 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 assure 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 ill 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 diverse state and nation. These programs are in the University’s Division of Academic Affairs, and, for the most part, are administered in one of 13 schools and colleges: Architecture, Arts & Letters, Business Administration, Education, Engineering, Extended Studies and Learning Technologies, 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 and Learning Technologies.

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 92 academic areas. Graduate degrees are offered in 123 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 Archeology, Business Administration, 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 Public Health. USF also offers the Ed.D. in Education and a Master’s in Architecture (in cooperation with Florida A&M University).

The University’s teaching and research faculty, numbering almost 1,700, represents all major areas of higher learning, and nearly 87 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. Five campuses within reach of more than three 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 300,000 people.

The St. Petersburg Campus is located on a 24-acre site surrounding Bayboro Harbor in downtown St. Petersburg and serves more than 250,000 people living in St. Petersburg.

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.

The first student enrolled at the Lakeland Campus in August of 1987. Polk Community College is offering freshman and sophomore courses and USF is providing junior, senior and graduate courses in selected academic disciplines. A new USF/PCC Center was dedicated in January of 1988.

The non-Tampa USF academic programs 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.
8 GENERAL INFORMATION

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 campuses or elect to enroll on more than one campus. 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 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. Twenty and partial degree programs are offered in Business Administration, Education, Nursing and Social and Behavioral Sciences. In addition, elective courses are offered in a number of disciplines.

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

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

Located on a 55-acre site adjacent to ECC in south Fort Myers, the campus is ideally located just a few minutes from I-75.

The University of South Florida at Sarasota is an educational and cultural center of local, state, and national significance. Its mission embraces two distinct academic programs: New College of USF and the University Program. New College is a residential, highly selective and innovative liberal arts college. The College encourages independent study and features small classes and tutorials. All students are full-time.

The University Program emphasizes junior, senior, and graduate courses and degrees in business, education, engineering, social and behavioral sciences, and nursing. The University Program serves full- and part-time commuting students and the educational needs of professionals in Manatee and Sarasota counties. The campus also has a significant responsibility for historical and environmental preservation and enhancement of the beautiful Charles Ringling and Caples estates.

USF at Sarasota has more than 40 buildings including a student center, classrooms, science laboratories, and student residences. A new $6.1 million campus library opened in 1986. The Sudakoff Lecture and Conference center, a gift from Sarasota philanthropist Harry Sudakoff, opened in 1985.

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

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

During each regular term the St. Petersburg Campus offers more than 200 courses (total) from the Colleges of Arts and Letters, Business, Education, Engineering, Fine Arts, Natural Sciences, Nursing, and Social and Behavioral Sciences. In many disciplines in these colleges, students may complete their entire majors on this campus.

The St. Petersburg Campus also houses facilities for marine science research and training. The USF Department of Marine Science, with headquarters at the campus, is an interdisciplinary venture involving faculty from several departments in addition to 21 full-time regular faculty members who are responsible for graduate research and teaching in marine science.

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

The University of South Florida at Lakeland extends access to higher education into central portions of the state to serve the counties of Polk, Highlands and Hardee. The Lakeland Campus opened 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 on C.R. 540 on the southeast side of the city which allows ease of access to residents of the three counties to be served.

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

Lakeland offers undergraduate courses in Business, Engineering, Criminology, and Social Science, and graduate courses in Business, Education, and Engineering. 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, 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 Academic 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, the Division of Special Programs 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" (O.U.). Each of these programs is described elsewhere in this publication. You are encouraged to explore their potential for helping you attain your educational goals. 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 200 major buildings, are currently valued at more than $300 million. The buildings are of similar modern architectural design and all are completely air conditioned.

USF’s Tampa campus has a variety of recreational facilities, including: a gymnasium that features a weight room, dance studio and natatorium; a 400-meter track; two outdoor swimming pools; twenty-two tennis courts; six handball/racquetball courts; an 18-hole golf course; two parcourses, one for running and one for walking; one baseball and four softball fields; four outdoor basketball and volleyball courts; and the Sun Dome sports and recreation complex.

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

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

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

ORGANIZED FOR EFFECTIVENESS
The University is organized into the eight broad areas: Academic Affairs, Administrative Affairs, Development and Alumni Affairs, Health Sciences, Student Affairs, Sponsored Research, 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 relation 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 this division include major gifts and planned giving, the President’s Council, campaign coordination, research, the annual fund, and coordination of all college and multi-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 eight 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 affinity credit card program, 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. The Alumni Association will be establishing a membership dues program in calendar year 1988.

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 internal and external communications. 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 his staff. In doing so, the office works to strengthen relations with elected 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 state legislature from USF’s 15-county service area and beyond. It also 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, Krewe, Bravo, and Encore).

Working with the University Relations staff, the Community Relations Office increases community awareness and involvement on all campuses of the University (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.”

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.
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 by the Director of Admissions if payment of this fee creates severe financial hardship and serves as a deterrent to application.

Students are admitted to the University of South Florida in accord with the missions and goals of the University and with enrollment limitations established by the Board of Regents and the Florida Legislature. The University’s enrollment plan establishes the priorities for admission. In order, these priorities are: (1) 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 campuses in St. Petersburg, Sarasota, and Fort Myers and at the USF/Polk Community College Center in Lakeland. (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. Applications for admission and application fees from international citizens (non-resident aliens) must be received at least four months prior to the requested entry date. The application for admission and the application fee may be returned to the sender when the application is received after the published closing date or after any enrollment limit or program limit is reached for the requested term of entry. (See 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, another level of study; or readmission (see Readmission). Anyone who has previously been admitted and enrolled as a degree-seeking student and has paid an application fee will not be required to pay another fee. The Director of Admissions may waive payment of the application fee for minority and disadvantaged applicants if the fee serves as a deterrent to application. In 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 institutional 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.

• An undergraduate applicant who is denied admission may be eligible to appeal and will be advised of applicable appeal procedures by the Office of Admissions.

• 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, 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 or a Baccalaureate degree (see CLAST).

• Prior to beginning classes, all new undergraduate students and former students returning are required to participate in an Orientation/Academic Advising/Registration program on the USF campus where they will take all or the majority of courses in their first semester at USF. 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 necessary procedures. New students receive Orientation/Academic Advising/Registration information after admission. Students enrolling for Fall Semester (August) at USF in Tampa are encouraged to participate in FOCUS: YOU AND USF, a special summer Orientation/Academic Advising/Registration program for new undergraduates and parents of freshmen. The FOCUS: YOU AND USF information packet will automatically be mailed to students accepted through July 1, beginning in April.

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

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

• 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 USF 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; 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 1987, 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 1028 and the mean 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 Educational Development (GED) diploma. Students admitted under the Early Admission Program are exempted from this requirement. Other minimum requirements are outlined below.

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

2. For freshman applicants earning a high school diploma, the following college-preparatory academic units (year-long courses or equivalents) normally offered in grades nine through twelve are required: four units of English (three of the four must incorporate substantial writing requirements); three units of mathematics (algebra I and above); three units of natural sciences (two of the three must incorporate substantial laboratory requirements); three units of social sciences (history, civics, political science, economics, sociology, psychology and geography); two units of the same foreign language; and four additional units of academic electives. Substitution for any high school unit requirement may be provided for applicants who are hearing impaired, visually impaired, dyslexic or who have a specific learning disability. Documentation of the disability and its relationship to the failure to satisfy the requirement should be submitted with the application for admission.
3. Freshman applicants must meet one of the following:
   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 680 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 1050 or an ACT score of 24 to be considered. A 2.0 GPA is the minimum for consideration.);
   c. A GED diploma with an overall percentile score of at least 60 for all five tests and a percentile score of at least 50 on each of the five tests and an SAT verbal and quantitative combined score of 900 or an ACT composite score of 19;
   d. Appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates potential for successful academic work at USF.
4. A first-time-in-college applicant whose native language is not English must present a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). 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 non-refundable application fee of $15.00, an official high school transcript, SAT or ACT scores, and a TOEFL score if applicable. The Supplemental Information for Early Admission Form (available from the Office of Admissions in Tampa), and a personal letter outlining reasons for seeking early admission are also required. 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 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. All credits earned during the period of time a regionally accredited institution was in a 'candidacy' status for accreditation are considered for transfer credit. Credits earned at an institution that is currently in 'candidacy' status will not be considered for transfer credit until such time as the awarding institution receives full regional accreditation. For an applicant applying from a non-regionally accredited school, the admissions decision will be based on prior work, 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 under Minimum Requirements.

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 8 to 10 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, 1989, 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. Students who graduated from high school prior to 1987 or who did not attend college immediately following high school graduation may be admitted to USF without having completed this foreign language requirement, but must complete the required foreign language study prior to graduation from USF.)

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 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 8 to 10 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 (non-resident aliens) must also comply with all requirements for international applicants.

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

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

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). Also, if the applicant has an A.A. degree from a Florida community college (see Dual Enrollment).

4. Early admission for high school students (see Early Admission Freshmen).

5. Open University (O.U.) 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.

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 all levels of university courses. Teachers needing to take courses for certification purposes, high school students (with the permission of their respective guidance counselor), individuals desirous of taking courses for self enrichment,
and senior citizens are examples of those eligible to utilize this enrollment method. Former USF degree-seeking students may only enroll as non-degree seekers if they have completed their previous degree program or earned an equivalent degree at another institution. Should the latter be the case, an official transcript (reflecting the degree) from that institution must be sent to the USF Registrar’s Office (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 other admissions requirements, a request for waiver of this rule may be submitted to the Faculty Committee on Student Admissions. This rule does not apply to a student who has earned a degree from a regionally accredited institution subsequent to academic dismissal.

Non-degree-seeking students are subject to the same academic policies as undergraduate degree-seeking students and must adhere to deadline dates published in the University Class Schedule. Non-degree-seeking students are not eligible to receive University honors or participate in the USF/Florida Public Community College cross registration program. Non-degree-seeking students 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 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.

*Senior Citizen Tuition Waiver
Florida residents who are 40 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 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.

*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 considered 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 students must file an application with the Office of Admissions prior to the deadline listed in the Academic Calendar for the requested term of entry. 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 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, 1956 must also submit proof of immunity to measles. See Immunization Policy.
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 advisor and should contact the college of their major soon after registration so that an official evaluation may be completed.

2. Effective Fall Quarter (1), 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. 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.

4. Credit will not be awarded for GED tests.

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

6. The maximum credit for ROTC and military science courses will vary with each college. Student must confer with his/her college advisor 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.

7. 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.

8. 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.

9. Foreign transcripts will be evaluated by the Office of Admissions and the student’s college when sufficient materials are available for a fair and accurate evaluation. If sufficient information is not available the student will be required to request an evaluation from the World Education Service at the cost of the student.

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 designated to establish an effective orderly transfer process for community college students is the mutual acceptance of the nature and purpose of the Associate of Arts degree. This degree, which is the basic transfer degree of Florida community/junior colleges and the primary criterion for admission of transfer students to upper division study in a state university, shall be awarded upon:

1. Completion of a minimum of 60 semester hours of academic work exclusive of occupational courses and basic required physical education courses.

2. Completion of an approved general education program of not fewer than 36 semester hours.

3. Achievement of a grade-point average of not less than 2.0 (“C”) in all courses attempted and in all courses taken at the community/junior college awarding the degree, provided that only the final grade received in courses repeated by the student be used in computing this average. The grade of “D” will be accepted for transfer (provided the overall grade average does not drop below the prescribed 2.0 level) and will count towards the baccalaureate in the same way as “D” grades obtained by students enrolled in the lower division of state universities, i.e., credits required for the baccalaureate; however, it is at the discretion of the department or college of the university offering the major as to whether courses with “D” grades in the major may satisfy requirements in the major field.

Once a student has been certified by such an institution as having 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 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 register during continuing registration may make schedule adjustments during the drop/add period. (Deadline information is available in the Academic Calendar.)

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

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

**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 and Learning Technologies 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 and Learning Technologies, 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.

Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status.

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

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

The following fee schedule applies to all University of South Florida students with the exception of those in the Bachelor of Independent Studies, External Degree Program. For information on the BIS Program fees see 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 is not refundable $15.00

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

   The student is responsible for paying fees in full by the appropriate due date stated in the particular semester’s “Schedule of Classes.” Failure to do so will result in the student being assessed the $25.00 late payment fee.
   a. Estimated Fee Structure
      Fees are assessed by course level, not student classification.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Level</th>
<th>Resident</th>
<th>Non-Resident*</th>
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<tr>
<td>Tampa</td>
<td>0001-2999 Lower</td>
<td>$38.30</td>
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<td>3000-4999 Upper</td>
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<td>66.28</td>
<td>191.23</td>
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<tr>
<td></td>
<td>Thesis and Dissertation</td>
<td>66.28</td>
<td>191.23</td>
</tr>
<tr>
<td>SPRING &amp; SUMMER 1988</td>
<td>(1 to 6 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tampa</td>
<td>0001-2999 Lower</td>
<td>$41.38</td>
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<td></td>
<td>3000-4999 Upper</td>
<td>42.07</td>
<td>129.22</td>
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<td></td>
<td>5000-Over Graduate</td>
<td>69.36</td>
<td>194.31</td>
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<td></td>
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<td>69.36</td>
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</tr>
<tr>
<td></td>
<td>(7 or More Credit Hours)</td>
<td></td>
<td></td>
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<tr>
<td>Tampa</td>
<td>0001-2999 Lower</td>
<td>$28.03†</td>
<td>$110.98‡</td>
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<tr>
<td></td>
<td>3000-4999 Upper</td>
<td>28.72‡</td>
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<td>5000-Over Graduate</td>
<td>56.01‡</td>
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<td>56.01‡</td>
<td>180.96‡</td>
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<td>SPRING &amp; SUMMER 1988</td>
<td>(1 to 6 Credit Hours)</td>
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<td>Tampa OU and</td>
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FALL 1987, SPRING & SUMMER 1988

St. Petersburg

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<td>$33.59</td>
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<td>3000-4999 Upper</td>
<td>34.28</td>
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<td>61.57</td>
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FALL 1987 AND SPRING 1988

Sarasota

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<td>3000-4999 Upper</td>
<td>36.13</td>
<td>123.28</td>
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<td></td>
<td>5000-Over Graduate</td>
<td>63.42</td>
<td>188.37</td>
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<tr>
<td></td>
<td>Thesis and Dissertation</td>
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SUMMER 1988

Sarasota

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<td>Tampa</td>
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<td>$34.44</td>
<td>$117.39</td>
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<tr>
<td></td>
<td>3000-4999 Upper</td>
<td>35.13</td>
<td>122.28</td>
</tr>
<tr>
<td></td>
<td>5000-Over Graduate</td>
<td>62.42</td>
<td>187.37</td>
</tr>
<tr>
<td></td>
<td>Thesis and Dissertation</td>
<td>62.42</td>
<td>187.37</td>
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FALL 1987, SPRING & SUMMER 1988

Fort Myers

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<th>Non-Resident*</th>
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<td>Tampa</td>
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<td>$34.69</td>
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<td>35.38</td>
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<td></td>
<td>5000-Over Graduate</td>
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<td></td>
<td>Thesis and Dissertation</td>
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*See “Resident Status,” above
†For 7 or more hours a flat fee of $110.00 ($46.42 Activity & Service Fee, $32.35 Athletic Fee and $31.23 Health Fee) is charged.

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20 FINANCIAL INFORMATION

NOTE: (1) There is no ceiling (maximum) on the amount which a student may be assessed for a single semester.
(2) A lab fee of $8.00 to $15.00 is charged on certain courses. Please consult your class schedule to locate the courses that require the fee and the amount of fee that applies to the course.
(3) Students who only register for a co-op assignment must pay a minimum of one (1) hour at the level of the co-op assignment.
Students who are not registered for any courses and apply for graduation must pay for one hour at the level of graduation.
(4) Cashier's Office Hours -
   Regular Registration - See regular registration dates and times in "Schedule of Classes."
   Remainder of Semester Monday through Friday, 9:00 a.m. through 3:00 p.m.
(5) Registration fee payment should be mailed to:
   Division of Finance and Accounting
   University of South Florida
   4202 Fowler Avenue
   Tampa, Florida 33620
(6) I.D. Card Validation Hours
   Regular Registration See regular registration dates and times in "Schedule of Classes" for appropriate semester.
   Remainder of Semester Monday through Friday, Cashier's Office, ADM 131, 9:00 a.m. through 3:00 p.m.; Accounts Receivable, ADM 176, 3:00 p.m. through 5:00 p.m.; Information Desk, University Center, 5:00 p.m. through 10:00 p.m.

b. Estimated Bachelor of Independent
   Studies Fees
   Application Fee 1st Study Area
   Independent Study 557.00 1,903.00
   Seminar 557.00 1,903.00
   2nd Study Area
   Independent Study 557.00 1,903.00
   Seminar 557.00 1,903.00
   3rd Study Area
   Independent Study 557.00 1,903.00
   Seminar 557.00 1,903.00
   Fourth or Inter-area Study 1,114.00 3,806.00
   Total* 4,471.00 15,239.00

*Fees do not include books, on-campus seminars or room and board.

c. Weekend College Fees
   Students enrolling in courses through the School of Extended Studies Weekend College normally pay registration costs through a sponsoring organization. They do not pay tuition fees directly to the University.

d. Off-Campus Courses
   Students enrolling for off-campus (Continuing Education) courses will be assessed fees according to the fee structure "a" above. Continuing Education courses are designated by the "0700 series" section number. The "Schedule of Classes," which is printed each semester, should be used as a reference for updated information.

e. Florida Public Interest Research Group (FPIRG) Fee
   The Florida Public Interest Research Group (FPIRG) is a non-profit, non-partisan research and advocacy organization controlled and funded by Florida's college students. FPIRG conducts independent, policy-oriented research, monitors governmental and corporate actions affecting Florida residents and advocates for reforms that benefit the general public interest. FPIRG also provides students with the opportunity to combine their university education with meaningful public interest work.
   The FPIRG fee was established through a petition drive in which a majority of students at the Tampa, New College, and St. Petersburg campuses requested the assessment of a new fee to support such work. This fee of $2.50 is assessed to all fee-paying students each semester who enroll in Tampa, New College or St. 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 Andros 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 $4,680.00 per year in installments of $2,340.00 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 $11,379.00 per year in installments of $5,689.50 each to be paid in September and February.

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

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

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

7. Cancellation for Non-Payment of Fees
   Students not on an authorized deferred payment of fees and who have not paid their registration fees in full by a specified day (per "Schedule of Classes") may have their registration for that semester cancelled. This means, specifically, that a student 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 should obtain a State waiver from their various 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.
Regulation fees will be refunded under certain conditions upon presentation to the Division of Finance and Accounting of an authorization statement.

I. Estimated Room 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 .... 630.00

12. Estimated Food Service*
The following food service plan options are available to all students.
15 Meal Plan per Semester ......... 665.00**
20 Meal Plan per Semester ......... 715.00**
*Subject to rate change
**Includes state sales tax

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

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

2. Withdrawals/Drops
a. When officially requested by a student, a full refund of registration fees will be made if a student withdraws from the University or drops classes on or before the final day of the regular "Drop/Add" period.
b. No refund of registration fees will be made if the student withdraws/drops after the final day of the "Drop/Add" period except in the following cases:
   (1) University action beyond the student's control, (i.e., cancellation of course(s), course prerequisites not met, misadvisement, administrative error, etc.) with supporting exculpatory 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 exculpatory 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 50% refund. In no case will a fee adjustment be made for exceptional circumstances after the end of the eighth week of classes.

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

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

5. Late Fees
Late registration fees are not refundable.

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

Payment of Accounts Due the University
Charges against students for loss or breakage of University equipment, books, fines and other charges are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript, diploma, or grades for any student whose account with the University is delinquent. Payments should be made 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.

In addition to the specific eligibility requirements of 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...and provide all documents required to make a determination of eligibility by April 1, 1988. 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 Merit Finalists who name USF as the institution of their first choice 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 Handbook. This handbook 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 campus. Parking facilities are provided for resident and commuter students. All motor vehicles, motorcycles, and bicycles used on campus must be registered with the campus Parking Services Department, 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 registering a motor vehicle. Current registration fees are published annually in the USF Traffic and Parking Regulations.

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

*Bicycles*

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

**Handicapped**

All staff/students with physical disabilities which impede walking may apply to the Parking Services Department of the local campus for a handicapped hangtag. Persons will receive vehicle registration hangtags 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- 

**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. Veterans seeking benefits under Public Laws now in effect. All degree programs currently offered at USF are approved by the State Approving Agency.

Students who may be eligible for benefits are urged to contact the Office of Veterans Affairs (refer to page 29) for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office.

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

VA regulations require that students take only courses that are applicable to their degree program or other approved program, attend classes, and make satisfactory progress toward their degree. There are many other VA rules and regulations of which students should be aware, including those regarding the following: Double Major, Double Degree, Major/Minor programs, the Bachelor of Independent Study Degree program, 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/IU," "I" unless removed within a calendar year). It is the student's responsibility to inquire concerning all VA rules and regulations and to report any change in status which affects his/her benefits. Additionally, VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons (refer to pages, and ) and can only be reinstated after counseling, and approval by the VA.

Veterans with a service-connected disability requesting benefits under Chapter 31 must present a VA Authorization form for the effective period of enrollment at USF. Those students may contact the Office of Loans and Scholarships no earlier than the respective semester's regular registration date for a book slip and ID card validation. Other VA benefits include additional amounts of compensation and pension, which may be payable to eligible veterans and widows or widowers of veterans for the enrollment of dependent children. The students, parents, or guardians are responsible for notifying the VA Regional Office (where the veteran's records are located) directly of enrollment and termination of enrollment.
STUDENT SERVICES AND
STUDENT AFFAIRS

The University of South Florida is committed to the concept of total student development - intellectual, social, physical, and moral. The curricular, co-curricular, and 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 group counseling, family support, campus housing, job opportunities, career planning, bookstore, procedures for redressing grievances, standards for students' conduct, due process in the event of disciplinary action, and advice and/or assistance in time of trouble. The Student Affairs staff cooperates with the Division of Undergraduate Studies to insulate that students receive the necessary amount of academic advising prior to registration. A variety of programs and activities are offered by the Student Affairs staff to provide students opportunities to become involved in campus life outside the classroom: orientation for new students, residence halls, student organizations and University Center programs and activities, student government, student publications, intramural and recreational sports, intercollegiate athletics, the Sun Dome, and events of special interest.

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

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

Standards and Discipline

Just as the University maintains high standards of academic performance, the members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for the academic and personal freedom within the University community.

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

Disciplinary procedures are followed when a student fails to exercise his/her responsibility in an acceptable manner or commits an offense as outlined in the student handbook. The University disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information in one's own behalf, to seek counsel in one's own best interest, and the right of appeal. Students are entitled to participate in the development of standards of conduct supporting their interests in the purpose of the University. The University 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 governance. The Student Government office oversees the Activity and Service Fee Fund, offers free legal referral assistance by a staff of attorneys, and aids students with off-campus housing (apartment listings, roommate service, etc.) To receive an off-campus housing listing, mail a self-addressed, stamped envelope to the Student Government office. Other areas, such as academic grievances, minority problems, health and accident insurance, 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 involving non-academic matters. 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. For academic grievances, the student should see the college dean in which the cause for the grievance occurred.

Other Campuses

Student Affairs offices are also maintained at the St. Petersburg, Fort Myers, Sarasota and Lakeland 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 part of the Student Affairs program. For detailed information, see financial aid section.

Student Health Service

Welcome to the University of South Florida. We at the Student Health Service hope your stay here is happy, productive and healthy. Our staff are fully qualified professionals dedicated to providing quality health care. Good health is critically important to academic success or, as Herophilus put it over 2000 years ago, "When health is absent, wisdom cannot reveal itself, art cannot become manifest, strength cannot fight, wealth becomes useless, and intelligence cannot be applied." Injuries, illnesses and health problems should receive immediate attention so there is as little interruption as possible in your busy schedule.

We are located on the 4th floor of the University Center with our pharmacy and cashier on the 3rd floor. Our phone number is: 974-2331. Monday - Friday 8 a.m. to 10:30 p.m. when classes are in session. Pharmacy: Monday - Friday 9 a.m. to 5:45 p.m. when classes are in session. Hours may vary during breaks and holiday. Variations will be published. The services offered by Student Health Service to the students are:

- Walk-In Clinic
- Medical Clinic
- Clinical Laboratory
- Pharmacy
Appointments are not needed in most cases, care is handled on a walk-in basis. Bring your current validated ID card to the Student Health Service offices. You will be seen and evaluated by a registered nurse. If necessary, you will be referred to a physician that same day or given an appointment at a later time depending on your individual situation. All records at the Student Health Service are kept strictly confidential.

The Student Health Service maintains a day infirmary only. There are no dental services available on campus. The Health Service does not have x-ray facilities, but will assist students in scheduling x-rays at a nearby x-ray facility at student's expense.

Our Health Educator offers special programming, informational bulletins and pamphlets as well as group and individual sessions on health related topics. Just call 974-2331.

Psychiatric counseling is funded by the Health Service and available at the Counseling Center for Human Development located SVC 207. Their phone number is: 974-2831.

The cost of routine medical care is covered by your health fee. Additional charges for the specialty clinics, prescribed medications, certain laboratory tests and other types of services are the student's responsibility. A schedule of charges is available for review. The Student Health and Accident Insurance Policy is negotiated by Student Government and is available for a nominal fee. All registered students receive insurance information by mail. You may also pick up information on insurance and an application form from the Student Government Office, CTR 156. We strongly recommend that all students be covered by health insurance.

We have tried to provide basic information about USF's Student Health Service. For further information please call us at 974-2331. We'd also like to hear from you if you have any comments or suggestions about our services.

SUS Immunization Requirement

As of Fall Semester, 1986, as a prerequisite to registration, the State University System requires all students under the age of 40 to present documented proof of immunity against Rubella (German Measles). In addition, those students born after 12/31/56 are required to present documented proof of immunity against Measles (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 Address
USF-Tampa Campus Student Health Services University of South Florida 
CTR 312

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 
9111 College Parkway S.W. 
Fort Myers, FL 33907

The Health History 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 exemption.

Medical questions or questions about acceptable proof may be directed to the Student Health Services, University of South Florida, CTR 512, Tampa, FL 33620 (813/974-2331).

Students may receive measles and rubella immunizations at the Student Health Center by making an appointment during non-University registration periods. During University registration periods, no appointments are required. Immunizations will be given at the registration site or the Student Health Center during these periods.

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, Room 217, 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. An informal English Conversation Program is available for international students, their spouse, children and other family members or friends. Also, in cooperation with the Intercultural Organization, varied 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 the University of South Florida is an integral part of the total educational experience offered to USF students. Within this residential environment, students become closely involved with the university community through ongoing opportunities for intellectual, social, recreational, emotional, and vocational growth. Students from all over the United States and the world establish friendships and share in cultural exchange as they become neighbors in the residence halls. In addition, professional staff members, who help foster academic and personal adjustment, are available to students living in the halls.

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! Every degree-seeking student is eligible to apply for hous-
ing; however, on-campus space is limited. Therefore, any student desiring to live in the residence halls is encouraged to apply for housing immediately upon receiving his/her official acceptance letter from USF.

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 service desk, mail delivery, snack facilities, and swimming pool. Although the complexes provide the same basic services, they represent different options in campus living.

The Argos Complex offers traditional student residential living. Gamma and Alpha (East Wing) house women whereas Beta and Alpha (West Wing) house men. The traditional living arrangement in these halls provides double room accommodations designed for both sleeping and studying. The 40-50 residents occupying a living unit share common bath facilities which are cleaned daily by the hall's housekeeping staff. Each hall also offers a central lounge area, laundry facilities, and snack machines.

The Andros Complex consists of nine smaller halls with suite arrangements. Delta, Epsilon, and Kappa house women while Theta, Eta, and Zeta house men. Mu and Lambda halls house both men and women. However, Lambda hall will be exclusively available to those students who have been accepted into the honors program. The suites in Andros complex are designed to accommodate eight residents: two sharing a bedroom, four sharing a study area, and eight sharing bath facilities. The housekeeping staff clean the suite studies and baths on a regular basis. The five suites on each living unit also share a small kitchenette/lounge and laundry facility.

All residence halls in ARGOS and ANDROS are air-conditioned. Most rooms are carpeted, and all rooms are furnished with a bed, desk, chair, dresser, closet, and bookshelf for each resident. Food service facilities are conveniently located in each complex. Nearby swimming pools as well as basketball, tennis, and racquetball courts await students seeking leisure-time recreation. In addition, students have the opportunity to become involved in planning activities for their hall by joining residence hall organizations.

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 apartment has cooking facilities, bathroom facilities, and individual apartment heating and air-conditioning units.

Within the Village complex, the residents have access to a swimming pool, convenience store, laundromat, and a wooded picnic/barbecue area. For more information, contact the Housing Assignment Office at 813-974-4310.

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
University Food Service operates a variety of facilities to meet the needs of all students whether they live on or off campus. Services provided to the USF community include: cafeterias, convenience stores, snack bars and vending throughout the campus.

Two meal plan options are available to any USF student on a voluntary basis:
* Seven-day, Monday through Sunday noon (20 meals)
* Five-day, Monday through Friday dinner (15 meals)

Although the five-day plan is a good option for students who leave campus on the weekends, the seven-day option is the most economical. Even if several meals are missed, the average price per meal will still be less than eating off-campus, especially considering students can receive unlimited seconds.

Two cafeterias, located in Andros and Argos complexes, serve students who are on the contract meal plan. Students may eat in either cafeteria. At lease one cafeteria is open from 7am-7pm Monday through Friday in order to maintain continuous service. Weekend hours are slightly reduced, and the Sunday evening meal is not served.

Special dinners and events are planned every semester to add variety, such as "build your own" sundaes, pasta and stir-fry bars, ethnic and theme dinners, picnics and barbecues. A registered staff dietician designs the cafeteria menus for great taste and nutrition. In addition, the dietician can be contacted if individual nutrition counseling is needed or desired.

The contract meal plan is binding for both Fall and Spring Semesters and is nontransferable. This year contract makes it possible for Food Service to guarantee your price against inflation which occurs during the contract period. Meals are served while classes are in session; thus, meal contracts are not in effect over holiday breaks.

For your convenience, the meal plan can be purchased with Mastercard or Visa at the beginning of each semester. Cash is accepted at all food service operations on campus for those students who prefer to buy individual meals. However, students find that a contract meal plan definitely saves money on the average cost per meal. In addition, the meal plan offers convenience and saves time when you’re a student with a busy academic schedule.

Additional information about food service on campus is available through either the Housing office (813-974-4310) or Food Service office (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’ll 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. Most of all, the U.C. is the key to USF, and can provide information about the entire campus.

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

Conference facilities are available through the Reservations office on the first floor behind the information desk, and can provide meeting space in one of the many rooms in the Center. Most meeting rooms hold up to 50 persons, with some holding up to 75 people. The largest room, CTR 248, also known as the Ballroom, holds up to 280 persons and is perfect for dinners, or large conferences.
Food service areas in the University Center are located on the first floor and include a cafeteria, snack bar and pub. Catering for events held in the Center is available for those wishing to hold a luncheon, reception or formal dinner.

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

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

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

The Office of Student Organizations and Activities, also on the second floor, plays an important role in providing a diversity of extracurricular opportunities available to USF students. This office provides services such as mail, duplicating, advising, and promotions. New organizations are continually being formed. Professional staff members are available to assist individuals forming an organization, and to advise registered groups. For a current list of all organizations, or information on forming a group, contact the Office of Student Organizations.

Dance, Music, and Drama Clubs

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

Cultural Events

Each year a variety of outstanding visual and performing artists are brought to the University of South Florida campus. These visiting artists provide unusual opportunities for experiencing the finest professional talents in Dance, Music and Theatre. A quality Exhibitions Program provides many varied and significant works of art presented annually in the University's three galleries. In addition, the College of Fine Arts arranges a full schedule of concerts, plays, lectures, films and workshops which feature students, faculty and visiting artists. These and other programs conducted by the College of Fine Arts significantly contribute to the education of students and the general vitality of the campus.

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

Coordinating/ Governmental

There are several coordinating/governmental organizations designed to develop leadership characteristics among students. Coordinating/governmental groups include: Black Student Union, Student Government, Student Government Senate, Student Organizations Advisory Board, and University Center Activities Board.

Councils

Various councils exist on the Tampa campus. Several of these councils unite organizations of similar purpose. Others represent specific colleges at USF and coordinate academic, honor, and professional organizations within their colleges. Councils present on campus are: Black Panhellenic Council, College of Arts and Letters Student Council, College of Business Administration Student Council, College of Education Student Council, College of Fine Arts Student Council, College of Medicine Student Council, College of Nursing Student Council, Cooperative Education Advisory Council, Engineering College Association, Interfraternity Council, Off-Campus Term Student Advisory Council, Panhellenic Council, Public Health Student Association, Social and Behavioral Sciences Student Council, College of Natural Science Student Council, Gold Council for Excellence, Student Organization Housing Council.

Greek

There are currently 21 national fraternities, 11 national sororities and functioning on the Tampa campus. They carry out a program of social, educational, service and recreational activities for their members. Membership is open to any student by invitation. Their programs are coordinated through the Interfraternity, Panhellenic and Black Pan-Hellenic Councils with the advice of faculty and staff members.

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

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

The Greek recognition society is the National Order of Omega.

Honor Societies

Honor societies recognize outstanding students for their scholastic or service achievements. Membership in honor organizations is usually by invitation. Honor organizations are: Alpha Epsilon Delta, Alpha Phi Sigma,
**International**

International student organizations exist at USF to meet the needs of international students and to increase the awareness of the university and the community about international students. International organizations are: Caribbean Cultural Exchange, Chinese Student Union, Circulo Culturale Italiano, French Club, Friendship Association of Chinese Students and Scholars, German Club, Intercultural Organization, Korean and Korean-American Student Union, Latin American Leadership Association, Latin Club, Malaysian Student Association, Muslim Student Association, Russian Club, Students of India Association, Pakistan Student Federation, United Muslim Students, and Vietnamese Student Association.

**Political**

Organizations for political and social change are: College Republicans, Libertarian Alliance, 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-AFROTC, Arnold Air Society, American Institute of Architects, Delta Sigma Pi, Florida Engineering Society, Florida Nursing Student Association, Pre-Dental Society, 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: American Criminal Justice Association, American Institute of Aeronautics and Astronautics, American Institute of Chemical Engineers, American Society of Civil Engineers, American Society of Mechanical Engineers, Association of Library and Information Science, Association of Marketing Students, Association of Medical Science Graduate Students, Economics Society of USF, Forensics Club, Graduate Communication Council, Graduate Student Association, Honors Program Student Council, Institute of Electrical and Electronics Engineers, International Student Organization, Lingo Club, Management Information Systems Society, Math Education Club, Minority Advocates of Social Sciences, Minority Graduate and Professional Student Organization, Minority Pre-Professional and Science Society, Philosophy Club, Political Science Graduate Student Association, Society for the Advancement of Minorities in Engineering and Science, Society of Physics Students, Student Chapter of United States Institute of Theatre Technology, Student Finance Association.

**Religious**

The University has encouraged student religious organizations to develop associations and centers. Several denominations have built centers in a reserved area of campus. These include the Episcopal Center, the Catholic Student Center, the Baptist Center, and the University Chapel Fellowship (this center is an ecumenical campus ministry of United Church of Christ, United Methodist and Presbyterian churches).

In addition to these centers, there are diverse student religious organizations on campus. Active religious groups are: Baha’i Club, Baptist Campus Ministry, Campus Bible Fellowship, Campus Crusade for Christ, Canterbury Club/Episcopal Center, Catholic Student Center, Chabad House, Chi Rho, Christian Science Organization, Fellowship of Christian Students, Friends of Israel Gospel Ministry, Great Commission Students, Hillel, Jewish Student Union, Marantha Christian Ministry, Navigators, New Testament Christians, University Chapel Fellowship.

**Residence Halls**

Residence hall councils provide an organizational outlet and act as a liaison between the university and students in residence halls.

Residence hall councils are: Alpha Hall Council, Delta/Iota Hall Council, Eta Zeta Epsilon Hall Council, Gamma Hall Council, Kappa/Theta 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.

Service and resource organizations are: Alpha Phi Omega, Bacchus, Bull Spirits Organizations, C.A.U.S.E., Circle K International, Everywoman’s Center, Paraprofessional Counseling Service, Reg-Eze, 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, Akido Club, Babender’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 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. On a continuous basis 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 I.D.) and Visa/MasterCard.

USF 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 10:00 a.m. to 2:00 p.m. on Saturday (during the term). Visa/MasterCard accepted.

Medical Bookstore
Located in the Medical Center (MDG 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 8:00 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-Thursday 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 13 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 and tennis. On the women’s side are basketball, softball, tennis, golf, cross country and volleyball with a coed team competing in rifley.

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 11 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 provides 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 four times weekly, Monday, Wednesday, Thursday and Friday, during the summer. Containing 16 to 20 pages in each issue, it provides professional experience for those students interested in print journalism. Omnibus, 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 Early Admission, Dual Enrollment for high school students, 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...
STUDENT SERVICES & STUDENT AFFAIRS

Designed to assist students in achieving efficient learning habits and developing a satisfying participation in campus life.

The Career Counseling 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 Personal Counseling 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.

Office 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 eligible veterans, 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 veteran students as follows: registration and tuition fee deferment, advance payment, and part-time work opportunities through the VA Work-Study program. The VA Tutorial Program allows eligible VA students to be reimbursed for tutorial costs, not to exceed a maximum set by the VA. 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 more 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, and programs therein establish certain academic requirements that must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Advisors, directors, department chairs and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student’s course of study if requirements for graduation have not been satisfied, the degree will not be granted. For this reason it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, programs, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the Florida Board of Regents.

General Academic Regulations and Information

Semester System

The University of South Florida operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See 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 or an authorized representative of the student’s college. Students classified as Undecided must receive approval from the Dean of Undergraduate Studies. 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
Sessions “A” & “B” (7 weeks) UNDERGRADUATE
For: Academic purposes 6 hours or more each session
For: Financial aid Students must enroll for 12 hours (undergraduate) in any combination of Sessions “A,” “B” and “C.”

Session “C” (10 weeks)
For: Academic purposes 9 hours or more
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.

Effective Fall, 1986 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 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 period.) Fees for audit are the same as for full enrollment for credit except out of state tuition is not charged. See University Class Schedule for detailed instructions and dates.

### Cancellation Before First Class Day

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

### Withdrawal

A student may withdraw from the University without academic penalty for the first nine weeks of any term (except for Summer Sessions). 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. Include in the request the full name, social security number, and date of birth, and indicate names and addresses to whom the transcript may do so in person or by writing to the Office of the Registrar. A student’s academic record may be requested by the Office of the Registrar. Include in the request the full name, social security number, and date of birth, and indicate names and addresses to whom the transcript is to be sent. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. No charge is assessed for transcripts.

### College Level Academic Skills Program

The College Level Academic Skills Test (CLAST) is a part of an overall effort in Florida which is designed to ensure that students completing any level of education have acquired the skills which are expected of them. It is the particular function of CLAST to measure the achievement of the communication and computation skills which are expected of all students by the time they complete their sophomore year in college. These skills were identified by the faculties of community colleges and state universities and adopted by the State Board of Education. A student must pass the CLAST to receive an Associate in Arts or a baccalaureate degree from any Florida public institution.

The only exceptions to this are: 1) students who earned Associate in Arts degrees from any regionally-accredited institution prior to September 1, 1982; 2) students who were enrolled as upper division students (60 or more semester hours) in a Florida public university prior to October 1982; and 3) students who have already earned a baccalaureate degree from a regionally-accredited institution. These students are exempt from the CLAST requirement.

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 August 1, 1986 through July 1, 1989 as follows: Reading, 270; Writing, 270; Computation, 275; and Essay, 4.

### Courses to Satisfy Rule 6A-10.30

("Gordon Rule")

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 course work at the level of college algebra or above. For the purpose of this rule, applied logic, statistics, and other such computation course work, which may not be placed within a mathematics department, may be used to fulfill 3 hours of the 6 hours required by this section. In order to 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW 3100</td>
<td>Narration and Description</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>CRW 3110</td>
<td>Imaginative Writing: Fiction</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>CRW 3111</td>
<td>Form and Technique of Fiction</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman English</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman English</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>ENC 3310</td>
<td>Expository Writing</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>ENC 3210</td>
<td>Basic Technical Writing</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>LIT 2000</td>
<td>Introduction to Literature</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

### Math Courses (18 semester hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS 3001</td>
<td>America at the Turn of the Century</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>AMS 3370</td>
<td>Southern Women: Myth and Reality</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>CLA 4100</td>
<td>Greek Civilization</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>CLA 4120</td>
<td>Roman Civilization</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>CLT 3101</td>
<td>Greek Literature in Translation</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>CLT 3102</td>
<td>Roman Literature in Translation</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>CLT 3370</td>
<td>Classical Mythology</td>
<td>4 semester hours</td>
</tr>
</tbody>
</table>

### Foreign Language Courses (6 semester hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 2000</td>
<td>Introduction to Literature</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>CRW 3112</td>
<td>Fiction I (8/85)</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CRW 3121</td>
<td>Fiction II (8/85)</td>
<td>3</td>
</tr>
<tr>
<td>LIT 3101</td>
<td>Literature of Western World - Ren.</td>
<td>3</td>
</tr>
<tr>
<td>LIT 3102</td>
<td>Literature of Western World - Since Ren.</td>
<td>3</td>
</tr>
<tr>
<td>REL 2300</td>
<td>Introduction to World Religions</td>
<td>3</td>
</tr>
<tr>
<td>REL 3145</td>
<td>Women and Religion</td>
<td>4</td>
</tr>
<tr>
<td>REL 3172</td>
<td>Religion, Ethics &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>REL 4171</td>
<td>Contemporary Christian Ethics</td>
<td>3</td>
</tr>
<tr>
<td>REL 4670</td>
<td>Judaism and Christianity after Holocaust</td>
<td>4</td>
</tr>
<tr>
<td>HUM 4437</td>
<td>Renaissance Arts &amp; Letters</td>
<td>4</td>
</tr>
<tr>
<td>HUM 4438</td>
<td>Renaissance Arts &amp; Letters</td>
<td>4</td>
</tr>
<tr>
<td>HUM 4440</td>
<td>Enlightenment</td>
<td>4</td>
</tr>
<tr>
<td>LIN 3801</td>
<td>Language and Meaning</td>
<td>3</td>
</tr>
<tr>
<td>RUT 3110</td>
<td>Russian Classics in Translation</td>
<td>3</td>
</tr>
<tr>
<td>RUT 3111</td>
<td>20th Century Russian Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>RUS 3500</td>
<td>Russian Civilization</td>
<td>3</td>
</tr>
<tr>
<td>PHH 3000</td>
<td>Introduction to Philosophical Traditions</td>
<td>3</td>
</tr>
<tr>
<td>PHH 4600</td>
<td>Contemporary Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHH 4700</td>
<td>American Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 3011</td>
<td>Introduction to Philosophical Problems</td>
<td>3</td>
</tr>
<tr>
<td>PHI 3700</td>
<td>Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHI 4320</td>
<td>Philosophy of Mind</td>
<td>3</td>
</tr>
<tr>
<td>PHI 4360</td>
<td>Theory of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td>PHI 4800</td>
<td>Aesthetics</td>
<td>3</td>
</tr>
<tr>
<td>PHM 3100</td>
<td>Social Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 4322</td>
<td>Ancient and Medieval Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 4331</td>
<td>Modern Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHM 4340</td>
<td>Contemporary Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHP 3786</td>
<td>Existentialism</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4000</td>
<td>Plato</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4010</td>
<td>Aristotle</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4740</td>
<td>Rationalism</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4745</td>
<td>Empiricism</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4784</td>
<td>Analytical Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHP 4788</td>
<td>Philosophy of Marxism</td>
<td>3</td>
</tr>
<tr>
<td>IDS 3115</td>
<td>Values and Choice</td>
<td>3</td>
</tr>
<tr>
<td>ARH 3000</td>
<td>Introduction to Art (excluding OU sections)</td>
<td>4</td>
</tr>
<tr>
<td>ARH 4796</td>
<td>Critical Studies in Art History</td>
<td>4</td>
</tr>
<tr>
<td>FIL 3001</td>
<td>Film: The Language of Vision</td>
<td>4</td>
</tr>
<tr>
<td>DAN 3100</td>
<td>Introduction to Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN 4120</td>
<td>Survey History of Dance</td>
<td>3</td>
</tr>
<tr>
<td>MUH 2111</td>
<td>Introduction to Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>THE 3080C</td>
<td>Modern Theatre Practice</td>
<td>4</td>
</tr>
<tr>
<td>AFA 2001</td>
<td>Introduction to Afro-American Studies</td>
<td>3</td>
</tr>
<tr>
<td>AMH 3510</td>
<td>U.S. Diplomatic History</td>
<td>3</td>
</tr>
<tr>
<td>AMH 3511</td>
<td>U.S. Diplomatic History in the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>HIS 3474</td>
<td>Science and Civilization</td>
<td>4</td>
</tr>
<tr>
<td>POS 4413</td>
<td>The American Presidency</td>
<td>3</td>
</tr>
<tr>
<td>WOH 3270</td>
<td>Revolutions in the Modern World</td>
<td>4</td>
</tr>
<tr>
<td>WST 3210</td>
<td>Women in Western Civilization</td>
<td>4</td>
</tr>
<tr>
<td>STA 3122</td>
<td>Social Sciences Statistics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2111</td>
<td>Business and Economics Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 3100</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
<td>STA 3023</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>COP 3170</td>
<td>Introduction to Computers and Programming in Basic</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2062</td>
<td>Making it Count: Computers and Society</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2000</td>
<td>Computers in Business I</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1103</td>
<td>Practical Logic (counts toward Area II)</td>
<td>2</td>
</tr>
</tbody>
</table>

All the above courses will require 6000 written words per course. 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)**

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. Other hours may be satisfied by the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 3122</td>
<td>Social Sciences Statistics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2111</td>
<td>Business and Economics Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 3100</td>
<td>Logic</td>
<td>4</td>
</tr>
<tr>
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</tr>
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<td>3</td>
</tr>
<tr>
<td>CGS 2062</td>
<td>Making it Count: Computers and Society</td>
<td>3</td>
</tr>
</tbody>
</table>

The following courses may also be counted toward fulfilling the mathematics requirement but will not count toward Area III of General Distribution Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2000</td>
<td>Computers in Business I</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1103</td>
<td>Practical Logic (counts toward Area II)</td>
<td>2</td>
</tr>
</tbody>
</table>

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
4. All elective courses for the major and all elective courses in the dis­
rict basis by a student wider the following conditions and restrictions :

dents or faculty in these courses.

Option Courses. Any undergraduate course may be taken 

The grade-point average (abbreviated 

The grade-point average (abbreviated for academic record based on the following grading system:

A Superior performance
B Excellent performance
C Average performance
D Below average performance, but passing
F Failure
I Incomplete
IF Incomplete grade changed to Failure
IU Incomplete grade changed to Unsatisfactory
M No grade submitted by instructor
MF Missing grade change to Failure
MU Missing grade changed to Unsatisfactory
N Audit
R Repeated course
S Satisfactory
T Course repeated, GPA not included
U Unsatisfactory
W Withdrawal from course without penalty

Grade-Point Average

The University has a four-point system of grading used in computing grade-point average (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 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,” whichever is appropriate. Whether or not the student is in residence, any change to “IF” grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on academic probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course requirements to change an “I” grade. However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

“M” Grade Policy

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

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

This policy is applicable to undergraduate and non-degree-seeking students only, and applies to 1000-to-3000-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 (AP). 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 (TAD). No petition will be required in order for the student to return to school after one semester out, but in order to be processed for registration when returning, that student must have the approval of an academic program representative, college coordinator of advising, or his designee. A student may utilize the temporary academic dismissal (TAD) policy only once. Upon returning to school, a student has two terms to get the accumulative GPA up to 2.0 and must make at least a 2.0 GPA the first term after returning. A student academically dismissed a second time is permanently dismissed from the University (PAD).

NOTE: Students admitted in probationary status must accumulate 30 semester credits and maintain a minimum cumulative 2.0 GPA each term enrolled with no single term GPA below a 1.0 GPA before the probationary status is removed. Advising is mandatory prior to registration. Undergraduate 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 or falls below a 2.0 GPA and subsequently achieves an AA from a Community College (or a four-year institution), that student when readmitted to the University will be credited with a maximum of 60 semester hours and have his/her academic record cleared in that the USF GPA will begin again. The temporary academic dismissal (TAD) category does not apply to students salvaging their records. 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 receives 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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits Earned</th>
<th>Grade Points Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0C Special/Unclassified</td>
<td>0</td>
<td>Non-degree-seeking students</td>
</tr>
<tr>
<td>1F Freshman</td>
<td>0 through 29 semester hours passed</td>
<td>0</td>
</tr>
<tr>
<td>2S Sophomore</td>
<td>30 through 59 semester hours passed</td>
<td>2.0</td>
</tr>
<tr>
<td>3J Junior</td>
<td>60 through 89 semester hours passed</td>
<td>1.0</td>
</tr>
<tr>
<td>4R Senior</td>
<td>90 or more semester hours passed</td>
<td>3.0</td>
</tr>
</tbody>
</table>

However, no baccalaureate degree earned here or elsewhere.
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 Catalog for further details.

Pending Status

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

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

Student Information Changes

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

Final Examination

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

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

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and 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 and is intended for superior students regardless of 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 Honors courses that include: the philosophical inquiry into the nature of human knowledge; ethics; interdisciplinary studies in the sciences, social sciences, arts and humanities; a student-designed Junior Seminar; and a Senior Thesis or Project (see Course Descriptions). University Honors students complete six semester hours of English, six semester hours of Mathematics, and three to eight hours of foreign language. Honors students may satisfy the English and Math requirements through AP or CLEP; all University Honors students take at least one foreign language course (consult Director of Honors for details). University Honors students satisfy the General Distribution Requirement by completing the core Honors courses and the English, math and foreign language requirement. Enrolling in University Honors does not increase academic work-load.

Potential University Honors students are actively recruited, but any interested student who feels that he/she may be qualified may request admission. There are no minimal requirements for admission, but students typically have 3.50 high school GPAs and 1200 SAT or 28 ACT scores.

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

Year Program

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>I IDH 2010 Acq. of Knowledge (4)</td>
<td>IDH 3100 Arts/Hum. Honors (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 3281 (3-4)</td>
<td>MAC, cont. Calculus (3-4)</td>
</tr>
</tbody>
</table>

| CHM 3210 Organic (3) | CHM 3211 Organic (3) |
| CHM 3210L Org. Lab. (2) | CHM 3211L Lab. (2) |
| PHY 2053 Physics (3) | PHY 2054 Physics (3) |
| PHY 2053L Phys. Lab. (1) | PHY 2054L Phys. Lab. (1) |
| STA 3023 Statistics (4) | PCB 3063 Genetics (3) |

III IDH 3400 Soc/Beh Sci. Honors (4) | IDH 4000 Jr. Honors Seminar (4) |
| Foreign Language (3-4) | Foreign Lang. or elective (3-4) |
| Electives (8) | Biochemistry (College of Medicine) 10 |

Summer

IDH 4970 Honors Thesis (8)

*NB: The 9-hour SUS 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 summer 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 Program</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>I IDH 2010 Acq. of Knowledge (4)</td>
<td>IDH 3100 Arts/Hum. Honors (4)</td>
</tr>
<tr>
<td>ENC 1101 English (3)</td>
<td>ENC 1104 English (3)</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 3281 (3-4)</td>
<td>MAC, cont. Calculus (3-4)</td>
</tr>
</tbody>
</table>

| CHM 3210 Organic (3) | CHM 3211 Organic (3) |
| CHM 3210L Org. Lab. (2) | CHM 3211L Lab. (2) |
| PHY 2053 Physics (3) | PHY 2054 Physics (3) |
| PHY 2053L Phys. Lab. (1) | PHY 2054L Phys. Lab. (1) |
| STA 3023 Statistics (4) | PCB 3063 Genetics (3) |

+ 6 hrs. in major + 6 hrs. in major

III IDH 3400 Soc/Beh Sci. Honors (4) | IDH 4000 Jr. Honors Seminar (4) |
| PHY 2053 Physics (3) | PHY 2054 Physics (3) |
| PHY 2053L Phys. Lab. (1) | PHY 2054L Phys. Lab. (1) |
| STA 3023 Statistics (4) | PCB 3063 Genetics (3) |

+ 6 hrs. in major + 6 hrs. in major

IV IDH 4970 Honors Thesis (4) | IDH 4970 Honors Thesis (4) |
| Foreign Language (4) | Foreign Language (4) |

*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 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 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. After the first week of 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 petitions submitted by undergraduate students to waive University academic regulations. Students must petition and secure approval of the committee to return to the University after having been academically dismissed or to waive academic deadlines.

The committee normally meets once a week. To petition the committee, a student must secure the appropriate form from the Office of the Registrar 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
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. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with 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, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, 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 sometimes referred to as passing off as one's own segments of the total of another person's work.

1. Examples of proper citation (footnote format) are as follows:
   b. As Harry Shaw states in his Concise Dictionary of Literary Terms, "Plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." [Direct quotation with an introductory statement citing the source.]
   c. Plagiarism is literary theft. To emphasize that point, Harry Shaw states that the root of the word comes from the Latin word meaning 'kidnapping.' [Paraphrasing from Concise Dictionary of Literary Terms.]

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

3. The following are examples of plagiarism because sources are not cited and appropriate quotation marks are not used:
   a. Plagiarism, from a Latin word meaning "kidnapping," ranges from inept paraphrasing to outright theft.
   b. Plagiarism is the act of or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member: (a) direct attention from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, exam or academic discussions, or (b) present a danger to the health, safety or well being of the faculty members or students.

Punishments:

a. For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information shall receive an "F" with a numerical value of zero on the test, 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.

b. For 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, the student using such prohibited device may receive an "F" in the course.

c. The use of another student, a stand-in, to take an examination for the enrolled student, the enrolled student will receive an "F" in the course and will be suspended from school for one year. The stand-in, if a University student, shall be suspended from school for one year.

d. For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the course, may receive an "F" in the course and may be expelled from the University.

e. Students who receive or give stolen computer programs shall receive an "F" with a numerical value of zero on the program or programs, 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.

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

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

Punishment: Punishments 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" if the student is passing the course, shown on the student record. If the student is not passing a grade of "F" will be shown on the student record.
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 or disruptions 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 Hearing before the Academic Committee General Principles**

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

**Record.** The proceedings of all hearings shall be recorded.

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

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

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

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

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

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

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

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

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

**Failure to Appear.** If a student against whom charges have been made fails to appear, the academic committee or academic administrator may proceed in his/her absence.

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

**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 3010, 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 Service 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; Biological 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; Introduction to Public Administration, PAD 3003; Public Financial Administration, PAD 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 doesn't attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally complete the sequence by the first semester of his/her sophomore year.
These policies do not apply to first-time-enrolled students who can meet the Freshman English requirement with credit transferred from another institution or those with appropriate AP English credit.

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

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
Portuguese
Russian
Spanish

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 the appropriate level 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 Chairperson of Classics. Students taking the examination in Ancient or Modern Greek or in Latin 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) (ICL)
Classics (Latin, or Latin-Greek) (CLS)
Classics and Foreign Language (CLF)
Communication (SPE)
Communication - English (ENS)
Communication - Theatre (STA)
English (ENG)
French (FRE)
German (GER)
Humanities (HUM)
Italian (ITA)
Latin (LAT)
Liberal Arts and Sciences (ALA)
Mass Communications (COM)
Philosophy (PHI)

College of Business Administration (B.A./B.S. option):
Accounting (ACC)
Economics (ECN)
Finance (FIN)
General Business Administration (GBA)
Management Information Systems (ISM)
Management (MAN)
Marketing (MKT)

College of Education (B.A./B.S. option):
Art Education (ARE)
Botany Education (BOE)
Business and Office Education (BTE)
Chemistry Education (CHE)
Classics Education (CLE)
Distributive Education (DEC)
Elementary-Early Childhood (EED)
Elementary Education (EDE)
English Education (ENE)

College of Engineering:
Chemical Engineering (ECH) (B.S.C.H.)
Civil Engineering (ECI) (B.S.C.E.)
Computer Engineering (ECP) (B.S.C.P.)
Computer Science (ECO) (B.S.C.S.)
Electrical Engineering (EEL) (B.S.E.E.)
Engineering (EGU) (B.S,E.)
Engineering Science (ECG) (B.S.E.S.)

College of Fine Arts (B.A.) (B.F.A.) (B.M.):
Arts (ART) (B.A.)
Design (DAN) (B.A.)
Music (MUS) (B.M.)
Theatre (TAR) (B.A./B.F.A.)
College of Natural Sciences (B.A., B.S.):
- Biology (BIO) (B.S.)
- Botany (BOT) (B.S.)
- Chemistry (CHM) (B.A.)
- Chemistry (CHS) (B.S.)
- Clinical Chemistry (CHC) (B.S.)
- Geology (GLY) (B.A.)
- Geology (GLS) (B.S.)
- Mathematics (MTH) (B.A.)
- Medical Technology (MET) (B.S.)
- Microbiology (MIC) (B.S.)
- Natural Sciences Interdisciplinary (B.A.)
  - Biology (INB)
  - Chemistry (INC)
  - Geology (ING)
  - Mathematics (INM)
  - Physics (INP)
- Physics (PHY) (B.A.)
- Physics (PHZ) (B.S.)
- Zoology (ZOO) (B.S.)

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

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 (CCJ) (B.A.)
- Economics (ECN) (B.A.)
- Geography (GYP) (B.A.)
- Gerontology (GEY) (B.A.)
- Gerontology (GES) (B.S.)
- History (HRY) (B.A.)
- Interdisciplinary Social Sciences (ISS) (B.A.)
- International Studies (INT) (B.A.)
- Political Science (POL) (B.A.)
- Psychology (PSY) (B.A.)
- Social Work (SOK) (B.S.W.)
- Sociology (SOC) (B.A.)
- Women's Studies (WST) (B.A.)

School of Extended Studies and Learning Technologies (B.I.S.):
- Program 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 option.
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
- Management Information Systems

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
- 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 graduation requirements; a minimum of 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.

Second Baccalaureate Degree

(Transfer Students)

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

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

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

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

B.A. Degree for Medical and Dental Students

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

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 “Request to Attend the Spring Graduation Ceremony” Form 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 student must submit the remaining copies to the Office of the Registrar prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college or to Undergraduate Studies.

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

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

A student applying for a minor must:

1. File a separate request for certification for the minor in the department of the minor during the semester of graduation;
2. Apply for the minor on the "Application for Degree," listing both the minor and college responsible for the minor on the application; and
3. Have no "I" grade in required courses.

Students who are not registered for any courses and apply for graduation or certification of a minor must pay for one hour of upper-level credit if they are undergraduate students or one hour of graduate credit if they are graduate students.
Honors at Graduation

Any baccalaureate candidate whose overall grade-point average for all work attempted at USF on the standard grading scale is a 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 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.

Student Records Policy

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.021, Florida Administrative Code, students have the rights to:

1. Inspect and review their education records
2. Privacy in their education records
3. Challenge the accuracy of their education records
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Par. 228.093, Florida Statutes.

Copies of the University's student records policy, USF Rule 6C4-2.021, may be obtained from:

University Registrar
SVC 137
4202 Fowler Avenue
Tampa, Florida 33620

or

USF Agency Clerk
Office of the General Counsel
ADM 254
4202 Fowler Avenue
Tampa, Florida 33620

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- and part-time status, and the most recent previous 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 SUS adviser. The grade point average will not transfer to SUS. See your SUS 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, Bachelor of Independent Studies SUS External Degree Program, Special Programs, and Center for Association Management and Continuing Education. 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.

In addition, the School's Division of Broadcast Services and Division of Learning Technologies provide extended education and support services by means of Public TV and Radio, Radio Reading Service, Instructional TV Network, Audio Visual Services, Media Services and the Film Library.

For complete details on the School's programs and services, 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 freshmen 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 MAC 2102, 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 SUS and do not constitute duplicate course credit.

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

6. CLEP General/Subject Examinations in mathematics, calculus, college algebra, trigonometry may satisfy only 3 semester hours of mathematics required (College Algebra or above) for SUS 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 requirements.

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

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

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

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.

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 Indocinination 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-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.

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 achieved success in school.

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

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

Applications should be 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 U.K. exchange which is refunded only if we fail to place the applicants meeting the eligibility requirements noted below.

In the National Exchange Programs, registration/tuition fees are paid either to USF (home university) at the applicable rate (resident or non-resident) 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 Utrecht in the Netherlands; year abroad program, University of the Andes, Bogota, Colombia.
- Administered by the Florida State University: two semester and academic year programs at study centers in Florence, Italy, and London, England; summer program in Belgrade, Yugoslavia.
- Administered by the University of South Florida: summer program in France; intersession programs in Mexico; complete academic program in Paris, France (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, with the approval of their advisers, may elect courses at nearby Florida College. Credit for acceptable work may be transferred to the University and counted as elective credit toward graduation. Students from Florida College have a similar transfer arrangement.

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

Academic Services and Support

University Library

It is important that a library take into account not only the books on its shelves but also the people it serves. This point of view is central in the philosophy of the University of South Florida Library. The University expects students to become familiar with the University Library book collection, to master the techniques of using it, and to achieve a familiarity with books which will carry over into later life.

The University Library building was completed in March, 1975. The seven floor building with its open stacks, adjoining study areas and many individual carrels, has been designed to facilitate study, research, and reading. When fully occupied, it will provide space for 2,500 readers and accommodate over 800,000 volumes.

The present library collection consists of about 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. Terminals are located on the first floor.

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

To assist students in learning about the resources of the Library the Reference staff offers a two-credit course, Use of the Library. The staff also gives orientation lectures on library use and provides individual assistance to students in search strategy and bibliographic form. A descriptive guide to the Library and its services is also available.

Circulating books are located on the third through fifth floors. Patrons may check out books at the Circulation desk, first floor, before exiting through the library security system in the lobby. Students are required to have a picture identification card, validated for the current term, to check out books from the circulating and reserve collections. A statement of the Library's circulation policy is available at the Circulation desk.

The Reserve Department, containing books and articles "reserved" at faculty request for the use of a particular class is on the basement level. Adjoining the Reserve desk is the Reserve 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 4000 periodicals, the Library subscribes to newspapers from Florida and major cities in the United States, and from many foreign countries.

The Microform room, also on the second floor, holds a large collection of material in microtext; this material provides access to many important sources otherwise inaccessible.

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

Division of Sponsored Research

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

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

From its beginning, USF faculty and staff have been active in the search for new knowledge and have consistently demonstrated their concern about the world in which they live. With the support of private and public agencies, they have contributed to our knowledge about men and women and the world in which they live and applied their findings and skills to the solution of many contemporary problems. Since 1960, the rate of growth in external funding has been phenomenal. During the past year (1986-87) USF faculty has received in excess of $31 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 educational in-
School of Extended Studies and Learning Technologies

Division of Learning Technologies

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

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.

Graphic Design Department provides creative design, illustration, typesetting, and finished camera-ready art for most printing requirements. Services provided cover three major areas; classroom/research support, university publications, and television/radio.

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 Monday, Tuesday, Wednesday from 10-12, 2-6 Thursday & Friday 8-12. 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.

Instructional Video Services (IVS) compliments the video production and recording needs of the university by providing an in-house classroom studio production facility. The studios are part of the university's Instructional Television Fixed Service (ITFS) network. Courses, teleconferences, and meetings can be recorded or transmitted live to any designated receive site within a 25-mile radius of the Tampa campus.

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, soundtrack production, and all stages leading to the final product. Creative and technical consultation is available for any audio visual communications need.

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 WSPF-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.

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

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. O.U. 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, instructional, 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.

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

The WUSF and WSFP Radio Reading Service broadcasts daily readings of newspapers, magazines and other materials from Tampa and Ft. Myers for the blind, print-a-d-physically-handicapped throughout South-west Florida. Over 200 volunteers read 24 hours a day. RRS airs on sub-carrier frequencies of WUSF-FM and WSFP (FM); qualified listeners can only receive the programming on special crystal-tuned receivers, loaned from the Service.

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, prepares and maintains 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) and 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 (FMHI) is a multidisciplinary training, research, education and service facility at the USF Tampa campus. The mission of FMHI is to improve mental health services in the State of Florida. FMHI offers training programs, clinical experience, educational information, general and technical publications, and audio visual pre-cassettes to professionals in mental health and related areas, undergraduate and graduate students, and members of the general public. FMHI also provides training and community oriented programs in locales throughout the state.

The Institute’s programs are conducted by five departments: Aging and Mental Health, Child and Family Studies, Crime and Delinquency, Community Mental Health, and Epidemiology and Policy Analysis.

Direct service programs function as sites for clinical demonstration and research and are designed as models for state and community agencies. FMHI provides residential treatment to approximately 62 persons of all ages who have severe mental and behavioral difficulties. Through its training and research projects, the Institute also offers day treatment to 120 persons, out-patient and community adjustment services to approximately 200 persons. In cooperation with the Hillsborough County Public Schools, day treatment services are provided to 80 severely emotionally disabled youngsters attending the Colleen Lunsford Bevis School at the Institute.

The Institute’s training programs emphasize practical clinical techniques and the application of theory to applied settings. Similarly, FMHI research focuses on finding the most effective, least costly, and highest quality means of delivering mental health services.

FMHI offers undergraduate and graduate students field placements, internships, research assistantships and volunteer and part-time employment opportunities. Stude-nts may earn academic credit for clinical placements, internships, tutorials, or independent research participation performed at the Institute in conjunction with USF courses. The Institute cooperates and collaborates with other State University System units and FMHI faculty teach undergraduate and graduate courses at the request of USF departments.

FMHI’s library, media center, and publications program provide access for students, faculty, mental health professionals, and the public to information relevant to mental health.

The institute is located in a complex of buildings at the northwest corner of the USF Tampa campus.

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, Student Support Services and Athletic Advising.

Undergraduate Studies is administered by a Dean, who supervises the several units and undergraduate academic programs that are not the pureview 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 assista-ee 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.

Student Support Services Program

The Student Support 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. AFROTC 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 AFROTC are guaranteed a position in the active duty Air Force.

AFROTC 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 2001 AFR 2130 and AFR 2001
AFR 1120 and AFR 2001 AFR 2140 and AFR 2001

POC. Students wishing to enroll in the POC must be approved by an AFROTC 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 AFROTC 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 2001 AFR 4201 and AFR 2001
AFR 4201 and AFR 2001 AFR 2111 and AFR 2001

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, 6 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 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 no 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 subsistence. 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 and one semester per year of Leadership Laboratory. Leadership Laboratory consists of two hours of practical hands-on training (adventure training, physical readiness) per week. The program covers basic military history, organization and role of the Army, branches of the Army, leadership, map reading, and many other topics. Students incur no military commitment by participating in the Basic Course. One semester of Leadership Lab is required for each year of the Basic Course. These Labs are no cost and no credit, but fulfill requirements for satisfactory completion of the Basic Course. Any prior military service, Reserve or National Guard Basic training, or other ROTC training may qualify for full or partial completion of the Basic Course.

Requirements for a ROTC Commission

Students who desire to earn a commission as a Second Lieutenant in the United States Army must meet the following requirements: four semesters of the ROTC Advanced Course, successfully complete the Professional Military Education Courses (written communication skills, human behavior and military history), attend Advanced Camp or an appropriate substitute, maintain and graduate with a minimum of a 2.0 GPA, pass the Army Physical Readiness Test and meet the height and weight requirements of the United States Army.

Advance Course

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

The newly commissioned officer can be guaranteed Reserve or National Guard duty, or compete for 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 transfers in the Admissions Section of this catalog.

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mended that students transferring from community/junior colleges to the University of South Florida complete their associate in arts degree or, in certain–prior-approved areas, the associate in science degree. Special details for students who do not plan to complete the associate degree requirements are available from the Office of Admissions.

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

Career Resource Center

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

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

Alumni Placement Services

Placement services are available to any alumni of the University. The job data bank, a resume referral service, a monthly Alumni Bulletin, and access to the Career and Employer Library are a few of the services offered to alumni who pay the $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, Government Employment Information 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 marketplace for its graduates, and facilitate the placement of graduates into permanent employment with 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–employer. Students transferring from other schools must complete one semester of off-campus work 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 fulltime 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 profession–al 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 the date that they desire to go on a training assignment. Once a student is accepted into the program, the training assignments become a part of their academic program leading to a degree. The student is required to 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 1986-87 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 database 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 1986 through August 1987. 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 4,623 graduating students (excluding College of Medicine, College of Nursing, and Bachelor of Independent Studies), 1,327 or 29% registered with Placement and 5,366 on-campus interviews were conducted with 453 employers. Three thousand, two hundred and sixty-nine (3,269) organization-listed positions and 19,218 credentials were forwarded. Six hundred and twelve alumni registered and 3,651 credentials were forwarded on their behalf.

Of the 1,327 registered graduating seniors, 370 or 28% reported that they accepted positions.

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

<table>
<thead>
<tr>
<th>College</th>
<th>Degree</th>
<th>Number Enrolled</th>
<th>Registered</th>
<th>Non-Registered</th>
<th>Placement</th>
<th>Percent of Graduates Registered</th>
<th>Rejected</th>
<th>Percent of Rejected with Jobs</th>
<th>Percent Metropolitan Jobs</th>
<th>Average Salary</th>
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* Either Education Specialist
** 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 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 where all students are encouraged to spend at least one semester engaged in individual educational pursuits away from the University Campus. Students are offered a wide variety of opportunities for self-designed and self-implemented experience for academic credit. For example, students may become involved in social action projects, international travel or study, independent research-study, work, or internship projects, and many other personalized projects 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 annually and the annual spring project for 10 to 15 hours credit in New York City. The latter project involves intense art, theatre, and urban interaction and living in a residential hotel at most favorable student rates.

Academic credit is earned by students while engaged in off-campus activities through the OCT Program. The number of hours of credit varies according to student interest and proposed activities. Students may enroll in a variety of projects and pay fees for variable hours of credit from 1 to 15 in a term. Academic credit activities are designed around the basic off-campus experiences for the most part and projects resulting in academic credit are designed by the student and supervised by OCT or other appropriate faculty. Credits may be earned which apply towards general education and elective requirements. Credit may also be earned in the major field of study in some 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) volunteer work, and society, (6) international relations, (7) 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 those affected by this requirement.

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

Open University (O.U.)

The Open University brings USF credit courses to students via television and radio. Broadcast on WUSF-TV, Channel 16 and WUSF(FM) 89.7, in the Tampa, St. Petersburg, Sarasota areas and on WSFP-TV, 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.

**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.

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 on a week-long basis.

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 and Learning Technologies, LLL 012, University of South Florida, Tampa, Florida 33620.

**Division of Special Programs**

_the Formerly Weekend College_  

The Division of Special Programs is an academic division of the School of Extended Studies and Learning Technologies. Within the Division of Special Programs, the Department of Programs for Adult Credit Education (known as PACE) is a delivery system for a non-traditional means of obtaining a B.A. or B.E.T. degree for working adults. PACE is a cooperative venture of businesses, unions, civic organizations, and educational institutions. The program is geared toward working adults who desire a degree but who find it difficult or impossible to attend regular on-campus classes. It is also directed toward employees of businesses and industries which provide tuition rebates.

PACE 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.). PACE 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 PACE and then pursue the last year on campus. If sufficient interest in a particular major other than the ones listed above exists, PACE can also offer the courses necessary to the target audience requesting that major.

PACE 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, and MacDill Air Force Base); Saturday classes on the USF campus; and weekend conference courses which meet three or four weekends a semester (all day Saturday and Sunday afternoon). PACE
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.

Each academic area (social science, humanities, and natural science) is emphasized for approximately one year each. All courses delivered by PACE are listed in the USF undergraduate or graduate catalog and are taught by USF instructors. Students in the program must meet all USF admission, good academic standing, and graduation requirements.

All registration is handled through PACE (1) at the first and last class meeting of each PACE course every semester, (2) at orientation sessions, and (3) during regular office hours in the PACE office. Textbooks are delivered to the various sites for each class. Academic counseling and advice are also available.

Students enrolled in PACE courses normally pay registration costs through a sponsored institute mechanism. Patterned after and developed through the cooperation of the national To Educate the People Consortium headquartered at Wayne State University, PACE also receives significant support from the United Labor agency of Florida AFL-CIO, especially in the development of class sites.

aceous to courses offered by PACE, the Division of Special Programs offers travel/study courses, consisting of several weeks of intensive study in an area or discipline, followed by a tour of the country or area associated with the study. Students may receive up to nine semester hours of credit per travel/study.

The Division of Special Programs also offers various programs for teacher education. At the request of individual school boards including, but not limited to, Hillsborough, Pinellas, Pasco, Sarasota, and Highlands counties, the division has operated extensive summer programs for teachers. Other courses are also available during the fall and spring semesters.

For details on any of these areas, contact The Division of Special Programs, LLL 012, University of South Florida, Tampa, Florida 33620.

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 universities currently involved are the Florida State University, the University of Florida, and the University of South Florida. The administrative office for the statewide program is located at USF in Tampa.

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

Curriculum

The curriculum of interdisciplinary studies consists of four study areas: the Humanities, Natural Sciences, Social Sciences, and Inter-area 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.

Tutorials

The tutorial or guided independent study is predominantly print intensive, with core and suggested readings drawn from the BIS Guide to Independent Studies. In the Humanities tutorial, for example, the student reads across the disciplines of the Humanities Study Area which include Language, Literature, Philosophy, Art, Drama, and Architecture. Selected works are reviewed within the framework of historical periods. Tutorial objectives include knowledge of the basic principles of each of the genres and periods, the ability to visualize relationships between the disciplines, grasp of the nomenclature of the disciplines and the capacity to apply basic concepts to current issues. The student is responsible for systematic interaction with the faculty mentor who directs the reading process and evaluates the student's progress.

In the Natural Sciences tutorial, the BIS learner studies about Science-Science for the non-scientist. Emphasis is placed on the interdisciplinary approach to Sciences include Mathematics, Physics, Chemistry, Biology, Astronomy, Geology, Ecology, History, and Philosophy of Science, and the impact of Science on technology. As is the case with other tutorials the learning objectives involve concepts, nomenclature, cross disciplinary insights, and application of concepts/methods to current issues.

In the Social Sciences tutorial, the student reads selected core and supplementary reading and completes written projects in each of the basic disciplines of the Social Science Study Area. These include Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology. Tutorial objectives include knowledge of the basic concepts and principles of each discipline, familiarity with major social science research techniques, understanding of the relationships among the different disciplines, and the ability to apply disciplinary or interdisciplinary concepts or models to current issues.

Following the tutorial, the student completes a comprehensive examination in order to demonstrate that a satisfactory level of proficiency has been attained in the independent study component of a particular area. The exam may be taken on or off campus.

Seminars

Students are invited to attend seminars on the USF campus. This process is completed for each of the three study areas (Humanities, Natural Sciences, Social Sciences). Each seminar represents a period of intensive residential learning under the direction of a team of faculty members. Seminar faculty teams identify the subject matter and activities of each seminar. Humanities seminars, for example, are often theme oriented but the focus is on interdisciplinary concerns. A number of historical periods may be approached through discussion of selected genres of the age such as art, music, literature, and architecture. In a Natural Sciences seminar, the focus is on an interdisciplinary approach to learning about Science. Social Sciences seminar faculty focus on the knowledge gained in the tutorial with an emphasis on synthesis, extension, and application of this learning to selected topics such as energy, patterns of human behavior, and human rights.

Seminars also vary with the study area. A visit to a museum or art gallery goes with a Humanities Seminar. In Science, laboratory experiences and field trips are utilized to show students the ways of Science and to allow them to experience the excitement of discovery. Many of the activities described in a Social Sciences Seminar syllabus are used in other seminars as well: i.e., lectures by faculty team members or guest lecturers, presentations by group members, group discussion, library research, learning journals, and a research paper.

Students in all seminars may be asked to read materials related to the seminar theme prior to the seminar and to complete written assignments after the completion of the two-week seminar period. Seminars meet for two consecutive six-day weeks and activities take up a full day. Students who have completed the comprehensive exam for the study area tutorial are automatically invited to a seminar. Others become eligible with the consent of the mentor.

Undergraduate Thesis

The fourth study area or Interarea Studies calls for a synthesis of the first three study areas via the preparation and defense of an undergraduate thesis. The student begins the Arts with Interarea reading leading to the completion of an undergraduate thesis prospectus under the direction of a primary adviser. Following approval of the prospectus by a committee composed of three faculty, the student writes the study under the direction of the committee chairperson. The final step is to successfully complete the thesis oral either on campus or via teleconference at the discretion of the Committee.
**Admission Procedures**

Applicants of 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 Admission 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.

**Mechanisms for Recognizing Prior Learning**

Program policy allows for recognition of prior learning. Applicants, for example, who demonstrate sufficient competence may waive up to a maximum of two areas of guided independent study. Applications for waivers are processed after pre-enrollment procedures have been completed.

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 appropriate associate's degree complete two substantive study areas involving two tutorials and two seminars. The two study areas (Social Sciences & Natural Sciences or Humanities & Social Sciences or Natural Sciences & Humanities) are stipulated by the BIS Committee 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 Dean of the School of Extended Studies and Learning Technologies.

For further information, contact the Bachelor of Independent Studies, State University System, External Degree Program at the 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 throughout the year by the colleges of the University and the school's Division of Lifelong Learning, making it possible for the University to serve greater numbers of people 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 earned 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 and career advising for mature students are 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 pre-university ESL.

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 $50.00 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.
The College of Arts and Letters studies culture in the broadest meaning of the word. The College offers students a sense of themselves and their world, chiefly through courses and programs involving human expression and communication. Students not only receive a liberal education, but also explore vocational interests, as they develop both the breadth of knowledge and precision of mind necessary for responsible leadership in our society.

More specifically, the College seeks:

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

Accordingly, the College is concerned with arts and letters, both as instruments and as ends in themselves. Language, literature, philosophy, the forms of communication, interdisciplinary studies, and other humanistic subjects are studied not merely for their utility, but for their intrinsic merit as well, and for what they tell us about what is permanently and universally significant to mankind. The departments and degree programs in the College of Arts and Letters are American Studies, Classics, Communication, English, Foreign Languages, Humanities, Liberal Studies, 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 (124 semester hours for Mass Communications) 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, (4) CLAST, (5) the writing and computation course requirements of 6A-10.30, and (6) The Foreign Language requirement. At least 80 semester hours must be completed in courses outside the department of the major. Mass Communications requires 90 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). Mass Communications requires 90 semester hours outside the student's major. 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, (124 semester hours for Mass Communications majors), forty (40) are normally earned in general elective courses. This number varies with the credit requirement for the major and should be treated as an average figure.

Physical Education (PE) credit earned before Quarter III, 1972, will not be counted toward the 120 semester hours required for the degree.
However, up to four elective PE credits earned in Quarter III, 1972, or later, may be counted toward the 120-hour requirement.

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

5. Transfer Work

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

CERTIFICATE OF CONCENTRATION

Non-Degree Program

The Certificate of Concentration is a short-term-goal program for adults who are interested in taking a series of courses in a selected area of Arts and Letters but are not necessarily interested in a degree. The courses, on an undergraduate level, are offered to adults who may or may not have a degree. The Certificate of Concentration is awarded when a minimum of 16 semester hours have been completed in a given area or in a combination of areas. (In a combination of areas, 8 semester hours must be in one particular area.) It is a program that may be taken on a satisfactory-un satisfactory 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 I (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-Political Science-Economics.

Six to eight hours from the following courses:

CPO 3002 Introduction to Comparative Politics (4)
ECO 4324 Marxist Political Economy (3)
EUH 3571 Russian History to 1865 (4)
EUH 3572 Russian History from 1865 to Present (4)

Interdisciplinary Social Sciences-Geography-Philosophy.

Six to eight hours from the following courses:

GEA 3554 Geography of the USSR (4)
EUS 3022 Soviet Union Today (3)
INR 4083 Readings in Sino-Soviet Relations (3)

PH 4788 The Philosophy of Marxism (3)
ISS 3260 Communism in the Modern World (3)
ISS 3770 Comparative Military Systems (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.)
COLLEGE OF ARTS & LETTERS 59

Required courses for the Latin major
24 hours selected from the following:
LNW 4322 (4)  LNW 4501 (4)  LNW 4660 (4)
LNW 4360 (4)  LNW 4634 (4)  LNW 4670 (4)
LNW 4381 (4)  LNW 4644 (4)  LNW 4900 (1-4)
LNW 4500 (4)  LNW 4654 (4)  LNW 4930 (4)

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

LATIN-GREEK

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

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

MINORS

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

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

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

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

INTERDISCIPLINARY CLASSICS

1. Basic Preparation
Beginning Latin or Greek or high school equivalent (no major credit)

2. Required Courses
a. Two advanced courses in Latin or Greek.
   (See Latin and Latin-Greek) (8)
b. Prehistoric and Ancient Art (ARH 4100) (4)
   Greek and Roman Art (ARH 4170) (4)
c. History of Ancient Philosophy (PHH 3100) (3)
   Plato (PHP 4000) or Aristotle (PHP 4010) (3)
d. Classical Mythology (CLT 3370) (4)
e. Two courses from:
   Ancient History I (EUH 2101) (3)
   Ancient History II (EUH 2102) (3)
   Hellenic Greece (EUH 3401) (4)
   Hellenistic Greece (EUH 3402) (4)
   Roman Republic (EUH 3412) (4)
   Roman Empire (EUH 3413) (4)
f. One course from:
   Ancient Civilization (CLA 3000) (4)
   Greek Civilization (CLA 4100) (4)
   Roman Civilization (CLA 4120) (4)
   Egyptian Civilization (CLA 4160) (4)
   Mesopotamian Civilization (CLA 4171) (4)
   Greek Literature in Translation (CLT 3101) (4)
   Roman Literature in Translation (CLT 3102) (4)
   New Testament Greek I (GRE 3040) (4)
   New Testament Greek II (GRE 3041) (4)

(38-41 Hours)

Requirements for the minor
1. One year of Latin or Greek at the University level.
   (LAT 1120, LAT 1121, or GRE 1100, GRE 1101) (8)
2. One course in Art History (4)
3. One course in Ancient Philosophy (3)
4. Classical Mythology (4)
5. One course in Ancient History (3)

(22 Hours)

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)
   SPC 3210 Communication Theory (3)
   SPC 3230 Rhetorical Theory (3)
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 (2 above)
3. Departmental Electives: 6 hours

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.

Requirements for the B.A. Degree
The program in English provides options in English and American literature, creative writing, and professional 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 professional writing option combines the study of literature with an introduction to the types of writing found in the workplace. 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 3031
   - 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

3. Five of the following, at least two of which must be at the 4000 level:
   - AML 4101
   - ENL 3333 or AML 4300
   - LIT 3073
   - LIT 3101
   - LIT 3102
   - LIT 3144
   - LIT 3374
   - LIT 3410
   - LIT 3716
   - LIT 4011
   - LIT 4930

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

1. FICTION OPTION (33 hrs.)
   All of the following:
   - CRW 3111
   - CRW 3311
   - CRW 3312
   - CRW 3311
   - CRW 4120
The Department of English Honors Program will provide a carefully selected group of seniors with:
A. Closer contact with faculty tutors than in the regular majors program;
B. Opportunity to work and exchange ideas in the stimulating environment of a small group of fellow students with similar aims and abilities;
C. An opportunity to develop individual initiative and sophisticated critical skills.

The English Honors Program will benefit those interested in graduate work, advanced professional study, or simply accepting a greater intellectual challenge.

Admissions Criteria
Sophomores and Juniors applying to the honors program will be encouraged to sign up for a special section of ENC 3310 (Expository Writing). This Gordon Rule course will emphasize the writing of critical and analytical prose and provide an intellectually rigorous introduction to the study of classical and modern rhetoric.

Students may apply for the program after completing 80 hours of coursework (90 before actual admission). Applicants should have a GPA of 3.5 in the major as well as other course work and should submit letters from two English faculty supporting their applications.

In addition they should have completed or be in the process of completing—at least four of the six survey courses required for the English Literature major. They should complete all remaining survey courses during their senior year. After screening all applications, the department’s Honors Committee will interview all eligible applicants before selecting no more than twelve to participate in each year’s program.

Requirements for Completion of Departmental Honors
1. The Honors student will complete Parts 1 and 2 of the Literature major as described in the current catalogue. He will also take at least two courses from Part 3.
2. The student will take two (three-hour) Honors seminars during the first semester of his senior year. One seminar will introduce the student to various theories and practices of literary criticism. The other, by examining either a literary genre or a maximum of three authors, will provide the student with an example of significant and concentrated study. Both courses should help the student arrive at a topic for his Honors thesis.
3. During the second semester of the senior year, the Honors student will enroll for three thesis hours. The instructors of the first semester’s seminars will serve as instructors of record for the thesis seminar and provide the student with an example of significant and concentrated study. Both courses should help the student arrive at a topic for his Honors thesis.
4. The student who completes all requirements above will graduate with honors in English. The credit hours completed within the program by the student who does not complete all honors requirements will of course count towards the baccalaureate degree.

Honors students failing to complete a thesis within two years after acceptance into the program will be notified by the Honors Committee of their dismissal from the program.

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 approved by the Division of Language. Should the placement examination indicate that remedial work is required (1120-1121), the student will be allowed to enroll with the understanding that the grade eventually earned will be either an "S" or a "U." 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 inquire of the Division of Language for the placement examination.

**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 may be available upon sufficient demand.

**French (FRE)**

*Required courses for the major (13 cr. hrs.)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FRW 3240</td>
<td>4</td>
<td>FRW 3420</td>
</tr>
<tr>
<td>FRW 4100</td>
<td>3</td>
<td>FRW 4101</td>
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</tbody>
</table>

*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.)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>FRE 3240</td>
<td>4</td>
</tr>
<tr>
<td>FRE 3420</td>
<td>3</td>
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</tbody>
</table>

*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.)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>GER 3240</td>
<td>3</td>
<td>GEW 4100</td>
</tr>
<tr>
<td>GER 3420</td>
<td>3</td>
<td>GEW 4101</td>
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</tbody>
</table>

*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.)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>GER 3240</td>
<td>3</td>
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*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.)*

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<tr>
<th>Course</th>
<th>Hours</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ITA 3240</td>
<td>4</td>
<td>ITW 4100</td>
</tr>
<tr>
<td>ITA 3400</td>
<td>3</td>
<td>ITW 4101</td>
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</tbody>
</table>

*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.)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ITA 3240</td>
<td>4</td>
</tr>
<tr>
<td>ITA 3420</td>
<td>3</td>
</tr>
</tbody>
</table>

*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.)*

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<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>RUS 3240</td>
<td>4</td>
<td>RUT 3110</td>
</tr>
<tr>
<td>RUS 4241</td>
<td>4</td>
<td>RUT 3111</td>
</tr>
</tbody>
</table>

*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.)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>RUS 3240</td>
<td>4</td>
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<tr>
<td>RUS 4241</td>
<td>4</td>
</tr>
</tbody>
</table>

*Supporting courses required for the minor*

Eight hours in 3000 or 4000 level courses.

**Spanish (SPA)**

*Required courses for the major (15 cr. hrs.)*

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<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SPN 3241</td>
<td>3</td>
<td>SPW 4100</td>
</tr>
<tr>
<td>SPN 3300</td>
<td>3</td>
<td>SPW 4101</td>
</tr>
<tr>
<td>SPW 4130</td>
<td>3</td>
<td>SPW 4131</td>
</tr>
</tbody>
</table>

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.)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SPN 3241</td>
<td>3</td>
</tr>
<tr>
<td>SPN 3300</td>
<td>3</td>
</tr>
</tbody>
</table>

*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.
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 1000 level, and no Humanities courses at the 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)

(and 2 of the following three courses):

IDS 3310 (4)  IDS 4930 (1-4)
IDS 3320 (4)

In addition, the student must complete the General Distribution Requirements and a minimum of 4 semesters of a foreign language. The remaining 50 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 understand the structure and functions of mass media systems as well as the basic processes of communication. In addition, students specialize in an area of mass communications (advertising, broadcasting, film, magazines, news-editorial, public relations, or visual communications) to blend a strong introduction to professional skills with the theoretical orientation.

Majors seeking careers in the mass media will be directed to the appropriate adviser is required.

**Selective Requirements**

Students failing to achieve a minimum grade of "C" in any Mass Communications course may be taken. Students failing to achieve a minimum grade of "C" in both MMC 3100 and MMC 3602 will be disallowed as majors in the department. A 2.0 GPA in Mass Communications courses is required for graduation, and no student may graduate with a grade lower than "C" in any Mass Communications course.

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 50 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 3300 (3)  MMC 4420 (3)
   ADV 3101 (3)  ADV 3700 (3)  RTV 3225 (1)
   ADV 3002 (3)  ADV 4801 (3)

   **Selective Requirements**

   ADV 3103 (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)  PGY 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)
   MMC 4420 (3)  RTV 3230 (3)  RTV 4700 (3)
   RTV 3000 (3)  RTV 3300 (3)

   **Selective Requirements**

   FIL 3004 (3)  MMC 4945 (3)  RTV 3941 (1)
   JOU 4104 (3)  MMC 4123 (3)  RTV 4942 (1)
   RTV 3210 (3)  RTV 4220 (3)

   **Programming and Production Option**

   RTV 3000 (3)  RTV 3300 (3)  RTV 4700 (3)
   RTV 3100 (3)  RTV 4220 (3)  MMC 4420 (3)
   RTV 3225 (1)  RTV 4500 (3)
Selective Requirements

ADV 3000 (3)  MMC 4945 (3)  RTV 4205 (3)
ADV 3103 (3)  RTV 3210 (3)  RTV 4301 (3)
FIL 3004 (3)  RTV 3230 (3)  RTV 4942 (1)
MMC 4123 (3)  RTV 3941 (1)

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.

Note: The following courses are required outside the department to complete sequence requirements: for Broadcast News: ORI 3000, PHI 1103, POS 2041, POS 2112, and SPC 2023 or SPC 2050. For Broadcast Programming: ENC 3310 or CRW 3100. See specific courses for prerequisites.

3. FILM Requirements

FIL 3004 (3)  FIL 4404 (3)  RTV 3225 (1)
FIL 3200 (3)  MMC 4123 (3)  VIC 3000 (3)
FIL 4207 (3)  PGY 3610 (3)

Selective Requirements

ADV 3000 (3)  FIL 4206 (3)  RTV 3000 (3)
ADV 3103 (3)  FIL 4300 (3)  RTV 3100 (3)
FIL 3201 (3)  MMC 4945 (3)  RTV 4220 (3)
FIL 4205 (3)  PUR 3000 (3)  RTV 4301 (3)

4. JOURNALISM Requirements

News-Editorial Option
JOU 3100 (3)  JOU 4200 (3)  JOU 4206 (3)
JOU 3101 (3)  MMC 4200 (3)  or
JOU 4104 (3)  PGY 3610 (3)

Selective Requirements

ADV 3000 (3)  JOU 4202 (3)  PGY 3610 (3)
ADV 3300 (3)  JOU 4206 (3)  PGY 3620 (3)
JOU 3306 (3)  JOU 4500 (3)  RTV 3225 (1)
JOU 3940 (1)  MMC 4420 (3)  VIC 3000 (3)
JOU 4941 (1)  MMC 4945 (3)

Magazine Option
JOU 3100 (3)  JOU 4200 (3)  MMC 4200 (3)
JOU 3101 (3)  MMC 4936 (3)  MMC 4420 (3)
JOU 3300 (3)

Selective Requirements

ADV 3000 (3)  JOU 4104 (3)  PGY 3610 (3)
ADV 3002 (3)  JOU 4941 (1)  PUR 3000 (3)
JOU 3006 (3)  JOU 4944 (1)  RTV 3225 (1)
JOU 3306 (3)  MMC 4945 (3)  VIC 3000 (3)

Note: The following courses are required outside the department to complete sequence requirements: ECO 2013 or ECO 2023, PHI 1103, POS 2041, POS 3142 or POS 2112, and SYG 1010. For Magazine sequence, CRW 3100 is also required. See specific courses for prerequisites.

5. PUBLIC RELATIONS Requirements

ADV 3000 (3)  PUR 3000 (3)  PUR 4100 (3)
JOU 3100 (3)  PUR 4001 (3)  PUR 4601 (3)
MMC 4420 (3)

Selective Requirements

ADV 3101 (3)  JOU 3300 (3)  PUR 4700 (1)
ADV 3002 (3)  MMC 4200 (3)  RTV 3000 (3)
ADV 3300 (3)  MMC 4945 (3)  RTV 3225 (1)
JOU 3101 (3)  PGY 3610 (3)  RTV 3300 (3)

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

FIL 3004 (3)  MMC 4200 (3)  RTV 3225 (1)
JOU 3100 (3)  PGY 3610 (3)  VIC 3000 (3)
MMC 4123 (3)

Selective Requirements

ADV 3000 (3)  JOU 3300 (3)  PGY 4110C (3)
FIL 3200 (3)  JOU 4208 (3)  PUR 3000 (3)
FIL 4207 (3)  MMC 4910 (1-3)  RTV 3000 (3)
FIL 4207 (3)  MMC 4936 (3)  RTV 3100 (3)
FIL 4300 (3)  MMC 4420 (3)  RTV 4220 (3)
JOU 3101 (3)  MMC 4945 (3)  RTV 4301 (1)
JOU 4206 (3)  PGY 3620 (3)  VIC 3943 (1)

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:

PHI 3100  PHH 3420
PHH 3100

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

Requirements for the Minor in Philosophy:

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

PHH 3100  PHH 3440
PHH 3420  PHH 4600

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-societal 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 Judeo-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 advisor.

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 towards his major requirements more than nine hours of credit from the directed readings course, REL 3900, or the undergraduate research course, REL 4910.

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

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

Requirements for the Minor in Religious Studies
Eighteen (18) credits in Religious Studies courses, including the following: REL 3000, Introduction to Religion; one course, in a major Western religion; one course, 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.
HBR 1120 Hebrew I 4 hrs.
HEB 3121 Hebrew II 4 hrs.
LIT 3374 The Bible as Literature 3 hrs.
LIT 4930 Hasidic Literature to Jewish Literature 4 hrs.
LIT 4930 Modern European and American Jewish Literature 4 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 admission requirements in addition to those of the University in general. The 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
   d. All courses (or their equivalents) listed in c., above, must be completed (1) with at least a C- grade, and (2) with a combined minimum grade point average of 2.25.
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. 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 at 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 B.A./B.S. 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 hours 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**
   - General Distribution
     - a. English
     - b. Fine Arts & Humanities
     - c. Mathematics & Quantitative Methods:
       - (Calculus is required)
     - d. Natural Sciences
     - e. Social and Behavioral Sciences
   - Additional general distribution courses to reach at least 40 hours (see General Distribution Requirements for more details)
   - Additional non-business courses to reach at least 54 hours.
   - Total Non-Business
     - 54-60 Semester Hours

2. **Business**
   - Foundation Courses in Business
     - ACG 2001 Financial & Managerial Accounting I
     - ACG 2011 Financial & Managerial Accounting II
     - BUL 3112 Business Law I
     - CGS 2000 Computers in Business
     - ECO 2013 Economic Principles: Macroeconomics
     - ECO 2023 Economic Principles: Microeconomics
     - ECO 3101 Intermediate Price Theory
     - FIN 3403 Principles of Finance
     - GEB 2111 Business & Economic Statistics I
     - 3
GEB 3121 Business & Economic Statistics II 3
MAN 3025 Principles of Management 3
ISM 3431 Management Science 3
MAR 3023 Basic Marketing 3
GEB 4511 Business Policy 3
Total Foundation Courses in Business 42

Major Requirements 15-20
Sufficient courses to reach at least 60 hours
Total Business Courses 60-66

ELECTIVES IN BUSINESS OR NON-BUSINESS
Sufficient electives courses to reach 120 hours
Total Hours 120

4. 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.

5. 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.

6. All courses in a student’s major field and all foundation courses in business must be taken on a graded basis; the S/U option is not available.

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 for all admitted students.

PROGRAMS AND CURRICULA

ACCOUNTING (ACC)
The objectives of the baccalaureate degree program in accountancy are to provide students with accounting and business knowledge that 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, Expository Writing or, 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 that will satisfy the program requirements.

Required Accounting Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 3102</td>
<td>Intermediate Accounting I</td>
<td>(4)</td>
</tr>
<tr>
<td>ACG 3112</td>
<td>Intermediate Accounting II</td>
<td>(4)</td>
</tr>
<tr>
<td>ACG 3361</td>
<td>Cost Accounting and Control</td>
<td>(3)</td>
</tr>
<tr>
<td>ACG 3401</td>
<td>Accounting Information Systems</td>
<td>(3)</td>
</tr>
<tr>
<td>TAX 4001</td>
<td>Federal Taxes I</td>
<td>(3)</td>
</tr>
<tr>
<td>ACG 4651</td>
<td>Auditing</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Total (24)

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 certified public accountants 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 School of Accountancy.

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 preparation for those students seeking graduate or professional degrees in business, law, or social sciences. The basic courses and the elective offerings 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 minoring in economics should contact 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 Requirements section, students must complete a minimum of 18 hours of upper-level economics beyond the business core requirements.

**Required Economics Courses:**
- ECO 3203 Intermediate Income & Monetary Analysis (3)
- ECO 4303 History of Economic Thought (3)
- Additional upper-level economics courses (12)

Total (18-24)

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 taught in the Economics Department (excluding the variable credit courses ECO 4905, 4914, and 4935), bringing the total credit hours in economics to a minimum of 18, GEB 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 financial institutions or careers in the field of insurance, real estate, or financial planning should find the finance major particularly valuable. In addition, the program in finance is designed to provide the flexibility needed by students who seek professional degrees in areas such as law and public administration.

The Finance program offers applied and theoretical courses directed to the identification and solution of problems in the use and allocation of funds faced by organizations in both the private and public sectors as well as in the domestic and multinational environment. Finance relies on an interdisciplinary approach which draws on economic theory, accounting, information systems, and the quantitative decision framework of statistics and mathematics.

The required courses for finance majors focus on understanding the analytical tools and institutional environment for decision makers. It includes the concepts of capital budgeting, risk analysis, asset and liability management, and the examination of the economic, social, and regulatory impacts upon the decision-making process.

**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 of upper-level finance courses beyond FIN 3403.

**Required Finance Courses:**
- FIN 3233 Money and Banking (3)
- FIN 4414 Advanced Corporation Finance (3)
- FIN 4504 Principles of Investments (3)
- FIN 4443 Financial Theory (3)
- FIN 4524 Advanced Investments (3)

AND a minimum of 2 additional Finance electives from the following Approved list.

Total (18-24)

**Approved List:**
- FIN 3604 International Finance
- FIN 4303 Financial Institutions
- FIN 4443 Financial Policy
- FIN 4524 Advanced Investments

And other approved courses by the Finance Department Chair.

**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:**
- ISM 3111 Systems Analysis (3)
- ISM 3112 Systems Design (3)
- ISM 4300 Managing the Information System Function (3)

**Approved MIS Electives**

Total MIS Courses (18-24)

**Required Non-business Courses:**
- COM 4110 Speech Communications for Business and the Professions (or its equivalent).
- ENC 3310 Expository Writing (or its equivalent)
- COP 3120 COBOL Programming I (or its equivalent).
- COP 3121 COBOL Programming II (or other high-level language)

**Requirements for MIS Minor (for Business Majors only)**
- ISM 3111 Systems Analysis (3)
- ISM 3112 Systems Design (3)

**Approved MIS Electives**

Total MIS Courses (12)

**MANAGEMENT (MAN)**

The undergraduate degree in the Department of Management prepares students for entry level positions in Human Resource Management, Industrial Relations, Production and Operations Management, 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 Requirements section, students must complete 18 hours of management beyond MAN 3023.

Required Management Course:
MAN 3240 Organizational Behavior Analysis (3)
Additional upper-level management courses (15-21)
Total (18-24)

Students are encouraged to seek additional curriculum advice from the Management Department.

MARKETING (MKT)
Marketing is a dynamic field with many dimensions, including product selection and planning, product distribution, pricing and promotion.
Marketing poses many challenges and yields generous rewards for those meeting these challenges. Marketing operations are carried out domestically and internationally in virtually all business organizations offering a product or service. Many marketing concepts are applicable to the operations of non-profit organizations such as governmental, educational, and health care institutions as well as charitable and political campaigns.

Marketing operations provide the most visible links between the firm or institution and its many publics. Marketing in the end deals with people, 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 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 3823 Marketing Management (3)
MAR 3613 Marketing Research (3)
MAR 4824 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 3103 Professional Selling
- MAR 4453 Industrial Marketing
- MAR 4503 Buyer Behavior

**Promotion (Industrial and/or Consumer)**
- MAR 4333 Promotion Management
- MAR 4503 Buyer Behavior
- MAR 4933 Promotion Campaigns
- MAR 3103 Professional Selling

**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
- MAR 4231 Retailing Management and/or
- MAR 4156 International Marketing

**Retailing**
- MAR 4231 Retailing Management
- MAR 4503 Buyer Behavior
- MAR 4333 Promotion Management and/or
- MAR 3103 Professional Selling
- MAR 4213 Logistics and Physical Distribution Management

**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 it may be necessary 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.

**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. Effective Sem I, 1989, an overall GPA of 2.5 will be required.
5. Students must submit a score from the American College Test (ACT) or Scholastic Aptitude Test (SAT) that was completed no less than five years prior to their application. It is recommended that this test be taken no more than one year prior to the application deadline. Admissions to the programs will be based upon the applicant's performance on either the ACT (minimum score of 17) or the SAT (minimum score of 835). If the number of applicants exceeds the capacity of a program, preference will be given to students with higher grades. Students who meet all other admission requirements but do not achieve the ACT or SAT minimum test score may still be considered for admission as an exception.
6. Additional criteria established by each program. (See admission to Programs below.)

7. **Effective Semester I, 1989,** an overall minimum GPA of 2.5 plus a minimum ACT score of 17 (or SAT score of 840) will be required for full admission to the College. An overall minimum GPA of 2.25 will be accepted for provisional admission for students with a 19 or higher ACT composite score (or SAT score of 940). For these students, a minimum GPA of 3.0 for a minimum of 12 hours in the first semester's enrollment will be required. Students who meet all other admission requirements but have not achieved minimum test scores or minimum GPA may still be considered for admission in special cases only.

**Admission to Programs**

Admission to some programs is based on additional selection criteria beyond the College requirements stated above. Some programs accept a limited number of students. Additionally, selected programs admit students only in a specified semester. 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, no course work with less than a "C" grade, and a minimum of 2.5 grade point average in each area.
5. An overall 2.5 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 in 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 have earned 120 semester hours credit, including the last 30 credit hours on campus, with a minimum overall grade-point average of 2.5. An average of 2.5 or better also must be made in the student's professional education sequence and in his/her teaching specialization courses. Satisfactory completion of the internship is also required. Prior to completion of the internship, the student must pass the
**Specific Requirements**

A minimum of 120 credit hours including the following:
- General Distribution ........................................ 40 credit hours
- Professional Education Core .......................... 32-49 credit hours
- Teaching Specialization .................................. 27-49 credit hours
- Program requirements .................................. Check individual program descriptions for requirements beyond the college minimum.

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

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.

**SunCoast Area Teacher Training (SCATT) Program**

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

Students who have been admitted to the U.S.F. College of Education and who have achieved a score of 21 or above on the American College Test (ACT) or 1000 or above on the Scholastic Aptitude Test (SAT) are eligible. A student may be eligible for an Associate Membership in SCATT if the student has a 3.5 (or above) overall grade point average and submits two letters of recommendation from professors/advisers. An interview/orientation can be arranged by contacting the SCATT office in EDU 316.

**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 "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.

**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
   or SYG 2000
   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 (For Elementary or Early Childhood Majors) (4)
EDF 3214 Human Development and Learning (3)
EDF 3604 Social Foundations of Education (3)
EDF 3542 Philosophy of Education (4)
EDG 4620 Curriculum and Instruction (3)
EDF 4430 Measurement for Teachers (3)
**EME 4402 Intr. to Computers in Ed or Demonstrated Competency in Computer Literacy (2)
EEX 4070 Exceptional Student Ed (2)
Methods Course(s) (10-12)*
Internship & Seminar (10-12)*
**Reading Requirement (2-6)

*Elementary and Early Childhood internships are 20 semester hours.
**Not required in Music Education.

3. Teaching Specialization Preparation (27-49 credit hours)
Course requirements in the area of teaching specialization vary according to field of specialization. These specialization requirements are listed with the programs that follow in the Departmental Section.

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 section.

Department of Adult and Vocational Education
The Adult and Vocational Education Department at the University of South Florida offers degrees through the College of Education 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 adviser and sequenced in the senior year. Special prerequisites are required for BTE 4360 and BTE 4364, which are taken concurrently in the semester immediately prior to the supervised internship.

Specialization Requirements (53 cr. hrs.):
Accounting (2 courses) Business Machines
Economics (2 courses) Principles of Management
Typing Competencies (Theory + 50 CWPM) Office Occupations Procedures
Shorthand Competencies (Theory + 60 WPM) Introduction to Computers
Administrative Office Information Processing
Management Prin of Vocational Education
Business Communications Electives (6 cr. hrs. approved by adviser)

DISTRIBUTIVE AND MARKETING EDUCATION
Requirements for the B.S. Degree (DEC):
General Distribution and Professional Education requirements are listed under College Requirements for Graduation.

Specialization (34 credit hours):
ACG 2001 DEC 4941 any ECO MAR 3023
DEC 4174 EVT 4065 MAR 4403 MAR 3722
Elect one of the following:
MAR 4153 MAR 4203 MAR 4343
Plus electives in Education or Business Administration and Marketing as approved by Distributive and Marketing Education adviser to bring the specialization total to 34 hours.

Distributive and Marketing Education undergraduates are required to accumulate a total of five (5) hours of credit in DEC 4941 Supervised Field Experience. Students will enroll for a minimum of two (2) semester hours the first semester they enter the program and for at least one (1) semester hour each subsequent semester they are in attendance as a Distributive and Marketing Education major, not to exceed a total of five (5) hours. Students may not enroll in more than two (2) credit hours of field experience in any one semester. The five (5) credit hours of field experience will be used for individual and group assignments and projects to round out and broaden the vocational background of the student to properly fulfill certification requirements. Students will also be able to receive credit for participation in the professional activities of the USF Collegiate Chapter of the Distributive Education Clubs of America, which is an integral
part of the Distributive and Marketing Education teacher preparation curriculum.

**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-CEVT 4165

EIV 4210 EVT 5369

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**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 are 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 have an overall 2.5 GPA as well as a 2.5 GPA in the professional core and a 2.5 GPA in specialization courses required by the department prior to final internship and graduation.

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
  - EVT 4065 EIA 4360

- **Fourth Semester of Enrollment or Consent of Department Chairperson**
  - EVT 4165 EIV 4210

- **Full-Day Internship**
  - EDE 4940-Internship

  - Full-Day Internship (4 semester hours)
  - Full-Day Internship (6 semester hours)

- **Partial Internship**
  - EDE 4936-Senior Seminar

  - Partial Internship (2 semester hours)

- **Total 22 semester hours**

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**Elementary Education Certification Programs**

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

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

The Elementary program also includes the following courses in the Professional Education requirements:

- **EDE 4301 RED 4310 RED 4515**

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

Specialization (36 cr. hours):

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ART 2202C</td>
<td>ART 3110</td>
<td>ART 3510</td>
</tr>
<tr>
<td>ART 2203C</td>
<td>ART 3701</td>
<td>ARH 4450</td>
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One of the following: ART 3420, 3470

ART Studio Electives approved by advisor

ART History Elective

Plus the following:

Two hours from either Music or Dance curricula or from the Theater Department.

**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, ENL 3333, MMC 3602, ORI 3000, SPC 2023
   - One of the following:
     - LIN 4340 or LIN 4370
     - 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, LIN 5107
     - One of the following:
       - LIT 3073 or ENC 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
   - SPC 2023
   - ENL 3015
   - LIT 3073
   - One of the following:
     - LIN 4340 or LIN 4370
   - 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 (FLD):

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

Course Requirements:
1. MAJOR LANGUAGE
   (French, German, Italian, Spanish, or Russian): A minimum (be-
   yond intermediate courses) of 24 semester hours approved by the
   adviser, including two courses in composition, two courses in conver-
   sation 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 lan-
   guage, plus additional approved hours in the minor language to 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 lan-
   guage and foreign language education courses with a grade of "C" or higher.

SINGLE FOREIGN LANGUAGE EDUCATION (FLS):

After consultation with a foreign language education adviser, the De-
partment may give permission for a student to select a single foreign language
major. A minimum of 30 credit hours beyond intermediate course require-
ments 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 3420 FRE 4421 FRW 4101
   Plus additional selected hours of upper-level courses to total 30 hours.*

German (30 credit hours)
   GER 3240 GER 4410 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 3420 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 SPW 4130
   Plus additional selected hours to total 30 hours.*

MAC 3311 MAC 3313 MHF 3102
MAC 3312 MAS 3103 MTG 4212
Plus three of the following courses:
   CGS 3422 MAF 4302 STA 3023
   MAD 3100 MAS 4301 STA 4442

MATHEMATICS EDUCATION:

Eight hours in teaching mathematics at the secondary level.
Required courses are:
   MAE 4330 MAE 4330 MAE 4885

COMPUTER COURSE REQUIREMENT: CGS 4010

SCIENCE EDUCATION (SCE):

Admission requirements: In addition to the College requirements, the
minimum requirement for acceptance into either program is the comple-
tion of 16 semester hours of required science courses with no grade less
than a "C".

Course Requirements:
1. SCIENCE
   A minimum of 45 semester hours for the interdisciplinary Natural
   Science major with a concentration in Science Education. This re-
   quires a minimum of 24 semester hours in the discipline of major con-
   centration (Biology, Chemistry, or Physics) and a minimum of 16
   semester hours within the College of Natural Sciences outside the
   concentration area.

2. SCIENCE EDUCATION:
   As a minimum, satisfactory completion of the following courses:
   SCE 4305, SCE 4320, and SCE 4330. These courses deal with com-
   munication skills and the teaching of science at the junior high and
   secondary school levels.
   Other requirement: 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, or American his-
   tory). The program contains both required and elective courses which
each student in consultation with his advisor will select.

2. SOCIAL SCIENCE EDUCATION:
   Eight semester hours in methods of teaching social science at the sec-
   ondary level: SSE 4333, SSE 4334, and SSE 4640.
   Students must complete all social science and social science educa-
   tion 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 3513
   At least two electives from:
   COM 4120 ORI 5145 SPC 3653
   ORI 4120 SPC 3230 SPC 4680
   ORI 4140 SPC 3633 THE 3080
   ORI 4310
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 3073
- LIT 3144
- LIT 3304

One of the following:
- CRW 3100
- CRW 3311
- ENC 3310
- LIN 3010
- LIN 4100
- LIN 4370
- LIN 3801
- LIN 4340

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 (MUE)
The music education curriculum is designated to serve students who wish to develop a high level of musical expertise and have a commitment to help develop similar musical potential in other people.
All students seeking a degree in music education are required to pass an audition in their respective performance area and to take a music theory placement test prior to registering for any music theory class. Students who do not pass the diagnostic test will be placed in a music fundamentals course. This course does not fulfill a requirement in the music major curriculum. All transfer students are required to take a theory placement test and required to enter at the appropriate level. Students may obtain the dates for these examinations from the music office.
Special requirements for all music education majors: successful completion of the piano proficiency requirements 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 last semester of enrollment in applied music.
Students are required to present a record of satisfactory recital attendance during each of the semesters of study at the University (the specific requirements for satisfactory attendance are set by the music faculty).
For other degree requirements see College of Education requirements and the University's General Distribution and graduation requirements. Note exceptions applicable to this program.

1. Instrumental Specialization (75 cr. hrs.)
Music Education courses (20 hrs.)
- MUE 2090 (1)
- MUE 3421 (1)
- MUE 3423 (1)
- MUE 3422 (1)
- MUE 3460 (1)
- MUE 3461 (1)

†Must be taken up to two hours
**Not required of woodwind majors
*Not required of brass majors
Music Courses (min. 52 cr. hrs.)
- MUT 1111 (3)
- MUT 2246 (1)
- MUT 1241 (1)
- MUT 1242 (1)
- MUT 2116 (3)
- MUT 2117 (3)
- MUT 2241 (1)
- MUT 2247 (1)
- MUT 2111 (3)
- MUT 3450 or 3451 (1)
- MUT 3460 or 3461 (1)
- MUE 4311 (3)
- MUE 4352 (3)
- MUE 4331 (3)

†Must be taken up to two hours
*As determined by audition.
**Substitute MUE 4330 for general music emphasis.
Music courses (min. 50 cr. hrs.)
- MUE 1111 (3)
- MUE 2116 (3)
- MUE 2117 (3)
- MUE 1241 (1)
- MUE 1242 (1)
- MUE 2246 (1)
- MUE 2247 (1)
- MUE 3101 (2)
- MUE 3200 (2)
- MUE 3450 or 3451 (1)
- MUE 3460 or 3461 (1)
- MUE 4311 (3)
- MUE 4352 (3)
- MUE 4331 (3)

†Must be taken up to two hours
*As determined by audition.
**Substitute MUE 4330 for general music emphasis.
Music Electives (7)
- Piano proficiency requirement
- Graduating recital
- Other Fine Arts Requirement
Art, Dance, Theatre (min. 3 cr. hrs 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 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**
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); or c) Wellness Leadership (Non-certification).

**Requirements for the B.S. Degree (PET):**
The 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 FOR ALL TRACKS:
   - APB 3190 Human Anatomy & Physiology
   - HSC 2400 First Aid

2. CORE COURSES FOR ALL TRACKS:
   - EDF 4430 Measurement For Teachers
   - EME 4402 Introduction To Computers In Education
   - PEQ 3101 Aquatics
   - PET 3012 Personal/Professional Development Seminar
   - PET 3310 Kinesiology
   - PET 3351 Exercise Physiology I
   - PET 3422 Instructional Design & Content: Movement Experiences
   - PET 3421 Curriculum & Instruction in Physical Education
   - PET 4622 Care & Prevention of Physical Injuries

3. ADDITIONAL REQUIRED COURSES FOR K-8 TRACK:
   - EDF 3122 Learning & The Developing Child
   - EDF 3604 Social Foundations of Education
   - EEC 4303 Creative Experiences In Early Childhood
   - PET 3031 Motor Development & Assessment
   - PET 3441 Instructional Design & Content: Middle School Physical Education
   - PET 3640 Adapted Physical Education
   - PET 3799 Career Decision Making & Professional Ethics
   - PET 3943 Physical Education Internship: Middle School
   - PET 4141 Trends & Tasks: Elementary Physical Education
   - PET 4432 Instructional Design & Content: Physical Education Elementary
   - PET 4433 Instructional Design & Content: Physical Education Elementary II
   - PET 4934 Senior Seminar in Elementary Physical Education
   - PET 4942 Physical Education Internship: Elementary
   - PET 4946 Associate Teaching Physical Education Elementary
   - RED 4310 Reading For The Child

4. ADDITIONAL REQUIRED COURSES FOR 6-12 TRACK:
   - EDF 3604 Social Foundations of Education
   - EDF 4131 Learning and the Developing Adolescent
   - EEX 3640 Adapted Physical Education
   - PET 3031 Motor Development & Assessment
   - PET 3441 Instructional Design & Content: Middle School Physical Education
   - PET 3799 Career Decision Making & Professional Ethics
   - PET 3942 Physical Education Internship: Middle School
   - PET 4142 Trends & Tasks: Secondary Physical Education
   - PET 4304 Principles & Issues in Coaching
   - PET 4410 Organization & Administration of Secondary Physical Education Programs
   - PET 4442 Instructional Design & Content: Physical Education Secondary
   - PET 4443 Instructional Design & Content: Physical Education Secondary II
   - PET 4933 Senior Seminar in Secondary Physical Education
   - PET 4944 Physical Education Internship: Secondary
   - PET 4947 Associate Teaching Physical Education: Secondary

5. ADDITIONAL COURSES REQUIRED FOR WELLNESS LEADERSHIP TRACK:
   - ADE 4385 Working with the Adult Learner
   - GEY 3601 Behavior Change in Later Life
   - HSC 2100 Contemporary Health Science
   - HUN 3201 Nutrition
   - PEP 4941 Wellness Internship
   - PEQ 3170 Aquatic Exercise
   - PET 3080 Survey of Wellness Programs
   - PET 4091 Organization & Administration of Wellness Programs
   - PET 4353 Exercise Physiology II
   - PET 4384 Health Fitness Appraisal & Exercise Prescription

In addition to the above courses, students in the Wellness Leadership Track are required to take a minimum of eight hours of the following elective courses which are activity courses related specifically to those found in Wellness Programs. These courses can be taken any time during the two years.

- PEM 2116 Figure Development
- PEM 2131 Weight Training
- PEM 2141 Aerobics (Jogging)
- PEM 2930 Aerobic Dance
- PEM 2930 Cycling
- PEM 2930 Advanced Jogging
- PEM 2930 Triathlon
- PEM 2930 Swim Aerobics
- PEM 3931 Teaching Aerobic Exercise
Department of Psychological and Social Foundations of Education

The Department of Psychological and Social Foundations of Education provides the following courses for a variety of undergraduate programs:

- EDF 3122
- EDF 3228
- EDF 3810
- EDF 3210
- EDF 3542
- EDF 4905
- EDF 3214
- EDF 3604
- EDF 4909
- IDS 3115

Department of Special Education

The Department of Special Education under programmatic structure is designed to prepare personnel to plan and implement education programs for students requiring specialized education services. Areas of training include behavior disorders, mental retardation, and specific learning disabilities. Depending on the training entry level of the candidate and the specific program specialty selected, the undergraduate training program content offers basic coursework and experiences leading to state certification and competencies to design and implement age appropriate programs for exceptional students in schools and private agencies. All students will be required to complete a concentrated 15 hours in one of the following areas: English, Mathematics, Science, Social Science, or Foreign Language.

There are basic entrance requirements at this level of the program. When the candidate has met the requirements for his/her program admission, a departmental advisor will be assigned. Field based experiences are a significant component of all programs. Practicum and internship experiences are included throughout each training program in educational environments located in those districts proximal to a campus on which there are resident faculty. Transportation to practicum and internship sites must be furnished by the students. 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)

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**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:** (32-33 hours)

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**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)

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**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 leadership team consists of three officers (President, Vice-President, Secretary-Treasurer) and six Student Government Senators. Elections are held annually in November and all education majors are eligible to vote for all officers.

C.E.S.C. activities enhance members' professional skills, communication skills and organization skills. Any student majoring in education with a minimum GPA of 2.0, is eligible to participate in C.E.S.C.

**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 child. Various exceptionallities 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 exceptionallities 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.

National Education Association Student Program
The National Education Association Student 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.

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.
The College of Engineering offers undergraduate and graduate programs to prepare students for a broad spectrum of professional careers in engineering. The undergraduate programs of the College are designed to provide students with a sense of human values and the scientific/technical foundation necessary for a lifetime of continued learning.

The programs offered by the College of Engineering to meet the diverse requirements of the future cover three areas: Professional Engineering, Applied Science, and Technology. The Specific degrees and services offered are as follows:

- Bachelor of Science in Chemical Engineering (B.S.Ch.E.)
- Bachelor of Science in Civil Engineering (B.S.C.E.)
- Bachelor of Science in Computer Engineering (B.S.Cp.E.)
- Bachelor of Science in Electrical Engineering (B.S.E.E.)
- Bachelor of Science in Engineering (B.S.E.)
- Bachelor of Science in Industrial Engineering (B.S.I.E.)
- Bachelor of Science in Mechanical Engineering (B.S.M.E.)
- Bachelor of Science in Computer Science (B.S.C.S.)
- Bachelor of Science in Information Systems (B.S.I.S.)
- Bachelor of Science in Engineering Science (B.S.E.S.)
- Bachelor of Engineering Technology (B.E.T.)

The Accreditation Board for Engineering and Technology, Inc. (ABET), formerly the Engineers' Council for Professional Development, has inspected and accredited the curricula of the College of Engineering defined by the Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Industrial Engineering and Mechanical Engineering.

The above spectrum of program offerings provides the prospective student with a choice of avenues depending upon individual interests, career objective, and capabilities for a significant technological contribution. These programs are described in more detail under their respective catalog headings.

Laboratory experience as well as real-world participation in technological program-solving is a key aspect of a professional engineer's or a technologist's college education. The College of Engineering, in implementing this need, augments its own modern laboratory and research facilities by close contact with the professional societies and the many industries in the metropolitan Tampa Bay area.

Students interested in particular programs offered by the College of Engineering should direct their inquiries to the College of Engineering marked for the attention of the following:

<table>
<thead>
<tr>
<th>Area of Interest</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Engineering Professional</td>
<td>Specific Department or</td>
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<tr>
<td>Programs, Engineering</td>
<td>Advising Office</td>
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<td>Science, Computer</td>
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<td>Science, Information Systems</td>
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<td>Engineering Technology</td>
<td>Director of Engineering Technology</td>
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<tr>
<td>Computer Service Courses</td>
<td>Director of Engineering</td>
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PROFESSIONAL ENGINEERING

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.

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. However, 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 interested in design and research 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 professionals are 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 degree program (in a designated engineering field which requires 136 semester hours) and the Master of Science degree in the same field may be pursued simultaneously in a 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 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.

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 in operational responsibilities may wish to terminate their initial engineering education at the baccalaureate level.

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. As another alternative, students may wish to avail themselves of the State's system of junior/community colleges 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 most required pre-engineering courses every semester.

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 in this sec-
tion 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 (813/974-2684) 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. 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 score of 550 and verbal score of 500.
      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. Grades of “D” in these courses are not accepted by the College of Engineering.

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 then 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 English, Calculus, Differential Equations, Physics and Chemistry requirements with a grade of “C” or better in each required course.
2. Satisfactory completion of EGN 1002 - Engineering Orientation.
3. 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 based on all attempts. 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

   The minimum requirements for admission to all three programs (Computer Science, Computer Engineering and Information Systems) offered by the Computer Science and Engineering Department are completion of sections 1 and 2 above and:
1. Completion of:
   - EGN 2210 - Fortran for Engineers
   - EGN 3373 - Introduction to Electrical Systems I
   - EGN 3443 - Engineering Statistics I
   - COP 3002 & COP 3000L - Intro to Computer Science and Lab with a minimum grade of “C” on the first attempt.
2. Students seeking admission to Computer Engineering must additionally complete:
   - EGN 3310 - Statics
   - EGN 3343 - Thermodynamics I
   - with a minimum of “C” on the first attempt.
3. Students seeking admission to the Computer Science program must additionally complete:
   - COP 3100 - Discrete Structures
   - with a minimum grade of “C” on the first attempt.

   Students who fail to obtain a “C” or better on the first attempt must obtain a cumulative 2.2 G.P.A. based on all attempts.

   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.

Direct Departmental Admission

The purpose of Direct Departmental Admission (DDA) is to permit students who have displayed academic potential for completing the rigorous requirements 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 3.0. (Grades in these courses must be either “A” or “B” - a student with a “C” or less grade in any of the below listed courses is not eligible for DDA.)
   - MAC 3281 - Engineering Calculus I
   - MAC 3282 - Engineering Calculus II
   - MAC 3283 - Engineering Calculus III
   - PHY 3048 - General Physics I & Lab
   - And Either:
     - PHY 3049 - General Physics II & Lab

   (I)
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 six 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.

Chemical Engineering
This department offers courses leading to the traditional degrees of Bachelor of Science in Chemical Engineering (B.S.Ch.E.), Master of Science in Chemical Engineering (M.S.Ch.E.), and Doctor of Philosophy (Ph.D.). Strong foundation in the liberal arts combined with traditional courses in thermodynamics, transport processes, automatic control, design of reactors and separation processes, as well as interdisciplinary engineering fundamentals and chemistry, provide the basis for long range professional progress. Considerable latitude is given to the students in charting their new term professional career. With specific faculty guidance and approval the student could select from five different areas of specialization: Chemical Process Industry Practice (CPIP), Materials and Product Development (MPD), Instrumentation and Control (IC), Applied Microbiology (AMB), and Computer Aided Process Engineering (CAPE).

The CPIP area is the traditional emphasis of the Chemical Engineering profession. The CPIP graduate will find employment in technical groups providing support to the manufacturing of petrochemicals, paper, food, pharmaceuticals, etc. Specialization on, separation of impurities from water and air, and other complex industrial waste treatments, is offered in collaboration with the Environmental Engineering Group of the Civil Engineering Department. Courses in power production, occupational and environmental conditioning, equipment selection, etc., would be taken in collaboration with the Mechanical Engineering Department.

The MPD area of specialization addresses the science and engineering problems related to the design, development and production of high technology materials ranging from proteins to polymers and ceramics. Students choosing this area should combine strong vocations towards physics, chemistry, mathematics and applied statistics.

The IC area specifically addresses the design and implementation of control systems that will maintain processes at their optimum operating conditions. Courses in analytical instruments, advanced mathematics and optimization, and electrical engineering are needed to interact with many of the specialists normally required for optimum control.

Biotechnology is largely involved in the utilization of living organisms to produce or eliminate a variety of products (e.g., pharmaceuticals, food, fertilizers and hazardous wastes). The AMB specialization within Chemical Engineering qualifies its graduates to enter the growing field of industrial biotechnology or to pursue advanced training in either engineering or biology. Courses in general biology, microbiology and biochemistry makes the minimum number of hours for this sequence 142 semester hours instead of 136 as required for all others.

The whole curriculum is held together by a systems approach heavily based on computer aided design from plant layout and pipe networks to control systems and instrumentation. The CAPE specialization provides further work on computer techniques geared towards economic optimization, process synthesis and management.

All areas of specialization are based on the industrial experience and research interest of the faculty, with specific strength in digital communication and control, polymer characterization, computer aided design, artificial intelligence, and thermodynamics applied to living systems and separation processes.

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 analyses, vibrations, continuum mechanics, finite element techniques, 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.C.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 Science, Computer Engineering, and Information Systems. Topics dealt with are computer architecture and hardware design, software engineering, computer system organization, operating systems, algorithms and data structures, computer networks and distributed computing, database systems, theory of computation and artificial intelligence.

The Department administers the baccalaureate degree programs in Computer Science, Computer Engineering, and Information Systems, as well as the Master of Science degree programs and Ph.D. degree programs in Computer Science and in Computer Engineering. Our research areas of faculty concentration are 1) computer architecture and VLSI design/testing, 2) artificial intelligence and expert systems, 3) software engineering, 4) graphics/image processing/computer vision, and 5) networks and distributed computing.

Computing facilities available to students in the Department include several microprocessor and design laboratories for hardware-oriented studies, several personal computer laboratories for general use in programming assignments, and a substantial number of graphics-oriented personal computers. The Department also runs a research-oriented network consisting of several VAX machines (both in UNIX and VMS), a number of ATT 3B2 machines, a number of SUN workstations, and a special purpose GOULD image processing system. The Department also has access to a PRIME minicomputer which is part of the College of Engineering Computing network. In addition, the Department has access to a large IBM mainframe facility run by the University Computing Center.

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 production 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.

### Mechanical Engineering

The department offers courses leading to the degrees of Bachelor of Science in Mechanical Engineering (BSME), Bachelor of Science in Engineering (BSE), Master of Science in Mechanical Engineering (MSME), Master of Engineering (ME), and Doctor of Philosophy (PhD). Coursework includes basic science and mathematics, thermal sciences, material science, solid mechanics, machine design, instrumentation and automatic control.

Graduates have found employment in research, design, production, marketing, service, installation (contracting), maintenance and operation in such industries as mining, petroleum, paper, food, power, manufacturing, air-conditioning, defense systems, aerospace, data processing and communications.

The department maintains close ties with the Chemical Engineering Department because of the two departments' shared interest in instrumentation, process controls, fluid mechanics, heat transfer and computer optimization of design. The areas of composite material and structures, as well as solid and fluid mechanics, are sources of common interest and collaboration with the Civil Engineering Department.

### 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:

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-technical Courses</td>
<td>30 Sem. Hrs.</td>
</tr>
<tr>
<td>(Social Sciences, Humanities, Communications)</td>
<td></td>
</tr>
<tr>
<td>Mathematics, Chemistry and Physics (Minimum)</td>
<td>35 Sem. Hrs.</td>
</tr>
<tr>
<td>Basic Engineering Science (Minimum)</td>
<td>36 Sem. Hrs.</td>
</tr>
<tr>
<td>Department Specialization</td>
<td>35 Sem. Hrs.</td>
</tr>
<tr>
<td>Special requirements exist for Chemical Engineering.</td>
<td>136 Sem. Hrs.</td>
</tr>
</tbody>
</table>

### 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 his/her engineering 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 6A-10.30 (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 UF courses on the "Approved Social Sciences and Humanities Courses" list. Questions in 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 (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 (foundation) 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 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 advisor 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 deviate from a prescribed discipline.

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 admissions 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 will have the opportunity to choose among five specializations: Chemical Process Industries Practice (CPIP), Materials and Product Development (MPD), Instrumentation and Control (IC), Applied Microbiology (AMB), and Computer Aided Process Engineering (CAPE). All of these options require 136 semester hours except the Applied Microbiology which requires 142 minimum semester hours.

Students are expected to choose their area of specialization by the time they are accepted into the Department usually no later than their sixth semester. Students not having an early preference will be assigned to the CPIP option. Those with a definite vocation will find eager faculty advisors in their chosen specialization. Each student will be assigned a faculty member to guide him/her through a curricula.

The schedule which follows indicates how a serious student who can devote full time can satisfy requirements in four academic years. The schedule shown is for the CPIP option.

**Bachelor’s Curricula for Chemical 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>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>Freshman English II</td>
</tr>
<tr>
<td>MAC 3282</td>
<td>Engineering Cal 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 3048</td>
<td>General Physics I</td>
</tr>
<tr>
<td>PHY 3048L</td>
<td>Gen. Physics Lab I</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Suggested Summer Term**

| MAC 3283   | Engineering Calculus III | 3 |
| CHM 2046L  | Gen. Chem II Lab | 1 |
| PHY 3049   | Gen. Physics II | 3 |
| PHY 3049L  | Gen. Physics Lab II | 1 |
| EGN 2210   | Fortran for Engineers | 3 |
| **Total** | **11** |

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
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</thead>
<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</td>
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<tr>
<td>Soc. and Behav. Sci. Elective</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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<table>
<thead>
<tr>
<th>Semester IV</th>
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</thead>
<tbody>
<tr>
<td>EGN 3443</td>
<td>Statistics</td>
</tr>
<tr>
<td>EGN 3373</td>
<td>Intro Elec. Sys. I</td>
</tr>
<tr>
<td>EMC 3103</td>
<td>Thermodynamics II</td>
</tr>
<tr>
<td>EMC 3117</td>
<td>Transport Proc. I</td>
</tr>
<tr>
<td>Approved Tech. Writing Course</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<tr>
<th>Semester V</th>
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<tbody>
<tr>
<td>EGN 3365L</td>
<td>Materials Engr. I</td>
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<tr>
<td>EMC 3301</td>
<td>Inst. Sys.</td>
</tr>
<tr>
<td>EMC 3303</td>
<td>Chem &amp; Mech Lab I</td>
</tr>
<tr>
<td>EGN 3433</td>
<td>Systems Dynamics</td>
</tr>
<tr>
<td>CHM 3210</td>
<td>Organic Chem. I</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester VI</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EMC 4118</td>
<td>Transprt Proc II</td>
</tr>
</tbody>
</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 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 Civil Engineering Option

Semester I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>EML 3500</td>
<td>Mach Anal &amp; Des I</td>
<td>3</td>
</tr>
<tr>
<td>EMC 4411</td>
<td>Computer Sim. I</td>
<td>2</td>
</tr>
<tr>
<td>EMC 4104</td>
<td>Phase &amp; Chem. Eq.</td>
<td>3</td>
</tr>
<tr>
<td>CHM 3210L</td>
<td>Org. Chem. I Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHM 3211</td>
<td>Org. Chem. II</td>
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Semester VII

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>EMC 4314</td>
<td>Auto Controls I</td>
<td>3</td>
</tr>
<tr>
<td>EMC 4522L</td>
<td>Chem. &amp; Mech. Lab II</td>
<td>2</td>
</tr>
<tr>
<td>ECH 4234</td>
<td>Mass Transfer</td>
<td>3</td>
</tr>
<tr>
<td>ECH 4413</td>
<td>Sep Proc Dsg.</td>
<td>3</td>
</tr>
<tr>
<td>CHM 3211L</td>
<td>Org. Chem. Lab II</td>
<td>2</td>
</tr>
<tr>
<td>CHM 4412</td>
<td>Phys. Chem. III</td>
<td>3</td>
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</table>

Semester VIII

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>ECH 4415C</td>
<td>Reac. Sys.</td>
<td>3</td>
</tr>
<tr>
<td>ECH 4615</td>
<td>Plant Des &amp; Eco</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Chemical Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Approved Non-Tech Elective</td>
<td></td>
<td>3</td>
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</tbody>
</table>

Approved Humanities Elective

Approved Social Science Elective

Approved Technical Writing Course

80 COLLEGE OF ENGINEERING
### Environmental Engineering Concentration within Civil Engineering

#### Semester V

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGN 3354C</td>
<td>Basic Fluid Mech.</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3321</td>
<td>Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3331</td>
<td>Mechanics of Mats.</td>
<td>3</td>
</tr>
<tr>
<td>EGN 3331L</td>
<td>Mech. of Mats. Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENV 3001</td>
<td>Environmental Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CHM 3200</td>
<td>Organic Chemistry</td>
<td>4</td>
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#### Semester VI

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CES 3102</td>
<td>Structures II*</td>
<td>3</td>
</tr>
<tr>
<td>EGM 4816</td>
<td>Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>CEG 4011</td>
<td>Soil Mechanics I**</td>
<td>3</td>
</tr>
<tr>
<td>ENV 4014</td>
<td>Environ. Unit Operations</td>
<td>3</td>
</tr>
<tr>
<td>EMC 3103</td>
<td>Thermodynamics II</td>
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</tr>
<tr>
<td>ENV 4402</td>
<td>Environ. Lab</td>
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#### Semester VII

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGN 3613</td>
<td>Engineering Economy</td>
<td>3</td>
</tr>
<tr>
<td>CES 4605</td>
<td>Concepts Steel Design</td>
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</tr>
<tr>
<td>CES 4702</td>
<td>Concepts Concrete Design</td>
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<tr>
<td></td>
<td>Approved Technical Writing Course</td>
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<tr>
<td>ENV 4011</td>
<td>Unit Ops &amp; Proc. Lab</td>
<td>1</td>
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<tr>
<td>ENV 4012</td>
<td>Env. Unit Processes</td>
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<tr>
<td>ENV 4432</td>
<td>Water Systems Des.</td>
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#### Semester VIII

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<tbody>
<tr>
<td>COM 4110</td>
<td>Speech for Professionals</td>
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<tr>
<td>CGN 4122</td>
<td>Engr. Contracts &amp; Specs.</td>
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<tr>
<td>ENV 4111</td>
<td>Air Pollution Control</td>
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<td>TTE 4004</td>
<td>Transportation Eng. I</td>
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<tr>
<td>ENV 4504</td>
<td>Wastewater Sys. Design</td>
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<td>Approved Humanities or Soc. Sci. Elec.</td>
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</table>

### Civil Engineering Technical Electives

(A student must complete a minimum of 9 hours, with at least 2 courses from one group.)

#### Environmental/Water Resources

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENV 4622</td>
<td>Water Resources Engineering</td>
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<tr>
<td>EAS 4121</td>
<td>Hydro &amp; Aero Mechanics</td>
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#### Geotechnical/Transportation

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CEG 4012</td>
<td>Soil Mechanics II**</td>
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<td>TTE 4005</td>
<td>Transportation Engineering II**</td>
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<tr>
<td>SUR 3140C</td>
<td>Engineering Land Surveying</td>
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#### Materials

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<tr>
<td>EGN 4366</td>
<td>Materials Engineering</td>
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<tr>
<td>EMA 4324</td>
<td>Corrosion of Engineering Materials</td>
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<tr>
<td>EMA 4703</td>
<td>Failure Analysis &amp; Prevention</td>
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#### Structural

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<tbody>
<tr>
<td>CES 4141</td>
<td>Matrix Structural Analysis**</td>
<td>3</td>
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<tr>
<td>CES 4820</td>
<td>Timber &amp; Masonry Design*</td>
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### Civil Engineering Design Electives

(A student must complete a minimum of 4 hours with at least 1 course from the same area of concentration selected for 2 technical electives)

#### Environmental/Water Resources

<table>
<thead>
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<th>Course Title</th>
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<tbody>
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<td>CES 4403</td>
<td>Hydraulic Design</td>
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<tr>
<td>CES 4404</td>
<td>Fluid System Design</td>
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<tr>
<td>ENV 4432</td>
<td>Water Systems Design*</td>
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<td>ENV 4504</td>
<td>Waste Water Systems Design*</td>
<td>2</td>
</tr>
<tr>
<td>CGN 4914</td>
<td>Senior Project**</td>
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#### Geotechnical/Transportation

<table>
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<tbody>
<tr>
<td>CEG 4001</td>
<td>Geotechnical Design</td>
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<tr>
<td>TTE 4821</td>
<td>Transportation System Design**</td>
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<tr>
<td>CGN 4914</td>
<td>Senior Project**</td>
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#### Materials

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<th>Course Title</th>
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<tbody>
<tr>
<td>EGN 4851</td>
<td>Cement and Concrete Design**</td>
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<tr>
<td>EMA 4704</td>
<td>Selection and Application of Materials</td>
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<tr>
<td>CGN 4914</td>
<td>Senior Project**</td>
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#### Structural

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CES 4618</td>
<td>Structural Design—Steel**</td>
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</tr>
<tr>
<td>CES 4704</td>
<td>Structural Design—Concrete</td>
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<tr>
<td>CGN 4914</td>
<td>Senior Project**</td>
<td>2</td>
</tr>
</tbody>
</table>

* Required for Environmental Engineering Concentration.

** Prefix and number changes effective II '89.

### 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 fundamental 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