DEGREES OFFERED
AT THE UNIVERSITY
OF SOUTH FLORIDA*

<table>
<thead>
<tr>
<th>Undergraduate Degrees</th>
<th>Bachelor of Arts</th>
<th>Bachelor of Engineering Technology</th>
<th>Bachelor of Fine Arts</th>
<th>Bachelor of Independent Studies</th>
<th>Bachelor of Music</th>
<th>Bachelor of Science</th>
<th>Bachelor of Science in Chemical Engineering</th>
<th>Bachelor of Science in Civil Engineering</th>
<th>Bachelor of Science in Computer Engineering</th>
<th>Bachelor of Science in Electrical Engineering</th>
<th>Bachelor of Science in Engineering</th>
<th>Bachelor of Science in Engineering Science</th>
<th>Bachelor of Science in Industrial Engineering</th>
<th>Bachelor of Science in Information Systems</th>
<th>Bachelor of Science in Mechanical Engineering</th>
<th>Bachelor of Social Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master of Industrial Engineering</td>
<td>Master of Liberal Arts</td>
<td>Master of Mechanical Engineering</td>
<td>Master of Music</td>
<td>Master of Public Administration</td>
<td>Master of Public Health</td>
<td>Master of Science</td>
<td>Master of Science in Chemical Engineering</td>
<td>Master of Science in Civil Engineering</td>
<td>Master of Science in Computer Engineering</td>
<td>Master of Science in Computer Science</td>
<td>Master of Science in Electrical Engineering</td>
<td>Master of Science in Engineering Management</td>
<td>Master of Science in Engineering Science</td>
<td>Master of Science in Industrial Engineering</td>
<td>Master of Science in Information Systems</td>
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<thead>
<tr>
<th>Graduate Degrees</th>
<th>Master of Accountancy</th>
<th>Master of Architecture</th>
<th>Master of Arts</th>
<th>Master of Business Administration</th>
<th>Master of Civil Engineering</th>
<th>Master of Education</th>
<th>Master of Electrical Engineering</th>
<th>Master of Engineering</th>
<th>Master of Fine Arts</th>
<th>Master of Health Administration</th>
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<tr>
<td>Doctor of Education</td>
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<tr>
<td>Doctor of Philosophy</td>
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Professional Degree

<table>
<thead>
<tr>
<th>Degree</th>
<th>M.D.</th>
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</thead>
<tbody>
<tr>
<td>Doctor of Medicine</td>
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</tbody>
</table>

*See index for individual degree programs
**In cooperation with FAMU

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.
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 562) approximately two miles east of Interstate 275 and Nebraska Avenue (U.S. Route 41) and seven miles north of Interstate 4 off I-75.

Communicating With The University

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

Academic Advising (for Undeclared and Undecided Students)

Academic Advising, SVC 2011

Academic Advising (for upperclassmen)

Arts & Letters, CPR 107
Business Admin., BLN 1406
Education, EDU 309
Engineering, ENG 104
Fine Arts, FAH 110
Medicine, MDC Box 4
Natural Sciences, SCA 464
Nursing, MDC 1028
Pre-Medical, CHE 112
Public Health, FMH, MHC 6:238
Social & Behavioral Sciences, SOC 107 (loc. 110)

Applications and Admissions

Office of Admissions, SVC 1036
College of Medicine:
Associate Dean for Admissions, MDC Box 3
New College
Office of Admissions (Sarasota)
Athletics (intercollegiate)
Director of Athletics, PED 214
Bachelor of Independent Studies Program

External Degree Program, HMS 443

Career Development

Counseling Center for Human Development, SVC 2124

Career Resource Center

Alumni Placement Services, SVC 2088
Cooperative Education Program, SVC 2088
Senior Placement Services, SVC 2088

College Level Examination Program (CLEP test)
Office of Evaluation and Testing Services, SVC 2054

Community College Relations (transfer students)
Office of Community College Relations, SVC 2060

Continuing Education Courses and Conferences
School of Extended Studies, LLL 012
Division of Conferences and Institutes, LLL 012
International Language Institute, CPR 293

Counseling
Counseling Center for Human Development, SVC 2124

Disabled Student Academic Services
Coordinator of Disabled Student Academic Services, SVC 2043

Financial Assistance (scholarships, loans, employment)
Office of Financial Aid, SVC 1102
Office of Student Employment, SVC 1102

Graduate Studies
Graduate School, FAO 126
Health Services (Student)
Health Center, SHS 101

Housing
Campus Residence Halls
Office of Housing and Food Service, RAR 223

Housing
Off-Campus
Student Government Office, ADM 151

International Students
Office of the Advisor, CTR

Library Resources

Tampa Campus: Office of the Director of Libraries, LUB 207
Fort Myers Campus: ECC/USF Learning Resources Center

St. Petersburg Campus: Office of the University Librarian

Sarasota Campus: Office of the Librarian

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

Minority Student Advising
Center for Academic Advising, SVC 2011

Orientation
Office of the Director, SVC 2002

PACE

LLL 012

Parking and Traffic Services
University Police Department, UPB 002

Pre-Admission Advising for Prospective Freshman, Transfer, International, Mature and Minority Students
Office of Admissions, SVC 1036

Reading Study Skills
Counseling Center for Human Development, SVC 2124

Records, Registration
Office of the Registrar, SVC 1034

Speakers Service
Office of Public Affairs, ADM 264

Student Affairs
Office of Student Affairs, ADM 151

Transcripts USF
Office of the Registrar, SVC 1034

Transfer (Undergraduate) Student Problems
Office of Community College Relations, SVC 2080

Undergraduate Studies
Dean of Undergraduate Studies, SVC 2002

University Police

Emergencies
UPB 002

Veterans Services
Office of Veterans Services, SVC 2127

University of South Florida

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

Fort Myers Campus
College Parkway
Fort Myers, Florida 33907
Telephone (813) 468-9501

St. Petersburg Campus
140 Seventh Avenue South
St. Petersburg, Florida 33701
Telephone: (813) 883-9563

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) 888-1221
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### ACADEMIC CALENDAR

#### FALL SEMESTER, 1990

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2</td>
<td>Monday</td>
<td>Last day for international applicants to apply for admission and submit all required credentials and supporting documents</td>
</tr>
<tr>
<td>June 4</td>
<td>Monday</td>
<td>Last day to apply for admission (except international applicants)</td>
</tr>
<tr>
<td>June 4</td>
<td>Monday</td>
<td>Former Student Returning Application Deadline</td>
</tr>
<tr>
<td>June 25</td>
<td>Monday</td>
<td>Last day for graduate students to apply for admission (except international applicants)</td>
</tr>
<tr>
<td>August 27</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>August 31</td>
<td>Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>August 31</td>
<td>Friday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>August 31</td>
<td>Friday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>September 3</td>
<td>Monday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 7</td>
<td>Friday</td>
<td>CLAST Registration Deadline</td>
</tr>
<tr>
<td>September 21</td>
<td>Friday</td>
<td>Graduation and A.A. Degree Application Deadline</td>
</tr>
<tr>
<td>October 6</td>
<td>Saturday</td>
<td>CLAST Administration Day</td>
</tr>
<tr>
<td>October 19</td>
<td>Friday</td>
<td>Honors Convocation (Classes Cancelled 2:00-5:00 p.m.)</td>
</tr>
<tr>
<td>October 26</td>
<td>Friday</td>
<td>Last day to drop or withdraw from courses without academic penalty</td>
</tr>
<tr>
<td>November 12</td>
<td>Monday</td>
<td>Veterans' Day Holiday</td>
</tr>
<tr>
<td>November 22-23</td>
<td>Thursday-Friday</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 7</td>
<td>Friday</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 8-14</td>
<td>Saturday-Friday</td>
<td>Final Examination Week</td>
</tr>
<tr>
<td>December 15</td>
<td>Saturday</td>
<td>Commencement (Tampa)</td>
</tr>
</tbody>
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#### SPRING SEMESTER, 1991

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1, 1990</td>
<td>Wednesday</td>
<td>Last day for international applicants to apply for admission and submit all required credentials and supporting documents</td>
</tr>
<tr>
<td>October 29, 1990</td>
<td>Monday</td>
<td>Last day to apply for admission (except for international applicants)</td>
</tr>
<tr>
<td>October 29, 1990</td>
<td>Monday</td>
<td>Former Student Returning Application Deadline</td>
</tr>
<tr>
<td>October 29, 1990</td>
<td>Monday</td>
<td>Last day for graduate students to apply for admission (except international applicants)</td>
</tr>
<tr>
<td>January 7</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 11</td>
<td>Friday</td>
<td>Last day to withdraw/drop and receive full refund of registration fees</td>
</tr>
<tr>
<td>January 11</td>
<td>Friday</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>January 11</td>
<td>Friday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>January 11</td>
<td>Friday</td>
<td>Last day to pay fees</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>January 25</td>
<td>Friday</td>
<td>CLAST registration deadline</td>
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<tr>
<td>February 1</td>
<td>Friday</td>
<td>Graduation and A.A. Degree Application Deadline</td>
</tr>
<tr>
<td>February 23</td>
<td>Saturday</td>
<td>CLAST Administration Day</td>
</tr>
<tr>
<td>March 8</td>
<td>Friday</td>
<td>Last day to drop or withdraw from courses without academic penalty</td>
</tr>
<tr>
<td>March 15-22</td>
<td>Monday-Friday</td>
<td>Spring Semester Break</td>
</tr>
<tr>
<td>April 19</td>
<td>Friday</td>
<td>Classes End</td>
</tr>
<tr>
<td>April 20-26</td>
<td>Saturday-Friday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>April 27</td>
<td>Saturday</td>
<td>Commencement (Tampe)</td>
</tr>
<tr>
<td>April 28</td>
<td>Sunday</td>
<td>Commencement (St. Petersburg)</td>
</tr>
<tr>
<td>April 29</td>
<td>Monday</td>
<td>Commencement (Ft. Myers)</td>
</tr>
<tr>
<td>April 30</td>
<td>Tuesday</td>
<td>Commencement (Sarasota)</td>
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SUMMER TERM, 1991

SESSION A
(First Seven-week Session)

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

Memorial Day Holiday

Last day to drop or withdraw from courses without academic penalty

Graduation and A.A. Degree Application Deadline

CLAST Administration Day

Last day of classes

SESSION B
(Second Seven-week Session)

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

Former Student Returning Application Deadline

Graduation and A.A. Degree 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

Independence Day Holiday

Last day to drop or withdraw from courses without academic penalty

Last day of classes

SESSION C
(Ten-week Session)

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

Memorial Day Holiday

Graduation and A.A. Degree Application Deadline

CLAST Administration Day

Last day to drop or withdraw from courses without Academic Penalty

Independence Day Holiday

Last day of classes
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 area. This comprehensive research 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 insure a firm foundation for the future growth of the University. Accreditation was reaffirmed in December, 1973 and December, 1984. But the University Community continues to reexamine the foundation 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 has sought from its beginning to apply the talents of its scholars and students to the problems facing modern society. The University’s stated mission is “to achieve preeminence as a general purpose university of academic excellence.” Its role as a five-campus comprehensive research university places particular emphasis upon the instructional, research and service needs of a major metropolitan region and an increasingly urbanized state and nation. 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.

The University of South Florida is committed to the goal of becoming one of the top 25 state-assisted universities in the United States by the year 2001.

Programs Offered
A measure of success in accomplishing the University’s mission, which is more significant than statistics alone, is the nature of its academic programs. Through them USF seeks 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, Fine Arts, Medicine, 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 which serve the people of Florida through the instruction of students, the advancement of knowledge, and community service. Undergraduate degrees are offered in 92 academic areas and 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 1969. Since then, Ph.D. programs have been established in Accounting, Applied Anthropology, 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 more than 1800, represents all major areas of higher learning; nearly 87 percent hold doctoral degrees.

USF AT TAMPA, FORT MYERS, ST. PETERSBURG, SARASOTA, LAKELAND
University of South Florida campuses form a string of anchors for the rapidly growing metropolitan west coast of Florida. Five campuses are within reach of more than three million people—roughly one quarter of the state’s population—in a 15-county area.

The USF academic programs offered in St. Petersburg, Sarasota, Fort Myers, and Lakeland are designed primarily to serve students of junior, senior, and graduate standing. Programs are offered at times that meet the special needs of students, many of whom are residents in the campus area and are employed in full and part-time jobs. Selected courses and programs are offered on the campuses by the Colleges of Arts and Letters, Business Administration, Education, Engineering, Natural Sciences, Nursing, and Social and Behavioral Sciences.

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

Resident faculty and Student Affairs staff provide students at all campuses with social, vocational, and academic counseling.

TAMPA: The central campus in Tampa is located on a 1,748-acre tract of land 10 miles northeast of downtown Tampa, a city of more than 300,000 people. This is the largest campus, designed to serve students from throughout the state, nation, and many foreign countries from their freshman year through graduate school.

Twelve schools and colleges are located on this campus, including, on the undergraduate level, the School of Extended Studies and Learning Technologies, and the Colleges of Arts and Letters, Business Administration, Education, Engineering, Fine Arts, Medicine, Natural
8 GENERAL INFORMATION


The campus is home to four hospitals or institutions that work closely with the Colleges of Medicine, Nursing, and Public Health—the Shriners' Hospital for Crippled Children, the H. Lee Moffitt Cancer Center and Research Institute, the University Psychiatry Center and the USF Eye Institute. The University is also home to the Florida Mental Health Institute.

The Sun Dome, a multi-purpose facility with seating for 10,000, hosts an array of athletic contests, concerts, lectures, and programs.

The University Center, more so than any other campus facility, serves as a focal point for daily activity for students, faculty, administration, alumni, guests, and visitors. The UC houses a diversity of programs and services and a new Special Events Center auditorium.

FORT MYERS: The Fort Myers campus serves more than 360,000 people in the five counties on Florida's lower west coast. The campus, which is located on a 55-acre site adjacent to Edison Community College (ECC) on College Parkway, just a few minutes from I-75, was officially dedicated in November 1982.

The University of South Florida at Fort Myers serves students at the junior, senior and graduate levels. Twenty full 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 also are 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.

SARASOTA: 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 10 miles south of Bradenton on US 41. The campus is a part of a population of more than 320,000 persons in a four-county area.

The University of South Florida at Sarasota is an educational and cultural center of local, state, and national significance. Its mission embraces two distance academic programs: New College of USF and the traditional programs. 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 four-year, full-time residents. The traditional programs emphasize junior, senior, and graduate courses and degrees in Business, Education, Engineering, Fine Arts, Natural Sciences, Nursing, and Social and Behavioral Sciences. Many disciplines in these colleges allow students to complete their entire majors on this campus.

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

Few other marine science programs have such excellent facilities for teaching, research, and access to oceanographic vessels. In addition, the Florida Institute of Oceanography, a special research institute of the State University System, and the U. S. Geological Survey Coastal Erosion Team are located on the St. Petersburg campus. With these combined facilities and the location of the campus at the central edge of the great continental shelf of the Florida Gulf Coast, the University is destined to become one of the nation's leading oceanographic centers.

LAKELAND: 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 Herd. The Lakeland campus opened in January 1988 on a 135 acre site in a new and innovative facility built for the combined use of Polk Community College (PCC) and the University. The facility is located on State Road 540 on the southeast side of the city which allows ease of access to residents of the surrounding counties.

PCC offers freshman and sophomore courses while USF provides junior, senior and graduate courses in selected academic disciplines. 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 classroom facilities and labs for individualized computer instruction. The television capabilities provide students access to outstanding faculty at USF through two-way video and audio communication and the computer labs allow students to work with personal computers and still have access to the main computing facility in Tampa, as well as from their homes.

Lakeland offers undergraduate courses in Business, Criminology, Education, and Engineering. As student demand and enrollment grows, it is anticipated that there will be a broadening of course and program offerings.

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. 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 seven broad areas: Academic Affairs, Administrative Affairs, Development and Alumni Affairs, Health Sciences, Student Affairs, Sponsored Research, and University Relations. Chief administrators of these areas, 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, the views of the students 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.

DEVELOPMENT AND ALUMNI AFFAIRS

The Division of Development and Alumni Affairs is responsible for all university fundraising 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 fundraising and donor relation programs. The Vice President through his staff provides support to all campus fundraising efforts, maintains records and research on current and prospective donors, and advises the President and other University officials on all matters related to institutional advancement. All gift income programs for operating and capital purposes are currently organized into Campaign USF, a $111 million, multi-year, comprehensive fundraising campaign.

Office of University Development

The Office of University Development is managed by the Associate Vice President, who is assisted by a professional staff on behalf of all university-wide development and fundraising activities. Specific functional areas within the division include planned giving, research, the Annual Fund, and coordination of all college and campus development activities.

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 gifts for the benefit of the University. 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.

Office of Alumni Affairs

The purpose of the Office of Alumni Affairs is to encourage continual alumni participation in the life of the University. The office works primarily through the USF Alumni Association and coordinates the activities of 20 chapters and eight societies.

All former students are considered alumni but formal membership in the Alumni Association is limited to those who pay dues, and those receive a “For Members Only” newspaper and other special benefits and services.

The Alumni Office raises and allocates scholarship funds; sponsors the USF Ambassadors; conducts several revenue programs (credit cards, license plates, USF merchandise, insurance); organizes Homecoming and other special events; presents Alumni Association awards and honors to students, faculty, and alumni; and arranges alumni participation in university committees and activities.

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 Community Relations and the Office of Public Affairs.

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.

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, "Inside USF."

University Police

The University of South Florida Police Department, located at the intersection of Maple Drive and Fletcher Avenue, provides a 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 officer of the state of Florida.

Services provided include car patrol, foot patrol, criminal investigations and prosecution of all misdemeanors and felonies, traffic enforcement and accident investigation, special events management and crime prevention programs. The telephone number for on-campus emergencies (personal injuries, fires, crimes in progress) is 911. The telephone number for on-campus non-emergencies and business is 974-2628.
ADMISSIONS AND RELATED MATTERS

The Office of Admissions administers the application and admissions processes for undergraduate and graduate students and assists prospective students in securing information about the University of South Florida.

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 accordance 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 students 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, Fort Myers, and 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 Bruce B. Downs Blvd., Tampa, Florida 33612.

When to Apply

Applications for admission are accepted as early as 12 months before the requested entry date. Applications for admission and the $15.00 non-refundable application fee must be submitted by the published University application deadline (see academic calendar) 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 ten 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 five 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 institution, agency, or person.
- SAT/ACT scores of undergraduate applicants anticipating a major in teacher education may be no more than five years old.
- An applicant admitted on a provisional basis must submit the requested missing credentials, such as official final transcripts or
test scores, which must substantiate eligibility for admission before a second registration will be permitted.

- An undergraduate applicant who is denied admission may be eligible for 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, 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 A.A. or Baccalaureate degree from the University. Transfer students entering USF with fewer than 55 transferable semester hours must take CLAST during the term in which 55 semester hours will be completed. Transfer students entering USF with 55 or more transferable semester hours must take CLAST the first term it is offered after initial enrollment.

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

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 SUS institutions, and USF students of equivalent status. Transfer applicants with 90 or more transferable semester hours who are seeking admission to quota/limited access programs must meet the grade point average requirement specified by the program to be eligible for admission to USF.

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; all degree programs 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 1989, the entering freshman class had a high school grade-point average of 3.0 (on a 4.0 scale) based on grades earned in college-preparatory academic courses. For these entering freshmen, the mean SAT combined score was 1021 and the mean ACT composite score 22.

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

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

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

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<tr>
<th>H.S. GPA</th>
<th>SAT 10/89 or later</th>
<th>ACT (taken prior to 10/89)</th>
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<tbody>
<tr>
<td>2.9</td>
<td>860</td>
<td>18</td>
</tr>
<tr>
<td>2.8</td>
<td>870</td>
<td>18</td>
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<tr>
<td>2.7</td>
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<tr>
<td>2.0</td>
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<td>24</td>
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<td></td>
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<td>25</td>
</tr>
</tbody>
</table>

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 21;
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 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, an applicant 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 27 on the ACT. In addition, early admission applicants should be enrolled in a strong college-preparatory curriculum while in high school.

Undergraduate Transfer Applicants
Applicants with fewer than sixty transferable semester credits are considered lower-level transfers. Upper-level transfers are those with 60 or more transferable semester credits. The requirements for admission for both categories of transfer students are described below. Regardless of category, grade point averages for purpose of admission will be computed based only on grades earned in courses that are acceptable for transfer credit.

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 "candidate" status for accreditation are considered for transfer credit. Credits earned at an institution that is currently in "candidate" 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 at a regionally accredited institution.

The University of South Florida reserves the right to evaluate specific courses and deny transfer credit. USF does not accept from two year institutions transfer credit for courses that are determined to be occupational or vocational in nature.

Lower-Level Transfer Applicants
(with fewer than 60 transferable semester credits)
To be considered for admission, transfer applicants with fewer than 60 transferable semester credits must submit an SUS Application for Admission, a non-refundable application fee for $15.00, an official transcript from each previous college attended, an official high school transcript, official GED scores if applicable, official SAT or ACT scores, and a TOEFL score if applicable.

Lower-Level transfer applicants must meet the following minimum requirements:

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 (2.0 on a 4.0 scale) in all college-level courses acceptable for transfer credit to USF (incomplete grades are computed as failures).
3. Satisfy all freshman admissions standards as described in the previous section entitled "Freshman Applicants." (Meeting freshman admission standards is a critical requirement for undergraduate applicants with fewer than 60 transferable credits. Board of Regents rules and policies do not provide for exceptions to these requirements);
4. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at the post-secondary level (as required by Florida Statute 240.233);
5. Present a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) if the applicant's native language is not English. (The TOEFL requirement may be waived if, immediately prior to expected USF entry date, the applicant has spent four consecutive years in a school where all courses are taught in English.) If otherwise qualified, applicants who present TOEFL scores between 500 and 550 may be considered for admission on the condition that they must take a specified sequence of English courses. International citizens (nonresident aliens) must also comply with all requirements for international applicants.

USF also considers applicants who do not fully meet the minimum requirements as stated in #1 and #2 above 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. These applicants should also submit appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that supports potential for academic success at USF.

Upper-Level Transfer Applicants
(with 60 or more transferable semester credits)
To be considered for admission, transfer applicants with 60 or more transferable semester credits must submit an SUS Application for Admission, a non-refundable application fee of $15.00, an official transcript for each previous college attended, and a TOEFL score if applicable.

Any transfer student with 90 or more semester hours who designates a desire for admission to a limited access undergraduate program must
ADMISSIONS AND RELATED MATTERS

meet the overall admission GPA criterion of that program in order to be admitted to the University.

Applicants with AA degrees from Florida public institutions will be admitted as juniors into the University within curricular, space and fiscal limitations. A.A. 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 A.A. 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 A.A. degree from a Florida public institution or who have attended another college prior to receipt of the A.A. 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 (2.0 on a 4.0 scale) in all college-level courses acceptable for transfer credit to USF (incomplete grades are computed as failures);
3. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at a previous college or university (as required by Florida State Board of Education). Students must maintain continuous enrollment at a Florida public community/junior college until the time of their USF entry as degree-seeking students may be admitted without the required foreign language study but must satisfy this requirement prior to USF graduation;
4. Meet the minimum grade point average required by the program if entering a quota/limited access program and transferring 90 or more semester hours;
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 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 public community/junior college or SUS institution.) If otherwise qualified, applicants who present TOEFL scores between 500 and 550 may be considered for admission with the condition that they must take a specified sequence of English courses.

International Applicants

An undergraduate international student is one who comes to the University from another regionally accredited institution and wishes to take courses at USF for one term only before returning to the parent institution. International 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 (CLEP).
2. Recognition of satisfactory performance on tests offered through Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Programs).
3. Dual enrollment as a non-degree seeking student at USF prior to graduation from high school or a community college (see Dual Enrollment (High School), and USF Florida Public Community College Dual Enrollment).
4. Early admission for high school students (see Early Admission Freshmen).
5. Open University (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.

Internal devices (such as auditions, portfolio reviews, and placement tests) utilized in the various departments for the sole purpose of determining a student's most appropriate area, level, or section placement in a program of study are not to be construed as examining mechanisms for the granting of credit.
Florida Community College System
High school graduates planning to start their college education at a Florida community college should confer with the community college counselor and ask that their academic program be planned with the assistance of the Community College Counseling Manual which is available in all counseling offices. This manual, prepared and distributed by the USF Office of Community College Relations, explicitly describes the undergraduate program requirements that should be followed to ensure maximum ease of transfer into the students' upper-level programs on a par with their native USF counterparts.

Non-Degree-Seeking Student
Non-degree-seeking student enrollment 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-seeking students 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: Past Records Area) prior to registration.

Individuals enrolling as non-degree-seeking students 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 Admissions must be petitioned for a waiver of this ruling.

A non-degree-seeking student who has been dismissed from USF is not eligible for admission to USF as a degree-seeking student until 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 60 years of age or older by the first day of a respective semester/term may enroll in certain undergraduate or graduate courses, on a space-available basis, without paying tuition. Academic credit is not awarded, examinations are not required and grades are not given.

An orientation-registration session is held at the beginning of each semester 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.

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 preadvised by and obtain the Non-Degree Seeking Registration Form from the Center for Academic Advising 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 at USF 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 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.

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 in any of the last three 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. Acceptability of transfer credits toward completion of USF degree programs will be determined by the college of the student's major.

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.

Transient students and non-degree-seeking students are not considered former students returning. These students who wish to enter as degree-seeking 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. Former USF students who have earned the baccalaureate degree at USF or at another institution and who now wish 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. 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. In some instances, exact course equivalents will also be determined by other colleges which offer the same or similar courses as part of their programs of study. 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. University of South Florida will accept credits only from those institutions accredited by one of the six regional accrediting agencies 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 accreditation.

3. USF reserves the right to deny credit for specific courses. USF does not accept from two year institutions transfer credit for courses that are determined to be occupational or vocational in nature.

4. Associate of Arts (A.A.) degree holders from Florida public accredited institutions will be considered as having met USF General Distribution requirements and are automatically awarded 60 semester hours of credit. A course by course transfer credit evaluation will be done for all out-of-state and private in-state A.A. degree holders.

5. 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.

6. 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.

7. Credit will not be awarded for GED tests.

8. Service school courses will be evaluated with reference to the recommendation of the American Council of Education when official credentials have been presented. Such recommendation, however, in no way binds the University.

9. The maximum credit for ROTC and military science courses will vary with each college. Students 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.

10. A maximum of 45 semester hours of College Level Examination Program (subject and general examinations) credits can be accepted for transfer credit.

11. A maximum of 30 semester hours of extension, correspondence, military service education credits can be applied toward a degree.

12. Grades earned in transferred courses are not computed in the student's USF grade point average except for the purposes of admission to limited access programs, the awarding of Honors at Graduation, and class ranking of baccalaureate students.

13. 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.

14. A continuously-enrolled USF degree-seeking student must obtain prior written approval from the college of the student's major in order for courses taken at other regionally-accredited institutions to be applied to the USF degree program.

Accrediting Agencies:

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

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 the Center for Academic Advising, 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
16 ADMISSIONS AND RELATED MATTERS

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

It is necessary that all students determine their appropriate college and attend the appropriate University-mandated Orientation Program. The purpose of this initial contact is to assign an academic advisor and to provide the advising unit with routine information which assists it in advising and academic advising. This purpose is served through the scheduling of various advising sessions during the Academic Orientation Week. These advising sessions are mandatory for all new students and recommended for continuing students. It is recommended that students consult their academic advisors' office during the Academic Orientation Week to obtain information about their advisor as well as to receive guidance in planning their academic programs.

Registration for Admitted Degree-Seeking Students
Continuing degree-seeking students may early-register by appointment for their next semester's courses during the preceding term, either in person or by telephone. Continuing students may also register in person during the registration period that immediately precedes the first day of classes. Appointment times and instructions for all registration periods are published in the Schedule of Classes for the appropriate semester.

Prior to initial registration, all newly admitted undergraduate students and readmitted former undergraduate students returning are required to participate in an orientation/academic advising program on the USF campus where they will take all or the majority of courses. Newly admitted students and readmitted former students returning receive Orientation/Academic Advising/Registration instructions from the USF Office of Admissions.

Registered students may make schedule adjustments in the early registration period during the preceding term or in the drop/add period during the first week of classes. (Deadline information is available in the Academic Calendar.)

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A $25.00 late registration fee is charged during this week. (See the section on fees for additional information and the appropriate term's Schedule of Classes for dates.) To avoid cancellation of registration, fees are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period.) (See Academic Calendar for dates.)

NOTE: Prior to registration for classes which meet on campus, all students who will be less than 40 years of age at the beginning of the term must submit acceptable proof of immunity to rubella to the Student Health Service. Students born after December 31, must also submit proof of immunity of 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.
Florida Residency For Tuition Purposes

This notice summarizes the provisions of 240.1201 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. Declaration of Domicile.
5. Florida vehicle registration.
7. Professional/occupational license in Florida.
8. Florida's driver's license.

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.

Registration fees are assessed in accordance with Board of Regents rules. All fees are subject to change without prior notice. The University will make every effort to advertise any such changes if they occur.

1. Initial Application Fee
   (Each application - not refundable) $15.00
2. Registration and Tuition Fee
   Students will receive a schedule and bill at the time they register and each time they drop or add during the drop/add period. This bill must be presented when payment is made.
   The student is responsible for paying fees in full by the appropriate due date stated in the particular semester's "Schedule of Classes." Failure to do so will result in cancellation of the student's registration.

FINANCIAL INFORMATION

A student whose registration has been cancelled may request registration reinstatement through the fourth week of classes for the academic term. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full by cash, money order, or cashier's check before reinstatement will be affected.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Tampa Campus:</td>
<td>0001-4999 Undergraduate</td>
<td>$44.02/hr</td>
<td>$135.99/hr</td>
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<tr>
<td></td>
<td>5000-Over Graduate</td>
<td>$73.76/hr</td>
<td>$206.71/hr</td>
</tr>
<tr>
<td></td>
<td>Thesis and Dissertation</td>
<td>$73.76/hr</td>
<td>$206.71/hr</td>
</tr>
<tr>
<td>Tampa OU and Continuing Ed.:</td>
<td>0001-4999 Undergraduate</td>
<td>$40.36/hr</td>
<td>$132.33/hr</td>
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<tr>
<td></td>
<td>5000-Over Graduate</td>
<td>$70.10/hr</td>
<td>$205.05/hr</td>
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<tr>
<td></td>
<td>Thesis and Dissertation</td>
<td>$70.10/hr</td>
<td>$205.05/hr</td>
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<tr>
<td>St. Petersburg Campus:</td>
<td>0001-4999 Undergraduate</td>
<td>$38.61/hr</td>
<td>$130.58/hr</td>
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<tr>
<td></td>
<td>5000-Over Graduate</td>
<td>$68.35/hr</td>
<td>$203.30/hr</td>
</tr>
<tr>
<td></td>
<td>Thesis and Dissertation</td>
<td>$68.35/hr</td>
<td>$203.30/hr</td>
</tr>
<tr>
<td>Sarasota Campus:</td>
<td>0001-4999 Undergraduate</td>
<td>$39.61/hr</td>
<td>$131.38/hr</td>
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<td></td>
<td>5000-Over Graduate</td>
<td>$69.15/hr</td>
<td>$204.10/hr</td>
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<td></td>
<td>Thesis and Dissertation</td>
<td>$69.15/hr</td>
<td>$204.10/hr</td>
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<tr>
<td>Sarasota: OU and Continuing Ed/Summer:</td>
<td>0001-4999 Undergraduate</td>
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<td>Fort Myers Campus:</td>
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<tr>
<td></td>
<td>Thesis and Dissertation</td>
<td>$67.85/hr</td>
<td>$202.80/hr</td>
</tr>
</tbody>
</table>

*See "Resident Status," above

NOTE:
(1) There is no ceiling (maximum) on the amount which a student may be assessed for a single semester.
(2) 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.
(4) Students who are not registered for any courses and apply for graduation must pay for one hour at the level of graduation.
(5) Cashier's Office Hours - Regular Registration - See regular registration dates and times in "Schedule of Classes." Remainder of Semester Monday through Friday, 9:00 a.m. through 3:00 p.m.
(6) Registration fee payment should be mailed to:
Division of Finance and Accounting
University of South Florida
ADM 147
4202 Fowler Avenue
Tampa, Florida 33620
18 FINANCIAL INFORMATION

3. Estimated Bachelor of Independent Studies Fees

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Resident</th>
<th>$15.00</th>
<th>Non-Resident</th>
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<tr>
<td>Independent Study</td>
<td>605.40</td>
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<td>605.40</td>
<td>1,984.95</td>
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<td>2nd Study Area</td>
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<td>605.40</td>
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</tr>
<tr>
<td>Seminar</td>
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<td>3rd Study Area</td>
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<tr>
<td>Seminar</td>
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<td>1,984.95</td>
<td>605.40</td>
<td>1,984.95</td>
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<tr>
<td>Fourth or Inter-area Study</td>
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<tr>
<td>Total*</td>
<td>$4,638.20</td>
<td>$15,894.60</td>
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</table>

*Fees do not include books, on-campus seminars, housing or food service.

4. Off-Campus Courses

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.

5. Financial Aid Payments

Financial aid checks are available, after registering during the first week of classes, in an area designated by the Division of Finance and Accounting. Checks must be picked up and fees paid by the end of the first week of classes.

6. 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”) will have their registration for that semester cancelled. This means, specifically, that a student will receive no credit for any courses taken during that semester.

7. Intern Certificate of Participation

Students who present Intern Certificates for payment of their registration fees will have to pay an estimated $4.76 per hour for all credit hours taken during the semester. By paying the estimated $4.76 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.

8. 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. All hours in excess of six must be paid for at the regular rate.

9. 60-Day Deferment for VA Students

Students receiving VA benefits who have applied in writing no later than the date specified in the “Schedule of Classes” for the 60-day deferment of fees from the Office of Veteran’s Affairs have until a specified date (see “Schedule of Classes”) to pay registration fees if they do not want their courses to be dropped.

10. Estimated Room Rent For Double Occupancy

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

| Andros Per Semester | $648.00 |
| Argos Per Semester  | $611.00 |
| Village Per Semester| $584.00 |

11. Estimated Food Service

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

| 15 Meal Plan per Semester | $731.71** |
| 20 Meal Plan per Semester | $786.72** |

*Subject to rate change
**Includes state sales tax

Refund of Registration Fee Payment

The following refunds, less deductions for unpaid debts to the University, are authorized. A Refund Request form must be completed and presented to the Accounts Receivable Department in the Division of Finance and Accounting to initiate the refund process. A two-week waiting period is observed for each refund in the event a check is returned.

(a) 100% of registration fees and tuition will be refunded if notice of withdrawal from the University is approved prior to the end of drop/add period and written documentation is received from the student.

(b) 25% of registration fees and tuition paid. less building and capital improvement fees, will be refunded if notice of withdrawal from all courses from the University is approved prior to the end of the fourth week of classes (summer term is prior to the end of the third week of classes) and written documentation is received from the student.

Fee Adjustment Request After Fifth Day of Classes

Effective January, 1989, the University of South Florida approves a refund of 100% of the tuition and registration fees if a student

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.
withdraws or drops a course due to circumstances determined by the university to be exceptional and beyond the control of the student. Requests for fee adjustments must meet one of the conditions below to be considered.

(a) 100% of registration fees and tuition will be refunded when a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student, including but not limited to:

1. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s).
2. Death of the student or death in the immediate family (parent, spouse, or sibling) as confirmed by documentation indicating the student’s relationship to the deceased,
3. Involuntary call to active military duty,
4. A situation in which the University is in error as confirmed in writing by an appropriate University official,
5. Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by letter of explanation and appropriate documentation.

(b) Students who receive financial aid and subsequently change their enrollment status which results in a refund in accordance with this subsection, may have all or a portion of their refund returned to the University’s financial aid programs in accordance with the Financial Aid Policy on Refunds and Repayments.

**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 brought into the Cashier’s Office in the Administration Building. Payments may be mailed to Finance and Accounting, University of South Florida, Tampa, Florida 33620.

**Financial Aid**

The University of South Florida makes every effort to ensure that no qualified student is denied access to an education due to inadequate funds. There are many financial aid programs, administered or coordinated by the Office of Financial Aid, which provide funds to qualified students. Financial aid counselors are available to answer questions, provide information and assist students in the application process.

Financial aid is available in the form of scholarships, grants, part-time employment, and low interest loans. Temporary deferments of registration fees, and short-term, interest free loans are available to students whose aid is delayed in delivery.

In addition to providing information and applications for programs directly administered by the University, the Office of Financial Aid maintains a Scholarship Library with information and resource materials about other sources of financial aid. Students may come to the office and use these resources at their convenience. Financial aid personnel are available to provide assistance.

Students apply for most financial aid by submitting the Family Financial Statement (FFS). Since many programs are funded on a limited basis, it is important to apply early. Application packets are available in early December each year, for the upcoming academic year, which begins in August. Complete information about financial aid is provided in the Financial Aid Bulletin which is in the packet. Packets are available by contacting the Office of Financial Aid.

When a student experiences a financial hardship that makes it impossible to make full payment of assessed registration and tuition fees by the payment deadline, the student may request approval to pay the fees in installments. Approval of this request will require the payment of at least 50% of the fee liability and the execution of a promissory note for the remaining fee liability by the end of the drop/add period. The remaining fees shall be paid no later than the beginning of the second half of the academic term/semester. Students may request approval to pay fees in installments in the Cashier’s Office (ADM 147).

**Academic Scholarships**

In addition to scholarships offered through the Office of Financial Aid, the University has a number of academic scholarships which recognize excellence. These include, but are not limited to: Black Scholar Awards for entering black freshmen or graduates of Florida community/junior colleges; Freshman Scholar Awards; Alumni Scholarships for new freshmen and undergraduate transfers; Community College Scholarships for graduates of Florida community/junior colleges; Out-of-State Fee Waivers and a number of scholarships available through the individual colleges of the University.

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.

Information about eligibility requirements, selection criteria and the application process for the various scholarships can be found in the Scholarship Handbook, available from the Office of Financial Aid. A scholarship coordinator is available to answer questions or refer you to the appropriate source.

**Vehicle Registration and Fees**

**Motor Vehicles**

Students may use properly registered motor vehicles on any University campus. Parking facilities are provided for resident and commuter students. All motor vehicles, 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 on 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 numbered H.C. parking space. Other H.C. registrants shall share spaces marked Handicapped.
Evening Students
Vehicle registration requirements and fees apply to evening students as well as day students.

Special Services
Veterans Administration (VA) Benefits
The University of South Florida is approved for the education of veterans, service members, and certain dependents of veterans who are eligible for benefits under public laws now in effect. All degree programs currently offered at USF are approved by the State Approving Agency.

Students who may be eligible for benefits are urged to contact Veterans Services for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USF, a request must be submitted through that office.

To be eligible for full-time VA benefits at USF, undergraduates and non-degree seeking (special) students must enroll for 12 or more semester hours, and degree seeking graduate students must enroll for 8 or more semester hours each normal academic semester.

VA regulations require that students take only courses that are applicable to their degree program or other approved program, attend classes, and make satisfactory progress toward their degree. There are many other VA rules and regulations of which students should be aware, including those regarding the following: Double Major, Double Degree, Major/Minor programs, the Bachelor of Independent Study Degree program, students not admitted to specific college majors, Cooperative Education program, cross 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 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.

* See “Resident Status,” above
The University of South Florida is committed to the concept of total student development - intellectual, social, physical, emotional, 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 offer services to students to help them cope more effectively with the many facets of college life which can affect students’ academic work: financial aid, health services, student life, housing, student organizations 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 by which the individual is engaged.

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, provides a computer lab, 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 production, 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 Office of Financial Aid reports to the Vice President for Student Affairs. For information about services offered to students, refer to the section of this catalog regarding information.

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 adjacent to the University Center Building. Our phone number is: 974-2331. Our hours are Monday - Thursday 8 a.m. to 5:30 p.m., Friday 10 a.m. to 5:30 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
- Gynecology Clinic
- Antigen Clinic
- Dermatology Clinic
- Physical Examination Clinic
- Referrals
- Allergy Clinic
- Immunization Clinic
- Health Education
Appointments are not needed in most cases; care is handled on a walk-in basis. Bring your current ID card to the Student Health Service office. 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 in SVC 207. Their phone number is: 974-2631.

The cost of most routine medical care is covered by your health fee. Additional charges for the specialty clinics, prescribed medications, laboratory tests and other types of services are the student's responsibility. A schedule of charges is available for review. A 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 December 31, 1956, are required to present documented proof of immunity against Measles (Rubeola). 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:

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<tr>
<th>Location</th>
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<tbody>
<tr>
<td>USF-Tampa Campus</td>
<td>Student Health Services</td>
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<td></td>
<td>University of South Florida</td>
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<td>USF-St. Petersburg Campus</td>
<td>Records Office</td>
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<td>University of South Florida</td>
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<td>Bayboro Hall</td>
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<td>140 Seventh Avenue South</td>
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<td>St. Petersburg, FL 33701</td>
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<tr>
<td>USF-Sarasota/New College</td>
<td>Office of Student Affairs</td>
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<td>University of South Florida/New College at Sarasota</td>
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<td></td>
<td>5700 N. Tamiami Trail</td>
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<td></td>
<td>Sarasota, FL 33580</td>
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<tr>
<td>USF-Fort Myers Campus</td>
<td>Office of Admissions and Records</td>
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<td>University of South Florida</td>
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<td>Royal Palm Hall</td>
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<td></td>
<td>8111 College Parkway S.W.</td>
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<td>Fort Myers, FL 33907</td>
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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. For off-campus exemptions, contact the Tampa Campus, Registrar's Office at 974-2000. For religious exemptions, contact the Tampa Campus, Student Affairs Office at 974-2151.

Medical questions or questions about acceptable proof may be directed to the Student Health Services, University of South Florida, 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, 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, the 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.

All non-immigrant degree-seeking international students on all USF campuses, including New College, must demonstrate that they have adequate health insurance coverage for illness and injuries in the United States.

**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 development, are available to students living in the halls.

Whether considering the low-cost housing, the convenient location, the availability of resources, or 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 housing; however, on-campus space is limited. Therefore, a student desiring to live in the residence halls is encouraged to apply for housing immediately upon receiving his/her official acceptance letter from USF. If you are a Florida Prepaid College Program participant, it is a good idea to make note of this on your Application for Housing Contract.
On-Campus Housing Facilities

Residence Halls at the University of South Florida are clustered in three centers of community activity - the Argos, Andros, and Village Complexes. Each area provides a core of services for its residents including a central service desk, mail delivery, laundry facilities, 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 houses women and Beta houses men. The traditional living arrangement in these halls provides double occupancy room accommodations designed for both sleeping and studying. The 40-50 residents occupying a living unit share common bath facilities which are cleaned on a regular basis by the hall's housekeeping staff. Alpha houses both women (first and Third Floor) and men (Second and Fourth Floor) in single occupancy accommodations similar to Gamma and Beta except for the number of residents occupying each living unit. 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, Kappa, and Mu (West Wing) house women while Iota, Mu (East Wing), Theta, Eta, and Zeta house men. Lambda Hall houses both men and women and is available exclusively to those students who have been accepted into the University Honors Program. The suites in the 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 cleans study areas and bath facilities on a regular basis. Each floor has a lounge, study area, laundry room, and study carrels. Each floor is equipped with a kitchenette or pantry area, and a second floor has a service desk.

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, each containing 10 double occupancy efficiency apartments. These facilities are reserved for students who have attained junior, senior, or graduate class standing. Each fully carpeted apartment has its own private entry and is furnished with a bed, desk, wardrobe, and bookcase for each resident. A refrigerator, cooking facilities, bathroom facilities, and individual apartment heating and air-conditioning units are also provided. 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 Residence Hall Assignment Office at 813/974-4310. The Residence Hall Assignment Office is open Monday through Friday from 9:00 a.m. to Noon and 1:00 p.m. to 5:00 p.m.

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.

A food service contract with two meal-plan options is available to any degree-seeking student at USF.

* Seven-day, Monday through Sunday noon (20 meals)
* Seven-day, Monday through Sunday noon (10 meals)

Although the 10 meal plan is a good option for students who leave campus on the weekends or don't eat 3 meals per day on campus, the 20 meal plan 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 the Andros and Argos Complexes, serve students who participate in the contract meal plan. Students may eat in either cafeteria. At least one cafeteria is open between the hours of 7am and 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 dietitian designs the cafeteria menus for great taste and nutrition. In addition, the dietitian is available if individual nutrition counseling is desired.

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

For your convenience, the contract meal plan can be purchased with MasterCard or Visa. Cash is accepted at all food service operations on campus for those students who prefer to buy individual meals (or wish to bring a guest). 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 Residence Hall Assignment Office (813/974-4310) or the Residential Dining 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 activity 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 food services, organizational offices, meeting rooms, a Craft Shop, Game Room, study lounges, a travel service, and much more.

The Information Desk, located in the first level lobby, serves as the information center for student activities in the Center and the University. Services available through the Information Desk are discount and other ticket sales, recorded campus tours, classified ad placement, Tampa area bus schedules, official USF lost and found, commercial and ride boards, graduation announcements sales, and current events information. Other services located on the first floor include a computer lab, post office, student organization mailboxes, Credit Union, an automatic teller machine, travel service and copy service.

The University Center's conference and meeting facilities are available through the Reservations office. Most meeting rooms hold up to 50 persons, with some holding up to 75 people. The 1956 Ballroom (CTR 294) holds up to 300 persons. The Campus View Rooms hold up to 140 persons each. These large rooms are perfect for dinners, social functions and large conferences.

Food service areas in the University Center include the Center Dining Club on the first level, with a cafeteria and seven dining areas, and the Sugat Club and Cagers Cafe on the lower level. Catering for
events held in the Center is available through University Center Food Services for those wishing to hold a luncheon, reception or formal dinner. Arrangements for catering services can be made at the U.C. Reservations Office.

The U.C. lower level houses the Games Area, Craft Shop, Bike Shop, TV room, vending machines, and photo lab. The Games Area has billiard tables, video and pinball games, foosball, table tennis, chess, checkers and card tables. 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 each semester. The Craft Shop also maintains the Centre Art Gallery and Photo Lab. The Bike Shop, located on the lower level west end, is operated by the USF Bicycle Club and provides bicycle repair, supplies, parts and accessories, as well as a bicycle repair area for members.

Special Events Center
The Special Events Center adds a new dimension of entertainment facilities to the USF Campus. With spacious stage and orchestra areas, auditorium-style seating, exceptional acoustics and high quality lighting equipment, this center is ideal for a wide variety of programs. The 2000-seat center hosts cultural events, lecture series, musical and theatrical performances, as well as all types of special events, and is also available for private functions. The Special Events Center is connected to the University Center by a Skyway over Cedar Drive. Additional meeting rooms are located in the Skyway.

Student Activities
The Office of Student Activities on the Second level provides counseling and activities for students to experience growth outside the classroom setting. This office is an outlet for students to learn emotionally, intellectually and physically while participating within a group. Services are provided to more than 175 student organizations. Professional advising to fraternities, sororities, minority organizations, non-traditional age students and leadership development training are coordinated through this office. Traditional USF activities such as Homecoming, Senior Week, Honors Week, Greek Week and Torchlight are directed through this office. The Student Organization Advisory Board (SOAB), an all-student committee, is made up of students representing the 175 organizations. The SOAB is a resource to all organizations in regard to their programs, problems and general welfare. The University Center Activities Board (UCAB) is a unique programming organization. Made up entirely of student volunteers, the UCAB offers students the opportunity to participate in planning and implementing a variety of programs for the University while developing valuable skills in marketing, budgeting and program planning. Professional advisors are also available to counsel students for their programming needs.

Clubs and Other Organizations
The clubs, councils and organizations formed by students represent a wide variety of interests. With over 175 student organizations, the Tampa campus of USF has groups organized for all types of activities. 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 Activities.

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

Cultural Events
Each year a variety of outstanding visual and performing artists are brought to the University of South Florida campus. 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 new Art Museum, The Teaching Gallery in the Fine Arts building, and in the lobbies of Theatres I and II. 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.

Councils
Various councils exist on the Tampa campus. Several of these councils unite organizations or people with similar purpose. Others represent specific colleges at USF and coordinate academic, honor, and professional organizations within their colleges. Councils present on campus are: Andros Programming Council, Arts and Letters Honors Council, Arts and Letters Student Council, Black Student Union, College of Business Administration Student Advisory Council, College of Education Student Council, College of Medicine Student Council, College of Natural Science Council, College of Nursing Student Council, Cooperative Education Advisory Council, Council of Honor Societies, Fine Arts Forum, Gamma Hall Council, Homecoming Steering Committee, Honors Program Student Council, Interfraternity Council, Off-campus Term Student Advisory Council, Panhellenic Council, Public Health Student Association, Senior Class Committee, Social and Behavioral College Council, Student Fine Arts Council, Student Government, Student Government Productions, Student Government Senate, Student Organizations Advisory Board, University Center Advisory Board, and Village Hall Council.

Greek
There are currently 20 national fraternities and 11 national sororities functioning on the Tampa campus. These organizations provide a variety of programs and experiences in educational, service, recreational and social areas. Membership is open to any student through a process called, "Rush. "Rush provides students an opportunity to learn about the Greek system. The governing bodies of the 20 national fraternities and 11 national sororities are the Interfraternity, Panhellenic and Black Panhellenic Councils. The Greek system is supported and advised by professional staff personnel.

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 Pi, Alpha Phi Alpha, Alpha Tau Omega, Phi Chi, Delta Tau Delta, Kappa Alpha Psi, Kappa Sigma, Lambda Chi Alpha, 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
STUDENT SERVICES AND STUDENT AFFAIRS

Research Group, Fourth Forest Recycling, Paraprofessional Counseling Service, and STARS.

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: Aikido Club, Bardeen's Club, Bicycle Club, Chito Ryu Karate, Karate Club, Physical Education Association, Royal Kung Fu Club, Sailing Club, Scuba Club, Skydiving Club, Sports Car Club, Sports Officials Association, Tae Kwon Do Karate Club, Wado Kai Karate, Water Ski Club and Windsurfing Club.

University Bookstores

The bookstores are owned and operated by the University of South Florida and are a self-supporting auxiliary. The primary function is to extend services to the students, faculty, and staff of the university as well as alumni and visitors. The University Bookstore and Office Stores are the major stores on the Tampa Campus. A Medical Bookstore (MDS 1021) is located in the USF Medical Center Complex and the St. Petersburg Campus Bookstore (Coquina HALL 101) services the Bayboro Campus.

University Bookstore (BRO 097)

The USF University Bookstore is located off West Holly Drive, just West of the USF Water Tower. This facility offers a wide variety of merchandise, and many textbooks are stocked for students in all colleges; and a complete supply of writing instruments, paper, binders, and folders are available. Special discounts are available on calculators and IBM personal computers. In addition to these supplies, this store also offers the most recent fashions in collegiate clothing, college jewelry, imprinted souvenirs, gifts, cards, stationery, and novelty items.

The Textbook Department offers new and used textbooks, study guides and workbooks and some reference books. This department features a book department featuring all course required supplies including textbooks are stocked for students in all colleges; and a complete supply of writing instruments, paper, binders, and folders are available. Special discounts are available on calculators and IBM personal computers. In addition to these supplies, this store also offers the most recent fashions in collegiate clothing, college jewelry, imprinted souvenirs, gifts, cards, stationery, and novelty items.

A continuous buyback program offers a source for the selling of used textbooks by students and faculty.

Along with many special services, this bookstore stocks a sizable assortment of items, including candy, tobacco products, health and beauty aids and magazines. Services provided include film developing, college ring orders, fraternity and sorority jewelry and laminating services.

The bookstore also features a general book department featuring study aids, technical and professional books, and the latest paperbacks. Hardback best sellers are offered at a special discount. The latest "Books in Print Catalogue" is available for special orders. Sale and gift books are also obtainable during most times of the year.

The USF University Bookstore is open from 9:00 a.m. to 5:55 p.m. Monday through Thursday; 9:00 a.m. to 4:55 p.m. on Friday. During the beginning of each term, the store has extended hours of operation. Ample parking is available. Visa and Master Cards are accepted.

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, French Club, Friendship Association of Chinese Students and Scholars, German Club, Hellenic Student Association, International Cultural Organization, International Studies Student Association, Latin American Student Association, Students of India Association, Pakistan Student Association, and Vietnamese Student Association.

Political

Organizations for political and social change are: College Republicans, and Young Democrats.

Professional

The professional societies at USF focus their groups on profession oriented needs and interests of students. They are: Advertising Fellowship, Alpha Omega Campus Club, Hellenic Student Association, Alpha Pi Mu, Alpha Theta Lambda, Beta Alpha Psi, Chi Epsilon, Delta Sigma Pi, Ganna Theta Upsilon, Kappa Delta Pi, Kappa Tau Alpha, Mortar Board, Omicron Delta Kappa, Order of Omega, Phi Alpha Theta, Phi Lambda Upsilon, Phi Mu Alpha, Phi Omega Mu, Pi Alpha Alpha, Pi Gamma Mu, Pi Sigma Alpha, Psi Chi, Sigma Iota Rho, Tau Beta Pi and Themis Honor Society.

Academic

Academic organizations have grown and will continue to grow as the needs of students studying in each of the academic areas increases. These groups are: American Criminal Justice Association, American Institute of Aeronautics and Astronautics, American Society of Civil Engineers, American Society of Mechanical Engineers, Institute of Electrical and Electronics Engineers, Association of Marketing Students, Electrical Engineering Graduate Students Association, Engineering College Council, Forensics Club, Institute of Industrial Engineers, Linguistics Club (Lingo), Math Education Club, Microbiology Club, Minority Advocates of the Social Sciences, Minority Graduate Professional Student Organization, Philosophy Club, Society for the Advancement of Minorities in Engineering and Science, Society of Physics Students, Society of Women Engineers, and Student Finance Association.

Religious

The University has encouraged student religious organizations to develop. Currently some of the religious groups are members of the Campus Ministry Association (CMA). The members of CMA are: Allen Christian Fellowship, Alpha Omega Campus Ministry, Baptist Campus Ministry, B'nai B'rith Hillel Foundation, Catholic Center, Christian Science, Episcopal University Center, the Navigators and University Chapel Fellowship. In addition to the Campus Ministries, there are diverse student religious organizations on campus. The religious organizations are: Bahai Club, Campus Advance for Christ, Campus Bible Fellowship, Christian Campus Ministry, Fellowship of Christian Students, Friends of Israel Gospel Ministry, Intercollegiate Adventist Fellowship, Maranatha Christian Ministry and United Muslim Students.

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: Ambassadors, BACCHUS, Circle K International, Everywoman's Center, Florida Public Interest
Office Stores (BRO 097)
Office Stores, located to the North of the University Bookstore parking lot, is the department that provides office supply items to campus offices and student organizations. Purchases by campus departments with account numbers are made by completing a Uniform Charge Document form signed by the accountable officer. These charges are billed monthly through the central billing system. A delivery service to campus offices is available. Special items not currently in stock may be ordered through office supplies catalogues.

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

St. Petersburg Campus Bookstore
The St. Petersburg Campus Bookstore (Coquina Hall 101) offers textbooks for St. Petersburg classes, general books, clothing, school supplies and a variety of general merchandise items. This bookstore is open 9:00 a.m.-6:00 p.m. Monday-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 Campus Recreation Program is designed to provide opportunities for participation in a wide variety of sports and recreational activities for the entire University community through its four components.

1.) Intramural Sports
Intramural competition is scheduled in 24 different sports, with considerable interest in participation by residence hall teams, campus organizations and independent students. The following intramural sports are scheduled:

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag Football</td>
<td>Basketball</td>
</tr>
<tr>
<td>Golf</td>
<td>Bowling</td>
</tr>
<tr>
<td>Co-ed Softball</td>
<td>Tennis</td>
</tr>
<tr>
<td>Racquetball</td>
<td>Swimming</td>
</tr>
<tr>
<td>Field Goal Kicking</td>
<td>Slam Dunk contest</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>3 on 3 basketball</td>
</tr>
<tr>
<td>Sports Trivia Bowl</td>
<td>Softball</td>
</tr>
<tr>
<td>Soccer</td>
<td>Team Triathlon</td>
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<tr>
<td>Volleyball</td>
<td>Ultimate Frisbee</td>
</tr>
<tr>
<td>Intramural 5K Run</td>
<td>Frisbee Golf</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Home-run Hitting Contest</td>
</tr>
<tr>
<td>Golf Long Driving Contest</td>
<td></td>
</tr>
</tbody>
</table>

2.) Outdoor Recreation
The Outdoor Recreation division offers opportunities for students to become involved in outdoor trips, lectures, and workshops, i.e., snow skiing, sailing, canoeing, camping. Students can become involved as participants, group leaders, workshop administrators, or may simply rent any of the large inventory of outdoor recreation equipment.

3.) Sports Clubs
The sports club program offers participation opportunities for students with a special interest in twenty different sports, from aikido to weight lifting.

4.) Informal Recreation
Recreation facilities—swimming pools, gymnasium, tennis and racquetball courts, playing fields, and the USF Riverfront—are available for student use during free time, as well as recreation equipment, which may be checked out at the Gym with a validated student I.D. card.

A yearly Campus Recreation Handbook is published which details the programs and facilities available, and a schedule for recreation hours is available each semester.

Intercollegiate Athletics
The University of South Florida fields 12 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.

The school became a charter member of the Sun Belt Conference in 1976 and has consistently been a dominant force in the league. Every year, South Florida is in contention for the Commissioner's Cup, symbolic of overall sport supremacy within the Conference.

The athletic facilities at USF are 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 teams provides pleasant conditions for both the athletes and the spectators.

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

A tabloid campus newspaper, the Oracle, is published five times weekly, Monday through Friday during the fall and spring, and two times weekly, Tuesday and Thursday, 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, published every semester, contains prose, poetry, photos and graphics produced by students.

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

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. Counseling Center services are designed to assist students in achieving efficient learning habits and in 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 methods for reaching them. Emphasis is placed on developing skills for solving educational and career problems in order to make constructive career decisions. Computerized career information and guidance systems (CHOICES, SIGI-Plus) 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 offers 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 may be organized at the request of 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.

Veterans Services

Veterans Services are provided at each campus 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 Veterans Services staff actively encourages persons who have a desire to start, continue, or resume higher education course work to visit the Veterans Services office. Applications for veterans benefits are completed in the Veterans Services, processed through the Certifications Section of the University Registrar's Office, and sent directly to the VA.

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 degree completion and tuition assistance, in-service students should first check with their installations' education officer.
ACADEMIC POLICIES, PROCEDURES, PROGRAMS, AND 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. Advisers, directors, department chairs and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study if requirements for graduation have not been satisfied, the degree will not be granted. For this reason it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, programs, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the Florida Board of Regents.

General Academic Regulations and Information

Semester System

The University of South Florida operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See academic 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 UNDERGRADUATE STUDENT DEFINITION FOR SUMMER TERM

Sessions "A" & "B" (7 weeks)
For: Academic purposes
6 hours or more each session
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
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' Services 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.

TRANSFER OF CREDIT TO USF

The University of South Florida will accept credits only from those institutions accredited by one of the six regionally 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 determine which courses are applicable toward a specific degree and will assign equivalent courses (see Evaluation of Transfer of Credit under Admissions and Related Matters).

FORMER STUDENTS RETURNING

The Office of Admissions will evaluate the acceptability of transfer credits taken at regionally-accredited institutions since last enrolled at USF. The college of the student's major will determine which courses are applicable for his/her major. In some instances, exact course equivalents will also be determined by other colleges which offer the same or similar course(s) as a part of their programs of study.

CONTINUOUSLY-ENROLLED DEGREE SEEKING STUDENTS

The Office of Admissions will determine the acceptability of transfer credits taken at regionally-accredited institutions while enrolled at USF as a continuing, degree-seeking student. However, PRIOR WRITTEN APPROVAL MUST BE OBTAINED from the college of the student's major if these credits are to be applicable to the USF degree program. A properly-executed transient student/cross enrollment form should be used for this purpose.

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.
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 limits 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 Regula-
tions Committee representative in the appropriate college or Under-
graduate Studies. Further appeal is to the Academic Regulations
Committee.

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

A student who wishes to sit in on a class to review the course material
may do so; however, the student is not allowed to take exams nor will
any grades or credit be given. The student’s status for that class is an
audit and his presence in the classroom is as a listener. A student must
register to audit courses during the late registration period. (No audit
registrations are processed during the regular registration periods.) Fees
for audit are the same as for full enrollment for credit except out of
state tuition is not charged. See University Class Schedule for detailed
instructions and dates.

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.

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 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 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 stu-
dents 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 exception to this is: students who have already earned a
baccalaureate degree from a regionally-accredited institution. These
students are exempt from the CLAST requirement at USF.

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, 1990 as follows: Reading, 295;
English Language Skills, 295; Mathematics, 295; and Essay, 5.

CLAST may be taken by all undergraduate, degree-seeking stu-
dents who apply to take the test on or before the deadline established
for registration. In all cases registration of students for CLAST must be
made at the institution which needs the scores. Students at USF are
required to take the CLAST by the time they complete 55 semester
hours. First-time-in-college and lower level transfer students are en-
touraged to take the CLAST as early as possible. Transfer students
must take the CLAST the first semester they are enrolled as degree-
seeking students if they have already exceeded the 55 hours from
previous institutions.

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

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
demonstrate the writing and mathematical
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.

ACADEMIC POLICIES, PROCEDURES, PROGRAMS & SERVICES 29
### Communication (12 semester hours)

<table>
<thead>
<tr>
<th>College/Department</th>
<th>Course Number and Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS &amp; LETTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(American Studies)</td>
<td>AMS 3001 America at the Turn of the Century</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>AMS 3370 Southern Women: Myth and Reality</td>
<td>3</td>
</tr>
<tr>
<td>(Classics)</td>
<td>CLA 4100 Greek Civilization</td>
<td>4</td>
</tr>
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<td></td>
<td>CLA 4120 Roman Civilization</td>
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<td></td>
<td>CLT 3101 Greek Literature in Translation</td>
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<td>CLT 3102 Roman Literature in Translation</td>
<td>4</td>
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<td></td>
<td>CLT 3370 Classical Mythology</td>
<td>4</td>
</tr>
<tr>
<td>(English)</td>
<td>CRW 3100 Narration and Description</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRW 3110 Imaginative Writing: Fiction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRW 3111 Form and Technique of Fiction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENC 1101 Freshman English</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENC 1102 Freshman English</td>
<td>3</td>
</tr>
<tr>
<td>(Appropriate AP credit applicable)</td>
<td>ENC 3210 Basic Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENC 3213 Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENC 3310 Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 2000 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 2010 Introduction to Fiction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 2030 Introduction to Poetry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 2040 Introduction to Drama</td>
<td>3</td>
</tr>
<tr>
<td>(Religion)</td>
<td>REL 2300 Introduction to World Religions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>REL 3145 Women and Religion</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>REL 3172 Religion, Ethics &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>REL 4171 Contemporary Christian Ethics</td>
<td>3</td>
</tr>
<tr>
<td>(Humanities)</td>
<td>HUM 4437 Renaissance Arts &amp; Letters</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HUM 4438 Renaissance Arts &amp; Letters</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HUM 4440 Enlightenment</td>
<td>4</td>
</tr>
<tr>
<td>(Languages)</td>
<td>LIN 3801 Language and Meaning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RUT 3110 Russian Classics in Translation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RUT 3111 20th Century Russian Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>in Translation</td>
<td></td>
</tr>
<tr>
<td>(Philosophy)</td>
<td>PHH 3000 Introduction to Philosophical Traditions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHH 4800 Contemporary Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHH 4700 American Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHI 3011 Introduction to Philosophical Problems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHI 3700 Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHI 4320 Philosophy of Mind</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHI 4360 Theory of Knowledge</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHI 4800 Aesthetics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHM 3100 Social Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHM 4322 Ancient &amp; Medieval Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHM 4331 Modern Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHM 4340 Contemporary Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHP 3786 Existentialism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHP 4000 Plato</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHP 4010 Aristotle</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHP 4740 Rationalism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHP 4745 Empiricism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHP 4784 Analytical Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHP 4786 Philosophy of Marxism</td>
<td>3</td>
</tr>
<tr>
<td>EDUCATION (Psychological &amp; Social Foundations)</td>
<td>IDS 3115 Values and Choice</td>
<td>3</td>
</tr>
</tbody>
</table>

### Communication (12 semester hours) (Continued)

<table>
<thead>
<tr>
<th>College/Department</th>
<th>Course Number and Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINE ARTS (Art)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ARH 4796 Critical Studies in Art History</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ART 3001 Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(excluding OU sections)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIL 3001 Film: The Language of Vision</td>
<td>4</td>
</tr>
<tr>
<td>(Dance)</td>
<td>DAN 3100 Introduction to Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DAN 4120 Survey History of Dance</td>
<td>3</td>
</tr>
<tr>
<td>(Music)</td>
<td>MUH 2111 Introduction to Music Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>THE 3080C Modern Theatre Practice</td>
<td>4</td>
</tr>
</tbody>
</table>

### SOCIAL & BEHAVIORAL SCIENCES

<table>
<thead>
<tr>
<th>College/Department</th>
<th>Course Number and Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AFA 2001 Introduction to Afro-American Studies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AMH 3510 U.S. Diplomatic History to 1898</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AMH 3511 U.S. Diplomatic History in the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4153 North American Archaeology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4172 Historical Archaeology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4226 Folk and Tribal Art</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4231 Folklore</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4241 Magic and Religion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4326 Mexico and Central America</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4340 The Caribbean</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4432 The Individual and Culture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4620 Language and Culture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4750 Language and Social Interaction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANT 4935 Rethinking Anthropology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIS 3474 Science and Civilization</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>POS 4413 The American Presidency</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WOH 3270 Revolutions in the Modern World</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>WST 3210 Women in Western Civilization I</td>
<td>4</td>
</tr>
</tbody>
</table>

All the above courses will require 6,000 written words per course.

GEB.2321 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 will fulfill the writing requirement for all-University Honor students only.

### Computation (6 semester hours)

At least 6 hours must be at the level of college algebra or above, with at least 3 hours from the Mathematics Department. Any course offered by the Mathematics Department may be used. Three hours may be taken from outside the Mathematics Department but must be taken from the following list of courses.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 3122 Social Sciences Statistics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2111 Business and Economics Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2100 Logic</td>
<td>3</td>
</tr>
<tr>
<td>STA 3023 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>COP 3170 Introduction to Computers and Programming in Basic</td>
<td>3</td>
</tr>
</tbody>
</table>

CGS 2000 Computers in Business I (3 semester hours) may also count toward fulfilling the computation requirement but will not count toward Area III of General Distribution Requirements.

CLEP general/subject examinations in mathematics, calculus, college algebra, college algebra-trigonometry, and trigonometry may satisfy only three semester hours of mathematics required (college algebra or above).

CLEP general examinations in mathematics or the above mentioned subject examinations and high school transcripts indicating a grade of
"C" or above in higher mathematics coursework (college algebra, trigonometry, and calculus) may satisfy all six semester hours of the mathematics requirement.

Grades, Scholarship Requirements, and Review Procedures

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

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

Grading System

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior performance</td>
</tr>
<tr>
<td>B</td>
<td>Excellent performance</td>
</tr>
<tr>
<td>C</td>
<td>Average performance</td>
</tr>
<tr>
<td>D</td>
<td>Below average performance, but passing</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete grade changed to Failure</td>
</tr>
<tr>
<td>IU</td>
<td>Incomplete grade changed to Unsatisfactory</td>
</tr>
<tr>
<td>M</td>
<td>No grade submitted by instructor</td>
</tr>
<tr>
<td>MF</td>
<td>Missing grade change to Failure</td>
</tr>
<tr>
<td>MU</td>
<td>Missing grade changed to Unsatisfactory</td>
</tr>
<tr>
<td>N</td>
<td>Audit</td>
</tr>
<tr>
<td>R</td>
<td>Repeated course</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>T</td>
<td>Course repeated, GPA not included</td>
</tr>
<tr>
<td>U</td>
<td>Ununsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from course without penalty</td>
</tr>
<tr>
<td>Z</td>
<td>Indicates continuing registration in Thesis/Dissertation courses</td>
</tr>
</tbody>
</table>

Grade-Point Average

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

Academic Record

The student's academic record shall not be changed after the student has graduated.

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.
3. Courses to satisfy General Education or University Core Requirements may not be taken on an S/U basis.
4. All elective courses for the major and all elective courses in the distribution requirements, and all other free elective courses may be taken on an S/U basis except where:
   a. The certifying college restricts the number of courses which may be taken on an S/U basis in any one or all of the above areas or restricts the total number of S/U courses which can be accepted for all of the above areas.
   b. The certifying college specifies that certain courses may not be taken on an S/U basis.
   c. The instructor of a course refuses to allow the course to be taken on an S/U basis.

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

1. A written agreement signed by both instructor and student shall be filed with such offices as may be designated by the College. The college shall set the deadline (no later than the last day of classes for the term) for the student to decide if he wishes to take the course on an S/U basis.
2. The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar S or U consistent with the following:
   a. Letter grade, A, B, C, or D, shall be equivalent to a letter grade of "S."
   b. Letter grades D or F shall be equivalent to a letter grade of "U."
   c. "I" grade System: 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 "IP" or "IU," whichever is appropriate. Whether or not the student is in residence, any change to "IP" or "IU" grades will be calculated in the accumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade. However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

"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 computed 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 forgiveness applied. Under unusual circumstances, a different but similar course may be used if the substitute course has been previously approved by the college dean and is on file in the Office of the Registrar.

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

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

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

Academic Probation and Academic Dismissal for Undergraduate Students

The first time the academic record of an undergraduate or non-degree-seeking student falls below an accumulative 2.0 grade-point average (GPA) (see notes below) after any term, he/she will be placed on Academic Probation (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 their 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:
1. Students admitted on 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 (A-F) 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 cleared. Advising is mandatory prior to re-enrollment. 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 2.00 GPA and subsequently achieves an AA or an articulated AS degree from a Florida public Community College (or a Florida public four-year institution or from Florida College in Temple Terrace), that student when (re)admitted to the University will be credited with a maximum of 60 semester hours and have his/her academic record cleared 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.
A student's class is determined by the number of credits he/she has earned without relation to his/her grade point average.

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

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

Admission to a College

All new lower level students must initially be advised by an academic advisor. All undecided students are assigned to Undergraduate Studies for purposes of advising until a choice of major is made. At that time, he/she may enter the college containing the major department. Undecided students may remain in this classification until a maximum of 90 semester hours are earned. After that time, a major must be selected. New transfer students who have completed 90 or more hours may remain undeclared for a maximum of 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.

Administrative Holds

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, 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.
Enrolling in University Honors does not increase academic work-load or the number of credits needed to graduate.

Potential University Honors students are actively recruited, but any interested student who feels that he/she may be qualified may request admission. 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.

Premedical Honors

The USF College of Medicine is particularly interested in admitting students who have participated in the University Honors Program and sets aside places in the entering class for qualified University Honors students. Students may follow a special program which allows for completion of a B.A. degree and an M.D. degree in seven years or they may plan on an eight year program, obtaining a B.A. or B.S. degree in four years and an M.D. degree in four years.

Students in the seven year program complete all medical school admission requirements in the first two years and take the Medical College Admission Test in the spring of the second year. In the second semester of the junior year, qualified students enroll in the Biochemistry course at the College of Medicine while completing additional undergraduate courses. During the fourth year, students are enrolled full time in the College of Medicine and, upon completion of that year, receive a special B.A. degree in interdisciplinary Natural Sciences. Students are then accepted into the second year of study in the college of medicine.

Students in the eight year program pursue a degree in the area of their interest. Eight year students complete all medical school admission requirements in the first three years and take the Medical College Admission Test in the spring of the junior year. Application to medical school is made during the senior year.

All premedical students in the University Honors Program are counseled at least once each year in a joint interview with representatives of the University Honors Program, the Preprofessional Sciences Committee and the College of Medicine Admissions Committee. University Honors students are also provided special opportunities to obtain research and/or clinical experience with College of Medicine faculty.

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 or 2) students in the college with a USF 3.5 GPA or above (ties at the 90th percentile will be included in the honors group).

The Dean of the College in which the student is majoring will recognize this academic honor. Students who are eligible should contact their College Advising Office for information. Although 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 general purpose of considering student academic grievances and making recommendations based on these considerations to the dean of the college in which the alleged grievance occurred.

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

Academic Dishonesty And Disruption Of Academic Process

Students attending the University of South Florida are awarded degrees in recognition of successful completion of course work in their chosen fields of study. Each individual is expected to earn his or her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. 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 paraphrasing 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, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism, also, consists of passing off as one's own segments or the total of another person's work.

Examples of proper citation (footnote format) are as follows:


ACADEMIC POLICIES, PROCEDURES, PROGRAMS & SERVICES

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

Punishments:

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 item submitted, and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

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. For 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, a student at University, 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.

Cheating 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) directs attention from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, exam or academic discussions, or (b) presents a danger to the health, safety or well being of the faculty member or students.

Punishments: For punishment 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.

Student Violations Involving Alleged Academic Dishonesty/And Disruption Of Academic Process
Alleged violations of academic dishonesty or alleged disruptions of academic process shall be handled initially by the instructor, who will discuss the incident with the student. It must be noted that the faculty Senate considers the traditional relationship between student and faculty member as the primary means of settling disputes that may arise. If the instructor observes the alleged dishonesty occurring during an examination, he/she should, with discretion, notify the student of the fact before the student leaves the examination. In 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 as to 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.
**ACADEMIC POLICIES, PROCEDURES, PROGRAMS & SERVICES**

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 the 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 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 the Graduate School, whichever is appropriate. The decision of the Dean of Undergraduate Studies or the Dean of the Graduate School is final.

**General Distribution Requirements**

All A.A. degree holders from in-state public accredited institutions and Florida College, Temple Terrace, will be considered as having met our General Distribution Requirements, and 60 semester hours of work will be transferred. Line-by-line course evaluation will be conducted for out-of-state and in-state private institution A.A. degree holders. 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, 3810); 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: 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; Anthropology (excluding ANT 3511); Criminology; Economics (excluding GEB 2111, GEB 3121); Geography; Gerontology (including HUS); History; Political Science; Psychology; Sociology; Social Services (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 3060;

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.

Note: Education majors must take courses 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...
As stated above, effective September 1, 1976, students 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 demonstrate this competency, students may take either two semesters of a beginning college-level foreign language or one semester of a higher level course and earn a letter grade of "C" (no "S" grades) or above in the appropriate level course or demonstrate equivalent competency by passing an examination. Languages should be selected from among the ones listed below:

- Classical Languages
  - Greek (Ancient)
  - Hebrew (Classical)
  - Latin
- Modern Languages
  - Arabic
  - Chinese
  - French
  - German
  - Italian
  - Japanese
  - Modern Greek (no 'S' grades) or Spanish
- Other Modern Foreign Languages
  - Approval needed by the Director of the Division of Language.
  - Approval needed by the student’s program/department major.

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 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.

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.
### 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 desiring a minor must have a major in a different 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 undergraduate 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
- Asian Studies
- Communication
- English: English and American Literature
- English: Professional-Technical Writing
- English: Creative Writing
- French
- German
- Greek
- Humanities
- Interdisciplinary Classics
- Italian
- Latin
- Linguistics
- Philosophy
- Religious Studies
- Russian
- Spanish

College of Business Administration:
- Economics
- Management
- 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
- Criminology
- 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 (Fall, Spring, Summer) as a degree-seeking student per year at USF, inclusive of receipt of grades for courses, (excluding W's) through time of graduation. Therefore, students cannot choose a USF catalog published prior to or during an academic year in which they did not maintain continuous enrollment.

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

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

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

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

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

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

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

Two Degrees (USF Students)
A student at the University of South Florida may receive two baccalaureate degrees provided he/she meets the University's graduation requirements; a minimum of 30 semester hours must be earned in on-campus undergraduate courses to be applied to the second degree. (These hours are in addition to the minimum of 120 semester hours earned which apply toward the first degree.) The student must also meet the requirements of the college awarding the degree and the residency requirement.
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 or the student's college advising office. 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 keep 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 or another major 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 Request to Attend the Spring Graduation Ceremony Form 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 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
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 Center for 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 eligibility to receive the A.A. degree are included with the application.

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 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 or USF Agency Clerk
- SVC 1001 Office of the General Counsel
- 4202 Fowler Avenue ADM 254
- Tampa, Florida 33620 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 the public, as well as to students, 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 of registration are available during specified times printed in the University Class Schedule. Credit hours for the course(s) taken at the host institution will apply toward graduation only if prior approval was received from the student’s USF adviser. The grade point average will not transfer to USF. See your USF college adviser for detailed registration instructions and course approval.

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

**Transient Students**

USF degree-seeking students who wish to enroll at another regionally-accredited institution MUST HAVE PRIOR WRITTEN APPROVAL from their college academic advisor to receive credit for courses taken. The transient student/cross enrollment form should be used for this purpose.

**School of Extended Studies and Learning Technologies**

The School of Extended Studies unit serves the multiple continuing education needs of the community through its Divisions of Conferences and Institutes, Lifelong Learning, Special Programs, Center for Association Management and Continuing Education, and the State University System, External Degree Program, Bachelor of Independent Studies (BIS). 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, Teleconferences, Audiovisual 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 (General and Freshman English) Subject Examinations, are not affected by this policy. Exceptions to this rule should be petitioned to the Academic Regulations Committee.

2. Although the General Examinations are not equated to specific courses, there are two cases in which the content is sufficiently similar to be considered as duplicate credit. Thus credit may not be received for both in the following:

   **Test Courses**

   - English Composition with Essay ENC 1101 and ENC 1102
   - Mathematics MAC 2102 and MGF 2202

3. Students who transfer to USF will receive such CLEP credit as is posted on the official transcript from the institution the student is leaving and meets the SUS minimum score standard provided the scores are posted on the transcript from non-SUS institutions. The receiving college will determine, based upon guidelines, the applicability of these credits to the student’s (baccalaureate) degree requirements.

4. Credit for CLEP Subject Examinations will be awarded for passing scores only on those examinations which are recognized by USF and do not constitute duplicate course credit.

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

6. CLEP General/Subject Examinations in mathematics, calculus, college algebra, trigonometry may satisfy only 3 semester hours of mathematics required (College Algebra or above) for SBE 6A-10.30.

7. CLEP General Examination in mathematics or the above mentioned subject examinations and high school transcripts indicating. a grade of "C" or higher in mathematics course work (College Algebra, Trigonometry, and Calculus) satisfy all 6 semester hours of the mathematics requirement.
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 Indoculation Programs are available. Qualified seniors attend 12 weeks of training in the Officer Candidate Course (OCC) after graduation. For details, contact the placement office or the Marine Officer Selection Officer when he is on campus.

College Reach-Out Program

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

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

The program is structured to provide counseling in personal, social, academic, educational, and career opportunities. Academic requirements are listed:

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

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

Enrollment in Evening Courses

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

State University System of Florida Correspondence Courses

The State University System of Florida offers over 125 university-credit courses by correspondence, incorporating courses from academic departments at USF, FSU, and UF. The program is centrally administered for Florida's state universities through its offices in Gainesville. Registration may occur at any time throughout the year; students work at their own pace, and may complete any required examinations at USF or other testing sites.

Free course catalogs may be obtained by visiting the USF Continuing Education Office, writing to the Department of Independent Study by Correspondence (1223 NW 22nd Avenue, Gainesville, FL 32609), or calling toll-free 1-800-255-5927.

The University of South Florida considers independent study by correspondence as resident credit. Grades are not transferable. Exception: grades for courses 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 desiring 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 in 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 International

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 and Canada (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 a foreign university. 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 or $200.00 for interna­
tional exchange which is refunded only if we fail to place the applicants
meeting the eligibility requirements noted below.
In the National Exchange Program, registration/tuition fees are paid
either to USF (home university) at the applicable rate (resident or non­
resident rate) or to the host university at the in-state rate. The payment
system in use (home or host) with other universities is set by contractual
agreement and varies among the various cooperating universities. In
any case, miscellaneous fees (such as activity, athletic, health, etc.) are
paid to the host university, as well as board and room if the student opts
for living on campus. The duration of exchange in the United States can
be for one or two semesters, in most instances, as determined by the
student.

The International Exchange Programs in the United Kingdom and
Canada 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. Inter­
ested 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 opportuni­
ties 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 require­
ments, for enrollment in a wide variety of study abroad programs
sponsored by the State University System of Florida as well as by many
other U.S. colleges and universities, national educational organiza­
tions, and foreign institutions of higher learning. Programs offered by
the State University System are listed below:

- Administered by the University of South Florida under the auspices of the International Affairs Center:
  - One, two, or three-month study in Paris, France. In-class study in the French language in cooperation with the Alliance Francaise. In
    conjunction with this language study, an intensive program in French culture is offered during the month of July. The latter program consists of
    reading, lectures, and on-site visits in Paris combined with day-long excursions to important historical locations in the provinces.
  - A four-week summer program of Italian language and culture located at Perugia, Italy in conjunction with the Italian University for Foreigners.
  - A four-week summer program of study of Spanish language and culture located in Madrid, Spain.
  - A summer program in San Jose, Costa Rica in conjunction with the Forester International Institute. This flexible program of study of
    Spanish offers courses lasting from two weeks to three months.
  - A summer study-travel program to Mexico. This program provides the participants with an opportunity to study selected Pre-Columbian cul­
tures through visits to archeological sites.
  - A summer program in photography or cinematography conducted in Paris. (Class all year.)
  - A year-around program conducted in Merida, Venezuela in collabora­
tion with the University of the Andes. The focus is Spanish language and South American culture, but students with advanced linguistic skills in
  Spanish may take a variety of courses in liberal arts, social sciences and business.

New study abroad opportunities are constantly being added. Check with the International Affairs Center office in Cooper Hall 292 for
details.

In addition to the programs sponsored by academic departments,
the University of South Florida offers a variety of study-travel programs
through the USF Office of Study Abroad (Program for Adult Credit Education). These are coordi­
nated by the study-travel section of the Division of Special Programs.
Two of these study-abroad opportunities are offered yearly and are
An additional ten to fifteen travel programs are offered each year to a
variety of locations throughout the globe. All include several weeks of
intensive study on the Tampa campus prior to the travel segment.
Recent programs have focused on Egypt, China, Australia, England,
and the Soviet Union.

- A sampling of residential or study-travel programs offered by other universities in the State University System follows:
  - Administered by the University of Florida: a variety of residential and short-term programs abroad, many of which are exchanges; countries include Holland, Poland, China, Austria, and Columbia.
  - Administered by Florida State University: semester and academic year programs to study centers in Florence, Italy; London, England; and
    Belgrade, Yugoslavia, as well as several short-term summer study­
    travel programs.
  - Administered by the University of Central Florida: summer programs in
    Oviedo and Seville, Spain; Urbino, Italy; and Lisleux, France. Two
    internships for students of business are available in Paris, France and
    Tilberg, Netherlands.
  - Administered by Florida Atlantic University: a summer program to the
    Mayan ruins in the Yucatan.
  - Administered by the University of West Florida: study-abroad pro­
    grams to Finland, Ireland, Norway, Japan, Canada, and Taiwan.
  - Administered by Florida International University: summer programs in
    Cambridge, England and in Costa Rica.
  - Administered by the University of North Florida: summer programs to
    England, Ireland, and Belize. Students who prefer independent study
    abroad, rather than the formal institutional programs, may do so through the Off-Campus Term. (See the description under this head­
    ing.)

The programs described in this section are approved exchange or
study-abroad programs and will be considered toward on-campus
credits. Students who plan to participate in study abroad programs
The University of Tampa's Institute on Black Life was established in the Fall of 1986 with a mission to serve as a "bridge" between the University and the Black Community. The main purpose of the Institute is to serve as a vehicle to utilize faculty, staff and student expertise with identified university and community needs for research, training and program development.

Through its three major components—Research, Development and University/Community Service—the Institute seeks to enhance the economic, educational, social, political and religious life of the Black community.

Research
The Institute maintains an active and highly professional applied research program with faculty representation from various disciplines. It serves as the center for generating research and creative activity. Funds are sought through contracts, grants and private foundations to initiate new projects and provide resources to faculty, staff and student research that is already in progress.

Development
The Development component provides links with the private sector to establish support of Black students through scholarships, fellowships, book funds and program development. The Development Committee assists in fundraising efforts to provide programs which will enhance the quality of life for the Black community.

University/Community Service
The Institute develops community enhancement programs concerned with minority issues. These programs include a Speaker's Bureau, lectures, workshops, seminars, forums, and consultants. These programs may be offered in conjunction with civic, non-profit organizations, local government agencies and businesses/corporations.

Florida College Exchange Program
Through an exchange agreement, students of the University of South Florida, with the approval of their advisors, 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 cross-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.

Florida College students enjoy full privileges of the statewide articulation agreement and of USF student transfer policies, such as academic salvage, and full acceptance of the Associate of Arts degree.

Academic Services and Support
Tampa Campus Library
Central to the philosophy of the Tampa Campus Library is the view that the people it serves are equally as important as the books on its shelves. Students are encouraged to become familiar with the collection, master the techniques of using it, and achieve a familiarity with books which will carry over into later life.

The seven floor Tampa Campus Library building was completed in March, 1975. Designed to facilitate study, research, and reading, the library features open stacks with adjoining study areas, many individual carrels and small group study rooms. The library contains a collection of more than 750,000 volumes, 5,000 periodicals and 1.3 million microforms of all types to support a broad range and depth of faculty and student research, as well as personal knowledge and cultural advancement. LUIS (Library User Information Service) the online catalog may be searched by author, title and subject to identify the library's holdings. LUIS also contains records for the volumes housed in the regional campus libraries, the Health Sciences Center Library, the Florida Mental Health Institute Library and the University Media Center. Terminals are located throughout the building.

The Reference collection is located on the first floor, with service provided at the Reference desk. In addition to assisting students and faculty in using the reference sources in the library, Reference librarians offer computer searches of online databases to students and faculty on a cost recovery basis. To assist students in learning about the resources of the library, the Reference librarians provide individual assistance to students in search strategy and bibliographic form.

The Periodicals collection is on the second floor. In addition to more than 5,000 periodicals, the library subscribes to newspapers from Florida and major cities in the United States and from many foreign countries. A large collection of materials are available in microformat, also located on the second floor. This material provides access to many important sources otherwise inaccessible. Assistance is provided in these two areas of research.

The Library serves as a selective depository for U.S. and Florida Government publications. These documents are augmented by the acquisition of selected publications of other public agencies. The Government Documents Department houses these collections and is located on the basement level. Library employees are available to assist in using these materials. Topical displays of documents are featured frequently in the department.

The fourth floor Special Collections Department houses the library's rare books and the University Archives. This department contains an extensive collection of books, maps, documents, and manuscripts. These rich resource items are in closed stacks, but with assistance are available at the service desk. This area is open limited hours.

The Circulation Department is located on the first floor, circulation books shelved on the third through fifth floors. The library uses an automated circulation system which facilitates easy and quick check out of books. All materials must be checked out prior to exiting the library security system in the first floor lobby. 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 areas.

Tampa Campus Library employees are eager to assist all members of the university in their information needs.

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 education activities on all the University's campuses. It provides information about granting agencies to faculty and students and serves as a consultation center for faculty who desire to submit proposals for funding. All proposals for which outside support is sought must be transmitted through this office.

From its beginning, USF faculty and staff have been active in the search for new knowledge and have consistently demonstrated their concern about the world in which they live. With the support of private and public agencies, they have contributed to our knowledge about management, political science, international relations, business, education, administration and many other fields. The Division is dedicated to the support and encouragement of those who wish to contribute to our knowledge base through research and study.
of $56 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 institutions, and business and manufacturing organizations. Through their sponsored activities, USF faculty have made significant contributions to the University’s instructional programs.

Division of Learning Technologies

Audiovisual Media Services provides equipment such as 16mm projectors, flipstrip projectors, slide projectors, TV receivers/monitors, video projectors, video equipment, etc., for classroom use, University events, and other functions. Audiovisual Services also provides simple and complex public address systems, recording and dubbing services, and maintenance of audio and video equipment.

The Film and Video Library’s collection contains instructional and informational films and videotapes that are available for utilization in scheduled USF courses at no charge; 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 services for films not in the USF collection are also provided.

The Graphic Design Department provides creative design, illustration, and finished camera-ready art for most printing requirements. Services provided cover three major areas: classroom/research support, university publications, and television/radio. Also available is computer generated imagery in the production of full color transparencies, slides, and video animation.

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 and Wednesday from 10-12, 2-5-6PM, and Thursday and 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.

The Media Productions Department complements the video production and recording needs of the university by providing an in-house classroom student 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 to selected receive sites within the university’s five-county transmission area. Complete teleconference program planning, coordination and administrative services, including marketing and promotion, registration, program materials, fiscal management, and evaluation are available.

Photography Department

The Photography Department, a custom lab, 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 and Lab

The University Media Center (UMC) is a resource center for curriculum support media and instructional materials. Adult-level and K-12 audiotapes, records, kits, transparencies, slides, and other study and research presentation aids are available for loan with a University validated ID card. A production room provides graphics and photography facilities, duplication equipment, typewriters, and a laminator for use when you present your ID card. 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, Tampa) is a non-commercial educational television station serving the communities of the nine surrounding counties as an important outreach arm of the University. It provides high quality educational, informational, cultural, and public affairs television programming and services to viewers in the Tampa-St. Petersburg-Sarasota area, including USF faculty, staff, students, and other educational agencies.

WSFP-TV (Channel 30, Fort Myers) is also a non-commercial educational television station serving the communities of the Greater Fort Myers-Naples area of Southwest Florida, including the University of South Florida at Fort Myers and other educational agencies.

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

The WUSF and WSFP Radio Reading Service broadcast daily readings of newspapers, magazines and other materials from Tampa and Fort. Myers for the blind, print- and physically-handicapped throughout Southwest 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 Services provides planning and design for expansion and modification of broadcast, ITFS, and other communications systems on campus, and prepares and maintains FCC and FAA permits for all the transmission facilities operated by the Division.

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 State University System Extension Library makes available for each continuing education course the latest in reference materials.

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

Although some continuing education credit courses are generated by the University itself, most originate through requests that are initiated by individuals or interested groups. Requests for continuing education courses in the field of education should be submitted to county extension coordinators designated by the county superintendent of schools. Requests for continuing education courses in all other areas should be transmitted by individuals, groups, companies, agencies, etc., directly to the School of Extended Studies and Learning Technologies, University of South Florida, Tampa, Florida 33620.

**Open University (O.U.)**

The Open University brings USF credit courses to students via television and radio. Broadcast on WUSF-TV, Channel 16 in the Tampa, St. Petersburg, Sarasota, and Lakeland areas and on WSFP-TV, Channel 30 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. Each program is broadcast twice, at times convenient for students.

Many Open University courses may be used to fulfill General Education requirements 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 consult with their departments for clarification on these points.

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

**All Open University credit courses require some combination of quizzes, papers, special projects, etc., and students receive a letter grade or elect in some courses, to take a Satisfactory/Unsatisfactory option. Registration dates/times coincide with the University’s registration schedule. Both degree-seeking and non-degree-seeking students may register for The Open University telecourses at the Tampa, St. Petersburg, Sarasota, Fort Myers, or Lakeland campuses. Students registering by phone must get a course syllabus from the O. U. office before classes begin. Students registering at the Tampa Campus (not by phone) must have a permit stamp from the O. U. office before registering.**

The Open University office, like all departments at USF, is unable to give course grades or assignment grades over the phone. With proper identification (driver’s license, military ID, USF ID), Open University will be happy to return papers or give grades to you personally.

**Division of Special Programs**

The Division of Special Programs is an academic division of the School of Extended Studies and Learning Technologies. It is comprised of two main programs: PACE (Program for Adult Credit Education) and Travel/Study.

PACE, a delivery system for a non-traditional means of obtaining a B.A. degree for working adults, is a cooperative venture of businesses, unions, civic organizations, and educational institutions. The program is geared toward working adults who desire a degree but 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. The Travel/Study Program offers compact courses prior to group travel abroad or courses/lectures actually offered at the travel site. The travel programs are open to all and may be attended on a credit or non-credit basis.

Through PACE, students may earn all electives and core requirements for a Social Science Interdisciplinary B.A. (with two cognates or emphases out of the following: psychology, anthropology, and contemporary urban issues). 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 also can offer the courses necessary to the target audience requesting that major.

**Classes are scheduled in a variety of different ways to accommodate the busy “pace” of working adults: 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 and Busch Gardens); Saturday classes on the USF Tampa Campus; and weekend conferences 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.

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 admissions, 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, or (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 Consortium to Educate the People 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.**

The Division of Special Programs offers a Travel/Study Program 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. Study programs at Cambridge University and the University of Edinburgh are an exception to prior study, since actual classes are offered at the site in special summer programs. China, England, the Soviet Union, Egypt, and Australia are only a few of the many countries visited by Travel/Study participants. Students may take the course on a audit basis, as preparation for and enhancement of the travel experience.

The Division of Special Programs also offers various programs for teacher education and recertification. 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, University of South Florida, Tampa, Florida 33620.

**Division of Association Management and Continuing Education**

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

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 interests, occupations, 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 awarded CEU's are available on written request.

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

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

Registration in most programs is open to everyone who has a desire for knowledge and interest in the subject matter.

Mature Student Counseling
Recognizing that education is a lifelong process, the University of South Florida has developed programs and courses designed specifically to meet the needs of students over 25 years of age. Students who are above the traditional college age often have unique educational considerations that require special services. Group pre-admission advising and career counseling 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.

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.

University Computing Services (UCS)
The University of South Florida is the host institution for a large scale computer facility designated as the Central Florida Regional Data Center (CFRDC). 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. Computer usage is charged for at published rates on a "pay for services rendered" basis.

University Computing Services is the focal point for providing computing support services to the USF customer community. The professional staff includes instruction and research consultants who assist student and faculty users working on qualified projects. In the administrative support areas, services are provided through project teams composed of systems coordinators, systems analysts and programmers. Additional support consists of data entry, production control, computer operations, communications, and systems programming. Computing projects are established through the UCS Financial Services group.

Central site computing equipment located in the Student Services Building on the Tampa campus includes IBM 3081 and 3081K 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, Lakeland, 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 presentations 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 throughout the state.

The Institute's programs are conducted by five departments: Aging and Mental Health, Child and Family Studies, Law and Mental Health, 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 individuals who have severe mental and behavioral difficulties. Through its training and research projects, the Institute also offers day treatment, and community adjustment services. In cooperation with the Hillsborough County Public Schools, day treatment services are provided to severely emotionally disabled youngsters attending the Colleen Lunsford Bevis
The Office of the first tier of the program provides specific services to students who might have academic advising to promote the needs of students entering a university for the first time.

The Center for Academic Advising is dedicated to providing academic advising to undergraduate students, with a special emphasis on the needs of students entering a university for the first time. The Center for Academic Advising is the administrative "home" for the USF undergraduate student who has not yet declared an academic major.

Center for Academic Advising

The Center for Academic Advising is dedicated to promoting the successful achievement of students' academic goals through comprehensive advising services. The Center's primary responsibility is to provide academic advising to undergraduate students, with a special emphasis on the needs of students entering a university for the first time.

The Center for Academic Advising provides academic advising services to students who have not yet declared a major. Advising is available to full-time, part-time, and non-degree-seeking undergraduate students. Students can meet with an academic advisor to discuss academic and career planning, academic goals, and course selection.

Undergraduate Studies

Undergraduate Studies contains the Office of the Dean of Undergraduate Studies, Communication, College Relations, Career Resource Center, Air Force ROTC, Army ROTC, Disabled Student Academic Services, Evaluation and Testing, National Student Exchange, the Off-Campus Term, Great Britain Exchange Program, Personal Excellence Program (PEP), the University-wide Honors Program, the Center for Academic Advising, Project Thrust, Student Support Services, Athletic Advising, Orientation, and the Student Academic Support Services (SASS).

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

Disabled Student Academic Services

The Office of Disabled Student Academic Services provides assistance to eligible university students to allow full participation in all academic courses and activities. Services such as readers and notetakers and adaptive equipment are provided through this office. Students are encouraged to contact the office prior to registering for classes to make arrangements for the planning of services.

Personal Excellence Program

The Personal Excellence Program (PEP) is an academic and personal support program for all black, first-time-college students admitted to the University of South Florida and who are not Student Support Services Participants. The program is basically a two-tier program. The first tier of the program provides specific services to students who might not meet all admission criteria but whose high school records indicate the potential to succeed in college. These alternative admit students attend a seven-week Summer program. Students who participate in the Summer program are offered a transitional phase from high school to college. The second tier of PEP is the Fall term black freshman program that provides a comprehensive Fall orientation program, special academic advising sessions, and other cultural programs.

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 six 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 academic and personal support for selected students who are experiencing academic difficulty, from low income families, who are first generation, or who are physically disabled. The program provides an opportunity for students who may not meet all admission criteria but whose high school records and test scores indicate the potential to succeed in college.

Students who participate in the program receive personal counseling, tutorial assistance, and special instruction in the areas of English composition, reading, study skills, and mathematics.

Air Force ROTC (Reserve Officer Training Corps)

The Department of Aerospace Studies provides precommissioning education for qualified male and female students who desire to serve as commissioned officers in the Air Force. The department offers both a two-year and a four-year commissioning program, each with its own special advantages. The two-year program, established by Congress in 1964, allows junior college transfer students and other students with two academic years remaining (either in undergraduate or graduate school) to enter the professional commissioning program. These courses are offered during the third and fourth years of study.

General Military Course

This program of instruction is open to any full-time student and consists of the first and second year courses for students in the four-year AFROTC program. These courses of one (1) classroom hour plus one (1) laboratory hour per week, per semester deal with the Air Force in the contemporary world and the development of air power. They strengthen interest in becoming a professional Air Force officer, develop knowledge of world military forces, and enable the student to understand how the United States Air Force supports national objectives and policies. Students on scholarship must successfully complete a course in English composition during these two years. Enrollment in the GMC is open to all USF, University of Tampa (UT), St. Leo College, Florida Southern College, and community college students. The GMC is comprised of the following courses:

AFR 1101 and AFR 2001
AFR 1120 and AFR 2001
AFR 2130 and AFR 2001
AFR 2140 and AFR 2001

Professional Officer Course

Aerospace Studies courses offered during the third and fourth years make up this program of instruction which must be completed by all
students who seek a commission through AFROTC. Course continuity is designed to prepare selected college students to serve as active duty Air Force officers upon graduation and commissioning. The curriculum stresses national security forces in contemporary American society, leadership, management, and professionalism. Special emphasis is placed on developing the cadet's communicative skills. A course in mathematical reasoning must be completed prior to commissioning. Students entering this course must be selected in accordance with the prerequisites listed below.

Prerequisites For Admission To The Professional Officer Course
1. Be at least seventeen years of age at time of acceptance.
2. Be able to complete the Professional Officer Course and graduate from the University prior to reaching age twenty-six years and six months if entering Flight Training, or before age thirty if entering a non-flying category.
3. Pass the Air Force Officer Qualifying Test (AFOQT) and physical examination.
4. For those students enrolled in the four-year AFROTC program, complete the General Military Course or have acceptable prior military service. Veterans and students with previous ROTC training are invited to write or visit the Department of Aerospace Studies to discuss their status.
5. For those students desiring entry into the two-year AFROTC program, contact the Department of Aerospace Studies at the beginning of the Fall Semester one academic year prior to the Fall Semester in which they wish to enroll in the Professional Officer Course. This lead time is required to complete application, testing, and physical examination and to schedule for a six-week Field Training prior to fall enrollment in the Professional Officer Course.
6. Selection by the Professor of Aerospace Studies and acceptance by the University.
7. Execute a written agreement with the government to complete the Professional Officer Course and accept an Air Force commission.
8. Enlist in the Air Force Reserve (terminated on receiving Air Force officer commission). The following POC courses are required:

AFR 3220 and AFR 2001
AFR 3231 and AFR 2001
AFR 4201 and AFR 2001
AFR 4211 and AFR 2001

Leadership Laboratory (AFR 2001)
Leadership Laboratory is the formalized phase of leadership training conducted by cadets. It is scheduled for one (1) hour each week for both the General Military and the Professional Officer Courses. All uniforms and equipment incident to cadet activities are furnished. All ROTC students are required to attend leadership laboratory.

Monetary Allowances
All cadets enrolled in the Professional Officer Course receive a tax exempt monetary allowance of $100 per month.

Air Force ROTC College Scholarship Program
Financial assistance is available in the form of AFROTC scholarships for selected students. Under this program, the Air Force pays for full tuition and fees, and provides an allowance for books, supplies, and equipment. In addition, the student receives a $100 per month tax-exempt allowance. Scholarships may be awarded for either two, two and one-half, three, three and one-half, or four years. Four-year scholarships may be applied for in the calendar year prior to college enrollment as a freshman. Other scholarships may be applied for after enrolling in Aerospace Studies courses. Scholarship students must complete, or demonstrate equivalent proficiency in, at least two (2) semesters in a major Indo-European or Asian language.

Summer Training
Students in the two-year program must complete a six week Field Training encampment before they may formally enroll in the Professional Officer Course. Training includes career training, physical conditioning, and the General Military Course academics. Cadets enrolled in the four-year AFROTC program are required to attend a four-week Field Training encampment. Normally, this is prior to enrollment in the Professional Officer Course. Summer Field Training provides a better understanding of the United States Air Force mission, increases the cadet's proficiency in junior officer training areas, and stresses the importance of physical conditioning.

All Field Training encampments are conducted at active Air Force bases.

Officer Commissions
Cadets who complete the Professional Officer Course are appointed Second Lieutenants in the United States Air Force. They incur an obligated active duty tour of four (4) years for non-flyers, six (6) years for navigators and nine (9) years for pilots.

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 Riley, Kansas. 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,
branch 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 an AROTC 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, computer literacy, math reasoning, 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 Riley, Kansas. The newly commissioned officer can be guaranteed Reserve or National Guard duty, or compete for an Active Duty commission. Prior to commissioning the student may request duty as a pilot in the Army Aviation field, or serve in the fields of medical, personnel, administration, law, management, law enforcement, engineering, combat arms, or select duty from a list of many more opportunities.

Office of Community College Relations
All transfers should refer to other sections about undergraduate transfers in the Admissions Section of this catalog. Community/junior college and other undergraduate students, who need special assistance, should contact the Office of Community College Relations. The primary concern of the Office of Community College Relations is to assist community/junior and other college transfer students (and staff members of those colleges) to better understand the University of South Florida, its philosophy, its programs, and its procedures. This office, conversely, has a responsibility for the interpretation of the community/junior and other colleges to the University. The ultimate goal of the Office of Community College Relations is to ensure equity for the transfer student. One significant contribution toward this goal is the annual preparation and delivery of the updated Community College Counseling Manuals to every Florida community/junior college and other institutions by request.

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

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

It is recognized that enrolling in college is difficult for the freshman. In some respects, it is more difficult for the transfer student. The freshman student experiences only one transition, usually that from high school to college. The 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 Center has a well-developed Career and Employment Information Library, a video-tape library for student viewing, a computerized Job Data Bank, Resume Expert, which is a computerized program for developing a resume, and a staff of professional advisors to assist students.

Career Planning and Advising
Group and individual sessions are provided with emphasis on increasing students' awareness of available resources, classes, and potential employers with whom they might consider careers. Weekly classes on resume and cover letter writing, interview tips, job search strategies for the liberal arts major, 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 educational experience that combines study and work. The program provides students 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 to the educational program of the University, give the University a better understanding of the market place 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 an employer. Students transferring from other schools must complete one semester on the USF campus prior to a work assignment in addition to a 2.5 grade point average. 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 full-time study until they complete a minimum of two semesters of off-campus work assignments. Application for the Cooperative Education Program does not guarantee placement. Placement is based on various factors: the availability of the opening, the student's grade-point average, the employer's acceptance and the number of students to be placed in a particular area.

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

Students are encouraged to make application for placement in the program at least one semester prior to 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 students must remain on the alternating pattern of training and study until they complete the two semester requirement and are released from the Cooperative Education Program by the Associate 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
ACADEMIC POLICIES, PROCEDURES, PROGRAMS & SERVICES

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.

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 (OpScan 21 and NCS 3000) 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 (APT) is available.
4. College Level Academic Skills Test (CLASS): This office, in addition to administering the CLAST, implements many of the rules and policies of the College Level Academic Skills Program (CLASSP).

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

While most student activities are individually designed and implemented, the OCT Program also provides for some group projects. Foremost of these are three to six credit hours, faculty-led, short term group projects in the Caribbean annually, cooperative programs in Costa Rica and Venezuela, 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) volunteers 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.

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 extends the resources of the College of Business Administration to public and private sector managers through a wide variety of conferences, seminars, workshops, and short courses. The Center also offers specially tailored or custom designed in-house programs on virtually any business-related topic.

Programs are conducted by instructors drawn from the University, government, business, and professional firms who, by combining experience with knowledge, bring both the theoretical and practical into the classroom.
The Center for Organizational Effectiveness
The purpose of the Center for Organizational Effectiveness is to assemble a talented group of faculty, international researchers and organizational leaders to advance our knowledge and expertise in areas such as leadership, strategic planning, innovation and creativity, organizational design and organizational effectiveness.

The Center contains three program areas:
Research: Center research programs have global involvement through joint projects with other international institutions. Research focuses on the identification and measurement of factors which are significantly associated with innovation, change and superior organizational performance, such as, factors in the external and internal environment and leadership characteristics. Programs of research are also focusing on methods to develop leaders so that they can improve the effectiveness of their organizations.

Education: The Center aims to serve as an educational forum in which graduate students, professional managers and research scholars from different nations exchange ideas about organizational leadership and performance. An annual international conference is planned in the area.

Service: Executive programs are offered through the Center to improve the effectiveness of participating organizations through the application of relevant research and methods. Such programs now focus on the assessment and development of leadership, the restructuring of organizations to meet the challenges of new competitive environments and improving an organization's capability in strategic planning and innovation.

For further information contact the Center for Organizational Effectiveness, (813) 974-4155, College of Business Administration, University of South Florida, Tampa, Florida 33620.
The degree of Bachelor of Arts
the requirements for degrees with majors in the
degree programs in the
nently and
2. To
to move successfully into a graduate or professional school. A student must have a graduation check in the
Dean's Office a Declaration of Major, signed by an adviser from the
major department or program at
English
Communication
will
offer students a sense of themselves and
their chosen activities. Accordingly, the
College is concerned with arts and letters, both as
instruments and as ends in themselves. Language, literature, philoso-
phy, 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 perma-
nently 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 at least two semesters prior to gradu-
ation.

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 require-
ments of 6A-10.30, and (6) The Foreign Language requirement(s). 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 check 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 de-
tails.

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 depart-
ment (or language for foreign language majors). Mass Communica-
tions 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 (3), Foreign Languages
(6), Humanities (2), 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 require-
ments for the different minors appear under the departmental summa-
ries 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
in 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-unsatisfactory or letter-grade basis and may be applied toward an undergraduate degree in Arts and Letters. Students working for a Certificate of Concentration register as special rather than as degree-seeking students.

CERTIFICATE IN RUSSIAN STUDIES
The College of Arts and Letters offers a Certificate in Russian Studies for students who wish to gain an intensive multidisciplinary understanding of this important area.
A minimum of 23 to 26 semester hours is required of all students seeking such a certificate, and will be distributed in the following manner:

Language-Linguistics-Literature.
Twelve hours from the following courses, 8 of which must be in language:
- LIN 4930 Selected Topics in Linguistics (Russian or another Slavic language (1-3)
- LIN 6377 The structure of a Specific Language (Russian or another Slavic language) (3)
- RUS 1120 Beginning Russian I (4)
- RUS 1121 Beginning Russian II (4)
- RUS 3240 Conversation and Composition 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 4323 Marxist Political Economy (3)
- EUH 3571 Russian History to 1866 (4)
- EUH 3572 Russian History from 1866 to Present (4)

Interdisciplinary Social Sciences-Geography-Philosophy.
Six to eight hours from the following courses:
- EUS 3022 Soviet Union Today (3)
- GEA 3554 Geography of the USSR (4)
- INR 5066 Issues in International Relations (3)
- ISS 3260 Communism in the Modern World (3)
- ISS 3770 Comparative Military Systems (3)
- PHP 4788 The Philosophy of Marxism (3)

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

PROGRAMS AND CURRICULA

AMERICAN STUDIES (AMS)
The American Studies major is designed for those students interested in studying the relationships among the important elements which shape and identify American Civilization. American Studies is a multidisciplinary department drawing upon a variety of courses from outside the program and outside the college. Bachelor's, and master's degrees, and a minor are available in American Studies.

Requirements for the B.A. Degree:
Required Core Courses (24 cr. hrs.)
- AMS 3001 (4)
- AMS 3210 (4)
- AMS 3210 (4)
- AMS 3230 (4)

Students are required to take related electives from supporting departments chosen in consultation with an American Studies adviser (22 cr. hrs.). American Studies courses may also be counted toward the electives requirement. 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 (GRK 3110, 3111) is available.

LATIN
(Basic preparation for the Latin major: a minimum of two years of high school Latin or LAT 1120 and LAT 1121). LAT 1120 and LAT 1121 may be used to satisfy general distribution requirements but do not count as credit toward the major.

Required courses for the Latin major
24 hours selected from the following:
- LNW 4363 (4)
- LNW 4381 (4)
- LNW 4500 (4)
- LNW 4501 (4)
- LNW 4634 (4)
- LNW 4644 (4)
- LNW 4654 (4)
- LNW 4670 (4)
- LNW 4900 (1-4)

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 2011 (3)
- EUH 3413 (4)
- CLA 4120 (4)
- EUH 2012 (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)
- CLT 3370 (4)
- EUH 3412 (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)
- CLA 4100 (4)
- CLT 3101 (4)
- CLT 3370 (4)
- EUH 3401 (4)
- EUH 3402 (4)
- PHH 3062 (3)
- PHP 4000 (3)
- PHP 4010 (3)

INTERDISCIPLINARY CLASSICS

1. Basic Preparation
- Beginning Latin or Greek at University level.
- Option One: A major in Communication requires 38-41 hours.
- Option Two: A minor in Communication requires 22 hours.

2. Required Courses
   a. Two advanced courses in Latin or Greek.
      (See Latin and Greek-Latin)
   b. Prehistoric and Ancient Art (ARH 4100)
      (4)
   c. History of Philosophy: Ancient & Medieval
      (PHH 3062)
      (3)
   d. Classical Mythology (CLT 3370)
      (3)

   e. Two courses from:
      Ancient History I (EUH 2011)
      (3)
      Ancient History II (EUH 2012)
      (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)
      (3)
      Egyptian Civilization (CLA 4160)
      (3)
      Mesopotamian Civilization (CLA 4171)
      (3)
      Greek Literature in Translation (CLT 3101)
      (4)
      Roman Literature in Translation (CLT 3102)
      (4)
      New Testament Greek I (GRE 3040)
      (3)
      New Testament Greek II (GRE 3041)
      (3)

   (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
   (3)
3. One course in Ancient Philosophy
   (3)
4. Classical Mythology
   (4)
5. One course in Ancient History
   (3)

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.

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 professional and personal 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 SPE 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 six hours will be allowed toward the minimum hours for the major from Directed Reading and Undergraduate Research courses combined. Except under unusual circumstances, students must achieve a "C" or higher in each core course the first time it is taken; students who earn a "D" or "F" in a core course will not be eligible for graduation as a Communication major. Students can have only one core course with a grade below "C" forgiven under the University's Forgiveness Policy. 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)
   - SPE 2023 Fundamentals of Speech Communication (3)
   - LIS 2001 Use of the Library (2)
   - ENC 3310 Expository Writing (3)

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

3. Electives: Three options are available for completing the additional requirements for the major.
   a. Option One
      Students will select a minimum of 21 hours of additional coursework from departmental offerings consistent with individual areas of interest. Students are encouraged to work closely with a departmental adviser in selecting these elective hours from among the four departmental areas: Interpretation Studies, Communication Studies, Rhetorical Studies, and Performance Studies, to develop individual programs to fulfill the major requirements.
b. Option Two
Option Two is a program based on a thematic plan created by the student in consultation with an adviser, and approved by the Chair of the Department and by the Undergraduate Committee. The requirements for a thematic plan proposal are available in the department office. At the time the student declares this option, the student must have completed no fewer than 90 total hours, and no more than 12 hours in Communication. The student must have and maintain a 3.0 overall and departmental concentration. This option requires a minimum of 24 hours of departmental electives. Students must select a minimum of 15 hours from within one of the four areas of departmental concentration. In addition, a minimum of six hours of departmental courses from outside the area of concentration is required. The student must also complete SPC 4932, Senior Seminar. An additional six hours in approved, related coursework outside the department is also required (normally, this coursework is taken subsequent to the approval of the thematic plan).

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

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

Requirements for the B.A. Degree
The program in English provides options in English and American literature, 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 3032
2. Four of the following:
   - ENL 3015
   - ENL 3273
   - ENL 3230
   - ENL 3250
   - ENL 3331
   - ENL 3332
   - ENL 4171
   - ENL 4338
   - LIN 4100
   - LIN 4340
   - LIN 4370
   - LIT 3022
   - 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 3112
   - CRW 3121
   - CRW 3311
   - CRW 4120

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

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

2. POETRY OPTION (33 hrs.)
   All of the following:
   - CRW 3111
   - CRW 3311
   - CRW 3312
   - CRW 3321
   - CRW 4320

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

   Additional course requirements:
   Same as for the Fiction Writing option above.

OPTION III: Professional and Technical Writing.
This 36-hour program allows undergraduates to concentrate their studies in professional writing, wherein they will master special writing
skills demanded by industry, business, and the professions. Semester-long internships may be arranged by the English Department with local businesses, industries, and professional organizations. Interns will earn three credit hours and in some cases receive compensation for their duties.

Students choosing this concentration will also assure themselves of a core of liberal arts studies since they must take 21 credit hours of literature courses in addition to 15 hours of composition courses.

1. Composition requirements:
   Five of the following:
   CRW 2100 ENC 4260 ENC 3210
   ENC 4311 ENC 3213 ENC 4931
   ENC 3310

2. Literature requirements:
   The student must select seven literature courses from those listed in OPTION I as follows:
   Two courses from group "1."
   Four courses from group "2."
   One course from group "3."

English and American Literature Minor
Requirements: Five courses (15 hrs.) as follows:
1. One of the following:
   AML 3031 AML 3032
2. Two of the following:
   ENL 3015 ENL 3230 ENL 3250
   ENL 3273 ENL 3331 or ENL 3332
3. One course at the 4000 level
4. One additional course with AML, CRW, ENC, ENL, or LIT prefix

Creative Writing Minor (15 hrs.)

1. Either Form and Technique of Fiction (CRW 3111) and Fiction I, II, and III (CRW 3112, 3121, 4120) or Form and Technique of Poetry (CRW 3311) and Poetry I, II, and III (CRW 3312, 3321, 4320).
2. One AML or ENL course at the 3000 or 4000 level.

Professional and Technical Writing Minor (15 hours)

1. ENC 3210
2. ENC 4260
3. One AML or ENL course
4. Two of the following courses:
   CRW 2100 ENC 3213 ENC 3310
   ENC 4311 ENC 4931

Honors Program
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 course work (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/she 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/her 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 as readers of all honors theses. The student will choose a member of the faculty to serve as the third reader of his thesis.
   A. Complete both honors seminars with a 3.5 GPA;
   B. Complete all remaining major requirements and remaining academic course work with an overall GPA of 3.5 in both areas;
   C. Submit an acceptable thesis to the Departmental Honors committee.
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.

The honors committee will remove any student from the program who does not complete the Honors seminars with at least a 3.5 GPA. 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)

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 (12 cr. hrs.)
   FRE 3240 (3) FRE 3420 (3)
   FRW 4100 (3) FRW 4101 (3)

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

Required courses for the minor (6 cr. hrs.)
   FRE 3240 (3) FRE 3420 (3)

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

German (GER)

Requirements for the major (14 cr. hrs.)
   GER 3240 (3) GER 3420 (3) GEW 4100 (4)
   GEW 4101 (4)
Supporting courses required for the major
18 hours in 3000, 4000, or 5000 level courses planned with the adviser.

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

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

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

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

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

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

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

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

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

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

Spanish (SPA)
Required courses for the major (15 cr. hrs.)
SPN 3241 (3) SPN 3300 (3) SPN 4100 (3)

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

Required courses for the minor (6 cr. hrs.)
SPN 3241 (3) SPN 3300 (3)

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

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

Requirements for the B.A. Degree:
The curriculum for the Humanities major comprises interdisciplinary courses in the verbal, visual and musical arts of specified periods and cultures. Course requirements are as follows:
1. 28 credits among 4000 level Humanities courses, with the option of substituting two courses (a maximum of eight credits) from 3000 level Humanities courses.
2. Humanities 4931, Seminar in Humanities, four credit hours.
3. Two or more classes in the creative or performing arts, either lower or upper level, totaling at least four semester hours.

Requirements for the Minor in Humanities:
The curriculum for the Humanities minor is comparable to that of the program for the B.A. degree, but it is less comprehensive. Course requirements are as follows:
1. Eighteen semester hours of Humanities courses.
2. Not over eight of these eighteen hours may be taken at the 3000 level, and no Humanities courses at the 1000 or 2000 level may be used to fulfill the minor requirement.

Requirements for the Minor in Asian Studies:
The minor in Asian Studies is designed for majors in any field who wish to gain a broad knowledge of a world area that is of unique importance. Requirements are as follows:
1. 18 semester hours from the courses listed below.
2. At least two courses must be from the College of Social and Behavioral Sciences and at least two courses must be from the College of Arts and Letters. (Other relevant courses from these colleges may be substituted with the approval of the program advisor.)
3. Students must declare their intention to be awarded the minor by notifying the program advisor at least one full semester prior to graduation.
4. Students who fail to achieve a cumulative 2.5 GPA or higher in the program will be denied the minor.

Courses credited toward the Asian Studies Minor:
Art:
ARH 4530 (4) ARH 4796 (4)

Geography:
SEA 3703 (4)

History:
ASH 3501 (4) ASH 3403 (4) ASH 3404 (4)

Humanities:
HUM 3271 (4) HUM 3273 (4) HUM 4402 (4)
HUM 4404 (4) HUM 4405 (4)

Int'l Studies:
ASN 3012 (3) ASN 3014 (3)

Languages:
HUM 1120 (4) CHI 1120 (4) JPN 1120 (4)

Political Science:
CPO 4930 (3) CPO 5934 (3) INR 5086 (3)

Religion:
REL 3330 (3) REL 3347 (4) REL 3350 (3)

REL 4333 (4) REL 4348 (4)

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)

Two of the following:
IDS 3310 (4) IDS 3320 (4) IDS 4930 (1-4)

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
The Mass Communications department, accredited by the Accrediting Council on Education for Journalism in News-Editorial, Public Relations, Advertising, and Broadcasting, offers approximately varying in content from the summer internships and part-time work. A limited number of students must be directed to the college catalog for specific courses for prerequisites.

Requirements for the B.A. Degree:
To be admitted to the core curriculum in Mass Communications, students must have completed 45 hours with a 2.7 minimum Overall Grade Point Average, and ENC 1101 and 1102 with a minimum grade of "C" in each. Certified typing ability of 35 words per minute is a prerequisite for admission to the department. Applicants must establish a minimum score of 60 percent on the Mass Communications Diagnostic Test prior to entering MMC 3100 (Writing for Mass Media). Transfer students who have taken a course equivalent to MMC 3100 may waive MMC 3100 by achieving a score of 70 percent or higher on the Diagnostic Test. Both courses in the Mass Communications core curriculum (MMC 3100 and MMC 3602) must be completed with a minimum grade of "C" before any other Mass Communications course may be taken. Students failing to achieve a minimum grade of "C" in both MMC 3100 and MMC 3602 will be disqualified as majors in the department. A 2.5 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 elective 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 Communications 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 3002 (3) ADV 3101 (3)
ADV 3300 (3) ADV 3700 (3) ADV 4800 (3)
MMC 4420 (3) RTV 3225 (1) or ADV 4940 (1)

Selective Requirements (6 hrs. required)
ADV 3103 (3) ADV 4940 (1) MMC 3101 (3)
JOU 4206 (3) MMC 4123 (3) MMC 4200 (3)
MMC 4936 (3) MMC 4945 (3) PGY 3610 (3)
PUR 3000 (3) PUR 4601 (3) RTV 3000 (3)
RTV 3225 (1) 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) MMC 4420 (3) RTV 3000 (3)
RTV 3230 (3) RTV 3300 (3) RTV 4301 (3)
RTV 4700 (3)

Selective Requirements (6 hrs. required)
FIL 3004 (3) JOU 4104 (3) MMC 4123 (3)
MMC 4945 (3) RTV 3941 (1) MMC 4200 (3)
RTV 4220 (3) RTV 4942 (1)

Programming and Production Option
RTV 3000 (3) RTV 3300 (3) RTV 4700 (3)
RTV 3100 (3) RTV 4220 (3) MMC 4420 (3)

Selective Requirements (6 hrs. required)
ADV 3000 (3) ADV 3103 (3) FIL 3004 (3)
MMC 4123 (3) MMC 4945 (3) RTV 3210 (3)
RTV 3230 (3) RTV 3941 (1) RTV 4205 (3)
RTV 4301 (3) RTV 4942 (1)

Note: For Broadcast News Option majors, the prerequisites for RTV 4700 are RTV 3000, RTV 3300, MMC 4200, POS 2112 or POS 3142, 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 2100. 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 (6 hrs. required)

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4. JOURNALISM Requirements

News-Editorial Option

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Selective Requirements (10 hrs. required)

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<td>JOU 3300 (3)</td>
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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 2100 is also required. See specific courses for prerequisites.

5. PUBLIC RELATIONS Requirements

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Selective Requirements (7 hrs. required)

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<td>RTV 3300 (3)</td>
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Note: The following courses are required outside the department to complete sequence requirements: ECO 2013, ECO 2023, MAN 3025, POS 2041, and POS 2112 or POS 3142. See specific courses for prerequisites.

6. VISUAL COMMUNICATIONS Requirements

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<td>VIC 3000 (3)</td>
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Selective Requirements (6 hrs. required)

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<td>JOU 3101 (3)</td>
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<td>RTV 4301 (1)</td>
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<tr>
<td>JOU 4206 (3)</td>
<td>PGY 3620 (3)</td>
<td>VIC 3943 (1)</td>
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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:

- PHH 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 3420
- PHH 3440
- 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. Students must complete the requirements for the philosophy major in accordance with the following provisions:
   - a) students must take either PHH 3440 or PHH 4600
   - b) students must take one course from each of the following groups:
     - Group 1
       - PHH 3404, PHI 4320, PHI 4360,
       - PHI 5225, PHP 4784
     - Group 2
       - PHI 3600, PHI 3601, PHI 3700,
       - PHI 4800, PHM 3021, PHI 3400
     - Group 3
       - PHM 3100, PHM 3222, PHM 4322,
       - PHM 4331, PHM 4340, PHP 4788
     - Group 4
       - PHP 4700, PHP 3786, PHP 4000,
       - PHP 4010, PHP 4410, PHP 4740,
       - PHP 4700, PHP 4745

3. Students must take an Honors Seminar in their senior year.

### RELIGIOUS STUDIES (REL)

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

All Religious Studies Majors are required to take:

1. Two courses in the history and/or literature of the major western religions; e.g., Judaism, Christianity, Islam.
2. Two courses in the history and/or literature of the major world religions; e.g., Hinduism, Buddhism, Taoism.
3. REL 4931, Seminar in Religion, 3 hrs.; REL 4939, Development of Religious Studies, 3 hrs.

A student majoring in Religious Studies may not apply 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 3003 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    | 4 hrs. |
|      | REL 4224 Bible II/Prophets and Writings | 4 hrs. |

TOTAL | 19 hrs.

ELECTIVES (select 16 hrs.)
- ANT 4367 The Middle East | 3 hrs.
- HEB 1120 Basic Hebrew I  | 4 hrs.
- HEB 1121 Basic Hebrew II | 4 hrs.
- LIT 3374 The Bible as Literature | 3 hrs.
- LIT 4930 Hasidic Literature to Yiddish Theater | 4 hrs.
- LIT 4930 Modern European and American Jewish Literature | 4 hrs.
- REL 3280 Biblical Archaeology | 3 hrs.
- REL 3600 Introduction to Judaism | 3 hrs.
- REL 3900 Directed Readings | 1-4 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 non-business 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 a., above, must be completed (1) with at least a C- grade, and (2) with a combined minimum grade point average of 2.25.
   e. In computing entry grade point average all business and economics courses taken for S or U grades will be converted to C or F, respectively.
3. Students working toward meeting the limited access criteria will be permitted to enroll in all foundation courses in Business (listed below) except GEB 4980, provided they have completed 60 semester hours and have met course prerequisites.
4. Minimum of 550 on TOEFL when applicable.
5. Students must be admitted to the College of Business Administration at least one term before their anticipated graduation date.

**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/community 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, at USF a minimum of 21 semester hours of Business Administration courses, of which a least 12 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 hours 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**
   a. General Distribution
      - English 6 (min.)
      - Fine Arts & Humanities 6 (min.)
      - Mathematics & Quantitative Methods: (Calculus is required) 6 (min.)
      - Natural Sciences 6 (min.)
      - Social and Behavioral Sciences 6 (min.)
   b. Additional general distribution courses to reach at least 40 hours (see General Distribution Requirements for more details)
   c. Additional non-business courses to reach at least 54 hours.
   d. Total Non-Business 54-60

2. **Business**
   a. Foundation Courses in Business
      - ACG 2001 Financial & Managerial Accounting I 3
      - ACG 2011 Financial & Managerial Accounting II 3
      - BUL 3112 Law and Business I 3
      - CGS 2000 Computers in Business 3
      - ECO 2013 Economic Principles: Macroeconomics 3
      - ECO 2023 Economic Principles: Microeconomics 3
      - ECO 3101 Intermediate Price Theory 3
      - Total Business 25-30

   b. 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.
FIN 3403 Principles of Finance 3
QMB 2150 Business & Economic Statistics I 3
QMB 3200 Business & Economic Statistics II 3
MAN 3025 Principles of Management 3
ISM 3431 Management Science 3
MAR 3023 Basic Marketing 3
GEB 4890 Business Policy 3
Total Foundation Courses in Business 42

Major Requirements 18-20
Sufficient courses to reach at least 60 hours
Total Business Courses 60-66

3. 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 the 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 ("Gordon Rule"). For a Bachelor of Arts degree, students must pass the foreign language competency exam.

6. All courses in the major or minor field and all foundation courses in business must be taken on a graded basis; the S/U option is not available. While the College provides advising services to assist students with academic planning, the responsibility for seeing that all graduation requirements are met ultimately rests solely with the student.

Student Advising and Records
The Office of Undergraduate Advising provides the following services for College of Business Administration students:
1. Academic advising and program information.
2. Orientation for undergraduate students applying for admission to the College of Business Administration. Orientation is mandatory prior to acceptance.
3. Registration and drop/add for business courses.
4. Evaluation of undergraduate transcripts of transfer students.
5. Maintenance of academic advising records for all admitted students.

PROGRAMS AND CURRICULA

GENERAL BUSINESS (GBA)
The General Business Major is a program of study that will allow the student to take additional upper level course work in several business and, in some instances, other disciplines related to the student’s plan of study. Currently two tracks are available.

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 courses beyond the business core requirements.

Track 1 is the traditional general business track in which the student is required to take one upper level course from each of the following groups:

Accounting:
ACG 3102 Intermediate Accounting I (4)
ACG 3341 Cost Accounting and Control I (3)
TAX 4001 Federal Taxes I (3)
Economics:
Any course offered by the Economics Department numbered 3000 or above. (3)

Finance:
Any course offered by the Finance Department numbered 3000 or above. (3)

Management:
MAN 3240 Organizational Behavioral Analysis (3)
MAN 3401 Industrial Relations (3)
ISM 3011 Management Information Systems (3)

Marketing:
MAN 3823 Marketing Management (3)
MAR 3613 Marketing Research (3)

Other upper level business electives (2-9)

TOTAL (18-24)

Independent study and independent research courses are not appropriate electives.

Track 2 is a Real Estate oriented track which requires 24 credit hours of multidisciplinary course work in business and economics as well as in urban planning, architecture, public administration and other related fields. Students interested in the Real Estate track should see a business advisor to obtain the detailed choices necessary to develop their plan of study.

ACCOUNTING (ACC)
The objectives of the baccalaureate degree program in accounting 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 accounting.

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

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 20 hours of upper level accounting courses.

Required Accounting Courses:
ACC 3012 Intermediate Accounting I (4)
ACC 3112 Intermediate Accounting II (4)
ACG 3341 Cost Accounting and Control I (3)
TAX 4001 Federal Taxes I (3)
ACG 4642 Auditing I (3)
Total (20)

Required non-business Courses:
One of the following:
ENC 3210 Technical Writing
ENC 3213 Professional Writing
ENC 3310 Expository Writing
GEB 3211 Business Communications
(or other equivalent course)

One of the following:
COM 3110 Communications for Business and the Professions
SPC 2023 Fundamentals of Speech Communications
(or other equivalent course)

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.

Students planning to enroll in the M.Acc. Program should take TAX 4015, Federal Taxes II, as part of their required accounting courses.
ECONOMICS (ECN)

Economics offers a clear, logical way of thinking about complicated business problems and contemporary social issues such as controlling unemployment, inflation, pollution, and crime. The department offers both major and minor programs. Elective courses offered in industrial organization, labor economics, international trade, public finance, monetary economics, econometrics, history of economic thought, economic development, comparative economic systems, law and economics, as well as other areas, allow students to 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 the General Requirements section, students must complete a minimum of 18 hours of upper-level economics beyond the business core requirements. Students must obtain a grade of "C" or higher in ECO 3101, Intermediate Price Theory, in order to enroll in any course for which ECO 3101 or ECO 3203 is a prerequisite.

Required Economics Courses:

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

At least 9 of the 12 hours of electives must be in courses for which either ECO 3101 or ECO 3203 is a prerequisite.

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. The requirements are:

1. 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)
Upper-level economics electives (6)
Total Economics Hours (18)

(excluding the variable credit courses ECO 4905 and 4914) QMB 3200 Business and Economic Statistics II, or its equivalent, is acceptable for credit in the minor.

2. Before being recognized as a minor in economics, students must obtain approval of the courses involved in their minor program from the advisor in the Economics department.

3. 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.

4. 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 fields 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 acquisition and allocation of funds by organizations in both the private and public sectors in both domestic and multinational settings. 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 institutional environment and the analytical tools used by decision makers. Also included are concepts of capital budgeting, risk analysis, asset and liability management, and an examination of the economic, social, and regulatory forces affecting 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 Policies and Strategies (3)
FIN 4514 Advanced Investment Analysis and Management (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 Policies and Strategies
FIN 4514 Advanced Investment Analysis and Management
And other courses approved 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. Within the 120 semester hour program listed in the General Requirements section, students must complete a set of three MIS
COLLEGE OF BUSINESS ADMINISTRATION

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 (9)
Total MIS Courses (18-24)

Required Non-business Courses:
- one of the following:
  - COM 3110 Communication for Business and the Professions
  - SPC 2023 Fundamentals of Speech Communication
  - ENC 3210 Technical Writing
  - ENC 3213 Professional Writing
  - ENC 3310 Expository Writing
  - GEB 3211 Business Communications
  - one of the following courses
  - COP 3120 COBOL Programming I
    - (COP 3120 is a prerequisite for most of the required MIS courses and should be completed by the end of the first semester in the junior year.)
  - COP 3121 COBOL Programming II
    - (or other high-level language)

Requirements for a Minor in MIS
(for Business Majors only)

Students majoring in Business Administration may minor in MIS. The requirements are:
1. ISM 3111 Systems Analysis (3)
2. MIS electives approved by department chair (6)
3. Total MIS hours (12)
4. A grade-average of 2.0 or better must be achieved in the minor coursework.
5. At least 9 hours of the required 12 credit hours must be taken in residence at USF.

MANAGEMENT (MAN)

The undergraduate degree in the Department of Management prepares students for entry level positions in Human Resource Management, Industrial Relations, 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 3025.

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

MAN 4504 and MAN 4507 do not count towards the management major.

Non-Business Requirements
- one of the following:
  - ENG 3210 Technical Writing
  - ENG 3213 Professional Writing
  - ENC 3310 Expository Writing
  - GEB 3211 Business Communications
  - one of the other equivalent courses

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

Requirements for a Minor in Management (For Business Majors Only)

Students majoring in Business Administration may minor in Management.

The requirements are:
1. MAN 3240 Organizational Behavior Analysis (3)
2. Management electives approved by department chair (9)
3. Total Management hours (12)
4. A grade-average of 2.0 or better must be achieved in the minor coursework.
5. At least 9 hours of the required 12 credit hours must be taken in residence at USF.

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)
The following organizations provide a means for students to develop the American Society for Scientific methods. Professional meetings and publications promote the professional efficiency through study, research, and application of professional ideals, and recognizing academic achievement.

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

| 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
- MAR 4156 International Marketing

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

**Other 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.

**Lakeland**
- Only limited courses available
- 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's 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 Sigma Pi** - 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 Organization** - 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**

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 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 50 semester hours.
4. An overall minimum GPA of 2.5 on all attempted hours plus a minimum ACT score of 17 (enhanced ACT score of 19 or SAT score of 840) will be required for full admission to the College. An overall minimum GPA of 2.25 on all attempted work will be accepted for students with a 19 or higher ACT score (enhanced ACT score of 21 or SAT score of 940). Students must submit a score from the American College Test (ACT) or Scholastic Aptitude Test (SAT) from a single testing that was completed no longer than five years prior to their application. It is recommended that this test be taken no earlier than one year prior to the application deadline. Admission to programs will be based upon the applicants' performance on either test. If the number of applicants exceed the capacity of a program, preference will be given to students with higher scores. Students who meet all other requirements but have not achieved minimum test scores or minimum GPA may be considered under Affirmative Action.
5. Additional criteria established by each program. (See Admission to Programs below.)

**Admission to Programs**

Admission to some programs is based on additional selection criteria beyond the College requirements stated above. Some programs accept a limited number of students. Additionally, certain 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 professional education and specialization 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 final internship and seminar courses are:
1. Admission to the College of Education.
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; or an overall 2.5 grade point average. The Elementary/Early childhood programs require a combined grade point average of 2.5 in professional education and specialization.
5. Acceptance by a school approved by the College of Education and the Florida Department of Education.
6. Completion of other requirements prescribed by the applicable program.

Application for internship must be made prior to the 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**

To be certified by the College of Education for graduation, a student must have earned 120 semester hours credit including the last 30 credit hours on campus. A minimum overall USF grade-point average of 2.5 or a minimum GPA of 2.5 in teaching specialization courses and a minimum GPA of 2.5 in the Professional Education sequence. The Elementary/Early Childhood programs require a combined grade point average of 2.5 in professional education and specialization. Satisfactory completion of the internship is also required. Prior to completion of the internship, the student must pass the Professional Education section of the Florida State Teacher Certification Examination. A student must also have completed the major requirements in an approved teaching program (which includes general preparation, teaching specialization, and professional preparation). A minimum of 8 credits in
Professional courses in addition to internship and 12 credits in specialization courses must have been earned in residence. The student must complete a minimum of 30 hours after admittance to an upper level program. A student must have passed all parts of the CLAST examination, and have completed foreign language, general distribution, "Gordon Rule," and summer school attendance requirements.

**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.

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

SCATT is an award-winning honors-level teacher training program founded on the premise that prospective teachers are the key to influencing the future of our society. The SCATT program offers two options for College of Education majors to enhance their education, Option 1: the existing SCATT Honors Program and Option 2: the SCATT Honors Course Sequence.

The existing Program is designed to provide bright and 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 an enhanced view of education as a field of study and with experiences which extend "above and beyond" the requirements of the present 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.

The SCATT Honors Course sequence pilot program includes: early field experiences in the schools with SCATT supervising teachers, intensive study in current teaching strategies, exposure to top role models in the field of education, and a support network created to increase options for maximum success. Students who are selected to participate in the SCATT Course Sequence automatically become members of the existing SCATT Honors Program. To receive SCATT Honors Course status, the entire three course sequence is required. To be selected for the SCATT Honors Course Sequence, students must apply, meet SCATT Program eligibility requirements, have three semesters remaining prior to their final internship, and participate in an individual interview.

**Eligibility Requirements for SCATT**

Students who have been admitted to the USF College of Education and who have achieved a minimum score of 21 (or 22 depending on the date of the exam) on the American College Test (ACT) or 1000 or above on the Scholastic Aptitude Test (SAT) are eligible. A student is also eligible for membership in SCATT if the student enters the College of Education with a 3.5 or above overall grade point average and submits two letters of recommendation from professors/advisors. An interview/orientation can be arranged by contacting the SCATT program.

**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 a Florida Educator's Certificate, 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 Examination.

**Programs Leading to the Baccalaureate Degree**

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education</td>
<td>Secondary Education</td>
<td>(AED)</td>
</tr>
<tr>
<td>Behavior Disorders</td>
<td>Special Education</td>
<td>(BTE)</td>
</tr>
<tr>
<td>Business and Office</td>
<td>Adult &amp; Vocational</td>
<td>(AED)</td>
</tr>
<tr>
<td>Education</td>
<td>Education</td>
<td>(DEC)</td>
</tr>
<tr>
<td>Distributive and</td>
<td>Adult &amp; Vocational</td>
<td>(AED)</td>
</tr>
<tr>
<td>Marketing Education</td>
<td>Education</td>
<td>(DEC)</td>
</tr>
<tr>
<td>Elementary/Early</td>
<td>Not currently being</td>
<td>(EC)</td>
</tr>
<tr>
<td>Childhood Education</td>
<td>offered</td>
<td></td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Childhood/Language Arts/Reading</td>
<td>(ED)</td>
</tr>
<tr>
<td>English Education</td>
<td>Secondary Education</td>
<td>(ENE)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Secondary Education</td>
<td>(FLS)</td>
</tr>
<tr>
<td>Education</td>
<td>Education</td>
<td>(EVT)</td>
</tr>
<tr>
<td>Industrial-Technical Education</td>
<td>Adult &amp; Vocational</td>
<td>(EVT)</td>
</tr>
<tr>
<td>Mathematics Education</td>
<td>Secondary Education</td>
<td>(MAE)</td>
</tr>
<tr>
<td>Mental Retardiation</td>
<td>Special Education</td>
<td>(EM)</td>
</tr>
<tr>
<td>Education</td>
<td>Music Education</td>
<td>(ME)</td>
</tr>
<tr>
<td>Instrumental</td>
<td>Vocal</td>
<td>(MEV)</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>(MEG)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Professional Physical Education</td>
<td>(PTE)</td>
</tr>
<tr>
<td>Elementary</td>
<td>Secondary</td>
<td>(PTS)</td>
</tr>
<tr>
<td>Secondary</td>
<td>Wellness</td>
<td>(PTW)</td>
</tr>
<tr>
<td>Science Education</td>
<td>Secondary Education</td>
<td>(NSB)</td>
</tr>
<tr>
<td>Biology</td>
<td>Chemistry</td>
<td>(NSC)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Physics</td>
<td>(NSP)</td>
</tr>
<tr>
<td>Physics</td>
<td>Social Science Education</td>
<td>(SSE)</td>
</tr>
<tr>
<td>Specific Learning Disabilities Education</td>
<td>Special Education</td>
<td>(ELD)</td>
</tr>
<tr>
<td>Theatre Education</td>
<td>Secondary Education</td>
<td>(EDD)</td>
</tr>
</tbody>
</table>

See Departmental Section for specific program requirements.

*A B.A. degree may be awarded when competency in a foreign language is demonstrated.

**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:
   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 require­
   ments.

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

Area V  Social and Behavioral Sciences
   1. Behavioral Science
      a. PSY 2012
      b. SYG 2000
   2. Social Science (Except for Music Programs)
      a. For programs requiring SSE 4313, two American
         History courses, or one American History and one
         American National Government course. One of
         these must be AMH 2010 or 2020 or the equivalent.
      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 0/1.

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)
   or
   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)
   ** EMF 4402 Intr. to Computers in Ed or Demonstrated
   Competency in Computer Literacy
   (2)
   EEX 4070 Exceptional Student Ed
   Methods Course(s) (10-12)*
   Internship & Seminar
   (2-6)*
   *Reading Requirement

   **Elementary and Early Childhood and Special Education internships (or practicums) are 18-
   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 accord­
   ing to field of specialization. These specialization requirements are
   listed with the programs that follow in the Departmental Section.

DEPARTMENTS AND PROGRAMS

The College of Education is organized into 11 departments. Each
department has one or more programs which are listed alphabetically
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 de­
signed to prepare teachers and leaders in the various fields of Vocat­
onal 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 Teacher Education Program.

In Business Education specific program competencies in the spe­
cialization 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.

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/Computing Competencies Office Occupations Procedures
   (Theory 50 OWPM) Office Information Processing
   Shorthand Competencies Office Information Processing
   (Theory 80 WPM) Prin. of Vocational Education
   Administrative Office Management
   Business Communications Business Law

DISTRIBUTIVE AND
MARKETING EDUCATION

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

General Distribution and Professional Education requirements are
listed under Teacher Education Program.

Specialization (42 credit hours):
   ACG 2001 DEC 4941 ECO 2013
   MAR 3023 DEC 4174 ECO 2023
   MAR 4403 MAR 3823 EVT 4065
   FIN 2100 FIN 2105 MAR 4231
   MAR 4333

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, 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 Delta Epsilon Chi, Chapter of the Distributive Education Clubs of
America, which is an integral part of the Distributive and Marketing Edu­
cation teacher preparation curriculum.
INDUSTRIAL/TECHNICAL EDUCATION

Requirements for the B.S. Degree (EVT)

General Distribution and Professional Education requirements are listed under Teacher Education Program.

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, Bureau of Teacher 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 adviser’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 three (3) semester hours in each of the following areas:

1. (a) materials and processes, (b) drafting and design, (c) energy,
2. (d) graphics, (e) electronics, (f) construction, and (g) industrial systems.

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 40-41 semester hours, the Technical Course Requirements of 30 semester hours, and 12 semester hours in Adult and Vocational Education. The requirements in Adult and Vocational Education are as follows:

- Required: Twelve (12) semester hours
  - EVT 4065
  - EVT 4165
- Electives selected with advisor approval:
  - EVT 4062-C
  - EVT 5369

Department of Childhood/Language Arts/Reading Education

The Childhood/Language Arts/Reading Education department has the responsibility for the development and supervision of programs leading to the Bachelor of Science degree in Elementary/Early Childhood Education and Elementary Education.

Prerequisites for admission to the Elementary/Early Childhood program include two American History courses, or one American History and one American National Government course. One of these must be AMH 2010 or 2020 or the equivalent. These courses may be taken as part of the general distribution requirement.

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 kindergarten 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.

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 in Elementary/Early Childhood Education program must have an overall USF GPA of 2.5 and a GPA of 2.5 in the combined Professional Core and Teaching Specialization prior to internship and graduation.

Prior to internship, students can have no more than five (5) courses remaining from the following courses, only one (1) of which can be taken with the final internship: EDF 4430, EEX 4070, EME 4402, ARE 4313, HLP 4460 and MUE 4210.

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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Program Enrollment</th>
<th>Internship Level</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>EDE 4941-Childhood Education</td>
<td>Internship Level I</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>Fourth</td>
<td>EDE 4942-Childhood Education</td>
<td>Internship Level II</td>
<td>6 semester hours</td>
</tr>
<tr>
<td></td>
<td>Enrollment or Consent</td>
<td>of Department Chairperson</td>
<td>10 semester hours</td>
</tr>
<tr>
<td>Full-Day</td>
<td>EDE 4940-Internship</td>
<td></td>
<td>(Total 22 semester hours)</td>
</tr>
<tr>
<td></td>
<td>EDE 4936-Senior Seminar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ELEMENARY EDUCATION

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

General distribution and Professional Education requirements are listed under Teacher Education Program.

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

- EDE 4301
- RED 4310
- RED 4515
COLLEGE OF EDUCATION

The major consists of 26 semester hours of elementary specialization courses as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE 4313</td>
<td>LAE 4414</td>
</tr>
<tr>
<td>HLP 4460</td>
<td>MAE 4310</td>
</tr>
<tr>
<td>LAE 4314</td>
<td>MAE 4326</td>
</tr>
</tbody>
</table>

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

**ELEMENTARY/EARLY CHILDHOOD EDUCATION***

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

General Distribution and Professional Education requirements are listed under Teacher Education Program. The Elementary/Early Childhood program also includes the following courses in the Professional Education requirements:

- EDE 4301
- RED 4310
- RED 4515

Students interested in early childhood teaching, which includes children ages 3-6, should pursue a program leading to eligibility for Florida certification both in early childhood and elementary education (N-6).

The major consists of 33 semester hours of Elementary/Childhood Education specialization courses as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE 4313</td>
<td>LHP 4460</td>
</tr>
<tr>
<td>EEC 4203</td>
<td>LAE 4414</td>
</tr>
<tr>
<td>EEC 4303</td>
<td>MAE 4310</td>
</tr>
<tr>
<td>EEC 4706</td>
<td>MAE 4326</td>
</tr>
</tbody>
</table>

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

*Due to changes in the State’s teacher certification requirements, students are not currently being admitted to this program.

Department of Secondary Education

General Distribution and Professional Education requirements are listed under Teacher Education Program.

The following programs are housed in the Department of Secondary Education:

- Art Education
- English Education
- Foreign Language Education
- Mathematics Education
- Science Education
- Social Science Education
- Theatre Education

The undergraduate programs are designed to prepare students to meet Florida teacher certification requirements and to become highly competent secondary teachers. Specialized courses in the teaching of mathematics, science, and social science are also offered for students majoring in elementary, early childhood, and special education.

Internship Program. The Department of Secondary Education Internship is offered in the fall and spring terms.

ART EDUCATION (ARE):

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

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

After completing studio requirements for state certification each student may elect to emphasize painting, sculpture, graphics, ceramics, or photography/cinematography for the remaining studio electives.

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

**Art Education (16 credit hours):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE 3044</td>
<td>ARE 4260</td>
</tr>
<tr>
<td>ARE 3354</td>
<td>ARE 4440</td>
</tr>
</tbody>
</table>

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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2202C</td>
<td>ART 3110</td>
</tr>
<tr>
<td>ART 2203C</td>
<td>ART 3701</td>
</tr>
</tbody>
</table>

One of the following: ART 3420 or ART 3470

**ART Studio Electives approved by adviser**

**ART History Elective**

Plus the following:

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

NOTE: Due to changes in the State’s teacher certification requirements, students who graduate after July 1991 will need to complete one aesthetics or one art criticism course.

ENGLISH EDUCATION (ENE):

General Distribution and Professional Education requirements are listed under Teacher Education Program.

1. **ENGLISH:**

A minimum of 39 semester hours, including:

- SPC 2023

One of the following:

- ORI 3000 or EDG 4320

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:

- ENL 3331 or ENL 3332

One of the following:

- CRW 3100 or ENC 3310

One of the following:

- LIN 3801, LIN 4100, LIN 4600, LIN 5107

One of the following:

- LIT 3073 or ENG 3105

Two of the following:

- AML 3031, AML 3032, AML 3051

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. LAE 4530 must be taken concurrently with one of the other methods courses, the fall or spring immediately preceding internship.

NOTE: Due to changes in the State’s teacher certification requirements, students who graduate after July 1991 will need to complete three credit hours in adolescent literature and will need both ENC 3310 and CRW 2100 and world literature.

FOREIGN LANGUAGE EDUCATION (FLS):

General Distribution and Professional Education requirements are listed under Teacher Education Program. A minimum of 30 credit hours beyond intermediate course requirements must be earned in the foreign language. Among the 30 hours must be the following:

- French (30 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 3240</td>
<td>FRE 4241</td>
</tr>
<tr>
<td>FRE 3420</td>
<td>FRE 4421</td>
</tr>
</tbody>
</table>

Plus additional selected hours of upper-level courses to total 30 hours.*
German (30 credit hours)
GER 3240
GER 4410
GER 4420
GER 4421
GEW 4100
GEW 4101
Plus additional selected hours of upper-level courses to total 30 hour.*

Spanish (30 credit hours)
SPAN 3241**
SPAN 4301
SPAN 3300
SPAN 4410**
SPAN 4101 or SPW 4130
Plus additional selected hours to total 30 hours.*
**These courses will not count in major for students who are Fluent in Spanish.

MATHEMATICS EDUCATION (MAE):
Admission Requirements: In addition to the College requirements, students must complete MAC 3311 or an equivalent course. General Distribution and Professional Education requirements are listed under Teacher Education Program.

1. Mathematics:
35 semester hours in mathematics above the 2000 level. Required courses are:
MAC 3311
MAC 3312
MAC 3313
COS 3422
MAD 3100
MAS 3103
MAS 4301
MHF 5404
STA 3023

2. Mathematics Education:
Eleven hours in teaching mathematics at the secondary level. Required courses are:
MAE 4320
MAE 4551
MAE 4330
COS 4010

NOTE: Due to changes in the State’s teacher certification requirements, students who graduate after July 1991 will need to complete six credits in the target culture, and three credits in linguistics (either LIN 4710 or LIN 3010).

SCIENCE EDUCATION (SCE):
Admission requirements: In addition to the College requirements, the minimum requirement for acceptance into either program is the completion of 16 semester hours of required science courses. General Distribution and Professional Education requirements are listed under Teacher Education Program.

Course Requirements:
1. SCIENCE
A minimum of 48 semester hours for the interdisciplinary Natural Science major with a concentration in Science Education. This requires a minimum of 32 semester hours in the discipline of major concentration (Biology, Chemistry, or Physics) and a minimum of 16 semester hours within the College of Natural Sciences outside the concentration area.

2. SCIENCE EDUCATION:
As a minimum, satisfactory completion of the following courses: SCE 4305, SCE 4320, and SCE 4330. These courses deal with communication skills and the teaching of science at the middle grades and secondary school levels.

NOTE: Due to changes in the State’s teacher certification requirements, students who graduate after July 1991 will need to complete three credit hour courses in computer applications in science.

SOCIAL SCIENCE EDUCATION (SSE):
General Distribution and Professional Education requirements are listed under Teacher Education Program.

Course Requirements:
1. SOCIAL SCIENCE
A minimum of 40 semester hours is required. The program contains both required and elective courses which each student, in consultation with the adviser, will select.

2. SOCIAL SCIENCE EDUCATION:
Eight semester hours in methods of teaching and communication skills in Social Studies: SSE 4333, SSE 4334, and SSE 4640.

NOTE: Due to changes in the State’s teacher certification requirements, students who graduate after July 1991 will need to complete three credit hours in Asian, African, Latin American or Middle Eastern History and six hours in economics.

THEATRE EDUCATION (EDD):
In addition to the general distribution and professional education requirements, the following courses constitute a program of study:

Theatre (54 credit hours)
Theatre:
THE 2020
THE 2110
TPP 2110
TPA 2200
THE 3110
THE 3111
TPP 3111
TPA 2223
THE 3925
THE 3900 or TPA 3900
TPA 2232
THE 4180 or TPP 3790
TPA 3056
THE 4562
TPP 4150
THE 4927 (twice) TPP 4310

6 hours from the following:
THE 4320
THE 4330
THE 4370
THE 4401
THE 4442
THE 4480

7 hours from the following:
TPA 2250
TPA 3221
TPA 3260
TPA 3601
TPA 4211
TPA 4264

Theatre Education (9 credit hours)
EDG 4320
THE 4722 or
THE 4761
THE 4723

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, measurement characteristics, and measurement as an information resource.

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 and information 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 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 (72 cr. hrs.)
   Music Education courses (20 hrs.)
   
   MUE 2090 (1)
   MUE 3450 (1)*
   MUE 4331 (3)
   MUE 3421 (1)
   MUE 3451 (1)
   MUE 4321 (3)
   MUE 3422 (1)*
   MUE 3460 (1)**
   MUE 4332 (3)
   MUE 3423 (1)
   MUE 3461 (1)
   MUE 4480 (2)

   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 2117 (3)
   MUH 3300 (2)
   MUT 1112 (3)
   MUT 2246 (1)
   MUH 3301 (3)
   MUT 1241 (1)
   MUT 2247 (1)
   MUH 3302 (3)
   MUT 1242 (1)
   MUL 2111 (3)
   MUG 3101 (2)
   MUT 2116 (3)

   Applied Music (Principal) 12 cr. hrs. with a minimum of 4 hours at the 3000 level and concurrent registration in MUS 3001 (Recital Attendance).
   Music electives (2)
   Applied Music Secondary Techniques - 3 cr. hrs.
   (One each: string, percussion, voice)
   Major performing ensembles
   (Minimum of one per semester of applied music - 6 cr. hrs.)
   Graduating recital
   Piano proficiency requirement
   Other Fine Arts Requirement
   Art, Dance, Theatre (min. 3 cr. hrs. to be selected from one or more of the other departments in the College of Fine Arts)

2. Vocal Specialization - (72 cr. hrs.)
   Music Education courses (16 cr. hrs.)
   
   MUE 2090 (1)
   MUE 3421 (1)
   MUE 3422 (1)
   MUE 3450 (1)*
   MUE 3451 (1)*
   MUE 3461 (1)*
   MUE 4311 (3)
   MUE 4352 (3)

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

   Music courses (min. 56 cr. hrs.)
   
   MUT 1111 (3)
   MUT 2116 (3)
   MUL 2111 (3)
   MUT 1112 (3)
   MUT 2117 (3)
   MUH 3300 (2)
   MUT 1241 (1)
   MUT 2246 (1)
   MUH 3301 (3)
   MUT 1242 (1)
   MUL 2247 (1)
   MUH 3302 (3)
   MUG 3101 (2)

   Applied Music (Principal) 12 cr. hrs. with a minimum of 4 hours at the 3000 level and concurrent registration in MUS 3001 (Recital Attendance).

Applied Music Secondary Techniques (2 cr. hrs.)
   (One each: string, percussion)
   Major Ensembles
   (Minimum of one per semester of applied music - 6 cr. hrs.)
   Music Electives (7)
   Piano proficiency requirement
   Graduating recital

Department of Physical Education

The Department of Physical Education conducts a comprehensive 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 all students in developing desired skills and gaining insight into the role physical activity plays in their lives. Laboratory experiences in recognized sports activities allow students 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 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 (PTE/PTS/PTW)
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. 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 June 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
P.O. Box 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 3110 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: (PTE)
   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 4947 Associate Teaching Physical Education: Elementary
   PET 4957 Sport Skills for the Dogs
   PET 5430 Reading For The Child

4. ADDITIONAL REQUIRED COURSES FOR 6-12 TRACK: (PTS)
   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 3943 Physical Education Internship: Middle School
   PET 4142 Trends & Tasks: Secondary Physical Education
   PET 4304 Principles & Issues in Coaching
   PET 4401 Organization & Administration of Secondary Physical Education Programs
   PET 4442 Instructional Design & Content: Physical Education Secondary

5. ADDITIONAL COURSES REQUIRED FOR WELLNESS LEADERSHIP TRACK: (PTW)
   ADE 4384 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 4404 Organization & Administration of Wellness Programs
   PET 4353 Exercise Physiology II
   PET 4384 Health Fitness Appraisal & Exercise Prescription

COLLEGE OF EDUCATION

Department of Psychological and Social Foundations of Education
The Department of Psychological and Social Foundations of Education provides courses for all students majoring in the wide array of undergraduate programs available in the College of Education. These courses contribute to the students' understanding of the general education enterprises and are considered foundational to later professional specialization.

EDF 3122 EDF 3542 EDF 4905
EDF 3210 EDF 3604 EDF 4909
EDF 3214 EDF 3610 IDS 3115
EDF 3228 EDF 4131

Department of Special Education
The Department of Special Education undergraduate 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 appropriate programs for exceptional students in public schools and private agencies. All students will be required to complete a concentration of 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 adviser will be assigned. Field based experiences are a significant component of all programs. Practicum and internship experiences are included throughout each training program in educational environments located in those districts proximal to a campus on which there are resident faculty. Transportation to practicum and internship sites must be furnished by the 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 Teacher Education Program.

**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 Teacher Education Program.

**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 Teacher Education Program.

**Teaching Specialization: (32-33 hours)**

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**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 eight 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.

**Student Council for Exceptional Children**

The Student Council for Exceptional Children is an organization of those members of the University interested in the education of the exceptional different child. Various exceptionalities included are Gifted, Emotionally Disturbed, Physically Handicapped, Mentally Retarded, and Culturally Different. Activities of the USF Chapter include field trips to various special educational facilities, prominent speakers, seminars, state and national conventions, and social events. The specific activities are determined by the members and the exceptionalities in which they are interested. All interested students are invited to join.

**Student Music Educators National Conference**

Student Music Educators Conference is an affiliate of the Music Educators National Conference and the Florida Music Educators Association. It is devoted to the furtherance of knowledge and understanding of music education on all levels. Membership is open to any student in the University of South Florida who is interested in the teaching of music.

**Phi Beta Lambda**

Phi Beta Lambda is a business fraternity open to all students, including freshmen, expressing an interest in Business. The emphasis is on promoting free enterprise and instilling leadership qualities.

**Kappa Delta Pi**

Kappa Delta Pi is 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 Club**

The Mathematics Education Club 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 club 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.

**Science Education Association (SEA)**

The Science Education Association provides a supportive environment for students majoring in science education, although membership is open to anyone interested in science. SEA plans field trips, guest speakers, and the compiling of a classroom science activities file for education majors.
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.)

(a variety of options available including General Engineering)

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.)

(a variety of options available)

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 objectives, and capabilities for a significant technological contribution. These programs are described in more detail under their respective catalog headings.

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

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

Area of Interest

Contact

Engineering Professional Programs, Engineering Science, Computer Science, Information Systems Engineering Technology Computer Service Courses

Specific Department or Advising Office

Director of Engineering Technology

Director of Engineering Technology

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 the 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 programs include 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 specialized 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 more 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.

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 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 section under college regulations for graduation just as it expects its own students to meet their 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. Junior/community college students intending to pursue an engineering
program at USF should contact the adviser at their institution and request a course equivalency list.

Although it is not mandatory, the College strongly recommends acquisition or personal access to a personal computer. For further details, contact the Associate Dean of Engineering - Computing Services.

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 of 550 and verbal 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 a specific Engineering department.

The minimum requirements for acceptance by the departments administering the Engineering programs in Chemical, Civil, 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 the Computer Engineering program offered by the Computer Science and Engineering Department are completion of sections 1 and 2 above and:

1. Completion of:
   - EGN 3373 - Introduction to Electrical Systems I
   - EGN 3443 - Engineering Statistics I
   - COP 3002 & COP 3000L - Intro to Computer Science and Lab
   - EGN 3313 - Statics
   - EGN 3343 - Thermodynamics I
   - With a minimum of “C” on the first attempt.

2. The minimum requirements for admission to the Computer Science program offered by the Computer Science and Engineering Department are completion of sections 1 and 2 above and completion of:
   - COT 3001 - Discrete Structures
   - EGN 3373 - Introduction to Electrical Systems I
   - EGN 3443 - Engineering Statistics I
   - COP 3002 & COP 3000L - Intro to Computer Science and Lab

Students who fail to obtain a “C” grade 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 departmental 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 of Engineering to accelerate their admission to a particular department. The student must apply through the Advising Office of the College of Engineering. The requirements for Direct Departmental Admission (DDA) are:

1. Admission to the College of Engineering
2. High School Students: SAT scores of 500 Verbal and 600 Mathematics, a cumulative total of 1100; ACT scores of 26 Mathematics, a combined average score of 26.
3. Transfer Students: Successful completion of the following 17 hours of courses with a minimum grade point average of 3.30. (Grades in these courses must be either "A" or "B"; a student with a "C" or less grade in any one of the below listed courses is not eligible for DDA.)
   - MAC 3281 - Engineering Calculus I
   - MAC 3282 - Engineering Calculus II
   - MAC 3283 - Engineering Calculus III
   - PHY 3048 - General Physics I & Lab
   - And Either:
     - PHY 3049 - General Physics II & Lab
     - CHM 2045 - Chemistry & Lab
   - 17 hrs.
Engineering Advising

Effective pursuit of engineering and engineering related studies requires careful attention to both the sequence and the type of courses taken. The engineering curriculum differs in key respects from the study plans of other majors – even in the freshmen year. It is therefore important, and the College requires, that each student plan a curriculum and have it approved by a designated adviser in the College of Engineering.

New students must attend the University’s Orientation program. They are assigned an engineering adviser during this program and receive advisement for their first semester at that time.

The student and adviser jointly work out a plan of study which meets both the student’s career objectives and the College of Engineering’s degree requirements. The advisers maintain the College of Engineering’s student records.

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

*The College of Engineering requires all undergraduates to apply for graduation the semester prior to the anticipated graduation term. Necessary forms and instructions can be obtained in the Advising Office.

Departments & Programs

The supervision of the academic programs for the College is the function of the 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 course work and study in all areas fundamental to Chemical Engineering. Topics included are thermodynamics, fluid flow, heat transfer, mass transfer, separation processes, chemical reactors, instrumentation and process control, economics optimization, computer methods, computer aided design techniques, and process plant design. These courses, together with mathematics, physics, chemistry, other interdisciplinary engineering fundamentals, English, and liberal arts courses, provide the basis for long range professional progress. Because of the many professional areas available for employment to the chemical engineer, the students are also required to take a number of electives from areas such as biotechnology, materials, and environmental engineering. These electives are designed to broaden the experience and, therefore, the employment possibilities of our graduates. The department administers the Bachelor of Science in Chemical Engineering (B.S.Ch.E.), the Master of Science in Chemical Engineering (M.S.Ch.E.), the Master of Engineering (M.E.), and the Doctor of Philosophy in Chemical Engineering (Ph.D.) degrees.

The Chemical Engineering Department also offers a sequence of courses in biotechnology and biomedical engineering. Biotechnology is largely involved in the utilization of living organisms to produce or eliminate a variety of products (e.g., pharmaceuticals, food, and fertilizers).

Biotechnology And Biomedical Engineering

A sequence of courses in applied microbiology is currently available within the Chemical Engineering program. More general undergraduate programs in both engineering biotechnology and biomedical engineering are being developed which will be open to all engineering students. Courses in these areas are currently offered in Chemical Engineering and Electrical Engineering. A student group (Biotechnology & Biomedical Engineering Society) exists and is open to all interested students. The USF Biomedical Engineering Research Group offers research experience possibilities to qualified students. For more information regarding these areas, please contact the College of Engineering.

Civil Engineering and Mechanics

This department offers coursework and study pertinent to Civil Engineering, Engineering Mechanics, Materials Science, and Environmental Engineering. Topics included are structural analysis, design and optimization; metals, polymers, ceramics; solid and fluid mechanics, stress analysis, vibrations, continuum mechanics, 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.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 and Computer Engineering; the Master of Science degree programs in Computer Science and in Computer Engineering; and Ph.D. program in Computer Science and 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 microprocessors 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 AT&T 3B2 machines, a number of SUN workstations, and special purpose image and graphics processors. 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.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 systems to the operation of manufacturing plants. Topics include production planning and control, production and plant design, applied
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 time in each category will be approximately as follows:

- Non-technical Courses
  - (Social Sciences, Humanities, Communications) 30 Sem. Hrs.
  - Mathematics, Chemistry and Physics (Minimum) 35 Sem. Hrs.
- Basic Engineering Science (Minimum) 36 Sem. Hrs.
- Department Specialization 136 Sem. Hrs.

Special requirements exist for Chemical Engineering. Students selecting this field should make sure they familiarize themselves with these. Detailed information can be obtained from the responsible department or the College’s Advising Office.

1. Non-Technical Requirements

Prospective Engineering majors must take six hours of Freshman English (ENG 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 coursework 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 three hours of work which will satisfy 6A-10.30 (The "Gordon Rule"). It is required by ABET that non-technical studies have at least two courses (6 hours) be taken in the same subject area in either Humanities/Fine Arts or Social Sciences. Students transferring from other colleges without having met ABET depth and breadth requirements must take additional Social Sciences/ Humanities courses at USF to meet this requirement.

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 of Arts degree who have met that college’s General Education Requirements will normally find that their General Education coursework satisfies the major portion - but not all - of the Social Sciences and Humanities core requirement.

Credit by Examination can be obtained for some of this coursework. CLEP General Examination credit, acceptable to the University, is accepted for the areas of English Composition, Humanities and Social Sciences. Credit for CLEP Subject Examinations and CEEB Advanced Placement Tests can be accepted when the subject covered is recognized to be equivalent to USF courses on the “Approved Social Sciences and Humanities Courses” list. Questions 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 (or a calculus sequence of equivalent level), Differential Equations, and additional hours of designated courses supportive of the student’s selective field of specialization, as specified by the department. In the science coursework students must take the Physics with Calculus Sequence and the General Chemistry sequence.

Students whose high school preparation is insufficient to enter the Calculus for Engineers are required to take supplementary algebra and trigonometry prior to being considered for acceptance into the College. All students must take the math placement test.

3. Engineering Core Requirements

The prospective engineering major must take a minimum of 35 credit hours of engineering core (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 adviser to fit the field selected by the student. Details on this selection are available in the departmental office of the field selected, or in the College’s Advising Office.
FOUR-YEAR PROGRAM – BACHELOR OF SCIENCE IN ENGINEERING DEGREE AND BACHELOR OF SCIENCE IN DESIGNATED ENGINEERING FIELD DEGREE

These engineering degrees are awarded upon successful completion of a program consisting of the required three areas of core coursework—minimum of 101 credit hours—which are described above, and an additional 35 credit hours of coursework in a designated field of specialization. Details covering specific fields are available on request from the responsible department, or from the College’s Advising Office.

Programs are offered in the following disciplines of Engineering:

1. General

All departments of the College of Engineering offers 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 disciplinary program. Since the program is tailored for individual students a curriculum cannot be published and, therefore, it cannot be accredited. Because of this it is not recommended for most students. Nevertheless, it can be a valuable program for students with special needs.

Pre-medical students may elect this option. It accommodates up to 32 hrs. of special pre-med coursework (Biology, Organic Chemistry, etc.) selected by student and advisor 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 must take core coursework in advanced chemistry, thermodynamics, fluids, heat, and mass transfer, separation processes, reacting systems, instrumentation, and control. Students must also satisfactorily complete a design and/or case study as part of their program. Students in the biotechnology/biomedical option are also required to take additional courses in general biology, microbiology, and biochemistry. Special characteristics of the Chemical Engineering curriculum make it imperative that the students retain close contact with their advisor.

Students completing this program normally initiate their careers in process/manufacturing industries. Chemical engineers are found in administrative, technical, and research positions in these industries. Main products of these industries are petrochemicals, polymers, fibers, natural and synthetic fuels, electronic materials, fertilizers, pharmaceuticals, etc. Modern societal problems and technology have required the Chemical Engineering “know-how” to be applied in the biotechnology/biomedical and environmental areas. These fields depend on the chemical engineer, among others, for solutions.

The schedule which follows indicates how a serious student who can devote full time to coursework can satisfy requirements in four academic years. Students without a solid foundation and those who cannot devote full time to academics should plan a slower pace.

Bachelor’s Curricula

Chemical Engineering

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<td></td>
<td>MAC 3282</td>
<td>Engineering Calculus I</td>
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<td></td>
<td>CHM 2045</td>
<td>General Chem. I</td>
<td>3</td>
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<td>Social &amp; Behav. Science Elective</td>
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<td>MAC 3282</td>
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<td>PHY 3048</td>
<td>General Physics I</td>
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<td>PHY 3048L</td>
<td>Gen. Physics Lab I</td>
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<td>EGN 3373</td>
<td>Electrical Systems I</td>
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<td></td>
<td>EGN 2210</td>
<td>Fortran</td>
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<td></td>
<td>EGN 3343</td>
<td>Thermodynamics I</td>
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<td>EGN 3443</td>
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<td>EGN 3365</td>
<td>Materials</td>
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<td>EMC 3303</td>
<td>Chem/Mech Lab</td>
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<td>EMC 3301</td>
<td>System Instrumentation</td>
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<td>EGN 3103</td>
<td>Thermodynamics II</td>
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<td></td>
<td>Social Science Elective</td>
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<tr>
<td>I</td>
<td>ECH 3264</td>
<td>Transport Processes I</td>
<td>3</td>
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<tr>
<td></td>
<td>ECH 4123</td>
<td>Phase and Chemical Equilibrium</td>
<td>3</td>
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<tr>
<td></td>
<td>EGN 3433</td>
<td>Systems Dynamics</td>
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<td>CHM 3210</td>
<td>Organic Chem. I</td>
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<td>ECH 4265</td>
<td>Transp Proc II</td>
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<td>CHM 3211</td>
<td>Organic Chemistry II</td>
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<td>CHM 4412</td>
<td>Physical Chemistry III</td>
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<td>Liberal Arts Elective</td>
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<td>3</td>
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<td>I</td>
<td>EMC 4314</td>
<td>Auto Controls I</td>
<td>3</td>
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<td>EMC 4244L</td>
<td>Chem. &amp; Mech. Lab II</td>
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<td>ECH 4415</td>
<td>Reacting Systems</td>
<td>3</td>
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<td></td>
<td>ECH 4605</td>
<td>PR. Eco and Opt</td>
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<td></td>
<td>Chemistry Elective</td>
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<td>4</td>
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<tr>
<td>I</td>
<td>ECH 4615</td>
<td>Plant Des &amp; Eco</td>
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</tbody>
</table>

3. Civil Engineering

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.

c. Materials courses in engineering materials, polymers, corrosion control and materials processes.

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, geotechnical, transportation and water resource, environmental, hydraulics, materials, 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 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**

**Civil Engineering Option**

<table>
<thead>
<tr>
<th>Semester I</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman English I</td>
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<tr>
<td>MAC 3281</td>
<td>Engr. Calculus I</td>
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<tr>
<td>CHM 2045</td>
<td>General Chemistry I</td>
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<td>EGN 1002</td>
<td>Engr. Orientation</td>
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<td>EGN 1115</td>
<td>Intro. Design Graphics</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
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<tbody>
<tr>
<td>ENC 1102</td>
<td>Freshman English II</td>
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<td>Engr. Calculus II</td>
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<tr>
<th>Semester III</th>
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<tbody>
<tr>
<td>PHY 3049</td>
<td>General Physics II</td>
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<td>Approved Social Science Elective</td>
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<thead>
<tr>
<th>Semester IV</th>
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<tbody>
<tr>
<td>MAP 4302</td>
<td>Differ. Equations</td>
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<tr>
<td>EGN 3365</td>
<td>Materials Engr. I</td>
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<table>
<thead>
<tr>
<th>Semester V</th>
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<tbody>
<tr>
<td>EGN 3373</td>
<td>Intro to Elec. Sys. I</td>
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<tr>
<td>EGN 3343</td>
<td>Thermodynamics I</td>
</tr>
<tr>
<td>EGN 3443</td>
<td>Engr. Statistics</td>
</tr>
<tr>
<td>Approved Humanities or Social Science Elective</td>
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<table>
<thead>
<tr>
<th>Semester VI</th>
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<tbody>
<tr>
<td>EGN 3354C</td>
<td>Basic Fluid Mech.</td>
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<tr>
<td>EGN 3321</td>
<td>Dynamics</td>
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<tr>
<td>EGN 3331</td>
<td>Mechanics of Matls.</td>
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<tr>
<td>EGN 3331L</td>
<td>Mech. of Matls. Lab</td>
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<td>ENV 3001</td>
<td>Environmental Engineering</td>
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<td>EGN 4420</td>
<td>Num. Mthds. of Analysis</td>
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<tr>
<td>EGN 4450</td>
<td>Intro to Linear Systems</td>
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<thead>
<tr>
<th>Semester VII</th>
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<tbody>
<tr>
<td>CES 3102</td>
<td>Structures</td>
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<tr>
<td>CWR 4202</td>
<td>Hydraulics</td>
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<tr>
<td>TTE 4004</td>
<td>Transportation Engr. I</td>
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<tr>
<td>CEG 4011</td>
<td>Soil Mechanics I</td>
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<tr>
<td>CEG 4011L</td>
<td>Geotech Lab</td>
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<td>GLY 3830</td>
<td>Geology for Engrs.</td>
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<thead>
<tr>
<th>Semester VIII</th>
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<tbody>
<tr>
<td>CEG 4012</td>
<td>Soil Mechanics II</td>
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<tr>
<td>TTE 4005</td>
<td>Transportation Engineering II</td>
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<td>SUR 3140C</td>
<td>Engineering Land Surveying</td>
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<tr>
<td>EGN 4366</td>
<td>Materials Engineering II</td>
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<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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<td>Approved Technical Writing Course</td>
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<td>C.E. Design Elective</td>
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<tr>
<td>C.E. Technical Elective</td>
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</tr>
<tr>
<td>Approved Humanities or Soc. Sci. Elective</td>
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<table>
<thead>
<tr>
<th>Semester IX</th>
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<tbody>
<tr>
<td>CES 4111</td>
<td>Social Science Elective</td>
</tr>
<tr>
<td>CES 4820</td>
<td>Timber &amp; Masonry Design</td>
</tr>
</tbody>
</table>

**Civil Engineering Technical Electives**

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

**Water Resources**

- ENV 4502 Environmental Unit Operations | 3
- ENV 4101 Air Pollution Control | 3
- CWR 4103 Water Resources Engineering | 3

**Geotechnical/Transportation**

- CEG 4012 Soil Mechanics II | 3
- TTE 4005 Transportation Engineering II | 3
- SUR 3140C Engineering Land Surveying | 3

**Materials**

- EGN 4366 Materials Engineering II | 3
- EMA 4324 Corrosion of Engineering Materials | 3
- EMA 4703 Failure Analysis & Prevention | 3

**Structural**

- CES 4141 Matrix Structural Analysis | 3
- CES 4820 Timber & Masonry Design | 3
### 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.)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>Environmental/Water Resources</td>
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<tr>
<td>CWR 4810</td>
<td>Hydraulic Design</td>
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<td>ENV 4432</td>
<td>Water Systems Design</td>
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<tr>
<td>CGN 4914</td>
<td>Senior Project</td>
<td>2</td>
</tr>
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</table>

| Geotechnical/Transportation                           |       |
| CEG 4801    | Geotechnical Design             | 2     |
| TTE 4821    | Transportation System Design    | 2     |
| CGN 4914    | Senior Project                  | 2     |

| Materials                                           |       |
| CGN 4851   | Cement and Concrete Design      | 2     |
| EMA 4704   | Selection and Application of Materials | 2 |
| CGN 4914   | Senior Project                  | 2     |

| Structural                                          |       |
| CES 4616   | Structural Design-Steel         | 2     |
| CES 4704   | Structural Design-Concrete      | 2     |
| CGN 4914   | Senior Project                  | 2     |

### Environmental Engineering Concentration Within Civil Engineering

#### Semester I
- ENC 1101   | Freshman English I             | 3     |
- MAC 3281   | Engr Calculus I                | 3     |
- CHM 2045   | General Chemistry I            | 3     |
- EGN 1115   | Intro to Des. Graphics        | 3     |
- EGN 1002   | Engr Orientation               | 0     |
- Approved Humanities Elect.                        | 3     |
- Approved Social Science Elect.                    | 2     |
- Total                                             | 17    |

#### Semester II
- ENC 1102   | Freshman English II            | 3     |
- MAC 3282   | Engr Calculus II               | 3     |
- CHM 2046   | General Chemistry II           | 3     |
- CHM 2045L  | General Chemistry I Lab        | 1     |
- PHY 3048   | General Physics I              | 3     |
- PHY 3048L  | General Physics I Lab          | 1     |
- Approved Humanities Elect.                        | 3     |
- Total                                             | 17    |

#### Semester III
- MAC 3283   | Engr Calculus III              | 3     |
- PHY 3049   | General Physics II             | 3     |
- PHY 3049L  | General Physics II Lab         | 1     |
- EGN 2200   | Engr with Computers            | 2     |
- EGN 3313   | Statics                       | 3     |
- CHM 3200   | Organic Chemistry              | 4     |
- Total                                             | 16    |

#### Semester IV
- MAP 4302   | Diff. Equations                | 3     |
- EGN 3343   | Thermodynamics I               | 3     |
- EGN 3373   | Intro to Elect. Sys. I         | 3     |
- EGN 3443   | Engr Statistics I              | 3     |
- EGN 3365L  | Materials Engr I               | 3     |
- Approved Human/Social Science Elect.               | 18    |

#### Semester V
- EGN 3321   | Dynamics                      | 3     |
- EGN 3331   | Mechanics of Materials        | 3     |
- EGN 3331L  | Mech. of Matls Lab            | 1     |
- EGN 3354C  | Basic Fluid Mechanics         | 3     |
- ENV 3001   | Environmental Engr            | 3     |
- PAD 3003   | Intro Pub Admin               | 3     |
- Total                                             | 16    |

#### Semester VI
- CES 3102   | Structures I                  | 3     |
- CWR 4202   | Hydraulics                     | 3     |
- ENV 4502   | Env. Unit. Operation           | 3     |
- CEG 4011   | Soil Mechanics I              | 3     |
- EMC 3103   | Thermodynamics II              | 3     |
- ENV 4004   | Env. Engr Laboratory           | 1     |
- CEG 4211   | Geotech. Laboratory            | 1     |
- Total                                             | 17    |

#### Semester VII
- EGN 3613   | Engr Economy                  | 3     |
- CES 4605   | Concepts Steel Design         | 3     |
- CES 4702   | Concepts Concrete Design      | 3     |
- GEB 3211   | Business Comm. for C.E.'s     | 1     |
- ENC 3210   | Technical Writing             | 3     |
- ENV 4552   | Unit Ops. & Process Lab       | 1     |
- ENV 4503   | Env. Unit Processes           | 3     |
- ENV 4432   | Water Systems Design          | 2     |
- Total                                             | 18    |

#### Semester VIII
- COM 3110   | Speech for Professionals      | 3     |
- CGN 4122   | Engr Contracts & Specs        | 3     |
- ENV 4101   | Air Pollution Control         | 3     |
- TTE 4004   | Transportation Engr I         | 3     |
- ENV 4531   | Wastewater Systems Design     | 2     |
- Total                                             | 17    |

### 4. Computer Science and Engineering

Two undergraduate programs are offered within Computer Science and Engineering. They are: the Computer Engineering program (leading to a Bachelor of Science in Computer Engineering) and the Computer Science program (leading to a Bachelor of Science in Computer Science).

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.

Graduates from these programs follow fruitful careers in either scientific or business application of computers, as well as in the design of computer systems. They are often involved in the systems level definition of information processing complexes for both manufacturers of computers and for users. A wide and expanding variety of design and applications opportunities characterize this field. This is the reason for requiring a broad foundation in applied mathematics and the physical sciences, and also to develop communications abilities and clear perceptions in the social sciences and the humanities. Research and development opportunities as a computer scientist and engineer, often following graduate training, are present in the areas of computer architecture and VLSI design, artificial intelligence, software engineering, digital data communications, data-base management and robotics, fault-tolerant computing and testing, microprogramming, computer graphics, image processing, machine vision, and simulation.

The schedules which follow indicate how a serious, well prepared student who can devote full time to coursework can satisfy degree
requirements in four academic years. Students without a solid foundation and those who cannot devote full time to academics should plan on a slower pace.

### Bachelor of Science in Computer Science Curriculum

#### Semester I
- **EGN 1002**  Engr Orientation  0
- **MAC 3281**  Engr Calculus I  3
- Science Elective  3
- **ENC 1101**  Freshman English I  3
- Social Science/Hum  6
- **Total**  15

#### Semester II
- **MAC 3282**  Engr Calculus II  3
- **PHY 3048**  Physics I  3
- **PHY 3048L**  Physics I Lab  1
- Science Elective  3
- **ENC 1102**  Freshman English II  3
- Social Science/Hum  3
- **Total**  16

#### Semester III (Summer)
- **PHY 3049**  Physics II  3
- **PHY 3049L**  Physics II Lab  1
- **MAC 3283**  Engr Calculus III  3
- Social Science/Hum  3
- **Total**  10

#### Semester IV
- **EGN 3373**  Elect.Sys. I  3
- **COT 3100**  Discrete Struct.  3
- **GEB 3211**  Business Comm.  3
- **EGN 3613**  Engr Economy  3
- **MAP 4302**  Diff. Equations  3
- **Total**  15

#### Semester V
- Science Elective  3
- **STA 4442**  Intro. to Probability  3
- **MAS 3103**  Linear Algebra  3
- **COP 3002**  Intro to CS  3
- **COP 3000L**  Intro to CS Lab  1
- Social Science/Hum  3
- **Total**  16

#### Semester VI
- **EEL 4851**  Data Struct.  3
- **EEL 4705**  Logic Design  3
- **EEL 4705L**  Logic Design Lab  1
- **EEL 4935**  Electronic Meas.  3
- Technical Elective  3
- Social Science/Hum  3
- **Total**  16

#### Semester VII
- **CDA 4100**  Computer Org.  3
- **COP 4400**  Comp. Sys.  3
- **COT 4210**  Automat Theory  3
- Free Elective  3
- Computer Science Elective  3
- **Total**  15

#### Semester VIII
- **EEL 4744**  Microproc.  3
- **EEL 4743L**  Micro. Lab  1
- **Total**  3

### Bachelor of Science in Computer Engineering Curriculum

#### Semester I
- **EGN 1002**  Engr Orientation  0
- **MAC 3281**  Engr Calculus I  3
- **CHM 2045**  Chemistry I  3
- **CHM 2045L**  Chemistry I Lab  1
- **ENC 1101**  Fresh. Eng. I  3
- Social Science/Hum  3
- **Total**  16

#### Semester II
- **MAC 3282**  Engr Calculus II  3
- **PHY 3048**  Physics I  3
- **PHY 3048L**  Physics I Lab  1
- **ENC 1102**  Fresh. Eng. II  3
- Social Science/Hum  3
- **Total**  16

#### Semester III
- **PHY 3049**  Physics II  3
- **PHY 3049L**  Physics II Lab  1
- **MAC 3283**  Engr Calculus III  3
- Social Science/Hum  3
- **Total**  10

#### Semester IV
- **EGN 3373**  Elect. Sys. I  3
- **COT 3100**  Discrete Struct.  3
- **MAP 4302**  Diff. Equations  3
- **EGN 3343**  Thermo I  3
- **EGN 3313**  Statics  3
- **GEB 3211**  Bus. Communications  3
- **Total**  18

#### Semester V
- **EEL 3302**  Electronics  3
- **EGN 3321**  Dynamics  3
- **COP 3002**  Intro to C/S  3
- **COP 3000L**  C/S Lab  1
- **EGN 4450**  Linear Systems  2
- **EGN 3443**  Statistics  3
- **Total**  15

#### Semester VI
- **EEL 3365L**  Materials  3
- **EEL 4851**  Data Structures  3
- **EGN 3613**  Engr Economy  3
- **EEL 4705**  Logic Design  3
- **EEL 4705L**  Logic Design Lab  1
- **EEL 4935**  Electronic Measurements  3
- **Total**  16
5. Electrical Engineering

Students pursuing the Electrical Engineering option of the Bachelor of Science in Engineering program or the Bachelor of Science in Electrical Engineering program take designated coursework in network analysis, electronics, communications, electromagnetic theory, control systems, and microelectronics and microprocessors. This coursework is supplemented by electives in many specialized areas of electrical engineering.

Students completing this program normally pursue industrial careers in the power, electrical, electronic, or information industries or in related governmental laboratories and public service agencies. The electrical graduate may apply his/her knowledge to such diverse areas as television, communications, remote guidance, sensing (of people, vehicles, weather, crops, etc.), automation, computer and information systems, electric power generation and transmission, electrically propelled transportation, etc. The graduate may do this by performing needed engineering functions related to research and development (often requires an advanced degree), design, production, operation, sales, or management of these products/services.

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

#### Electrical Engineering

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6. Industrial Engineering

Students pursuing the Bachelor of Science in Industrial Engineering degree program take designated, specialized coursework in industrial processes, production control, production design, operations research, human factors, computer simulation, applied statistics, and automation. This coursework is supplemented by engineering electives and comprehensive industrial engineering design projects.

Students completing this program are prepared for graduate study or for careers in a broad range of industries, business, and public
service areas. The strength of industrial engineering lies, in part, in its breadth and the applicability of its common body of knowledge in a wide variety of enterprises. Students may be involved in traditional areas of manufacturing and production, or state-of-the-art functions in automation and robotics. The same engineering principles are also applied to business organizations, service delivery systems, and governmental administration.

The schedule which follows indicates how a serious, well prepared student who can devote full time to coursework can satisfy degree requirements in four academic years. Students without a solid foundation and those who cannot devote full time to academics should plan on a slower pace.

### Bachelor's Curriculum

#### Industrial and Management Systems Engineering

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| EGN 3354   | Basic Fluid Mechanics 3 |
| Science Elective | 3 |

#### Semester VII

| EIN 4364L  | Facilities Design I 3 |
| EIN 4334   | Production Control 3 |
| EIN 4313   | Human Factors Design 3 |
| Technical Elective | 3 |
| Approved Humanities | 3 |
| Total Credits | 18 |

| EIN 4251   | Automation and Robotics 3 |
| ESI 4911   | Senior Project 2 |
| ESI 4521   | Ind. Syst. Simulation 3 |
| EIN 4365L  | Facility Design II 3 |
| Humanities/Social Science Elective | 4 |
| Total Credits | 15 |

### Mechanical Engineering

Students pursuing the Bachelor of Science in Mechanical Engineering program take coursework in thermodynamics and heat transfer, instrumentation and measurements, energy conversion systems, solid and fluid mechanics, dynamics, machine analysis and designs, mechanical design, controls, and fluid machinery. This is supplemented by elective coursework in such areas as power plant analysis, refrigeration and air conditioning, mechanical design, advanced mechanics, heat transfer, robotics, propulsion, vibrations, computer-aided design, manufacturing, composite materials, and aerosystems.

Students completing this option normally enter careers in a wide range of industries which either produce mechanical products or rely on machines, mechanical devices and systems to produce electricity, petroleum products, foods, textiles, building materials, etc. Mechanical Engineering graduates may follow careers in such fields as transportation, power generation, manufacturing, instrumentation, automatic control, machine design, construction, refrigeration, heating and air conditioning, aerospace, defense and all the process industries (foods, textiles, petrochemicals, pharmaceuticals, etc.). There are career opportunities in this wide range of industries because mechanical equipment is required in all aspects of industrial production.

#### Bachelor's Curriculum

#### Mechanical Engineering

<table>
<thead>
<tr>
<th>Semester I</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman English I 3</td>
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<tr>
<td>MAC 3281</td>
<td>Engineering Calculus I 3</td>
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<td>CHM 2045</td>
<td>General Chemistry I 3</td>
</tr>
<tr>
<td>Social &amp; Behav. Science Elective</td>
<td>3</td>
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<tr>
<td>EGN 1115L</td>
<td>Intro. to Design Graphics 3</td>
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<th>Semester II</th>
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<td>ENC 1102</td>
<td>Freshman English II 3</td>
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<tr>
<td>MAC 3282</td>
<td>Engineering Calculus II 3</td>
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<tr>
<td>CHM 2046</td>
<td>General Chemistry II 3</td>
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<td>CHM 2045L</td>
<td>General Chemistry I Lab 1</td>
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<tr>
<td>PHY 3048</td>
<td>General Physics I 3</td>
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<tr>
<td>PHY 3048L</td>
<td>General Physics I Lab 1</td>
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<td>Humanities Elective</td>
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<td>Total Credits</td>
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<th>Required Summer Term</th>
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<tr>
<td>MAC 3283</td>
<td>Engineering Calculus III 3</td>
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<tr>
<td>CHM 2046L</td>
<td>General Chemistry II Lab 1</td>
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<tr>
<td>PHY 3049</td>
<td>General Physics II 3</td>
</tr>
<tr>
<td>PHY 3049L</td>
<td>General Physics Lab II 1</td>
</tr>
<tr>
<td>EGN 2210</td>
<td>Fortran for Engineers 2</td>
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<tr>
<td>Total Credits</td>
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</table>
in the use and understanding of the English language. The examination will be administered by the faculty of the University's English program. Students evidencing an English deficiency will be required to initiate the necessary corrective programs, with the assistance of their advisers. It is recognized that such deficiencies can exist even though a student has met the University's minimum English requirements. Correction of any deficiency must commence the term after a student has been notified and must be completed prior to recommendation of the student for graduation by the faculty of the College.

See Continuation and Graduation Requirements below for minimum grade requirements.

3. Mathematics Requirement

Students who are pursuing an engineering program are expected to acquire a facility for the rapid and accurate solution of problems requiring the use of mathematics. This requirement includes the ability to translate physical situations into mathematical models. Students evidencing a lack of manipulative ability or of the ability to apply mathematics will be required to take remedial coursework in engineering analysis and problem solving that is over and above their regular degree requirements. Faculty of the College who encounter students who are deficient in their mathematical ability will refer such cases to the Advising Office.

4. Continuation and Graduation Requirements

The curricula for the programs offered by various departments of the College of Engineering may be divided into four categories: a) General Education or Non-technical requirements; b) Basic Science Requirements (i.e., Math, Chemistry and Physics); c) Engineering Science Requirements; d) Specialization Requirements. All undergraduate students in the College of Engineering are expected to maintain the minimum grade-point average (GPA) for each category specified by the department responsible for the program pursued. In no case will the minimum GPA for a category be less than 2.0. Note that key courses, including but not limited to Freshman English, Calculus, Physics, Engineering, and Science courses in the student's areas of specialization, must be passed with a grade of "C" or better. The awarding of a baccalaureate degree also requires a minimum average of 2.0 or "C" for all engineering course work of 3000-level or above attempted while registered in the College. Some programs may have higher requirements for certain categories. It is the student's responsibility to make sure she/he meets all departmental requirements. In addition to the completion of the course work and/or project requirements of the respective program of the college, students must be recommended for their degrees by the faculty of the College.

Students who do not maintain the required minimums of the program pursued in each category are ineligible for further registration in the College unless individually designed continuation programs are recommended by the student's academic adviser and approved by the department chairperson and the Engineering Associate Dean for Academic Affairs. All students who are academically dismissed from the University will be denied readmission to the College of Engineering unless they meet admission requirements in effect at the time readmission is sought and are recommended for readmission by the department and the Associate Dean for Academic Affairs.

Students who register for a course three times without receiving a grade "C" or better (i.e., receive grades of W, D, or F) will be denied further enrollment in the College of Engineering unless written permission is obtained from the department chairperson and the College Associate Dean for Academic Affairs.

Students pursuing College of Engineering degree programs are expected to take their courses on a graded basis (ABCD/F). Exceptions require written approval of the department adviser prior to registration. The College of Engineering requires that a student complete the Basic Science, Engineering Science and Specialization Requirements for the baccalaureate degree within seven years prior to the date of graduation. Any exceptions require approval of the department and Dean's Office.
Each engineering student is required to complete the Application for Graduation - Check List and submit it to the College of Engineering Advising Office by the drop date of the term prior to the semester in which graduation is sought. Completion of this form is a requirement for graduation.

Effective fall of 1987 all incoming students pursuing Bachelor of Science degree programs in Chemical, Civil, Electrical, Industrial or Mechanical Engineering will be required to take the Engineering Intern Exam of the State Board of Professional Regulation at least one term prior to the term of anticipated graduation. (See the College Advising Office for applications and information.)

5. Transfer Credit
Transfer credit will be allowed by the USF College of Engineering when appropriate if the transferred course has been passed with a grade of "C" or better and when the first USF course following in sequence is also passed with a "C" grade or better. In some cases credit for a course may be granted, but the hours accepted may be less than the hours earned at another school.

While credit for work at other institutions may be granted subject to the conditions of the previous paragraph, a minimum of thirty semester hours of engineering coursework specified by the degree granting department is required for a baccalaureate degree.

■ FIVE-YEAR PROGRAM - LEADING TO BACHELOR AND MASTERS DEGREES

Students who, at the beginning of their senior year, are clearly interested in graduate study are invited to pursue a Five-Year Program of study leading simultaneously to the Bachelor of Science in Engineering or Engineering Science and Master of Science in Engineering or Engineering Science degrees. The keys to this program are:

1. Two-year research program extending through the fourth and fifth year.
2. The opportunity of taking graduate courses during the fourth year and deferring the taking of senior courses to the fifth year. The requirements of the combined degrees do not differ from those for the two degrees pursued separately.
3. Above-average performance in the chosen Engineering program is expected.

ENGINEERING TECHNOLOGY

The College of Engineering offers a program leading to the degree of Bachelor of Engineering Technology to serve educational needs in engineering-related technology areas. The program normally provides for two years (60 min. credit hours) of study at the University of South Florida following two years (60 credit hours) of successful study in an engineering technology program which has led to an Associate of Science degree. Many Engineering Technology programs of the State System of Community Colleges uniquely mate with this program. The College also offers a four-year program in Computer Technology.

■ BACHELOR OF ENGINEERING TECHNOLOGY

Upon completion of their full four years of study leading to the award of the Bachelor of Engineering Technology degree, students will have gained a well-rounded background concentrated in the following areas: Engineering Technology, Mathematics and Science, Liberal Arts and Social Science, and Management and the area of Computers. A student who has completed this program should be adequately prepared to assume career responsibilities in technical, technical supervisory, or technical executive positions. Prospective students should note, however, that this program is not intended to be an engineering program. Rather, its function is to bridge the gap between design or research engineers, and management. It is for this reason that the program consists of a balance of coursework in technical management, and Liberal Arts and Social Science areas.

A typical student pursues the bulk of the Engineering Technology coursework, together with much of the mathematics and science coursework, within the framework of a junior college Associate of Science degree Engineering Technology program. Most of the liberal arts and social science coursework, management and computer-oriented studies, and some additional engineering technology coursework is taken by the student at USF during the junior and senior year. The typical four years of study thus exhibit approximately the following coursework distribution (in credit hours):

- Engineering Technology: 53
- Management & related studies: 20
- Liberal Arts, Social Science and electives: 32
- Mathematics and Science: 15

Total 120

Specific students' programs may deviate from this balance to some extent due to the differences in the students' first two years' program contents.

At USF a portion of each student's program may be used for one of the areas of concentration listed below.

- Computer Systems Technology
- Management Engineering Technology

These areas are designed to complement the technical work received at the community college and need not necessarily be in the same field in which the A.S. degree is awarded.

Also available is a four-year degree in Computer Systems Technology which is mainly software applications.

Admission

In general, students are expected to have successfully completed an Associate of Science degree in Engineering Technology at a community college or to have accomplished equivalent work. The student must have completed a minimum of mathematics through applied integral calculus, a non-calculus physics sequence, and at least 6 semester hours of Freshman English. Limited resources in the presence of increasing enrollment demand have forced limiting enrollment to this program. The College's admissions requirements and procedures are listed on page 78. Students who meet all admission requirements are required to complete a minimum of 60 additional semester hours to receive the Bachelor of Engineering Technology degree.

Technology Admission Requirements

Bachelor of Engineering Technology - Computer Technology Program:

A. Freshmen:
1. TEST SCORES:
   - SAT - quantitative of 450 minimum; composite of 900.
   - ACT - mathematics of 18 minimum.
2. HIGH SCHOOL MATHEMATICS: Grade point average of 2.5 or better with no grade below "C". Sufficient coursework to enter required Calculus sequence.

B. Transfer Applicants:
1. MATHEMATICS PREPARATION:
   a. Completed College Algebra with grade of "B" or better, OR
   b. Completed College Algebra and first applicable Calculus sequence with grade point average of 2.5; no grade below "C".
2. OVERALL GRADE POINT AVERAGE: 2.5/4.0 minimum.